

REGIONAL TRAINING WORKSHOP ON MICS2
Intercontinental Hotel, Amman, Jordan
4-8 December 1999
PROGRAMME

Day 1: Saturday, 4th December

| Inaugural Session: 08:30-9:30 | | <i>Chairperson: Saad Houry</i> | | |
|---|--|---|---------------|--------------------------------------|
| Time | Topic | Objectives | R. Per. | Methodology |
| 08:30 - 08:50 | Inauguration of the Workshop by the Regional Deputy Director | | SH | |
| 08:50 – 09:00 | Remarks from NY HQs | | GJ | |
| 09:00 – 09:10 | Introduction of Participants and Resource Persons | | NH | |
| 09:10 - 09:20 | Objectives of the Workshop and adoption of the Programme | Review themes to be covered in the workshop and agree on the Workshop Programme | NH | Presentation |
| 09:20: - 09:30 | Administrative & Logistics Information | Discuss workshop administration and logistics | MK | |
| Technical Session I: 09:30 - 12:30 | | <i>Moderator: Oman</i> | | <i>Rapporteur: Hatim George</i> |
| 09:30 – 10:00 | WSC Reporting Requirements and Time Frame (30 mins.) | To understand: <ul style="list-style-type: none"> - Medium and long term goals of WSC process - Documents required at national and international levels - Conferences at national and international levels - Deadlines for events/reports - Implied deadlines for main steps in the reporting process | GJ | Presentation Group discussion |
| 10:00 - 10:15 | | H E A L T H B R E A K | | |
| 10:15 - 11:45 | WSC Goals Indicators and Data Sources (90 mins.) <ol style="list-style-type: none"> 1. Genesis and development 2. Existing Monitoring Systems 3. Rapid Surveys as Monitoring tools: MICS 4. Rapid Surveys as Monitoring 5. Tools: Add-ons | To understand: <ul style="list-style-type: none"> - Goal-setting process, and why the targets were established at the levels they were. - Consultative process followed to identify indicators - Rationale for multiple indicators per goal - What data can be gathered from existing monitoring systems; quality control to make sure the data can be used. - Why a MICS or other large-scale household survey is an appropriate option for year 2000 reporting. - Which topics must use methods other than household surveys; where these fit in the overall reporting process - Other surveys where MICS modules can be added on. - General guidance for effective merging of MICS modules and other surveys. | GJ | Presentation and group discussion |
| 11:45 - 12:30 | Lessons Learned from Mid-Decade MICS Experience: <ul style="list-style-type: none"> - West Bank/Gaza (20 mins.) <p>Use of existing data and specific survey for End-Decade Reporting: <ul style="list-style-type: none"> - Yemen (20 mins.) </p> | To learn from historical 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 DHS and other existing data and special surveys to fill required data gaps. | KAK EJ | Presentation |

12:30 – 13:30

N U T R I T I O N B R E A K

Technical Session II: 12:30 - 18:30*Moderator: Iraq**Rapporteur: Hatim George*

| Time | Topic | Objectives | R. Per. | Methodology |
|-----------------------------------|--|---|----------|---|
| 13:30 – 14:30 | Review of the Survey Work Cycle and Key Decisions for Survey Organizers (60 mins.) | To understand: <ul style="list-style-type: none"> - The different phases of a national household survey. - Which portions can be modified in which ways. - How decisions in one area affect other survey areas. | EL | Presentation and group discussion |
| 14:30 – 15:15 | Overview: Flow of Modules (45 mins.) | To understand: <ul style="list-style-type: none"> - The overall number and themes of the modules - The target groups - Which modules are to be administered to which target groups - Why they are best administered in a certain flow | GJ | Presentation and group discussion |
| H E A L T H B R E A K | | | | |
| 15:30 – 17:00 | Modules Review Session #1: (90 mins.) <ol style="list-style-type: none"> 1. Household Information Panel 2. Household Listing Form 3. Education 4. Child Labor 5. Water and Sanitation 6. Salt Iodization | To understand: <ul style="list-style-type: none"> - The justification and actual wording of questions. - The answer sets of each question - To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding. <p>To practice: Mock interviews in order to understand interviewing, data recording, and respondent behavior and misunderstandings.</p> | EL NH | Presentation and group discussion Group work Role play practice |
| 17:00 – 17:30 | Organizational Meeting: Country Teams and focal points | To explain in detail the specific objective of each country having a fully developed workplan by the end of the seminar. | EL NH | Brief Presentation |

Day 2: Sunday, 5th December

| Technical Session III: 08:30 - 12:45 | | Moderator: Lebanon | Rapporteur: Pieter Bult | |
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| Time | Topic | Objectives | R. Per. | Methodology |
| 08:30 - 09:30 | Interviewing: Reminder of Proper Techniques (60 mins.) | To understand: <ul style="list-style-type: none"> - Methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To practice: <ul style="list-style-type: none"> - Interviewing under various conditions (busy household, illiteracy, with on-lookers, suspicious doubts etc) | NH | Presentation and group work Role play practice |
| 09:30 – 09:45 H E A L T H B R E A K | | | | |
| 09:45 – 12:00 | Mod. Review Sess. #2: (135 mins.) <ol style="list-style-type: none"> 1. Women's Demographic Information 2. Child Mortality 3. Tetanus Toxoid 4. Maternal and Newborn Health 5. Contraceptive Use 6. Health Knowledge | Same as Modules Review Session #1 | EL NH | Presentation and group discussion Group work Role play practice |
| 12:00 - 12:45 | Survey Logistic (45 mins.) | To understand: <ul style="list-style-type: none"> - The key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc) To develop: <ul style="list-style-type: none"> - A complete list of logistics to be managed | NH | Group discussion |
| 12:45 - 13:45 N U T R I T I O N B R E A K | | | | |
| Technical Session IV: 13:45 – 18:30 | | Moderator: Libya | Rapporteur: Pieter Bult | |
| 13:45 - 15:45 | Mod. Review Sess. #3: (120 mins.) <ol style="list-style-type: none"> 1. Birth registration and Early Learning 2. Vitamin A 3. Breast-feeding 4. Care of Illness 5. Malaria | Same as Modules Review Session #1 | GJ NH | Presentation and group discussion Group work Role play practice |
| 15:45 – 16:00 H E A L T H B R E A K | | | | |
| 16:00 – 16:45 | Survey Quality Control (45 mins.) | To understand: <ul style="list-style-type: none"> 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. | EL | Group discussion |
| 16:45 – 18:30 | Mod. Review Sess. #4: (105 mins.) <ol style="list-style-type: none"> 1. Immunization 2. Anthropometry | Same as Modules Review Session #1 Also: <ul style="list-style-type: none"> - To practice anthropometric measurement. - To understand what anthropometric equipment is needed. | GJ NH | Presentation and group discussion Group work Role play practice |
| 20:00 | Dinner hosted by the Regional Director | | | |

Day 3: Monday, 6th December

| Technical Session V: 08:30 – 13:00 | | Moderator: Sudan | Rapporteur: Cherif Benadouda | |
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| Time | Topic | Objectives | R. Per. | Methodology |
| 08:30 – 13:00 | Field Visit: Practice household selection; practice interviewing (270 mins.) | <p>To practice, among others: Arrival and settling in at a survey site. Site verification Household selection Respondent selection Interviewing techniques Recording responses Anthropometry and iodized salt measurement. Supervision and quality control</p> <p>To identify: - Errors and good practices to follow</p> | TEAM MS/ JCO | <p>Implement the survey in a city neighborhood.</p> <p>Both practice and observe others</p> |
| 13:00 – 14:00 N U T R I T I O N B R E A K | | | | |

| Technical Session VI: 14:00 – | | Moderator: Oman | Rapporteur: Cherif Benadouda | |
|---|---|--|-------------------------------------|---|
| 14:00 – 16:30 | Lesson Learned from Field Visit (150 mins.) | <p>To review: - The field visit experience</p> <p>To identify: - Changes in the questionnaire or in field practices to consider.</p> | NH | <p>Group discussion</p> <p>Group work</p> |
| Late after-noon/Evening | Country teams work with focal points on work plans. | Continue work on country work plan | Teams and Focal Points | Group work |

Day 4: Tuesday, 7th December

| Technical Session VII: 08:30 – 13:00 | | Moderator: Syria | Rapporteur: Edward Jongstra | |
|--|---|--|------------------------------------|-----------------------------------|
| Time | Topic | Objectives | R. Per. | Methodology |
| 08:30 – 10:00 | Sampling: (120 mins.) 1. General principles 2. Determining and calculating sample size | An explanation of the importance of correct sampling procedures; key concepts in proper sampling; review of the MICS2 prototype sampling design; other options. What factors determine sample size; how to calculate sample size based on known population characteristics and desire level of precision; sample requirements for different indicators; determining the number of households to be visited. | AT | Presentation and group discussion |
| H E A L T H B R E A K | | | | |
| 10:00 – 10:15 | | | | |
| 10:15 – 11:45 | Sampling (contd.) 3. Household procedures for household selection | Use of the sampling frame; number of clusters required; mapping and field procedures, techniques to minimize bias | | Presentation and group discussion |
| 11:45 – 12:45 | Practice in calculating sample size/Work planning session (60 mins.) | Group practice in computing sample size | AT | Group work |
| N U T R I T I O N B R E A K | | | | |
| 12:45 – 13:45 | | | | |
| Technical Session VIII: 14:00 – 18:00 | | Moderator: Morocco | Rapporteur: Edward Jongstra | |
| 13:45 – 14:35 | Consultation with country teams (75 mins.) | To finalize sample size | AT Teams | Group work |
| 14:35 – 15:15 | Country Experiences: - Algeria - Tunisia - Morocco | | | Presentation |
| 15:15 – 15:45 | Data Entry (45 mins.) | 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 MICS workshop | GJ | Presentation and group discussion |
| 15:45 – 16:45 | Survey Training Programme (60 mins.) | To develop: A list of topics that need to be covered in a national survey training exercise. A list of recommended training methods. | EL | Group discussion |
| 16:45 – 18:00 | Technical Support Needs (75 mins.) 1. At country level 2. Establishment of support mechanisms | To identify: - What technical support will be needed, on a country by country basis. - What technical support efforts must be established, and who will manage them (e.g. e-mail support, web sites, country visits) | GJ EL NH | Group work and discussion |

Day 5: Wednesday, 8th December

| Technical Session IX: 08:30 – 12:30 | | Moderator: Tunisia | Rapporteur: Nicole Lafrance | |
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| Time | Topic | Objectives | R. Per. | Methodology |
| 08:30 – 10:00 | Country Presentations (90 mins.) | To learn, in each case: Modules retained and eliminated Nationalization: Significant changes in questions or answer sets Sampling scale/difficulties Partnerships Administrative and budget arrangements/uncertainties to be resolved Expected schedule of activities Expected technical support needs. To offer suggestions on resolving problems To identify issues for discussion in afternoon session. | Country Delegation Focal Points | 15 minute presentation and discussion session per country |
| 10:00 – 10:15 H E A L T H B R E A K | | | | |
| 10:15- 12:30 | Country Presentations (Continue) (105 mins.) | | | |
| 12:30 – 13:30 N U T R I T I O N B R E A K | | | | |
| 13:30 – 14:45 | 6-12 month workplan (75 mins.) 1. Intermediate tasks at country level 2. Additional training workshops 3. Medium-long term tasks | To review: - The overall end-decade assessment timetable and products To identify: - Tasks that must be done at different levels and when they must be accomplished. - Principal themes, dates, and responsibilities for subsequent MICS 2000 workshops. | NH | Group discussion Presentation and group discussion |
| 14:45 – 15:00 H E A L T H B R E A K | | | | |

| Closing session: 15:00 – 16:30 | | Moderator: West Bank/Gaza | Rapporteur: Nicole Lafrance | |
|---------------------------------------|-----------------------------|--|------------------------------------|--------------------------|
| 15:00 – 15:30 | Participants Evaluation | To understand the adequacy of the knowledge gained and skills developed to train and implement MICS2 | | Short questionnaire |
| 15:30 – 15:45 | Workshop Highlights | To revisit critical aspects of the Workshop | | Power Point presentation |
| 15:45 – 16:00 | Wrap up with vote of thanks | | | |
| 16:00 – 16:30 | Closure of the Workshop | | IDF | |

List of abbreviations

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| R. Per. | Resource person |
| SH | Saad Houry |
| NH | Nimal Hettiaratchy |
| MK | Mary Khoury |
| GJ | Gareth Jones |
| CB | Cherif Benadouda |
| EJ | Edward Jongstra |
| EL | Edilberto Loaiza |
| KAK | Khalid Abu Khalid |
| MS | Maha Shadid |
| AT | Anthony Turner |
| IDF | Ibrahima D. Fall |

Version V, 12th January 2000, H. 13:00