Regional Workshop: Data Processing
Landmark Hotel, Bangkok, Thailand
Monday 7th September – Saturday 19th September, 2009
Agenda

Workshop Expected Results:

- Country teams are able to build and customise the standard MICS4 data entry and analysis programs in CSPro 4.0
- Country teams understand how to adapt the standard MICS tabulation programs using SPSS 18.0
- Country teams are familiarised on how to customise the standard survey archive using the IHSN toolkit.

Workshop Facilitators
UNICEF
Attila Hancioglu   Senior Advisor (MICS Global Coordinator), Statistics and Monitoring Section, DPP, HQ
Turgay Unalan   Statistics Specialist, Statistics and Monitoring Section, HQ
Rhiannon James   Monitoring and Evaluation (MICS) Specialist, Knowledge Management and Evaluation, APSSC
Ivana Bjelic   Statistics Specialist, Statistics and Monitoring Section, HQ
External
Sherrell Goggin   Consultant, USA
Rahman Mokhlesur   Consultant, Bangladesh

Monday 7 September				Day 1
Time	**Topic**	**Objective**	**By**	**Method**
8.30–8.50	Workshop Opening Speech	Festo Kavishe, Deputy Regional Director, UNICEF East Asia and The Pacific Regional Office		
8.50–9.10	Introduction of Participants and Resource Persons		Rhiannon James	
9.10-9.25	Workshop Objectives and Adoption of the Program	Review themes to be covered in the workshop and agree on the program	Ivana Bjelic	
9.25-9.45	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	Rhiannon James	
9.45-10.30	Overview of Data Processing System	Description of MICS data processing methodology	Ivana Bjelic	Presentation
10.30–11.00	Coffee Break			
11.00-12.30	Introduction to CSPro: overview	Present overview of CSPro software package	Sherrell Goggin	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30–15.00	Introduction to CSPro: Simple Data Entry Applications	Provide an introduction to CSPro dictionaries and forms with no logic	Ivana Bjelic	Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Introduction to CSPro: Data Entry Applications with Logic	Provide an introduction to CSPro Data Entry applications containing logic	Sherrell Goggin	Presentation/ Practical exercise

Tuesday 8 September   Day 2

Time	Topic	Objective	By	Method
8.30-10.00	MICS dictionary and forms	Overview of MICS dictionaries and forms	Ivana Bjelic	Presentation/Practical exercise
10.00-10.30	Coffee Break			
10.30-12.30	Practical: adapting the dictionary	Modifying the standard dictionary to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: adapting the forms	Modifying the standard forms to specific questionnaires	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Data path within entry applications	Describe how the standard programs control the path through the questionnaire	Sherrell Goggin	Presentation/Practical exercise

Wednesday 9 September   Day 3

Time	Topic	Objective	By	Method
8.30-10.00	Practical: adapting the data entry program	Adapting the standard data entry path to country specific questionnaires	All	Supervised work
10.00-10.15	Coffee Break			
10.15-12.30	Functions in Data Entry Applications	Introduction to CSPRO functions and their use in the standard programs	Sherrell Goggin	Presentation/Practical exercise
12.30-13.30	Lunch			
13.30-15.00	Practical: adapting the data entry program	Adapting the standard data entry programs to country needs	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: adapting the data entry program	Adapting the standard data entry programs to country needs	All	Supervised work

Thursday 10 September				Day 4
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Data entry program: data entry editing	Handling data editing during data entry	Ivana Bjelic	Presentation/Practical exercise
10.15–10.30	Coffee Break			
10.30-12.30	Practical: adapting the data entry program	Adapting the standard data edits to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch			
13.30–15.00	Data entry menu in CSPro	Overview of the data entry menu system	Sherrell Goggin	Presentation/Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: data entry menu	Adapting the data entry menu system to country needs	All	Supervised work

Friday 11 September				Day 5
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables	Ivana Bjelic	Presentation/Practical exercise
10.15–10.30	Coffee Break			
10.30-12.30	Practical: structure checking, verification and field check tables	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	Secondary editing: editing methodology	Overview of editing the data during secondary data processing	Sherrell Goggin	Presentation/Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: identifying and documenting edits	Adapting the standard secondary data edits	All	Supervised work

Saturday 12 September — Day 6

Time	Topic	Objective	By	Method
8.30-10.15	Secondary editing program in CSPro	Further discussion of secondary editing	Ivana Bjelic	Open Discussion
10.15-10.30	Coffee Break			
10.30-12.30	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work

Sunday 13 September — Day 7

Time	Topic	Objective	By	Method
Day off				

Monday 14 September — Day 8

Time	Topic	Objective	By	Method
9.00-9.30	Mid-term evaluation and review			
9.30-10.15	Secondary editing program in CSPro	Further discussion of secondary editing	Sherrell Goggin	Open Discussion
10.15-10.30	Coffee Break			
10.30-12.30	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: modifying the editing program	Adapting the standard secondary data edits –cont.	All	Supervised work

Tuesday 15 September				Day 9
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Supervisor's menu in CSPro	Overview of the supervisor's menu system	Ivana Bjelic	Presentation/Practical exercise
10.15–10.30	Coffee Break			
10.30-12.30	Practical: adapting the supervisor's menu	Adapting the standard supervisor's menu to country specific needs	All	Supervised work
12.30-13.30	Lunch			
13.30–14.00	Review of primary data processing	Review the design of the MICS data processing system	Sherrell Goggin	Presentation/Practical exercise
14.00-14.30	Set up of a system for managing data processing and data editing guidelines	Overview of system for managing data processing and training of the data entry personnel	Ivana Bjelic	Presentation
14.30-15.00	Practical: free	Work on any topic related to primary data processing	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	GPS data	Overview of the processing GPS data	Ivana Bjelic	Presentation/Practical exercise

Wednesday 16 September				Day 10
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program	Ivana Bjelic	Presentation/Practical exercise
10.15–10.30	Coffee Break			
10.30-12.30	Practical: adapting the export program	Adapting the standard export program to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30–14.00	Description of MICS4 SPSS data files	Overview of MICS4 SPSS data files	Ivana Bjelic	Presentation
14.00-14.30	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files	Turgay Unalan	Presentation
14.30-15.00	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands	Ivana Bjelic	Presentation
15.00-15.15	Coffee Break			
15.15-16.30	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies	Ivana Bjelic	Presentation/Practical exercise

Thursday 17 September				Day 11
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding	Turgay U/Attila H	Presentation/Practical exercise
10.15–10.30	Coffee Break			
10.30-11.30	Creating an analysis file:sample weights	Overview of calculating and adding weights to analysis files	Turgay U/Attila H	Presentation
11.30-12.30	Practical: adapting analysis file	Adapting the weight programs to country needs/sample data sets	All	Supervised work
12.30-13.30	Lunch Group Photo			
13.30–14.00	Background variables: The Wealth Index	Calculating and adding wealth index	Turgay U/Attila H	Presentation/Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: adapting analysis file	Adapting the program to country needs/sample data sets	All	Supervised work

Friday 18 September				Day 12
Time	Topic	Objective	By	Method
8.30-9.15	Final data files	Overview of final data files and key variables	Turgay U/Attila H	Presentation
9.15-10.15	Tables in MICS4	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)	Turgay U/Attila H	Presentation
10.15–10.30	Coffee Break			
10.30-12.30	Production of tables on response rates, background characteristics	Overview of "HH" SPSS program files	Turgay U/Attila H	Presentation/Practical exercise
12.30-13.30	Lunch			
13.30–15.00	Production of tables on response rates, background characteristics-cont.	Overview of "HH" SPSS program files-cont	Turgay U/Attila H	Presentation/Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Selected tables for different modules	Examples of SPSS program files for different modules	Turgay U/Attila H	Presentation/Practical exercise

Saturday 19 September				Day 13
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Selected tables for different modules	Examples of SPSS program files for different modules	Turgay U/Attila H	Presentation/Practical exercise
10.15-10.30	Coffee Break			
10.30-11.15	File copying and backup	Making zip files of country programs and standard programs to take home	All	Presentation/Practical exercise
11.15-11.45	Archiving and distribution	Discussion of importance of archiving	Sherrell Goggin	Presentation
11.45-12.30	Archiving and distribution	Adapting the archive to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-14.00	Archiving and distribution	Adapting the archive to country needs-cont.	All	Supervised work
14.00-14.15	Coffee Break			
14.15-15.00	Archiving and distribution	Adapting the archive to country needs-cont	All	Supervised work
15.00-15.30	Closing ceremony			Peter Delahaye, Deputy Regional Director, UNICEF Asia-pacific Shared Service Centre, Atila Hancioglu

8