MICS DATA PROCESSING WORKSHOP
Al Ghurair Rayhaan by Rotana, Dubai – UAE
20– 30 October, 2013

AGENDA

Workshop expected results:

- Strengthened skills in the utilization of the two software packages used by MICS: CSPro and SPSS;
- Enhanced understanding of MICS data processing methodology, protocols, standards and technical guidelines on how to build and customize the standard MICS5 data entry, CAPI data collection, and analysis programs in CSPro;
- Strengthen knowledge on how to adapt the standard MICS tabulation programs using SPSS;
- Familiarized on how to customize the standard survey archive using the IHSN toolkit.

MULTIPLE INDICATOR CLUSTER SURVEYS (MICS) – UNICEF
Data Processing Workshop

October 20, Sunday				Day 1
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-09.00	Workshop Registration			
09.00-09.30	Opening Session – Welcome Speeches		TBD	
09.30-10.00	Introduction of Resource Persons and Participants			
10.00-10.15	Objectives of the Workshop	To review themes/topics to be covered in the workshop		Presentation
10.15-10.30	Administration and Logistics of the Workshop	To discuss workshop administration and logistics		
10.30-10.45	Coffee Break			
10.45-11.15	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken throughout the process		Presentation and Q&A
10.15-11.45	Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules		Presentation and Q&A
11.45-12.30	Introduction to CSPro: overview	Present overview of CSPro software package		Practical exercise
12.30-13.00	Introduction to CSPro: Data Entry Applications	Provide an introduction to CSPro Data Entry applications		Presentation
13.00-14.00	Lunch			
14.00-15.30	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications		Practical exercise
15.30-15:45	Coffee Break			
15.45-16.30	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		Presentation and Q&A

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October 21, Monday				Day 2
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.00	Introduction to CSPro: Data Entry Applications with logic	Provide an introduction to CSPro Data Entry applications with logic		Presentation
09.00-10.00	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications		Practical exercise
10.00-10.30	Overview of Data Processing System	Description of MICS data processing methodology		Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-11.30	Overview of Data Processing System	Description of MICS data processing methodology		Presentation and Q&A
11.30-12.00	MICS dictionary and forms	Overview of MICS dictionaries and forms		Presentation/Practical exercise
12.00-13.00	Practical: adapting the dictionary	Modifying the standard dictionary to country specific questionnaires	All	Supervised work
13.00-14.00	Lunch			
14.00-15.30	Practical: adapting the dictionary	Modifying the standard dictionary to country specific questionnaires	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Practical: adapting the forms	Modifying the standard forms to specific questionnaires	All	Supervised work

SESSION FOR PARTICIPANTS IMPLEMENTING CAPI SURVEY (OPTIONAL FOR OTHER PARTICIPANTS)

17.00-18.00	Overview of MICS CAPI System	Description of MICS CAPI methodology		Presentation and Q&A

October 22, Tuesday				Day 3
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.30	Data path within entry applications	Describe how the standard programs control the path through the questionnaire		Presentation/Practical exercise
09.30-10.30	Practical: adapting the data entry program	Adapting the standard data entry path to country specific questionnaires	All	Supervised work
10.30-10.45	Coffee Break			
10.45-11.45	Functions in Data Entry Applications	Introduction to CSPRO functions and their use in the standard programs		Presentation/Practical exercise
11.55-13.00	Adapting and testing the data entry/collection application	Adapting the standard data entry/collection programs to country needs	All	Supervised work
13.00-14.00	Lunch			
14.00-15.30	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work

October 23, Wednesday				Day 4
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.10	Data entry menu in CSPro	Overview of the data entry menu system		Presentation/ Practical exercise
09.10-09.40	Data collection menu in CSPro (CAPI)	Overview of the CAPI menu system		Presentation/ Practical exercise
09.40-10.30	Practical: data entry/data collection menu	Adapting the data entry menu system to country needs	All	Supervised work
10.30-10.45	Coffee Break			
10.45-11.30	Supervisors menu in CSPro	Overview of the supervisors menu system		Presentation/ Practical exercise
11.30-12.00	Supervisors menu in CSPro (CAPI)	Overview of the CAPI supervisors menu system		Presentation/ Practical exercise
12.00-13.00	Practical: supervisors menu	Adapting supervisor's menu	All	Supervised work
13.00-14.00	Lunch			
14.00-15.30	Practical: supervisors menu	Adapting supervisor's menu	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Secondary editing: editing methodology	Overview of editing the data during secondary data processing		Presentation/ Practical exercise

October 24, Thursday				Day 5
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.40	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables		Presentation/ Practical exercise
09.40-09.50	GPS data	Overview of the processing GPS data		Presentation/ Practical exercise
09.50-10.30	Practical: structure checking, verification, field check tables and GPS data	Adapting the structure checking, verification and field check tables program to country needs	All	Supervised work
10.30-10.45	Coffee Break			
10.45-13.00	Practical: structure checking, verification, field check tables and GPS data	Adapting the structure checking, verification and field check tables program to country needs	All	Supervised work
13.00-14.00	Lunch			
14.00-15.30	Set up of a system for managing data processing/CAPI data collection	Overview of system for managing data processing and training of the data entry personnel		Group discussions
15.30-15.45	Coffee Break			
15.45-16.30	Completion of Data Entry / Collection Applications	Country teams work on applications	All	Presentation/ Practical exercise

October 25, Friday	Day 6

DAY OFF

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October 26, Saturday — Day 7

Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback			
08.40-10.30	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program		Presentation/ Practical exercise
10.30-10.45	Coffee Break			
10.45-13.00	Practical: adapting the export program	Adapting the standard export program to country needs (for teams working on development of DP application)	All	Supervised work
13.00-14.00	Lunch			
14.00-15.30	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands		Presentation/ Demonstration
15.30-15.45	Coffee Break			
15.45-16.30	Description of MICS SPSS data files	Overview of MICS SPSS data files		Presentation

October 27, Sunday — Day 8

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40-09.40	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files		Presentation
09.40-10:30	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies		Presentation/ Practical exercise
10.30-10.45	Coffee Break			
10.45-13.00	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding		Presentation/ Practical exercise
13.00-14.00	Lunch			
14.00-14.45	Creating an analysis file:sample weights	Overview of calculating and adding weights to analysis files		Presentation
14.45-15.30	Practical: adapting analysis file	Adapting the weight programs to country needs/sample data sets	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Practical: adapting analysis file(cont.)	Adapting the weight programs to country needs/sample data sets	All	Supervised work

October 28, Monday				Day 9
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-08:40	Eyes & Ears Feedback			
08.40–09.30	Background variables: The Wealth Index	Calculating and adding wealth index		Presentation/ Practical exercise
09.30-10.30	Practical: adapting analysis file	Adapting the program to country needs/sample data sets	All	Supervised work
10.30-10.45	Coffee Break			
10:45-11:45	Tables in MICS5	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)		Presentation
11.45-13.00	Production of tables on response rates, background characteristics	Overview of "HH" SPSS program files		Presentation/ Practical exercise
13.00-14.00	Lunch			
14.00-15.30	Selected tables for different modules	Examples of SPSS program files for different modules		Presentation/ Practical exercise
15.30-15.45	Coffee Break			
15.45-16.30	Sharing of MICS experiences: group discussion on lessons learned from MICS4			

SESSION FOR PARTICIPANTS IMPLEMENTING CAPI SURVEY (OPTIONAL FOR OTHER PARTICIPANTS)

17.00-18.00	Central office menu in CSPro (CAPI)	Overview of the CAPI central office menu system		Presentation/ Practical exercise

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October 29, Tuesday				Day 10
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40–10.30	Selected tables for different modules (cont.)	Examples of SPSS program files for different modules		Presentation/ Practical exercise
10.30-10.45	Coffee Break			
10.45 -13.00	Data Quality tables	Examples of SPSS program files for data quality tables		Presentation/ Practical exercise
13.00-14.00	Lunch			
14.00-15.30	Sampling error tables	Examples of SPSS program files sampling error tables		Presentation/ Practical exercise
15.30-15.45	Coffee Break			
15.45-16.30	Sampling error tables (cont.)	Examples of SPSS program files sampling error tables		Presentation/ Practical exercise

October 30, Wednesday				Day 11
Time	**Topic**	**Objective**	**By**	**Method**
08.30-08.45	File copying and backup	Making zip files of country programs and standard programs to take home	All	Presentation/ Practical exercise
8.45-10.30	Archiving and distribution	Discussion of importance of archiving		Presentation
10.30–10.45	Coffee Break			
10.45-13.00	Archiving and distribution	Adapting the archive to country needs	All	Supervised work
13.00-14.00	Lunch			
14.00-15.00	Archiving and distribution	Adapting the archive to country needs-cont.	All	Supervised work
15.00-15.30	Closing ceremony			