

**MULTIPLE INDICATOR CLUSTER SURVEYS - ROUND 4 (MICS4)  
WORKSHOP - DATA PROCESSING  
Belgrade, Serbia  
16 - 28 August 2010  
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  
Siraj Mahmudlu                 Monitoring and Evaluation Specialist (Regional MICS Coordinator), CEECIS RO

*External*

Aleksandar Zoric                External consultant  
Yadigar Coskun                 External consultant

**Monday 16 August** **Day 1**

Time	Topic	Objective	By	Method
8.30-8.50	Workshop Opening Speech	<i>Ms. Lesley Miller, Deputy Representative, UNICEF Serbia Mr. Dragan Vukmirovic, Statistical Office, Republic of Serbia Ms. Anne-Claire Luzot, Regional Advisor, Monitoring and Evaluation, CEECIS RO</i>		
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	Ivana Bjelic	
9.25-9.45	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	Siraj Mahmudlu	
9.45-10.30	Overview of Data Processing System	Description of MICS data processing methodology	Ivana Bjelic	Presentation/ Discussion
10.30-11.00	Coffee Break			
11.00-12.30	Introduction to CSPro: overview	Present overview of CSPro software package	Aleksandar Zoric	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	Yadigar Coskun	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	Aleksandar Zoric	Presentation/ Practical exercise

**Tuesday 17 August** **Day 2**

Time	Topic	Objective	By	Method
8.30-10.00	MICS dictionary and forms	Overview of MICS dictionaries and forms	Aleksandar Zoric	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	Yadigar Coskun	Presentation/ Practical exercise

**Wednesday 18 August** **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	Ivana Bjelic	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 19 August** **Day 4**

Time	Topic	Objective	By	Method
8.30-10.00	Data entry program: data entry editing	Handling data editing during data entry	Yadigar Coskun	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	Aleksandar Zoric	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 20 August** **Day 5**

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	Aleksandar Zoric	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	Yadigar Coskun	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

**Saturday 21 August** **Day 6**

Time	Topic	Objective	By	Method
8.30-10.00	Secondary editing program in CSPro	Further discussion of secondary editing	Yadigar Coskun	Open Discussion
10.00-10.15	Coffee Break			
10.15-12.30	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work

**Sunday 22 August** **Day 7**

Time	Topic	Objective	By	Method
Day off				

**Monday 23 August** **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	Aleksandar Zoric	Open Discussion
10.15-10.30	Coffee Break			
10.30-12.30	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work
12.30-13.30	Lunch			
13.30-15.00	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work
15.00-15.15	Coffee Break			
15.15-16.30	Practical: modifying the editing program	Adapting the standard secondary data edits -cont.	All	Supervised work

Tuesday 24 August					Day 9
Time	Topic	Objective	By	Method	
8.30-10.15	Supervisor's menu in CSPro	Overview of the supervisor's menu system	Ivana Bjelic	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	Aleksandar Zoric	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	Yadigar Coskun	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	Yadigar Coskun	Presentation/ Practical exercise	

Wednesday 25 August					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	Ivana Bjelic	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	Yadigar Coskun	Presentation	
14.00-15.00	Creating analysis files: Description of preparation steps	Overview of steps for preparation of analysis files	Yadigar Coskun	Presentation	
15.00-15.15	Coffee Break				
15.15-16.30	Introduction to SPSS: General commands in SPSS	Overview of SPSS general commands	Aleksandar Zoric	Presentation/ Demonstration	

**Thursday 26 August** **Day 11**

Time	Topic	Objective	By	Method
8.30-9.30	Structural check and frequency tables	Overview of SPSS structural check programs and frequencies	Aleksandar Zoric	Presentation/ Practical exercise
9.30-10.15	Creating an analysis file: recoding variables	Overview of SPSS programs for recoding	Yadigar Coskun	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	Aleksandar Zoric	Presentation
11.30-12.30	Practical: adapting analysis file	Adapting the weight programs to country needs/sample data sets	All	Supervised work
12.30-13.30	Lunch Group Photo			
13.30-14.00	Background variables: The Wealth Index	Calculating and adding wealth index	Ivana Bjelic	Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Practical: adapting analysis file	Adapting the program to country needs/sample data sets	All	Supervised work

**Friday 27 August** **Day 12**

Time	Topic	Objective	By	Method
8.30-10.15	Tables in MICS4	Overview of types of tabulations (tabulation plan, DQ tables, and Sample Error tables)	Yadigar Coskun	Presentation
10.15-10.30	Coffee Break			
10.30-12.30	Production of tables on response rates, background characteristics	Overview of "HH" SPSS program files	Aleksandar Zoric	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	Yadigar Coskun	Presentation/ Practical exercise
15.00-15.15	Coffee Break			
15.15-16.30	Selected tables for different modules	Examples of SPSS program files for different modules - cont.	Aleksandar Zoric	Presentation/ Practical exercise

**Saturday 28 August**
**Day 13**

<b>Time</b>	<b>Topic</b>	<b>Objective</b>	<b>By</b>	<b>Method</b>
8.30-9.15	File copying and backup	Making zip files of country programs and standard programs to take home	All	Presentation/ Practical exercise
9.15-10.15	Archiving and distribution	Discussion of importance of archiving	Aleksandar Zoric	Presentation
10.15-10.30	Coffee Break			
10.30-12.30	Archiving and distribution	Adapting the archive to country needs	All	Supervised work
12.30-13.30	Lunch			
13.30-14.00	Archiving and distribution	Adapting the archive to country needs-cont.	All	Supervised work
14.00-14.15	Coffee Break			
14.15-15.00	Archiving and distribution	Adapting the archive to country needs-cont	All	Supervised work
15.00-15.30	Closing ceremony			