MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 4 (MICS4)
WORKSHOP – DATA PROCESSING
Doha, Qatar
October 24 – November 3, 2011
Agenda

Workshop Expected Results:

- Country teams are able to build and customise the standard MICS4 data entry and analysis programs in CSPro 4.0
- Country teams understand how to adapt the standard MICS tabulation programs using SPSS 18.0
- Country teams are familiarised on how to customise the standard survey archive using the IHSN toolkit

Workshop Facilitators

UNICEF
Ivana Bjelic   Statistics Specialist, Statistics and Monitoring Section, HQ
Sarah Ahmad Mirza   Monitoring and Evaluation Specialist (Regional MICS Coordinator), MENA RO

External
Aleksandar Zoric   External consultant
Martin Wulfe   External consultant
Yadigar Coskun   External consultant

Monday 24 October				Day 1
Time	**Topic**	**Objective**	**By**	**Method**
8.30–8.50	Workshop Opening Speech	Sheikh Hamad Bin Khalifa, President Qatar Statistical Authority Attila Hancioglu, Global MICS Coordinator, UNICEF		
8.50–9.10	Introduction of Participants and Resource Persons			
9.10-9.25	Workshop Objectives and Adoption of the Program	Review themes to be covered in the workshop and agree on the program	IB	
9.25-9.45	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	SAM	
9.45-10.30	Overview of Data Processing System	Description of MICS data processing methodology Description of the MICS PDA/tablet data collection systems	YC	Presentation/ Discussion
10.30–11.00	Coffee Break			
11.00-12.30	Introduction to CSPro: overview	Present overview of CSPro software package	AZ	Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30–15.00	Introduction to CSPro: Simple Data Entry Applications	Provide an introduction to CSPro dictionaries and forms with no logic	YC	Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Introduction to CSPro: Data Entry Applications with Logic	Provide an introduction to CSPro Data Entry applications containing logic	AZ	Presentation/ Practical exercise

Tuesday 25 October				Day 2
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.00	MICS dictionary and forms	Overview of MICS dictionaries and forms		Presentation/ Practical exercise
10.00–10.15	Coffee Break			
10.15-12.30	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 forms	Modifying the standard forms to specific questionnaires	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Data path within entry applications	Describe how the standard programs control the path through the questionnaire		Presentation/ Practical exercise

Wednesday 26 October				Day 3
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.00	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			
10.15-12.30	Functions in Data Entry Applications	Introduction to CSPRO functions and their use in the standard programs		Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30–15.00	Practical: adapting the data entry program	Adapting the standard data entry programs to country needs	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: adapting the data entry program	Adapting the standard data entry programs to country needs	All	Supervised work

Thursday 27 October				Day 4
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.00	Data entry program: data entry editing	Handling data editing during data entry		Presentation/ Practical exercise
10.00-10.15	Coffee Break			
10.15-12.30	Practical: adapting the data entry program	Adapting the standard data edits to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Data entry menu in CSPro	Overview of the data entry menu system		Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: data entry menu	Adapting the data entry menu system to country needs	All	Supervised work

Friday 28 October				Day 5
Time	**Topic**	**Objective**	**By**	**Method**
Day off				

Saturday 29 October				Day 6
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.15	Structure checking, verification and field check tables	Overview of MICS structure checking, verification and field check tables		Presentation/ Practical exercise
10.15-10.30	Coffee Break			
10.30-12.30	Practical: structure checking, verification and field check tables	Adapting the structure checking, verification and field check tables program to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Secondary editing: editing methodology	Overview of editing the data during secondary data processing		Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: identifying and documenting edits	Adapting the standard secondary data edits	All	Supervised work

Sunday 30 October				Day 7
Time	**Topic**	**Objective**	**By**	**Method**
8.30-10.00	Secondary editing program in CSPro	Further discussion of secondary editing		Open Discussion
	Central menu systems in PDA surveys	Overview of the central office menu system in PDA/tablet data collection systems		Presentation/Practical exercise
10.00-10.15	Coffee Break			
10.15-12.30	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work

Monday 31 October				Day 8
Time	**Topic**	**Objective**	**By**	**Method**
9.00-9.30	Mid-term evaluation and review			
9.30-10.15	Secondary editing program in CSPro	Further discussion of secondary editing		Open Discussion
	Practical: modifying the central menu	Adapting the central menu		
10.15-10.30	Coffee Break			
10.30-12.30	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work
15.00-15.15	Coffee Break			

Time	Topic	Objective	By	Method
15.15-16.30	Practical: modifying the editing program Practical: modifying the central menu	Adapting the standard secondary data edits –cont. Adapting the central menu	All	Supervised work

Tuesday 01 November · Day 9

Time	Topic	Objective	By	Method
8.30-10.15	Supervisor's menu in CSPro	Overview of the supervisor's menu system		Presentation/ Practical exercise
10.15-10.30	Coffee Break			
10.30-12.30	Practical: adapting the supervisor's menu	Adapting the standard supervisor's menu to country specific needs	All	Supervised work
12.30-13.30	Lunch			
13.30-14.00	Review of primary data processing	Review the design of the MICS data processing system		Presentation/ Practical exercise
14.00-14.30	Set up of a system for managing data processing and data editing guidelines	Overview of system for managing data processing and training of the data entry personnel		Presentation
14.30-15.00	Practical: free	Work on any topic related to primary data processing	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	GPS data	Overview of the processing GPS data		Presentation/ Practical exercise

Wednesday 02 November · Day 10

Time	Topic	Objective	By	Method
8.30-10.15	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program		Presentation/ Practical exercise
10.15-10.30	Coffee Break			
10.30-12.30	Practical: adapting the export program	Adapting the standard export program to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-14.00	Description of MICS4 SPSS data files	Overview of MICS4 SPSS data files		Presentation
14.00-15.00	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files		Presentation
15.00-15.15	Coffee Break			
15.15-16.30	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands		Presentation/ Demonstration

Thursday 03 November				Day 11
Time	**Topic**	**Objective**	**By**	**Method**
8.30-9.30	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies		Presentation/ Practical exercise
9.30-10.15	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding		Presentation/ Practical exercise
10.15-10.30	Coffee Break			
10.30-11.30	Creating an analysis file:sample weights	Overview of calculating and adding weights to analysis files		Presentation
11.30-12.30	Background variables: The Wealth Index	Calculating and adding wealth index		Presentation/ Practical exercise
12.30-13.30	Lunch			
13.30-14.45	Archiving and distribution	Discussion of importance of archiving		Presentation
14.45-15.00	Coffee Break			
15.00-15.30	Closing ceremony			