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MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 4 (MICS4)
UNICEF ESARO
MOP-UP WORKSHOP – DATA PROCESSING
Jacaranda Hotel, Nairobi, Kenya
Monday 22nd February– Saturday 06th March, 2010
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
Turgay Unalan   Statistics Specialist, Multiple Indicator Cluster Surveys, HQ
Bo Pedersen   Statistics and Monitoring Specialist (Survey Coordinator), ESARO RO
Ivana Bjelic   Statistics Specialist, Statistics and Monitoring Section, HQ

External
Aleksandar Zoric   External consultant
Jayachandran Vasudevan Household Survey Consultant, ESARO
Pierre Martel   Household Survey Consultant, ESARO

Monday 22 February				Day 1
Time	**Topic**	**Objective**	**By**	**Method**
8.30-8.40	Workshop Opening Speech		Philip Jespersen, Regional M&E Advisor	
8.40-9.00	Introduction of Participants and Resource Persons		Bo Pedersen	
9.00-9.10	Security Briefing		Elsaid Karara, UNDSS	
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	Bo Pedersen	
9.45-10.30	Overview of Data Processing System	Description of MICS data processing methodology	Ivana Bjelic	Presentation/ Discussion
10.30-11.00	Coffee Break			
11.00-12.30	Introduction to CSPro: overview	Present overview of CSPro software package	Aleksandar Zoric	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	Aleksandar Zoric	Presentation/ Practical exercise

Tuesday 23 February				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
10.00-10.15	Coffee Break			
10.15-12.30	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	Aleksandar Zoric	Presentation/ Practical exercise

Wednesday 24 February | 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	Ivana Bjelic	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 25 February | Day 4

Time	Topic	Objective	By	Method
8.30-10.00	Data entry program: data entry editing	Handling data editing during data entry	Ivana Bjelic	Presentation/Practical exercise
10.00-10.15	Coffee Break			
10.15-12.30	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	Aleksandar Zoric	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 26 February — 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	Aleksandar Zoric	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 27 February — Day 6

Time	Topic	Objective	By	Method
8.30-10.00	Secondary editing program in CSPro	Further discussion of secondary editing	Ivana Bjelic	Open Discussion
10.00–10.15	Coffee Break			
10.15-12.30	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 28 February — Day 7

Time	Topic	Objective	By	Method
Day off				

Monday 01 March   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	Aleksandar Zoric	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 02 March   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	Aleksandar Zoric	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

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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	Aleksandar Zoric	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
14.00-15.00	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files	Turgay Unalan	Presentation
15.00-15.15	Coffee Break			
15.15-16.30	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands	Ivana Bjelic	Presentation/ Demonstration

Time	Topic	Objective	By	Method
8.30-9.30	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies	Bo Pedersen	Presentation/ Practical exercise
9.30-10.15	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding	Ivana Bjelic	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 Unalan	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 Unalan	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 05 March				Day 12
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Tables in MICS4	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)	Turgay Unalan	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	Bo Pedersen	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30–15.00	Selected tables for different modules	Examples of SPSS program files for different modules	Turgay Unalan	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 – cont.	Bo Pedersen	Presentation/ Practical exercise

Saturday 06 March				Day 13
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	Aleksandar Zoric	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			
13.30-14.00	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			