

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

*Day 1: Saturday, 4<sup>th</sup> December*

<b>Inaugural Session: 08:30-9:30</b>		<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	
<b>Technical Session I: 09:30 - 12:30</b>		<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"> <li>- Medium and long term goals of WSC process</li> <li>- Documents required at national and international levels</li> <li>- Conferences at national and international levels</li> <li>- Deadlines for events/reports</li> <li>- Implied deadlines for main steps in the reporting process</li> </ul>	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"> <li>1. Genesis and development</li> <li>2. Existing Monitoring Systems</li> <li>3. Rapid Surveys as Monitoring tools: MICS</li> <li>4. Rapid Surveys as Monitoring</li> <li>5. Tools: Add-ons</li> </ol>	To understand: <ul style="list-style-type: none"> <li>- Goal-setting process, and why the targets were established at the levels they were.</li> <li>- Consultative process followed to identify indicators</li> <li>- Rationale for multiple indicators per goal</li> <li>- What data can be gathered from existing monitoring systems; quality control to make sure the data can be used.</li> <li>- Why a MICS or other large-scale household survey is an appropriate option for year 2000 reporting.</li> <li>- Which topics must use methods other than household surveys; where these fit in the overall reporting process</li> <li>- Other surveys where MICS modules can be added on.</li> <li>- General guidance for effective merging of MICS modules and other surveys.</li> </ul>	GJ	Presentation and group discussion
11:45 - 12:30	Lessons Learned from Mid-Decade MICS Experience: <ul style="list-style-type: none"> <li>- <i>West Bank/Gaza</i> (20 mins.)</li> </ul> <p>Use of existing data and specific survey for End-Decade Reporting:  <ul style="list-style-type: none"> <li>- <i>Yemen</i> (20 mins.)</li> </ul> </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"> <li>- The different phases of a national household survey.</li> <li>- Which portions can be modified in which ways.</li> <li>- How decisions in one area affect other survey areas.</li> </ul>	EL	Presentation and group discussion
14:30 – 15:15	Overview: Flow of Modules (45 mins.)	To understand: <ul style="list-style-type: none"> <li>- The overall number and themes of the modules</li> <li>- The target groups</li> <li>- Which modules are to be administered to which target groups</li> <li>- Why they are best administered in a certain flow</li> </ul>	GJ	Presentation and group discussion
<b>H E A L T H      B R E A K</b>				
15:30 – 17:00	Modules Review Session #1: (90 mins.) <ol style="list-style-type: none"> <li>1. Household Information Panel</li> <li>2. Household Listing Form</li> <li>3. Education</li> <li>4. Child Labor</li> <li>5. Water and Sanitation</li> <li>6. Salt Iodization</li> </ol>	To understand: <ul style="list-style-type: none"> <li>- The justification and actual wording of questions.</li> <li>- The answer sets of each question</li> <li>- To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding.</li> </ul> <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, 5<sup>th</sup> December**

<b>Technical Session III: 08:30 - 12:45</b>		<b>Moderator: Lebanon</b>	<b>Rapporteur: Pieter Bult</b>	
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"> <li>- Methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions.</li> </ul> To practice: <ul style="list-style-type: none"> <li>- Interviewing under various conditions (busy household, Illiteracy, with on-lookers, suspicious doubts etc)</li> </ul>	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"> <li>1. Women's Demographic Information</li> <li>2. Child Mortality</li> <li>3. Tetanus Toxoid</li> <li>4. Maternal and Newborn Health</li> <li>5. Contraceptive Use</li> <li>6. Health Knowledge</li> </ol>	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"> <li>- The key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc)</li> </ul> To develop: <ul style="list-style-type: none"> <li>- A complete list of logistics to be managed</li> </ul>	NH	Group discussion
12:45 - 13:45 N U T R I T I O N B R E A K				
<b>Technical Session IV: 13:45 – 18:30</b>		<b>Moderator: Libya</b>	<b>Rapporteur: Pieter Bult</b>	
13:45 - 15:45	Mod. Review Sess. #3: (120 mins.) <ol style="list-style-type: none"> <li>1. Birth registration and Early Learning</li> <li>2. Vitamin A</li> <li>3. Breast-feeding</li> <li>4. Care of Illness</li> <li>5. Malaria</li> </ol>	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"> <li>The types of errors that can influence survey validity and reliability.</li> <li>How to prevent, identify, and correct errors and low-quality work.</li> <li>The key role of adequate supervision and team interaction in the field.</li> </ul>	EL	Group discussion
16:45 – 18:30	Mod. Review Sess. #4: (105 mins.) <ol style="list-style-type: none"> <li>1. Immunization</li> <li>2. Anthropometry</li> </ol>	Same as Modules Review Session #1  Also: <ul style="list-style-type: none"> <li>- To practice anthropometric measurement.</li> <li>- To understand what anthropometric equipment is needed.</li> </ul>	GJ NH	Presentation and group discussion  Group work  Role play practice
20:00	Dinner hosted by the Regional Director			

**Day 3: Monday, 6<sup>th</sup> December**

<b>Technical Session V: 08:30 – 13:00</b>		<b>Moderator: Sudan</b>	<b>Rapporteur: Cherif Benadouda</b>	
<b>Time</b>	<b>Topic</b>	<b>Objectives</b>	<b>R. Per.</b>	<b>Methodology</b>
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				

<b>Technical Session VI: 14:00 – ....</b>		<b>Moderator: Oman</b>	<b>Rapporteur: Cherif Benadouda</b>	
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, 7<sup>th</sup> December**

<b>Technical Session VII: 08:30 – 13:00</b>		<b>Moderator: Syria</b>	<b>Rapporteur: Edward Jongstra</b>	
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				
<b>Technical Session VIII: 14:00 – 18:00</b>		<b>Moderator: Morocco</b>	<b>Rapporteur: Edward Jongstra</b>	
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, 8<sup>th</sup> December**

<b>Technical Session IX: 08:30 – 12:30</b>		<b>Moderator: Tunisia</b>	<b>Rapporteur: Nicole Lafrance</b>	
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				

<b>Closing session: 15:00 – 16:30</b>		<b>Moderator: West Bank/Gaza</b>	<b>Rapporteur: Nicole Lafrance</b>	
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

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, 12<sup>th</sup> January 2000, H. 13:00