**MICS DATA PROCESSING WORKSHOP**

**Dedeman Hotel, Istanbul, Turkey**

**9 – 19 February, 2015**

AGENDA

**What is the objective of the workshop?**

 The workshop will be attended by MICS survey teams that are planning their fieldwork in 2015 and have produced the draft questionnaires that have been reviewed by MICS teams at Regional Offices and New York Headquarters (see below for more details). The workshop will provide an opportunity for MICS survey teams, with the assistance of data processing experts, to:

* Strengthen their knowledge on MICS CAPI methodology, protocol and standards;
* Finalize CAPI data collection application based on the draft questionnaire by the end of the workshop;
* Get familiar with the MICS standard tabulation plan and SPSS analysis programs;
* Start archiving process using IHSN toolkit.

**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 MICS CAPI data collection application 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.

**Workshop related preparations and documents to bring**

Survey teams are expected to bring the following documents and files to the workshop:

**Survey documents**

* Draft MICS questionnaires (in UN and local languages)
* Survey plan
* Immunization schedule
* Educations system (School levels, grades, ages, etc.)
* Detailed sample design
* Any other survey related information that may be available by the time of the workshop start

**Participants should have one laptop per team (using at least Windows 7). For teams that already have tablets for data collection, it is recommended that minimum 2 tablets are brought for testing purposes.**

**Useful information:**

The standard presentations for this workshop are available at [www.childinfo.org/mics5.html](http://www.childinfo.org/mics5.html). In order to accommodate specific survey content in the participating surveys and because of ongoing updates and improvements, the content of each workshop is slightly different. However, you may find it useful to browse the standard content in preparation for the workshop.

CSPro, SPSS and IHSN Toolkit installation packages, as well as standard MICS CAPI application, SPSS analysis programs and IHSN Archiving Template will be provided to the participants during the workshop.

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| **February 9, Monday**  | **Day 1** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08.30-09.00 | Workshop Registration |
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| 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 |
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| 10.15-10.30 | Administration and Logistics of the Workshop | To discuss workshop administration and logistics |  |  |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 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 |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Introduction to CSPro: Data Entry Applications (cont.) | Provide an introduction to CSPro Data Entry applications  |  | Practical exercise |
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| 15.30-15:45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Overview of MICS Tools, Templates, Resources, Technical Assistance | Introduce all standard MICS tools, templates, and resources made available through the Global MICS ProgrammeOverview of the MICS Technical Assistance Framework |  | Presentation and Q&A |
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| **February 10, Tuesday** | **Day 2** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08.30-08.40 | Eyes & Ears Feedback |  |  |  |
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| 08.40-09.00 | Introduction to CSPro: Data Entry Applications with logic | Provide an introduction to CSPro Data Entry applications with logic |  | Presentation |
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| 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 MICS CAPI system | Description of MICS CAPI methodology  |  | Presentation and Q&A |
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| 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 | Adapting the standard dictionary to survey specific questionnaires | All | Supervised work |
| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Practical: Adapting the dictionary | Adapting the standard dictionary to include survey specific questionnaires | All | Supervised work |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Practical: adapting the forms | Adapting the standard forms to include survey specific forms | All | Supervised work |
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| **February 11, Wednesday** | **Day 3** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08.30-08.40 | Eyes & Ears Feedback |  |  |  |
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| 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 survey specific questionnaires | All | Supervised work |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 10.45-11.45 | Functions in Data Entry Applications | Introduction to CSPro functions and their use in the standard programs |  | Presentation/Practical exercise |
| 11.45-13.00 | Adapting and testing the data collection application  | Adapting the standard collection programs to survey needs | All | Supervised work |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Adapting and testing the data collection application (cont.) | Adapting the standard data collection programs to survey needs | All | Supervised work |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Adapting and testing the data collection application (cont.) | Adapting the standard data collection programs to survey needs | All | Supervised work |
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| **February 12, Thursday** | **Day 4** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08.30-08.40 | Eyes & Ears Feedback |  |  |  |
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| 08.40-09.40 | Data collection (interviewers) menu in CSPro (CAPI) | Overview of the CAPI Interviewers menu system |  | Presentation/ Practical exercise |
| 09.40-10.30  | Practical: Data entry/data collection menu | Adapting the data entry menu system to survey needs | All | Supervised work |
|  |  |  |  |  |
| 10.30-10.45 | Coffee Break |  |  |  |
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| 10.45-12.00 | Supervisors menu in CSPro (CAPI) | Overview of the supervisors menu system (CAPI) |  | Presentation/ Practical exercise |
| 12.00-13.00 | Practical: Supervisors menu | Adapting supervisor’s menu | All | Supervised work |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Practical: Supervisors menu | Adapting supervisor’s menu | All | Supervised work |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Secondary editing: Editing methodology | Overview of editing the data during secondary data processing |  | Presentation/Practical exercise |
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| **February 13, Friday** | **Day 5** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08.30-08.40 | Eyes & Ears Feedback |  |  |  |
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| 08.40-09.40 | Structure checking, verification and field check tables | Overview of MICS structure checking, verification and field check tables |  | Presentation/Practical exercise |
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| 09.40-09.50 | GPS data | Overview of the processing GPS data |  | Presentation/Practical exercise |
| 09.50-10.30 | Practical: Adapting the structure checking, verification and field check tables program to survey needs | Adapting the structure checking, verification and field check tables program to survey needs | All | Supervised work |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 10.45-11.45 | Central office menu in CSPro (CAPI) | Overview of the CAPI central office menu system |  | Presentation/ Practical exercise |
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| 11.45-13.00 | Practical: Central office menu | Adapting the central office menu | All | Supervised work |
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| 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 processing personnel |  | Group discussions |
| 15.30-15.45 | Coffee Break |  |  |  |
| 15.45-16.30 | Completion of Data Collection Applications | Survey teams work on applications | All | Presentation/Practical exercise |

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| **February 14, Saturday** | **Day 6** |
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| **February 15, Sunday** | **Day 7** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 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 |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 10.45-13.00 | Practical: Adapting the export program | Adapting the standard export program to survey needs (for teams working on development of DP application) | All | Supervised work |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Introduction to SPSS: General commands in SPSS | Overview of SPSS general commands |  | Presentation/ Demonstration |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Description of MICS SPSS data files | Overview of MICS SPSS data files |  | Presentation |

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| **February 16, Monday** | **Day 8** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08:30-08:40 | Eyes & Ears Feedback |  |  |  |
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| 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 |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 10.45-13.00 | Creating an analysis file: Recoding variables | Overview of SPSS programs for recoding |  | Presentation/ Practical exercise |
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| 13.00-14.00 | Lunch |  |  |  |
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| 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 survey needs/sample data sets | All | Supervised work |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Practical: Adapting analysis file (cont.) | Adapting the weight programs to survey needs/sample data sets | All | Supervised work |
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| **February 17, Tuesday** | **Day 9** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 08:30-08:40 | Eyes & Ears Feedback |  |  |  |
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| 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 survey needs/sample data sets | All | Supervised work |
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| 10.30-10.45 | Coffee Break |  |  |  |
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| 10:45-11:45 | Tables in MICS5 | Overview of types of tabulations (Tabulation plan including Data Quality and Sample Error tables) |  | Presentation |
| 11.45-13.00 | Production of tables on response rates and background characteristics | Overview of “HH” SPSS program files  |  | Presentation/ Practical exercise |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Selected tables for different modules | Examples of SPSS program files for different modules |  | Presentation/ Practical exercise |
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| 15.30-15.45 | Coffee Break |  |  |  |
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| 15.45-16.30 | Sharing of MICS experiences: Group discussion on lessons learned from MICS4 |
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| **February 18, Wednesday** | **Day 10** |
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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 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 |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.30 | Sampling Error tables  | Examples of SPSS program files sampling error tables |  | Presentation/ Practical exercise |
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| 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 |
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| **February 19, Thursday** | **Day 11** |
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| **Time** | **Topic** | **Objective** | **By** | **Method** |
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| 08.30-08.45 | File copying and backup | Making zip files of survey programs and standard programs to take home | All | Presentation/ Practical exercise |
| 08.45-10.30 | Archiving and distribution | Discussion of importance of archiving |  | Presentation |
| 10.30–10.45 | Coffee Break |  |  |  |
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| 10.45-13.00 | Archiving and distribution | Adapting the archive to survey needs | All | Supervised work |
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| 13.00-14.00 | Lunch |  |  |  |
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| 14.00-15.00 | Archiving and distribution | Adapting the archive to survey needs (cont.) | All | Supervised work |
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| 15.00-15.30 | Closing ceremony |  |  |  |
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