

MICS SURVEY DESIGN WORKSHOP
Organized by UNICEF LACRO
Intercontinental Playa Bonita, Panama City, Panama
23-29 October, 2014

AGENDA

Workshop expected results:

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through MICS.
- Draft survey plans produced for countries committed to conducting MICS.


UNICEF Workshop Facilitators

Attila Hancioglu	(AH)	Senior Adviser/Global MICS Coordinator, D&A/DDRP, HQ
Augustine Botwe	(AB)	Monitoring Specialist/Regional MICS Coordinator, EAPRO
Bastiaan van 't Hoff	(BH)	Regional Chief of Planning, LACRO
Bo Pedersen	(BP)	Statistics Specialist (Household Surveys), D&A /DDRP, HQ
David Megill	(DM)	Consultant, Sampling Expert, HQ
Ivana Bjelic	(IB)	Statistics Specialist (Data Processing), D&A /DDRP, HQ
Nassim Benali	(NB)	Programme Officer, D&A /DDRP, HQ
Siraj Mahmudlu	(SM)	Monitoring Specialist/Regional MICS Coordinator, CEE/CIS
Tessa Wardlaw	(TW)	Chief, D&A/DDRP, HQ
Tom Slaymaker	(TS)	Senior Statistics & Monitoring Specialist, D&A/DDRP, UNICEF HQ
Turgay Unalan	(TU)	Statistics Specialist (Household Surveys), D&A /DDRP, HQ
Vicente Teran	(VT)	Monitoring Specialist/Regional MICS Coordinator, LACRO
Yadigar Coskun	(YC)	Statistics and Monitoring Specialist (Data Processing), D&A /DDRP, HQ

Resource Persons

Ana Abdelbasit	(AA)	Regional Consultant, Household Survey Expert, CEE/CIS
Ana Maria Restrepo	(AMR)	Monitoring Officer (incoming), LACRO
Armando Levinson	(AL)	Regional Consultant, Sampling Expert, LACRO
Hans Pettersson	(HP)	Regional Consultant, Sampling Expert, EAPRO
Liliana Carvajal	(LC)	Statistics & Monitoring Specialist, D&A /DDRP, HQ
Mario Gutierrez	(MG)	Regional Consultant, Household Survey Expert, LACRO
Nicole Petrowski	(NP)	Statistics & Monitoring Officer, D&A /DDRP, HQ
Sylvan Roberts	(SR)	Regional Consultant, Household Survey Expert, LACRO
Tyler Porth	(TP)	Statistics & Monitoring Officer, D&A /DDRP, HQ

October 23, Thursday					Day 1
Time	Topic	Objectives	By	Methodology	
08.30-09.00	Workshop Registration				
09.00-09.20	Opening Session – Welcome Speeches		Danis Cedeño, Director, INEC Panama Bernt Aasen, Regional Director, UNICEF LACRO Tessa Wardlaw, Chief Data and Analytics Section, UNICEF HQ		
09.20-09.35	Security Briefing		Raul Castillo, UNICEF LACRO		
09.35-10.00	Introduction of Resource Persons and Participants		TW/VT		
10.00-10.15	Objectives of the Workshop and Administration and Logistics of the Workshop	To review themes to be covered in the workshop To discuss workshop administration and logistics	VT/AMR	Presentation	
10.15-10.30 Coffee Break					
10.30-11.45	MICS: Past, Present, and Future	To understand: 1) the importance of monitoring progress towards MDG and other goals, and the contribution of MICS in this area 2) the importance and place of MICS in generating data on children’s and women’s well-being, and 3) reporting needs at regional and country level To discuss: 1) deadlines for events and reports and 2) potential uses of MICS data at global, regional and country level	AH	Presentation and Q&A	
11.45-12.30	Country Group Discussions	To discuss the pre-workshop survey plans and country data availability		Country group discussion	
12.30-13.30 Lunch					
13.30-14.30	Overview of MICS Tools, Templates, Resources, Technical Assistance	To introduce all standard MICS tools, templates, and resources made available through the Global MICS Programme Overview of the MICS Technical Assistance Framework	BP	Presentation and Q&A	
14.30-15.15	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken before data collection, including governance structure, human resources, survey scope, timetable, budgeting	VT/TU	Presentation and Q&A	
15.15-15.30 Coffee Break					
15.30-17.00	Overview of the MICS Process (continued)	To explain and discuss the contents of the Country Survey Plan and Budget to be presented by each country at the end of the workshop To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	VT/TU	Presentation and Q&A	
SESSION FOR UNICEF PARTICIPANTS					
17.15-18.30	Managing Support to MICS	How to coordinate and manage support to MICS in a country office	VT/AB/SM	Group discussion	

October 24, Friday				Day 2
Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback		AMR/NB	
08.40-09.30	Some Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules To understand the basic rules to be followed during the customization of questionnaires	TU	Presentation and Q&A
09.30-10.30	<u>Household Questionnaire</u> Overview	The overall structure of the Household Questionnaire To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	AH	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.00	<u>Household Questionnaire</u> Household Information Panel List of Household Members Education Child Labour Child Discipline	As above	IB/SM	Presentation and Q&A
12.00-12.30	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
12.30-13.30	Lunch			
13.30-15.30	<u>Household Questionnaire</u> Household Characteristics Insecticide Treated Nets Indoor Residual Spraying Water and Sanitation Handwashing Salt Iodization	As above	IB/SM	Presentation and Q&A
15.30-15.45	Coffee Break	Group Photo 		
15.45-17.00	Country Group Discussions	To discuss Household Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
OPTIONAL SESSION				
17.15-18.30	Module in development: Water quality testing	To learn of the latest development in water quality testing in MICS	TS	Presentation and Q&A

October 25, Saturday **Day 3**

Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback		AMR/NB	
08.40-10.30	<u>Questionnaires For Individual Women and Men</u> Woman's Information Panel Woman's Background Access To Mass Media And Use of Information and Communication Technology Fertility/Birth History Desire For Last Birth Unmet Need	To understand, for each module: The flow of the module, eligibility, indicators produced and associated goals, targets and uses, preparatory work for customizing the module	BP/AB	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-12.00	<u>Questionnaires For Individual Women and Men</u> Maternal And Newborn Health Post-Natal Health Checks Illness Symptoms Contraception Female Genital Mutilation/Cutting Attitudes Toward Domestic Violence Marriage/Union	As above	BP/AB	Presentation and Q&A
12.00-12.30	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
12.30-13.30	Lunch			
13.30-15.15	<u>Questionnaires For Individual Women and Men</u> Sexual Behaviour HIV/AIDS <i>Circumcision</i> Maternal Mortality Tobacco And Alcohol Use Life Satisfaction	As above	BP/AB	Presentation and Q&A
15.15-15.30	Coffee Break			
15.30-17.00	Country Group Discussions	To discuss Individual Women/Men Questionnaire modules including customization, relevance and application within country context		Group discussion and Q&A
OPTIONAL SESSION				
17.15-18.30	Data Collection Using PDAs/Tablets	To further understand data collection using PDAs/tablets and provide answers to all questions in plenary	IB/YC	Q&A

October 26, Sunday **Day 4**

Off-Day

October 27, Monday				Day 5
Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback		AMR/NB	
08.40-10.45	Sampling - Overview	1) To explain: the importance of correct sampling procedures, key concepts in proper sampling the relationship of sampling with other factors, such as cost, time, fieldwork organization, and factors that determine sample size, how to calculate sample size, number of PSUs and cluster size 2) To discuss sampling options, use of sample frames, and sub-national estimates 3) To introduce sampling errors, survey weighting	DM	Presentation and Q&A
10.45-11.00	Coffee Break			
11.00-11.45	Sampling – Overview (continued)	4) Group activity: Selection of Indicators and Calculation of Sample Size		Group practice
11.45-12.30	<u>Questionnaire For Children Under Five</u> Under-5s Information Panel Age Birth Registration Early Childhood Development	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module	TU/VT	Presentation and Q&A
12.30-13.30	Lunch			
13.30-14.30	<u>Questionnaire For Children Under Five</u> Breastfeeding and Dietary Intake Immunization Care of Illness	As above	TU/VT	Presentation and Q&A
14.30-15.15	Country Group Discussions	To discuss Questionnaire for Children Under Five modules including customization, relevance and application within country context		Group discussion and Q&A
15.15-15.30	Coffee Break			
15.30-16.15	Country Group Discussions	To discuss Questionnaire for Children Under Five modules including customization, relevance and application within country context		Group discussion and Q&A
16.15-17.00	<u>Questionnaire For Children Under Five</u> Anthropometry	To understand equipment, training and field work requirements of anthropometry in MICS	TU/VT	Presentation and Q&A
SESSION FOR SURVEY MANAGERS AND SAMPLING EXPERTS (OPTIONAL FOR OTHER PARTICIPANTS)				
17.15-19.00	Sampling – Advanced Sampling	To discuss frame issues, stratification, household listing and selection, weighting and associated templates and techniques to minimize bias	DM	Presentation and group discussion

October 28, Tuesday				Day 6
Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback		AMR/NB	
08.40-09.45	Preparing for Fieldwork	To discuss recruitment and structure of fieldwork teams and roles and responsibilities of fieldwork team members. To understand MICS recommendations for pre-test and field-work training.	VT	Presentation and Q&A
09.45-10.30	Fieldwork: Survey Logistics and 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 To develop the supply list for UNICEF procured items	AB	Presentation and Q&A
10.30-10.45	Coffee Break			
10.45-11.30	Country Group Practice	To discuss fieldwork preparations, logistics, and training		Group discussion
11.30-12.30	Fieldwork: 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 To understand the use of field check tables	SM	Presentation and Q&A
12.30-13.00	Interpreting field check tables		IB/SM	Presentation and Q&A
13.00-14.00	Lunch			
14.00-15.00	Country Group Practice: Interpreting Field Check Tables	Exercise to interpret field check tables and find solutions to improve data quality		Group discussion
15.00-15.15	Coffee Break			
15.15-17.00	Sharing of MICS Experiences: Lessons Learned from MICS4	To learn from previous experience: Identification of issues that posed great difficulties; recommended solutions.	Panel/VT	Group discussion

October 29, Wednesday				Day 7
Time	Topic	Objectives	By	Methodology
08.30-08.40	Eyes & Ears Feedback		AMR/NB	
08.40-09.40	Data Entry and Processing	To understand: 1) the role of data entry in MICS, 2) methods to accomplish data entry, and 3) software for data entry. To preview the agenda of the second MICS workshop To demonstrate and provide a brief overview of data archiving toolkit (IHSN)	IB/YC	Presentation and Q&A
09.40-10.15	Data Analysis and Reporting	To understand the MICS process in analyzing data and the report writing activities, incl. focus on data quality and sampling error tables	IB/YC	Presentation and Q&A
10.15-10.30	Coffee Break			
10.30-11.00	Dissemination	To explain how to 1) use MICS results at the maximum extent possible 2) organize public presentations, and 3) draft a dissemination plan	SM	Presentation and Q&A
11.00-12.15	Lessons Learned from MICS4	Excerpts from independent evaluation of MICS4 Data quality analysis of MICS4 data	AH	Presentation and Q&A
12.15-13.15	Lunch			
13.15-14.30	MICS Technical Assistance Framework	To go through the MICS steps and understand the technical assistance that will be provided at each critical survey stage To describe the details of the technical support that will be provided by RO and HQ	BP/TU/ VT/AB/SM	Presentation and Q&A
14.30-14.45	Coffee Break and Collection of Workshop Evaluation Forms			
14.45-16.30	Country Presentations on MICS Survey Plans (5-10 min. for each survey team)	To address: 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 MICS	VT	Survey Team Presentations
16.30-16.45	Workshop Evaluation & Closing Session – Closing Speeches		Attila Hancioglu, Global MICS Coordinator, UNICEF HQ Bastiaan van 't Hoff, Regional Chief of Planning, UNICEF LACRO	