**MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 3 (MICS3)**
**REGIONAL TRAINING WORKSHOP**
**DATA PROCESSING**
**(Your Region Here)**

**Location**
**Dates**

**PROGRAM**

| Date, Day | | | | |
|---|---|---|---|---|
| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| **Chair:** | | | | |
| 9.00-9.20 | Opening Session <br> • Regional Advisor, Monitoring and Evaluation | TBD | TBD | TBD |
| 9.20-10.00 | Introduction of Participants and Resource Persons | | TBD | TBD |
| 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 | TBD | TBD |
| 10.15-10.45 | Administration and Logistics of the Workshop | Discuss workshop administration and logistics | TBD | TBD |
| 10.45-11.00 | Coffee Break | | All | |
| **Moderator:** | | | | |
| 10.50-12.30 | Overview of Data Processing System | Description of MICS data processing methodology | Hill | Slides |
| 12.30-13.30 | Lunch | | All | |
| **Moderator::** | | | | |
| 13.30-15..00 | Introduction to CSPro: overview | Present overview of CSPRO software package | Diakhate | Slides |
| 15.00-15:15 | Coffee Break | | All | |
| 15.15-17.00 | Introduction to CSPro: dictionaries | Provide an introduction to CSPRO dictionaries and forms | Croft | Slides |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Introduction to CSPro: applications | Provide and introduction to CSPRO applications | Hill | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Data dictionary and forms in CSPro | Overview of MICS dictionaries and forms | Diakhate | Slides |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Practical: adapting the dictionary | Modifying the standard dictionary to country needs | All | Supervised work |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: adapting the forms | Modifying the standard forms to country needs | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Data entry program in CSPro: data path | Describe how the standard programs control the path through the questionnaire | Hill | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting the data entry program | Adapting the standard data entry path to country specific questionnaires | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Data entry program: functions | Introduction to CSPRO functions and their use in the standard programs | Croft | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: adapting the data entry program | Adapting the standard data entry programs to country needs | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Data entry program: data entry editing | Discussion of how to handle data editing during data entry | Hill | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting the data entry program | Adapting the standard data edits to country specific questionnaires | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Data entry menu in CSPro | Overview of the data entry menu system | Bakka | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: data entry menu | Adapting the data entry menu system to country needs | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Structure checking and verification | Overview of MICS structure checking programs | Croft | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: structure checking and verification | Adapting the structure checking program to country needs | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Secondary editing: editing methodology | Overview of editing the data during secondary data processing | Hill | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: identifying and documenting edits | Adapting the standard secondary data edits | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Secondary editing program in CSPro | Further discussion of secondary editing | Hill | Open Discussion |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: modifying the editing program | To TBD | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Secondary editing program | Further discussion of secondary editing | Hill | Open Discussion |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: modifying the editing program | To TBD | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Supervisor's menu in CSPro | Overview of the supervisor's menu system | Bakka | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting the supervisor's menu | Adapting the standard supervisor's menu to country specific needs | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Review of primary data processing | Review the design of the MICS data processing system | Hill | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: free | Work on any topic related to primary data processing | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Exporting data from CSPro to SPSS | Overview of exporting in CSPRO and the MICS export program | Hill | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting the export program | Adapting the standard export program to country needs | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Creating analysis files in SPSS: recoding | Overview of the creation of analysis files in SPSS | Diakhate | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: adapting analysis file creation | Adapting the standard analysis file creation programs to country needs | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
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| 9.00-10:45 | Creating analysis files in SPSS: sample weights | Overview of calculating and adding weights to the analysis files | Hill | Slides |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting analysis file creation | Adapting the weights programs to country needs | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | Tabulation programs in SPSS | Overview of the MICS tabulation programs | Diakhate | Slides |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Practical: adapting the tabulation programs | Adapting the tabulation programs to country needs | All | Supervised work |

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| **Time** | **Topic** | **Objectives** | **By** | **Methodology** |
| Moderator:: | | | | |
| 9.00-10:45 | Tabulation programs in SPSS | Further discussion of tabulation programs | Hill | Open Discussion |
| 10.45-11.00 | Coffee Break | | All | |
| 11.00-12.30 | Practical: adapting the tabulation programs | Continued work on country tabulation programs | All | Supervised work |
| 12.30-13.30 | Lunch | | All | |
| Moderator:: | | | | |
| 13.30-15.00 | File copying and backup | Making zip files of country programs and standard programs to take home | All | Slides/Supervised work |
| 15.00-15.15 | Coffee Break | | All | |
| 15.15-17.00 | Archiving and distribution; closing ceremony | Discussion of importance of archiving; closing ceremony | Hill | ??? |