

*Regional Workshop: Survey Design
24th October - 30th October 2009
(Agenda- 17th October 2009)*

24 th October				Day 1
Time	Topic	Objective	By	Method
8.30 - 9.15	Opening Session Speeches			Welcome Speeches
9.15 - 9.30	Introduction of Participants and Resource Persons			
9.30 - 9.45	Presentation of MICS4 Video		EH	
9.45 - 10.30	Objectives of the Workshop and Adoption of the Program	To review themes to be covered in the workshop and agree on the program	SA	Presentation
	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	SA	Presentation
10.30 - 10.50	Coffee Break			
10.50 - 11.45	MICS4 in the Context of Global Commitments and Reporting Needs	To understand 1) the importance of monitoring progress towards MDG, WFFC and other goals, 2) the importance and place of MICS4 in reporting on development on a global level, and 3) reporting needs at regional and country level	AH	Presentation and discussion
11.45 - 12.30	The role and use of MICS data across Middle East and North Africa	Country experiences to share how MICS3 data has been used at the country level for decision making	Country Presentations	Presentations and discussion
12.30 - 13.30	Lunch			
13.30 - 14.15	The MICS4 Process	To understand the survey cycle and key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting.	SA	Presentation and discussion
14.15 - 15.00	Country Data and Survey Needs Assessment	Countries break into small groups to work with facilitators to discuss survey plans and data needs in the country	Groups-1	Group work
15.00 - 15.20	Coffee Break			
15.20 - 16.00	Overview of MICS4 Research Tools	To understand the structure of questionnaires To explain modules and the flow of modules and eligibility issues	AH	Presentation
16.00 - 16.30	How to Customize MICS4 Questionnaires to Countries	To understand general rules in adapting questionnaires to countries and completing and administering questionnaires	TU-HN	Presentation
16.30 - 17.00	MICS Resources on the Web	To introduce 1) the MICS4 website 2) the MICS4 Blog 3) the MICS4 Forum	EH	

Time	Topic	Objectives	By	Methodology
8.30 - 9.15	MICS4 Household Questionnaire: Household Information Panel Household Listing Education	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Wording of questions and response categories	AH	Presentation
9.15 - 10.00	MICS4 Household Questionnaire: Water and Sanitation Household Characteristics Handwashing Facility	As above	TU-AH	Presentation
10.00 - 10.30	MICS4 Household Questionnaire: Child Labor Child Discipline	As above	SA OP	Presentation
10.30 - 10.50	Coffee Break			
10.50 - 11.30	MICS4 Household Questionnaire: Salt Iodization	<i>Demonstration: How to Test Salt for Iodine Content</i>	HN-SA	
11.30 -12.30	MICS4 Women's Questionnaire Women's Information Panel Child Mortality	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	AH	Presentation
12.30 - 13.30	Lunch			
13.30 - 15.00	MICS4 Women's Questionnaire Desire for Last Birth Maternal and Newborn Health Illness Symptoms Contraception Unmet Need	As above	HN	Presentation
15.00 - 15.20	Coffee Break			
15.20-16.00	MICS4 Women's Questionnaire Female Genital Mutilation/Cutting Attitudes Toward Domestic Violence Marriage/Union HIV/AIDS	As above	SA EH EH TU	Presentation
16.00 - 17.00	Working Groups with facilitators	Discussion on MICS4 Household and Women's Questionnaire	Groups-2	Group discussion
18.00 - 20.00	Evening Reception			

Time	Topic	Objectives	By	Methodology
8.30 - 9.15	MICS4 Under-5s Questionnaire Under-5s Information Panel Age	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	AH	Presentation
	Birth Registration Early Childhood Development		OP	
9.15 - 10.00	MICS4 Under-5s Questionnaire Breastfeeding Care of Illness	As above	HN	Presentation
10.00 - 10.30	MICS4 Under-5s Questionnaire Immunization	As above	HN AH	Presentation
10.30 - 10.50	Coffee Break			
10.50 - 11.15	MICS4 Under-5s Questionnaire Anthropometry	As above	HN	Presentation
11.15 - 11.50	Anthropometry	Demonstration: How to Weigh and Measure Children	HN	
11.50 - 12.30	Working Groups with facilitators	Discussion on MICS4 Under-5s Questionnaire	Groups-3	Group discussion
12.30 - 13.30	Lunch			
13.30 - 14.30	Group discussion	Feedback from group discussions and questions and answers	All	Group work
15.00 - 15.20	Coffee Break			
15.20 - 16.45	Country experiences from MICS3	Advice on which issues pose great difficulties; recommended solutions.	Country Presentations	

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8.30 - 9.00	Review and workshop feedback	Feedback and questions on what has been covered so far including survey proposals		
9.00 - 10.30	Sampling Overview	To explain 1) the importance of correct sampling procedures, key concepts in proper sampling, review of MICS4 prototype sampling design, 2) the relationship of sampling with other factors, such as cost, time, fieldwork organization, and 3) factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation, number of PSUs and cluster size	DM	Presentation
10.30 - 10.50	Coffee Break			
10.50 - 11.15	Sampling Q & A			
11.15 - 12.00	General Structure of a Country Survey Plan	To explain and discuss the country survey plan, to be produced by each country at the end of the workshop and contents and style of the survey plan	TU	Presentation and discussion
12.00 - 12.30	Training of Field Staff	To develop a list of topics that need to be covered in a national survey training exercise and a list of recommended training methods.	HN	Presentation
12.30 - 13.30	Lunch			
13.30 - 14.15	MICS Technical Assistance from UNICEF	To describe the 1) technical support that will be provided by MENARO and HQ, 2) technical support efforts to be established 3) the review process	AH-SA	Presentation
14.15 - 15.00	Survey Logistics Logistics 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	SA-EH	Presentation and group discussion
15.00 - 15.20	Coffee Break			
15.20 - 16.00	Timetable and Budget Calculations	To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	TU	Presentation and group discussion
16.00 - 17.30	GPS/PDAs in MICS	How and why to use GPS Advantages of the use of PDAs	Toby Wicks E. Harfouche	Presentation and group discussion

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8.30- 10.30	Advanced Sampling (for sampling experts from countries)	To discuss 1) sampling options, use of sample frames, mapping and field procedures, techniques to minimize bias and 2) sub-national estimates To introduce sampling errors, survey weighting	DM	
10.30 - 10.50	Coffee Break			
10.50-11.10	Field Staff and Field Procedures	To discuss recruitment and structure of fieldwork teams To understand methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To discuss roles and responsibilities of fieldwork team members and fieldwork procedures	TU	Presentation, practice and discussion
11.10-11.30	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.	SF-HN	Group discussion
11.50-12.30	Countries work on survey plans	Country team group work		
12.30-13.30	Lunch			
13.30 - 14.00	MICS3 Evaluation	Excerpts from independent evaluation of MICS3	AH-EH	Presentation
14.00 - 15.00	Data quality lessons learnt from MICS3	To learn from some of the data quality problems found from MICS3	AH	Presentation
15.00-15.30	Modules in Development	To gain awareness of new topic areas that are being explored and developed for inclusion in MICS	AH	Presentation
15.30 - 17.30	Countries work on survey plans for the rest of the day	Country team group work		
	Optional session	Wealth Index		

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8.00- - 8.30	Data Entry and Processing, Data Analysis and Reporting	To understand 1) the role of data entry in a household survey, 2) methods to accomplish data entry, and 3) software for data entry. To preview the agenda of the second MICS4 workshop	TU-SA	Presentation and group discussion
8.30 - 9.10	Data Archiving and Dissemination	To demonstrate and provide 1)A brief overview of the data archiving toolkit (IHSN) 2) Using and disseminating MICS results	EH-OP	Presentation and discussion
9.10 - 10.40	Country Presentations on Survey Plans	To learn: 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 MICS4	All	Presentation
10.40 - 11.00	Coffee Break			
11.00 - 11.45	Country Presentations on Survey Plans (cont)	As above	All	Presentation
11.45 - 12.00	Participants Evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS4 To present the results of information collected in participant evaluation forms	SA/VT	
12.00-12.15	Closure of the Workshop	Distribution of certificates		
12.15- 13.30	Lunch and Prayers			
13.30 - 15.15	UNICEF Focal points meeting			