

**MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 3 (MICS3)
REGIONAL TRAINING WORKSHOP
(CEE-CIS)**

**Tbilisi, Georgia
21-27 April, 2005**

PROGRAM

21 April 2005, Thursday				
Time	Topic	Objectives	By	Methodology
Chair: GS				
9.00-9.20	Opening Session <ul style="list-style-type: none"> • Ms.Tamar Kovziridze, Deputy Minister of Economic Development • Mr Teimuraz Beridze, Head of State Department for Statistics • Mr Levan Djugeli, Deputy Minister of Labor Health and Social Affairs • Mr.Paata Imnadze, Head of the National Center for Disease Control and Medical Statistics • Mr.Lance Clark, UN Resident Coordinator • Ms.Tessa Wardlaw, Senior Programme Officer, UNICEF New York • Mr.Atila Hancioglu, UNICEF Global MICS3 Coordinator 			
9.20-10.00	Introduction of Participants and Resource Persons		GS	
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	GS	Presentation
10.15-10.30	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	GS	Presentation
10.30-10.50	Coffee Break			
Moderator: Uzbekistan				
10.50-11.45	MICS3 in the Context of Global Commitments and Reporting Needs	To understand: The importance of monitoring progress towards MDG, WFFC and other goals The importance and place of MICS3 in reporting on development on a global level Reporting needs at regional and country level Deadlines for events, reports Potential uses of MICS3 data at global, regional and country level	TW	Presentation and Discussion
11.45-12.00	Lessons Learned from MICS1 and MICS2	Lessons learned from previous rounds of MICS3, at the global and regional level	EL	Presentation
12.00-12.30	Lessons Learned from MICS2 Country experiences from MICS2	To learn from previous 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 existing data and special surveys to fill required data gaps.	Selected Countries (2)	Presentation and Discussion
12.30-13.30	Lunch			

21 April 2005, Thursday (Continued)

Time	Topic	Objectives	By	Methodology
Moderator:: Ukraine				
13.30-13.50	The MICS3 Process	To understand: The survey cycle Key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting	EL	Presentation and discussion
13.50-14.15	General Structure of a Country Survey Plan	To explain and discuss: The country survey plan, to be produced by each country at the end of the workshop Contents and style of the survey plan	AH	Presentation and discussion
14.15-15.00	General Structure of MICS3 Questionnaires	To understand the structure of questionnaires To explain core, additional and optional modules To explain the flow of modules and eligibility issues	AH	Presentation
15.00-15:20	Coffee Break			
15.20-15.50	General Characteristics of MICS3 How to Customize MICS3 Questionnaires to Countries	To understand general rules in: Adapting questionnaires to countries Completing and administering questionnaires	AH	Presentation and discussion
15.50-16:30	Working Groups Identification of Country Specific Issues	To review and identify country specific issues in in the implementation of MICS3 in the questionnaires and modules		Group work
16:30-17:00	Discussion	Discussion on General Structure and Characteristics of MICS3 Questionnaires	Facilitators	Group Discussion

22 April 2005, Friday

Time	Topic	Objectives	By	Methodology
Moderator:: Turkmenistan				
9.00-10:30	MICS3 Household Questionnaire Core and Additional Modules Household Information Panel (AH) Household Listing (AH) Education (EL) Water and Sanitation (TW) Household Characteristics (AH) Insecticide Treated Nets (TW) Child Labour (EL) Salt Iodization (TW)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-11.30	Working Groups Identification of Country Specific Issues	To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding. To practice: Mock interviews in order to understand interviewing, data recording, and respondent behavior and misunderstandings.		Group work Role play practice
11.30-12.30	Discussion	Discussion on MICS3 Household Questionnaire	Facilitators	Group discussion
12.30-13.30	Lunch			
Moderator:: Tajikistan				
13.30-15.00	MICS3 Women's Questionnaire Core and Additional Modules Women's Information Panel (AH) Women's Characteristics (AH) Child Mortality (AH) Tetanus Toxoid (TW) Maternal and Newborn Health and Malaria Prevention (TW) Marriage/Union (EL) Contraception (EL) Sexual Behavior (KS) HIV/AIDS (MS)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators	Presentation and discussion
15.00-15.20	Coffee Break			
15.20-16.00	Working Groups Identification of Country Specific Issues	To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding. To practice: Mock interviews in order to understand interviewing, data recording, and respondent behavior and misunderstandings.		Group work Role play practice
16.00-17.00	Discussion	Discussion on MICS3 Women's Questionnaire	Facilitators	Group discussion
Evening	UNICEF CO Focal Points/RO/HQ Meeting			

23 April 2005, Saturday

Time	Topic	Objectives	By	Methodology
Moderator:: Serbia & Montenegro				
9.00-10:30	MICS3 Under-5s Questionnaire Core and Additional Modules Under-5s Information Panel (EL) Under-5 Characteristics (EL) Birth Registration and Early learning (EL) Vitamin A (TW) Breastfeeding (TW) Care of Illness (TW) Malaria (TW) Immunization (KS) Anthropometry (KS)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-11.30	Working Groups Identification of Country Specific Issues	To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding. To practice: Mock interviews in order to understand interviewing, data recording, and respondent behavior and misunderstandings.		Group work Role play practice
11.30-12.30	Discussion	Discussion on Under-5s Questionnaire	Facilitators	Group discussion
12.30-13.30	Lunch			
Moderator:: Macedonia				
13.30-15.00	Regional Additional Modules Child discipline (EL, MS) Attitudes toward domestic violence (EL, MS) Optional Modules Additional Household Characteristics (AH) Security of Tenure and Durability of Housing (AH) Source and Cost of ITN (TW) Disability (EL) Maternal Mortality (TW) Unmet need (EL) Child development (TW) Source and Cost of Supply of ORS and Antibiotics (TW) Source and Cost of Supply of Antimalarials (TW)	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	Facilitators	
15.00-15.20	Coffee Break			
15.20-16.00	Working Groups Identification of Country Specific Issues	To propose and accept/reject: adaptations in wording and answer sets to reflect issues of language and cultural understanding. To practice: Mock interviews in order to understand interviewing, data recording, and respondent behavior and misunderstandings.		Group work Role play practice
16.00-17.00	Discussion	Discussion on MICS3 Optional Modules	Facilitators	Group discussion

24 April 2005, Sunday – Off Day

25 April 2005, Monday

Time	Topic	Objectives	By	Methodology
Moderator:: Kazakhstan				
9.00-10.30	Administration of Survey Tools: Interviewing Techniques The Face-to-Face Interview Anthropometric Techniques Salt Testing GPS	To understand: Methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To practice: Interviewing under various conditions (busy household, illiteracy, with on-lookers, suspicious doubts etc) To demonstrate: Anthropometric techniques Salt testing GPS	AH, KS, TC	Presentation Practice Discussion
10.30-10.50	Coffee Break			
10.50-11.10	Field Staff and Training Issues	To discuss: The recruitment and structure of fieldwork teams To develop: A list of topics that need to be covered in a national survey training exercise. A list of recommended training methods.	EL	Presentation
11.10-12.30	Sampling Determining Sample Size Sample Design Options Sampling Errors Sub-national Estimates	An explanation of the importance of correct sampling procedures; key concepts in proper sampling; review of the MICS3 prototype sampling design; other options. What factors determine sample size; how to calculate sample size based on known population characteristics and desired level of precision; sample requirements for different indicators; determining the number of households to be visited. Use of the sampling frame; number of clusters required; mapping and field procedures, techniques to minimize bias	AA	Presentation and group discussion
12.30-13.30	Lunch			

25 April 2005, Monday (Continued)

Time	Topic	Objectives	By	Methodology
Moderator:: Georgia				
13.30-14.00	MICS2 Country Experiences in Sampling	To learn from previous experience: How sampling was done Identification of issues that posed great difficulties; recommended solutions. To learn from experience of how to implement a good sampling strategy	Selected Countries (2)	Presentation and discussion
14.00-15.00	Working Groups Selection of Indicators and Calculation of Sample Size	Group practice in computing sample size		Group work
15.00-15.20	Coffee Break			
15.20-15.50	Discussion	Discussion on sampling issues		Group discussion
15.50-16.20	Survey Logistics Logistics Arrangements	To understand: The key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc) To develop: A complete list of logistics to be managed	MS	Presentation and Group Discussion
16.20-17.00	Survey Quality Control	To understand: 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
Late afternoon/ Evening	Country Teams Work with Focal Points on Sampling	To discuss: Country specific problems and challenges in sampling	Country teams and focal points	Group work

26 April 2005, Tuesday

Time	Topic	Objectives	By	Methodology
Moderator:: Bosnia & Herzegovina				
9.00-10.30	Working Groups Survey Plans	To work on developing country survey plans	Country teams and focal points	Group work
10.30-10.50	Coffee Break			
10.50-11.30	Data Entry and Processing	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 MICS3 workshop	TC	Presentation and group discussion
11.30-12.00	Data Analysis and Reporting	To understand: The MICS3 process in analyzing data Reporting activities	TW	Presentation
12.00-12.30	DevInfo	To demonstrate and provide a brief overview of DevInfo To understand: DevInfo as a database for monitoring human development How MICS3 results can be used to create input into DevInfo	TC	Presentation
12.30-13.30	Lunch			
Moderator:: Belarus				
13.30-14.00	Survey Technical Support Needs	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)	MS, AH, GS	Presentation and Discussion
14.00-15.00	Working Groups MICS3 Budget Calculations	Issues in calculating the MICS3 budget	AH	Presentation and Group Discussion
15.00-15.20	Coffee Break			
15.20-17.00	Working Groups Completion of report on survey plans	Country teams work on survey plans		Group work

27 April 2005, Wednesday

Time	Topic	Objectives	By	Methodology
Moderator:: Azerbaijan				
9.00-10.30	Country Presentations (10 min each) on survey plans Content Sampling Timetable Organization	To learn: Modules retained and eliminated Customization of questionnaires to country situations Sampling strategies and approaches 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 teams	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-12.30	Country Presentations (Continued)	As above	As above	As above
12.30-13.30	Lunch			
Moderator:: Albania				
13.30-14.00	Participants evaluation	To understand the adequacy of the knowledge gained and skills developed to train and implement MICS3		Questionnaire
13.30-14.00	Forthcoming Events in MICS3	To review: The timetable for MICS3 Deadlines for reporting	TC	Presentation and Discussion
14.00-15.00	Workshop Evaluation – Open Discussion	To revisit critical aspects of the workshop To discuss the main outcomes of the workshop	TC	Discussion
15.00-15.15	Wrap up with vote of thanks			
15.15-15.45	Closure of the Workshop <ul style="list-style-type: none"> • Ms.Maria Calvis, UNICEF CEE-CIS Regional Director • Mr.Ismail Ould Cheikh Ahmed, UNICEF Georgia Representative • Mr.Trevor Croft, Chief, Strategic Information Section, UNICEF NYHQ 			

CO: UNICEF Country Office
RO: UNICEF Regional Office
HQ: UNICEF NYHQ
TW: Tessa Wardlaw
EL: Edilberto Loaiza
AH: Attila Hancioglu
TC: Trevor Croft
MS: Marco Segone
KS: Kevin Sullivan
GS: George Sakvarelidze
AA: Alfredo Aliaga