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. 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.

February 9, Monday				Day 1
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-09.00	Workshop Registration			
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
10.15-10.30	Administration and Logistics of the Workshop	To discuss workshop administration and logistics		
10.30-10.45	Coffee Break			
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
13.00-14.00	Lunch			
14.00-15.30	Introduction to CSPro: Data Entry Applications (cont.)	Provide an introduction to CSPro Data Entry applications		Practical exercise
15.30-15:45	Coffee Break			
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 Programme Overview of the MICS Technical Assistance Framework		Presentation and Q&A

February 10, Tuesday				Day 2
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.00	Introduction to CSPro: Data Entry Applications with logic	Provide an introduction to CSPro Data Entry applications with logic		Presentation
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
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			
14.00-15.30	Practical: Adapting the dictionary	Adapting the standard dictionary to include survey specific questionnaires	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Practical: adapting the forms	Adapting the standard forms to include survey specific forms	All	Supervised work

February 11, Wednesday				Day 3
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
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
10.30-10.45	Coffee Break			
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
13.00-14.00	Lunch			
14.00-15.30	Adapting and testing the data collection application (cont.)	Adapting the standard data collection programs to survey needs	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Adapting and testing the data collection application (cont.)	Adapting the standard data collection programs to survey needs	All	Supervised work

February 12, Thursday				Day 4
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
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			
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
13.00-14.00	Lunch			
14.00-15.30	Practical: Supervisors menu	Adapting supervisor's menu	All	Supervised work
15.30-15.45	Coffee Break			
15.45-16.30	Secondary editing: Editing methodology	Overview of editing the data during secondary data processing		Presentation/ Practical exercise

February 13, Friday				Day 5
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.30-08.40	Eyes & Ears Feedback			
08.40-09.40	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables		Presentation/ Practical exercise
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
10.30-10.45	Coffee Break			
10.45-11.45	Central office menu in CSPro (CAPI)	Overview of the CAPI central office menu system		Presentation/ Practical exercise
11.45-13.00	Practical: Central office menu	Adapting the central office menu	All	Supervised work
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

February 14, Saturday	Day 6

DAY OFF

February 15, Sunday				Day 7
Time	**Topic**	**Objectives**	**By**	**Methodology**
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
10.30-10.45	Coffee Break			
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
13.00-14.00	Lunch			
14.00-15.30	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands		Presentation/ Demonstration
15.30-15.45	Coffee Break			
15.45-16.30	Description of MICS SPSS data files	Overview of MICS SPSS data files		Presentation

February 16, Monday — Day 8

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
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
10.30-10.45	Coffee Break			
10.45-13.00	Creating an analysis file: Recoding variables	Overview of SPSS programs for recoding		Presentation/ Practical exercise
13.00-14.00	Lunch			
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
15.30-15.45	Coffee Break			
15.45-16.30	Practical: Adapting analysis file (cont.)	Adapting the weight programs to survey needs/sample data sets	All	Supervised work

February 17, Tuesday — Day 9

Time	Topic	Objectives	By	Methodology
08:30-08:40	Eyes & Ears Feedback			
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
10.30-10.45	Coffee Break			
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
13.00-14.00	Lunch			
14.00-15.30	Selected tables for different modules	Examples of SPSS program files for different modules		Presentation/ Practical exercise
15.30-15.45	Coffee Break			
15.45-16.30	Sharing of MICS experiences: Group discussion on lessons learned from MICS4			

February 18, Wednesday — Day 10

Time	Topic	Objectives	By	Methodology
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
13.00-14.00	Lunch			
14.00-15.30	Sampling Error tables	Examples of SPSS program files sampling error tables		Presentation/ Practical exercise
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

February 19, Thursday — Day 11

Time	Topic	Objective	By	Method
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			
10.45-13.00	Archiving and distribution	Adapting the archive to survey needs	All	Supervised work
13.00-14.00	Lunch			
14.00-15.00	Archiving and distribution	Adapting the archive to survey needs (cont.)	All	Supervised work
15.00-15.30	Closing ceremony			