MICS DATA PROCESSING WORKSHOP
Landmark Hotel, Bangkok, Thailand
17– 27 Jun, 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.

UNICEF Workshop Facilitators

Attila Hancioglu	(AH)	Senior Adviser/Global MICS Coordinator, SMS/DPS, HQ
Ivana Bjelic	(IB)	Statistics Specialist (Data Processing), SMS/DPS, HQ
Rhiannon James	(RJ)	Statistics and Monitoring Specialist (ROSA MICS Coordinator)
Yadigar Coskun	(YC)	Statistics and Monitoring Specialist (Data Processing), SMS/DPS, HQ

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

June 17, Monday				Day 1
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-09:00	Workshop Registration			
09.00-09.20	Opening Session – Welcome Speeches		David Parker Ivana Bjelic	
09.20-09.45	Introduction of Resource Persons and Participants		YC	
09.45-10.00	Objectives of the Workshop	To review themes/topics to be covered in the workshop	YC	Presentation
10.00-10.20	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	IB/Kulapranee Emyoo	
10.20-10.45	Coffee Break			
10.45-11.00	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken throughout the process	IB	Presentation and Q&A
11.00-11.30	Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules	YC	Presentation and Q&A
11.30-12.30	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	IB	Presentation and Q&A
12.30-13.30	Lunch			
13.30-13.45	Introduction to CSPro: overview	Present overview of CSPro software package	YC	Practical exercise
13.45-15.15	Introduction to CSPro: Data Entry Applications	Provide an introduction to CSPro Data Entry applications	YC	Presentation
15.15-15:30	Coffee Break			
15:30-17.00	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications	YC	Practical exercise

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June 18, Tuesday				Day 2
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-08:40	Eyes & Ears Feedback			
08.40-09.10	Introduction to CSPro: Data Entry Applications with logic	Provide an introduction to CSPro Data Entry applications with logic	YC	Presentation
09.10-09.45	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications	All	Practical exercise
09.45-10.30	Overview of Data Processing System	Description of MICS data processing methodology	IB	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	IB	Presentation and Q&A
11.30-12.30	MICS dictionary and forms	Overview of MICS dictionaries and forms	IB	Presentation/Practical exercise
12.30-13.30	Lunch			
13.30-15.30	Practical: adapting the dictionary	Modifying the standard dictionary to country specific questionnaires	All	Supervised work
15.30-15.45	Coffee Break			
15.45-17.00	Practical: adapting the forms	Modifying the standard forms to specific questionnaires	All	Supervised work

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

17.30-18.30	Overview of MICS CAPI System	Description of MICS CAPI methodology	IB	Presentation and Q&A

June 19, Wednesday				Day 3
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.15	Data path within entry applications	Describe how the standard programs control the path through the questionnaire	YC	Presentation/Practical exercise
09.15-10.30	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	IB	Presentation/Practical exercise
11.45-12.30	Adapting and testing the data entry/collection application	Adapting the standard data entry/collection programs to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-15.15	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work
15.15-15.30	Coffee Break			
15.30-17.00	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work

June 20, Thursday   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	YC	Presentation/ Practical exercise
09.10-10.00	Data collection menu in CSPro (CAPI)	Overview of the CAPI menu system	IB	Presentation/ Practical exercise
10.00-10.30	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	YC	Presentation/ Practical exercise
11.30-12.30	Supervisors menu in CSPro (CAPI)	Overview of the CAPI supervisors menu system	IB	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-15.00	Practical: supervisors menu	Adapting supervisor's menu	All	Supervised work
15.00-15.15	Coffee Break			
15.15-17.00	Secondary editing: editing methodology	Overview of editing the data during secondary data processing	IB	Presentation/ Practical exercise

June 21, Friday				Day 5
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-10.10	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables	YC	Presentation/ Practical exercise
10.10-10.30	GPS data	Overview of the processing GPS data	YC	Presentation/ Practical exercise
10.30-10.45	Coffee Break			
10.45-12.30	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
12.30-13.30	Lunch			
13:30-15:00	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	IB	Group discussions
15.00-15.15	Coffee Break			

SESSION FOR PARTICIPANTS THAT ARE INCLUDING BIRTH HISTORY AND MATERNAL MORTALITY MODULES

15.15-17.00	Imputation methodology	Overview of imputation programs	IB	Presentation/ Practical exercise

June 22, Saturday	Day 6

Off-Day

June 23, Sunday				Day 7
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-08:45	Opening Session – Welcome Speeches			Attila Hancioglu
08.45-09.00	Eyes & Ears Feedback			
09.00-10.00	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program	YC	Presentation/ Practical exercise
10.00-10.15	Coffee Break			
10.15-12.30	Practical: adapting the export program	Adapting the standard export program to country needs (for teams working on development of DP application)	All	Supervised work
10.15-12.30	Practical: reviewing the adopted export program and checking the structure and consistency of the data	Review and final checks of CSPro data files (for teams with completed primary data processing phase)	All	Supervised work
12.30-13.30	Lunch			
13.30-15.15	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands	IB	Presentation/ Demonstration
15.15-15.30	Coffee Break			
15.30-16.40	Introduction to SPSS: General commands in SPSS (cont.)	Overview of SPSS general commands	IB	Presentation/ Demonstration
16.40–17.00	Description of MICS SPSS data files	Overview of MICS SPSS data files	YC	Presentation

June 24, Monday				Day 8
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-08:40	Eyes & Ears Feedback			
08.40-10.00	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files	YC	Presentation
10.00-10.15	Coffee Break			
10:15-11:00	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies	IB	Presentation/ Practical exercise
11.00-12.30	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding	YC	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-15.15	Creating an analysis file:sample weights	Overview of calculating and adding weights to analysis files	IB	Presentation
15.15-15.30	Coffee Break	Group Photo 📷		
15.30-17.00	Practical: adapting analysis file	Adapting the weight programs to country needs/sample data sets	All	Supervised work

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June 25, Tuesday				Day 9
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:30-08:40	Eyes & Ears Feedback			
08.40–09.10	Background variables: The Wealth Index	Calculating and adding wealth index	AH	Presentation/ Practical exercise
09.10-10.15	Practical: adapting analysis file	Adapting the program to country needs/sample data sets	All	Supervised work
10.15-10.30	Coffee Break			
10:30-11:15	Tables in MICS5	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)	YC	Presentation
11.15-12.30	Production of tables on response rates, background characteristics	Overview of "HH" SPSS program files	YC	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-15.15	Selected tables for different modules	Examples of SPSS program files for different modules	IB	Presentation/ Practical exercise
15.15-15.30	Coffee Break			
15.30-16.30	Sharing of MICS experiences: group discussion on lessons learned from MICS4			
	SESSION FOR PARTICIPANTS IMPLEMENTING CAPI SURVEY (OPTIONAL FOR OTHER PARTICIPANTS)			
16.30-17.30	Central office menu in CSPro (CAPI)	Overview of the CAPI central office menu system	IB	Presentation/ Practical exercise

June 26, Wednesday — Day 10

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
08.40–10.15	Selected tables for different modules (cont.)	Examples of SPSS program files for different modules	YC	Presentation/ Practical exercise
10.15-10.30	Coffee Break			
10:30-12.30	Data Quality tables	Examples of SPSS program files for data quality tables	AH	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-15.15	Sampling error tables	Examples of SPSS program files sampling error tables	IB	Presentation/ Practical exercise
15.15-15.30	Coffee Break			
15.30-16.30	Sampling error tables (cont.)	Examples of SPSS program files sampling error tables	IB	Presentation/ Practical exercise
16.30-17.00	Overview of MICS Technical Assistance	Overview of the MICS Technical Assistance Framework	YC	Presentation and Q&A

June 27, Thursday — Day 11

Time	Topic	Objective	By	Method
8.30-9.15	File copying and backup	Making zip files of country programs and standard programs to take home	All	Presentation/ Practical exercise
9.15-10.15	Archiving and distribution	Discussion of importance of archiving	RJ/IB	Presentation
10.15–10.30	Coffee Break			
10.30-12.30	Archiving and distribution	Adapting the archive to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-15.15	Archiving and distribution	Adapting the archive to country needs-cont.	All	Supervised work
15.15-15.30	Coffee Break			
15.30-16.00	Closing ceremony			