MICS DATA PROCESSING WORKSHOP
King Fahd Hotel, Dakar, Senegal
15– 25 July, 2013

AGENDA

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 MICS5 data entry, CAPI data collection, and analysis programs 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.

UNICEF Workshop Facilitators

Attila Hancioglu	(AH)	Senior Adviser/Global MICS Coordinator, SMS/DPS, HQ
Aleksandar Zoric	(AZ)	Consultant, Data Processing Expert
Bo Pedersen	(BP)	Statistics Specialist (Household Surveys), SMS/DPS, HQ
Ivana Bjelic	(IB)	Statistics Specialist (Data Processing), SMS/DPS, HQ
Michele Seroussi	(MS)	Monitoring and Evaluation Specialist (WCARO MICS Coordinator)
Rajesh Sharma	(RS)	Consultant, Data Processing Expert

MULTIPLE INDICATOR CLUSTER SURVEYS (MICS) – UNICEF
Data Processing Workshop

Time	Topic	Objectives	By	Methodology
08.00-08.30	Workshop Registration			
08.30-09.00	Opening Session – Welcome Speeches		TBD	
09.00-09.30	Introduction of Resource Persons and Participants		MS	
09.30-09.45	Objectives of the Workshop	To review themes/topics to be covered in the workshop	IB	Presentation
09.45-10.00	Administration and Logistics of the Workshop	To discuss workshop administration and logistics	IB/MS	
10.00-10.20	Coffee Break			
10.20-10.45	Overview of the MICS Process	To understand the survey cycle and key decisions to be taken throughout the process	MS	Presentation and Q&A
10.45-11.15	Features of MICS Questionnaires and Modules	To understand the structure and formatting features of the MICS questionnaires and modules	AZ	Presentation and Q&A
11.15-12.00	Introduction to CSPro: overview	Present overview of CSPro software package	AZ	Practical exercise
12.00-12.30	Introduction to CSPro: Data Entry Applications	Provide an introduction to CSPro Data Entry applications	AZ	Presentation
12.30-13.30	Lunch			
13.30-15.00	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications	AZ	Practical exercise
15.00-15:10	Coffee Break			
15.10-16.00	Overview of MICS Tools, Templates, Resources, Technical Assistance	To be introduced of all standard MICS tools, templates, and resources made available through the Global MICS Programme Overview of the MICS Technical Assistance Framework	IB	Presentation and Q&A

MULTIPLE INDICATOR CLUSTER SURVEYS (MICS) – UNICEF
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July 16, Tuesday				Day 2
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.00-08.10	Eyes & Ears Feedback			
08.10-08.30	Introduction to CSPro: Data Entry Applications with logic	Provide an introduction to CSPro Data Entry applications with logic	AZ	Presentation
08.30-09.30	Introduction to CSPro: Data Entry Applications (cont)	Provide an introduction to CSPro Data Entry applications	All	Practical exercise
09.30-10.00	Overview of Data Processing System	Description of MICS data processing methodology	IB	Presentation and Q&A
10.00-10.15	Coffee Break			
10.15-11.00	Overview of Data Processing System	Description of MICS data processing methodology	IB	Presentation and Q&A
11.00-11.30	MICS dictionary and forms	Overview of MICS dictionaries and forms	RS	Presentation/Practical exercise
11.30-12.30	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 dictionary	Modifying the standard dictionary to country specific questionnaires	All	Supervised work
15.00-15.10	Coffee Break			
15.10-16.00	Practical: adapting the forms	Modifying the standard forms to specific questionnaires	All	Supervised work

SESSION FOR PARTICIPANTS IMPLEMENTING CAPI SURVEY (OPTIONAL FOR OTHER PARTICIPANTS)

16.30-17.30	Overview of MICS CAPI System	Description of MICS CAPI methodology	IB	Presentation and Q&A

July 17, Wednesday				Day 3
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.00-08.10	Eyes & Ears Feedback			
08.10-09.00	Data path within entry applications	Describe how the standard programs control the path through the questionnaire	AZ	Presentation/Practical exercise
09.00-10.00	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			
10.15-11.15	Functions in Data Entry Applications	Introduction to CSPRO functions and their use in the standard programs	IB	Presentation/Practical exercise
11.15-12.30	Adapting and testing the data entry/collection application	Adapting the standard data entry/collection programs to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work
15.00-15.10	Coffee Break			
15.10-16.00	Adapting and testing the data entry/collection application (cont.)	Adapting the standard data entry/collection programs to country needs	All	Supervised work

July 18, Thursday				Day 4
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.00-08.10	Eyes & Ears Feedback			
08.10-08.40	Data entry menu in CSPro	Overview of the data entry menu system	AZ	Presentation/ Practical exercise
08.40-09.10	Data collection menu in CSPro (CAPI)	Overview of the CAPI menu system	IB	Presentation/ Practical exercise
09.10-10.00	Practical: data entry/data collection menu	Adapting the data entry menu system to country needs	All	Supervised work
10.00-10.15	Coffee Break			
10.15-11.00	Supervisors menu in CSPro	Overview of the supervisors menu system	AZ	Presentation/ Practical exercise
11.00-11.30	Supervisors menu in CSPro (CAPI)	Overview of the CAPI supervisors menu system	IB	Presentation/ Practical exercise
11.30-12.30	Practical: supervisors menu	Adapting supervisor's menu	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: supervisors menu	Adapting supervisor's menu	All	Supervised work
15.00-15.10	Coffee Break			
15.10-16.00	Secondary editing: editing methodology	Overview of editing the data during secondary data processing	IB	Presentation/ Practical exercise

July 19, Friday				Day 5
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.00-08.10	Eyes & Ears Feedback			
08.10-09.10	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables	IB	Presentation/ Practical exercise
09.10-09.20	GPS data	Overview of the processing GPS data	RS	Presentation/ Practical exercise
09.20-10.00	Practical: structure checking, verification, field check tables and GPS data	Adapting the structure checking, verification and field check tables program to country needs	All	Supervised work
10.00-10.15	Coffee Break			
10.15-12.30	Practical: structure checking, verification, field check tables and GPS data	Adapting the structure checking, verification and field check tables program to country needs	All	Supervised work
12.30-14.30	Lunch			
14.30-15.00	Set up of a system for managing data processing/CAPI data collection	Overview of system for managing data processing and training of the data entry personnel	IB	Group discussions
15.00-15.10	Coffee Break			
15.10-16.00	Completion of Data Entry / Collection Applications	Country teams work on applications	All	Presentation/ Practical exercise

July 20, Saturday	Day 6

DAY OFF

July 21, Sunday				Day 7
Time	**Topic**	**Objectives**	**By**	**Methodology**
08.00-08.10	Eyes & Ears Feedback			
08.10-10.00	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program	RS	Presentation/ Practical exercise
10.00-10.15	Coffee Break			
10.15-12.30	Practical: adapting the export program	Adapting the standard export program to country needs (for teams working on development of DP application)	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands	IB	Presentation/ Demonstration
15.00-15.10	Coffee Break			
15.10-16.00	Description of MICS SPSS data files	Overview of MICS SPSS data files	AZ	Presentation

July 22, Monday				Day 8
Time	**Topic**	**Objectives**	**By**	**Methodology**
08:00-08:10	Eyes & Ears Feedback			
08.10-09.10	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files	AZ	Presentation
09.10-10:00	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies	IB	Presentation/ Practical exercise
10.00-10.15	Coffee Break			
10.00-12.30	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding	AZ	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-14.15	Creating an analysis file:sample weights	Overview of calculating and adding weights to analysis files	IB	Presentation
14.15-15.00	Practical: adapting analysis file	Adapting the weight programs to country needs/sample data sets	All	Supervised work
15.00-15.10	Coffee Break			
15.10-16.00	Practical: adapting analysis file(cont.)	Adapting the weight programs to country needs/sample data sets	All	Supervised work

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Time	Topic	Objectives	By	Methodology
08:00-08:10	Eyes & Ears Feedback			
08.10–09.00	Background variables: The Wealth Index	Calculating and adding wealth index	AH	Presentation/ Practical exercise
09.00-10.00	Practical: adapting analysis file	Adapting the program to country needs/sample data sets	All	Supervised work
10.00-10.15	Coffee Break			
10:15-11:15	Tables in MICS5	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)	BP	Presentation
11.15-12.30	Production of tables on response rates, background characteristics	Overview of "HH" SPSS program files	AZ	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	IB	Presentation/ Practical exercise
15.00-15.10	Coffee Break			
15.10-16.00	Sharing of MICS experiences: group discussion on lessons learned from MICS4			

SESSION FOR PARTICIPANTS IMPLEMENTING CAPI SURVEY (OPTIONAL FOR OTHER PARTICIPANTS)

Time	Topic	Objectives	By	Methodology
16.30-17.30	Central office menu in CSPro (CAPI)	Overview of the CAPI central office menu system	IB	Presentation/ Practical exercise

July 24, Wednesday				Day 10
Time	Topic	Objectives	By	Methodology
08.00-08.10	Eyes & Ears Feedback			
08.10–10.00	Selected tables for different modules (cont.)	Examples of SPSS program files for different modules	IB	Presentation/ Practical exercise
10.00-10.15	Coffee Break			
10.15 -12.30	Data Quality tables	Examples of SPSS program files for data quality tables	AZ	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-15.00	Sampling error tables	Examples of SPSS program files sampling error tables	IB	Presentation/ Practical exercise
15.00-15.10	Coffee Break			
15.10-16.00	Sampling error tables (cont.)	Examples of SPSS program files sampling error tables	IB	Presentation/ Practical exercise

July 25, Thursday				Day 11
Time	Topic	Objective	By	Method
08.00-08.15	File copying and backup	Making zip files of country programs and standard programs to take home	All	Presentation/ Practical exercise
8.15-10.00	Archiving and distribution	Discussion of importance of archiving	AZ/IB	Presentation
10.00–10.15	Coffee Break			
10.15-12.30	Archiving and distribution	Adapting the archive to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-14.30	Archiving and distribution	Adapting the archive to country needs-cont.	All	Supervised work
14.30-15.00	Closing ceremony			