

MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 3 (MICS3)
REGIONAL TRAINING WORKSHOP
(UNICEF RO)

“SURVEY DESIGN”

Venue, City, Country
Date

PROGRAM (DRAFT)

Date, Day				
Time	Topic	Objectives	By	Methodology
Chair: ??				
9.00-9.20	Opening Session - UNICEF CO Rep - UNICEF RO Rep - Organizing Country Counterpart/Government - Other UN Agencies - UNICEF NYHQ			Welcome Speeches
9.20-10.00	Introduction of Participants and Resource Persons			
10.00-10.15	Objectives of the Workshop and Adoption of the Program	Review themes to be covered in the workshop and agree on the program	??	Presentation
10.15-10.30	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	??	Presentation
10.30-10.50	Coffee Break			
Moderator: Country Participant				
10.50-11.45	MICS3 in the Context of Global Commitments and Reporting Needs	To understand: - The importance of monitoring progress towards MDG, WFFC and other goals - The importance and place of MICS3 in reporting on development on a global level - Reporting needs at regional and country level - Deadlines for events, reports - Potential uses of MICS3 data at global, regional and country level	??	Presentation and Discussion
11.45-12.00	Lessons Learned from MICS1 and MICS2	Lessons learned from previous rounds of MICS3	??	Presentation
12.00-12.30	Lessons Learned from MICS2 Country experiences from MICS2	To learn from previous experience: - Roles that a MICS can play. - Practical managerial advice for getting organized and obtaining sustained commitment. - Advice on which issues pose great difficulties; recommended solutions. - To learn from experience of how to use existing data and special surveys to fill required data gaps.	Selected Countries (2)	Presentation and Discussion
12.30-13.30	Lunch			

Date, Day (Continued)				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
13.30-14.00	The MICS3 Process	To understand: The survey cycle Key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting	??	Presentation and discussion
14.00-14.20	General Structure of a Country Survey Plan	To explain and discuss: The country survey plan, to be produced by each country at the end of the workshop Contents and style of the survey plan	??	Presentation and discussion
14.20-15.00	General Structure of MICS3 Questionnaires	To understand the structure of questionnaires To explain core, additional and optional modules To explain the flow of modules and eligibility issues	??	Presentation
15.00-15:20	Coffee Break			
15.20-16.30	General Characteristics of MICS3 How to Customize MICS3 Questionnaires to Countries	To understand general rules in: Adapting questionnaires to countries Completing and administering questionnaires	??	Presentation and discussion

17.00-19.00	Reception			
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Date, Day				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
9.00-10:30	MICS3 Household Questionnaire Core and Additional Modules Household Information Panel (??) Household Listing (??) Education (??) Water and Sanitation (??) Household Characteristics (??) Insecticide Treated Nets (??) Extended Household Listing and Children Orphaned and Made Vulnerable by HIV/AIDS (??) Child Labor (??) Salt Iodization (??) Demonstration: How to Test Salt for Iodine Content	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Wording of questions and response categories	Facilitators as indicated	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-11.30	Working Groups	To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting. To practice the administration of the questionnaire		Group work
11.30-12.30	Discussion	Discussion on MICS3 Household Questionnaire		Group discussion
12.30-13.30	Lunch			
Moderator:: Country Participant				
13.30-15.00	MICS3 Women's Questionnaire Core and Additional Modules Women's Information Panel (??) Women's Characteristics (??) Child Mortality (??) Tetanus Toxoid (??) Maternal and Newborn Health and Malaria Prevention (??) Marriage/Union and Polygyny (??) Contraception (??) Female Genital Cutting (??) Sexual Behavior (??) HIV/AIDS (??)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators as indicated	Presentation and discussion
15.00-15.20	Coffee Break			
15.20-16.00	Working Groups	To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting. To practice the administration of the questionnaire		Group work
16.00-17.00	Discussion	Discussion on MICS3 Women's Questionnaire		Group discussion

Date, Day				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
9.00-10.30	MICS3 Under-5s Questionnaire Core and Additional Modules Under-5s Information Panel (??) Under-5 Characteristics (??) Birth Registration and Early learning (??) Vitamin A (??) Breastfeeding (??) Care of Illness (??) Malaria (??) Immunization (??) Anthropometry (??) Demonstration: How to Weigh and Measure Children	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators as indicated	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-11.30	Working Groups	To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting. To practice the administration of the questionnaire		Group work
11.30-12.30	Discussion	Discussion on MICS3 Under-5s Questionnaire		Group discussion
12.30-13.30	Lunch			
Moderator:: Country Participant				
13.30-15.00	Optional Modules Additional Household Characteristics (??) Security of Tenure and Durability of Housing (??) Source and Cost of ITN (??) Child discipline (??) Disability (??) Maternal Mortality (??) Unmet Need (??) Attitudes Toward Domestic Violence (??) Source and Cost of ORS, Antimalarials and Antibiotics (??) Child development (??) GPS (??)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators as indicated	
15.00-15.20	Coffee Break			
15.20-16.00	Working Groups	To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting. To practice the administration of the questionnaire		Group work
16.00-17.00	Discussion	Discussion on MICS3 Optional Modules		Group discussion

Off-Day - Social Activity

Date, Day				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
9.00-10.30	Survey Techniques	To discuss: Recruitment and structure of fieldwork teams To understand: Methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To discuss: Roles and responsibilities of fieldwork team members Fieldwork procedures	??	Presentation Practice Discussion
10.30-10.50	Coffee Break			
10.50-11.10	Field Staff and Training Issues	To develop: A list of topics that need to be covered in a national survey training exercise. A list of recommended training methods.	??	Presentation
11.10-12.30	Sampling	To explain: The importance of correct sampling procedures, key concepts in proper sampling, review of MICS3 prototype sampling design To explain: The relationship of sampling with other factors, such as cost, time, fieldwork organization To explain: Factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation, number of PSUs and cluster size	??	Presentation
12.30-13.30	Lunch			

Date, Day (Continued)				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
13.30-14.15	Sampling (Continued)	To discuss: Sampling options, use of sample frames, mapping and field procedures, techniques to minimize bias To discuss: Sub-national estimates To introduce: Sampling errors, survey weighting	??	Presentation
14.15-14.45	MICS2 Country Experiences in Sampling	To learn from previous experience: How sampling was done Identification of issues that posed great difficulties; recommended solutions. To learn from experience of how to implement a good sampling strategy	Selected Countries (2)	Presentation and discussion
14.45-15.20	Working Groups Selection of Indicators and Calculation of Sample Size Including Coffee Break	Group practice in computing sample size		Group work
15.20-15.50	Discussion	Discussion on sampling issues		Group discussion
15.50-16.20	Survey Logistics Logistics 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	??	Presentation and Group Discussion
16.20-17.00	Timetable and Budget Calculations	To understand: Typical timetable for a national survey, common survey budget items, calculation of the survey budget	??	Presentation and group discussion

Date, Day				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
9.00-10.30	Working Groups Survey Plans	To work on developing country survey plans	Country teams and facilitators	Group work
10.30-10.50	Coffee Break			
10.50-11.30	Survey Quality Control	To understand: The types of errors that can influence survey validity and reliability. How to prevent, identify, and correct errors and low-quality work. The key role of adequate supervision and team interaction in the field.	??	Group discussion
11.30-12.00	Data Entry and Processing	To understand: The role of data entry in a household survey. Methods to accomplish data entry Software for data entry. To preview: The agenda of the second MICS3 workshop	??	Presentation and group discussion
12.00-12.30	Data Analysis and Reporting	To understand: The MICS3 process in analyzing data Reporting activities	??	Presentation
12.30-13.30	Lunch			
Moderator:: Country Participant				
13.30-14.00	DevInfo	To demonstrate and provide a brief overview of DevInfo To understand: DevInfo as a database for monitoring human development How MICS3 results can be used to create input into DevInfo	??	Presentation
14.00-14.30	Dissemination	To explain: How to use MICS3 results at the maximum extent possible Organization of public presentations Drafting a dissemination plan	??	Presentation and discussion
14.30-15.00	Survey Technical Support Needs	To introduce: The MICS3 website To identify: Technical support that will be needed. Technical support efforts to be established, MICS3 information network,	??	Presentation and Discussion
15.00-15.20	Coffee Break			
15.20-17.00	Working Groups Completion of report on survey plans	Country teams and facilitators work on survey plans	Country teams and facilitators	Group work

Date, Day				
Time	Topic	Objectives	By	Methodology
Moderator:: Country Participant				
9.00-10.30	Country Presentations (10 min each) on survey plans	To learn: - 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 MICS3	Country teams	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-12.30	Country Presentations (Continued)	As above	As above	As above
12.30-13.30	Lunch			
Moderator:: Country Participant				
13.30-14.00	Forthcoming Events in MICS3	To review: - The timetable for MICS3 - Deadlines for reporting	??	Presentation and Discussion
14.00-14.15	Participants evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS3 To present the results of information collected in participant evaluation forms		Presentation
14.15-15.00	Workshop Evaluation – Open Discussion	To revisit critical aspects of the workshop To discuss the main outcomes of the workshop	??	Discussion
15.15-15.45	Closure of the Workshop - UNICEF CO Rep - UNICEF RO Rep - Organizing Country Counterpart - Other UN Agency (?) - UNICEF NYHQ	Distribution of certificates Closing speeches		