

SURVEY DESIGN WORKSHOP (DRAFT AGENDA)**City Seasons Hotel, Muscat, Oman
September 17-21, 2011****Workshop expected results:**

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS4.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through household surveys.
- Draft survey plans produced for countries committed to conducting MICS4.

Workshop FacilitatorsUNICEF: Head-Quarters, NYC

Turgay Unalan (TU)	Statistics Specialist, SMS
Ivana Bjelic (IB)	Statistics Specialist, SMS
Holly Newby (HN)	Statistics and Monitoring Specialist, SMS
Liliana Carvajal (LC)	Statistics and Monitoring Specialist, SMS
Oliver Petrovic (OP)	Early Childhood Development Programme Specialist, HQ
Bo Pedersen (BP)	Consultant

UNICEF: MENARO, Amman

Pierre Ngom (PN)	Regional M&E Chief,
Sarah Ahmad Mirza (SA)	Regional MICS Coordinator

External Consultants

David Megill (DM)	Freelance Consultant, Statistics (Sampling) Expert
Housni El Arbi	Regional Household Survey Consultant
Manar Abdul Rehman El Sheikh	Regional Household Survey Consultant
Mohammad Mahmoudi	Regional Sampling Consultant
Nayef Tehseen Abid	Regional Sampling Consultant

Time	Topic	Objectives	By	Methodology
Chair: Pierre Ngom				
08.30-09.15	Opening Session Speeches			
09.15-09.45	Introduction of Participants and Resource Persons			
09.45-10.00	Presentation of MICS4 Videos			
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	SA 101	Presentation
10.15-10.30	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	SA	Presentation
10.30-10.50 Coffee Break				
10.50-11.45	MICS4 in the Context of Global Commitments and Reporting Needs	To understand: 1) The importance of monitoring progress towards MDG, WFFC and other goals, 2) The importance and place of MICS4 in reporting on development on a global level, and 3) Reporting needs at regional and country level	TU 102	Presentation and discussion
11.45-12.30	The MICS4 Process	To understand the survey cycle and key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting	SA 103	Presentation and discussion
12.30-13.30 Lunch				
13.30-14.00	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	SA 310	Presentation and discussion
14.00-15.00	Country Data and Survey Needs Assessment	Countries to work with facilitators to review the MICS4 indicator list and discuss survey plans and data needs in each country	GROUPS (1)	Group work
15.00-15:15 Coffee Break				
15.15-15.45	Overview of MICS4 Research Tools	To understand the structure of questionnaires To explain modules and the flow of modules and eligibility issues	TU 104	Presentation and discussion
15.45-16.45	Some Features of MICS4 Questionnaires and Modules	To understand the structure of questionnaires To explain modules	IB 105 IB 106	Presentation and discussion
	How to Customize MICS4 Questionnaires to Countries	To explain the flow of modules and eligibility issues		
19.30-21.00 Reception				

Time	Topic	Objectives	By	Methodology
08.30-10:30	MICS4 Household Questionnaire Household Information Panel Household Listing Education Water and Sanitation Handwashing Facility Household Characteristics Child Labor Child Discipline Salt Iodization	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Wording of questions and response categories Demonstration: How to Test Salt for Iodine Content	TU 201 TU 201 SA 202 IB 203 IB 204 BP 205 TU 207 SA 208 HN 209	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-12.00	Working Groups	Discussion on Modules which are to be included in the surveys from the MICS4 Household Questionnaire	GROUPS (2)	Group work
12.00-12.30	Discussion	Discussion on MICS4 Household Questionnaire		Group discussion
12.30-13.30	Lunch			
13.30-15.00	MICS4 Women's Questionnaire Women's Information Panel Child Mortality Maternal and Newborn Health Illness Symptoms Contraception Unmet Need and Desire for Last Birth Marriage Attitudes Toward Domestic Violence HIV/AIDS Access to Mass Media and Use of Information/ Communication Technology Birth History Life Satisfaction Maternal Mortality Post-natal Checks Tobacco and Alcohol Use	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	TU 210 TU 211 HN 212 HN 213 HN 214 HN 215 SA 217 SA 218 BP 220 TU New TU New IB New HN New HN New IB New	Presentation and discussion
15.00-15.20	Coffee Break			
15.20-16.30	Working Groups	Discussion on modules to be included in the surveys from the MICS4 Women's Questionnaire	GROUPS (3)	Group work
16.30-17.00	Discussion	Discussion on MICS4 Women's Questionnaire		Group discussion

Time	Topic	Objectives	By	Methodology
08.30-10:30	MICS4 Under-5s Questionnaire Under-5s Information Panel Age Birth Registration Early Childhood Development Discussion Breastfeeding Care of Illness Immunization	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	TU 301 TU 301 OP 302 OP 303 HN 304 HN 305 IB 307	Presentation and discussion
10.30-10.50	Coffee Break			
10.50-11.30	Anthropometry Men's Questionnaire Discussion	Demonstration: How to Weigh and Measure Children To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Discussion on MICS4 Under-5s Questionnaire	HN 308	Group discussion
11.30-12.30	Working Groups	Discussion on Modules to be included in the surveys from the MICS4 Under-5's Questionnaire	GROUPS (4)	Group work
12.30-13.30	Lunch			
13.30-15.30	Sampling	To explain: The importance of correct sampling procedures, key concepts in proper sampling, review of MICS4 prototype sampling design To explain: The relationship of sampling with other factors, such as cost, time, fieldwork organization To explain: Factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation, number of PSUs and cluster size	DM 403	Presentation
15.30-15.50	Coffee Break			
15.50 -17.00	Discussion	Discussion on sampling issues		Group discussion
OPTIONAL SESSION FOR INTERESTED PARTICIPANTS				
17.00-18.00	Wealth Index		TU 599	Presentation and discussion

Time	Topic	Objectives	By	Methodology
08.30-9.15	MICS technical assistance framework	To describe the 1) technical support that will be provided by MENARO and HQ, 2) technical support efforts to be established 3) the review process	SA 507	Presentation
09.15-10.00	Field Staff and Field Procedures	To discuss recruitment and structure of fieldwork teams To understand methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To discuss roles and responsibilities of fieldwork team members and fieldwork procedures	BP 401	Presentation and Discussion
10.00-10.30	Training of the Field Staff	To develop a list of topics that need to be covered in a national survey training exercise and a list of recommended training methods. To identify the training methodology and agree upon the dates for training	SA 402	Presentation and Discussion
10.30-10.50	Coffee Break			
10.50-12.30	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.	HN 501	Group discussion
12.30-13.30	Lunch			
13.30-14.15	Survey Logistics and 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 To develop a complete list of logistics to be managed To develop the supply list for UNICEF procured items	BP 405	Presentation and Group Discussion
14.15- 15.00	Timetable and Budget Calculations	To understand: Typical timetable for a national survey, common survey budget items, calculation of the survey budget	SA-TU	Presentation and group discussion
15.00-15.20	Coffee Break			
15.20-16.20	Countries work on survey plans	To come up with a common timeframe for the implementation of the surveys	GROUPS (6)	Country team group work
16.20-17.00	MICS Resources on the Web	To introduce 1) the MICS4 website, and 2) the MICS4 Blog To identify 1) technical support that will be needed, 2) technical support efforts to be established, and 3) MICS4 information network	TU 506	Presentation
OPTIONAL SESSION FOR INTERESTED PARTICIPANTS				
17.00-19.00	Advanced Sampling (for sampling experts from countries)	To discuss 1) sampling options, use of sample frames, mapping and field procedures, techniques to minimize bias and	DM 404	Group discussion

2) sub-national estimates
To introduce sampling errors, survey
weighting
To practice in computing sample size

21 September Wednesday

Day 5

Time	Topic	Objectives	By	Methodology
08.30-10.30	Working Groups Survey Plans	To work on developing country survey plans	GROUPS (7)	Group work
10.30-10.50	Coffee Break			
10.50-11.30	Use of PDAs in the MICS	Discussion and sharing of experiences on the use of PDAs	IB No PPT	Presentation and group discussion
11.30-12.00	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 MICS workshop	IB 502	Presentation and group discussion
12.00-12.30	Data Analysis and Reporting	To understand: The MICS4 process in analyzing data Reporting activities	BP 503	Presentation
12.30-13.30	Lunch			
13.30-14.00	Data Archiving	A brief overview of data archiving toolkit (IHSN)	IB 504	Presentation
14.00-14.30	Dissemination	To explain: How to use MICS4 results at the maximum extent possible Organization of public presentations Drafting a dissemination plan	BP 505	Presentation and discussion
14.30-15.00	Country Presentations on survey plans (10 min each)	To learn: Implementing Agency and MICS Team, Envisaged Content, Sampling, Fieldwork, Survey Instruments Needed, Technical Support Needs, Budget, Timetable To offer suggestions on resolving problems To discuss major challenges in the implementation of MICS4	Country teams	Presentation and discussion
15.00-15.20	Coffee Break			
15.20-16.30	Country Presentations on survey plans (contd)			
16.30-17.00	Workshop Evaluation - Open Discussion	To revisit critical aspects of the workshop To discuss the main outcomes of the workshop		Discussion
17.00-17.30	Closure of the Workshop	Closing speeches Distribution of certificates		