

**MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 3 (MICS3)  
REGIONAL TRAINING WORKSHOP  
(TACRO)**

**“SURVEY DESIGN”**

**Panama City, Panama  
7-13 July 2005**

**PROGRAM**

| <b>Thursday, 7 July 2005</b>                    |   |   |                 |                             |
|---|---|---|-----------------|-----------------------------|
| <b>Time</b>                                     | <b>Topic</b>  | <b>Objectives</b>   | <b>By</b>       | <b>Methodology</b>          |
| <b>Chair: Michelle Barron</b>                   |   |   |                 |                             |
| 9.00-9.20                                       | Opening Session <ul style="list-style-type: none"> <li>• Edward Madinger – UNICEF TACRO</li> <li>• Tessa Wardlaw, Senior Programme Officer, Strategic Information, Division of Policy and Planning, UNICEF New York</li> <li>• Sylvan Roberts, CARICOM</li> <li>• Michelle Barron – UNICEF TACRO</li> </ul> |   |                 | Welcome Speeches            |
| 9.20-10.00                                      | Introduction of Participants and Resource Persons   |   |                 |                             |
| 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  | AH              | Presentation                |
| 10.15-10.30                                     | Administration and Logistics of the Workshop  | Discuss workshop administration and logistics   | MB              | Presentation                |
| 10.30-10.50                                     | Coffee Break  |   |                 |                             |
| <b>Moderator: Dennis Arends – UNICEF Guyana</b> |   |   |                 |                             |
| 10.50-11.45                                     | MICS3 in the Context of Global Commitments and Reporting Needs  | To understand: <ul style="list-style-type: none"> <li>The importance of monitoring progress towards MDG, WFFC and other goals</li> <li>The importance and place of MICS3 in reporting on development on a global level</li> <li>Reporting needs at regional and country level</li> <li>Deadlines for events, reports</li> <li>Potential uses of MICS3 data at global, regional and country level</li> </ul>   | TW              | Presentation and Discussion |
| 11.45-12.00                                     | Lessons Learned from MICS1 and MICS2  | Lessons learned from previous rounds of MICS3   | EL              | Presentation                |
| 12.00-12.30                                     | Lessons Learned from MICS2<br>Country experiences from MICS2  | To learn from previous experience: <ul style="list-style-type: none"> <li>Roles that a MICS can play.</li> <li>Practical managerial advice for getting organized and obtaining sustained commitment.</li> <li>Advice on which issues pose great difficulties; recommended solutions.</li> <li>To learn from experience of how to use existing data and special surveys to fill required data gaps.</li> </ul> | MICS2 countries | Panel Discussion            |
| 12.30-13.30                                     | Lunch   |   |                 |                             |

**Thursday, 7 July 2005**

| <b>Time</b>   | <b>Topic</b>   | <b>Objectives</b>  | <b>By</b> | <b>Methodology</b>          |
|---|--|--|-----------|-----------------------------|
| <b>Moderator:: Kenneth Russell – UNICEF Jamaica</b> |  |  |           |                             |
| 13.30-14.00   | The MICS3 Process  | To understand:<br>The survey cycle<br>Key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting | EL        | Presentation and discussion |
| 14.00-14.20   | General Structure of a Country Survey Plan   | To explain and discuss:<br>The country survey plan, to be produced by each country at the end of the workshop<br>Contents and style of the survey plan                         | AH        | Presentation and discussion |
| 14.20-15.00   | General Structure of MICS3 Questionnaires  | To understand the structure of questionnaires<br>To explain core, additional and optional modules<br>To explain the flow of modules and eligibility issues                     | AH        | Presentation                |
| 15.00-15:20   | Coffee Break   |  |           |                             |
| 15.20-16.30   | General Characteristics of MICS3<br>How to Customize MICS3 Questionnaires to Countries | To understand general rules in:<br>Adapting questionnaires to countries<br>Completing and administering questionnaires   | AH        | Presentation and discussion |

## Friday, 8 July 2005

| Time  | Topic   | Objectives  | By                              | Methodology                    |
|---|---|---|---------------------------------|--------------------------------|
| <b>Moderator:: Melva Johnson – UNICEF Belize</b>  |   |   |                                 |                                |
| 9.00-10:30  | MICS3 Household Questionnaire<br>Core and Additional Modules<br>Household Information Panel (AH)<br>Household Listing (AH)<br>Education (EL)<br>Water and Sanitation (TW)<br>Household Characteristics (AH)<br>Insecticide Treated Nets (TW)<br>Extended Household Listing and Children<br>Orphaned and Made Vulnerable by<br>HIV/AIDS (tbd)<br>Child Labor (EL)<br>Salt Iodization (TW)<br>Demonstration: How to Test Salt for Iodine<br>Content | To understand, for each module:<br>The background, goals and indicators,<br>purpose, eligibility, content, preparatory<br>work for customizing module<br>Wording of questions and response<br>categories              | Facilitators<br>as<br>indicated | Presentation and<br>discussion |
| 10.30-10.50                                       | Coffee Break  |   |                                 |                                |
| 10.50-11.30                                       | Working Groups  | To propose and accept/reject: adaptations in<br>wording and response categories to reflect<br>issues of language and cultural<br>understanding and setting.<br>To practice the administration of the<br>questionnaire |                                 | Group work                     |
| 11.30-12.30                                       | Discussion  | Discussion on MICS3 Household Questionnaire   |                                 | Group discussion               |
| 12.30-13.30                                       | Lunch   |   |                                 |                                |
| <b>Moderator:: Daniel Camazon – UNICEF Mexico</b> |   |   |                                 |                                |
| 13.30-15.00                                       | MICS3 Women's Questionnaire<br>Core and Additional Modules<br>Women's Information Panel (AH)<br>Women's Characteristics (AH)<br>Child Mortality (AH)<br>Tetanus Toxoid (AH)<br>Maternal and Newborn Health and Malaria<br>Prevention (TW)<br>Marriage/Union and Polygyny (EL)<br>Contraception (LM)<br>Sexual Behavior (LM)<br>HIV/AIDS (LM)  | To understand, for each module:<br>The background, goals and indicators,<br>purpose, eligibility, content, preparatory<br>work for customizing module<br>The actual wording of questions and<br>response categories   | Facilitators<br>as<br>indicated | Presentation and<br>discussion |
| 15.00-15.20                                       | Coffee Break  |   |                                 |                                |
| 15.20-16.00                                       | Working Groups  | To propose and accept/reject: adaptations in<br>wording and response categories to reflect<br>issues of language and cultural<br>understanding and setting.<br>To practice the administration of the<br>questionnaire |                                 | Group work                     |
| 16.00-17.00                                       | Discussion  | Discussion on MICS3 Women's Questionnaire   |                                 | Group discussion               |

**Saturday, 9 July 2005**

| <b>Time</b>  | <b>Topic</b>  | <b>Objectives</b>  | <b>By</b>                 | <b>Methodology</b>          |
|--|---|--|---------------------------|-----------------------------|
| <b>Moderator:: Odalys Rodriguez – UNICEF Cuba</b>  |   |  |                           |                             |
| 9.00-10.30   | MICS3 Under-5s Questionnaire<br>Core and Additional Modules<br>Under-5s Information Panel (EL)<br>Under-5 Characteristics (EL)<br>Birth Registration and Early learning (EL)<br>Vitamin A (TW)<br>Breastfeeding (TW)<br>Care of Illness (TW)<br>Malaria (TW)<br>Immunization (LM)<br>Anthropometry (AH)<br>Demonstration: How to Weigh and Measure Children | To understand, for each module:<br>The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module<br>The actual wording of questions and response categories | Facilitators as indicated | Presentation and discussion |
| 10.30-10.50  | Coffee Break  |  |                           |                             |
| 10.50-11.30  | Working Groups  | To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting.<br>To practice the administration of the questionnaire  |                           | Group work                  |
| 11.30-12.30  | Discussion  | Discussion on MICS3 Under-5s Questionnaire   |                           | Group discussion            |
| 12.30-13.30  | Lunch   |  |                           |                             |
| <b>Moderator:: Astrid Marschatz – UNICEF TACRO</b> |   |  |                           |                             |
| 13.30-15.00  | Optional Modules<br>Additional Household Characteristics (AH)<br>Security of Tenure and Durability of Housing (AH)<br>Child discipline (EL)<br>Disability (EL)<br>Maternal Mortality (TW)<br>Unmet Need (LM)<br>Attitudes Toward Domestic Violence (LM)<br>Source and Cost of Supplies (TW)<br>Child development (AH)<br>GPS (AH)                           | To understand, for each module:<br>The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module<br>The actual wording of questions and response categories | Facilitators as indicated |                             |
| 15.00-15.20  | Coffee Break  |  |                           |                             |
| 15.20-16.00  | Working Groups  | To propose and accept/reject: adaptations in wording and response categories to reflect issues of language and cultural understanding and setting.<br>To practice the administration of the questionnaire  |                           | Group work                  |
| 16.00-17.00  | Discussion  | Discussion on MICS3 Optional Modules   |                           | Group discussion            |

**Sunday, 10 July 2005, Off-Day - Social Activity**

**Monday, 11 July 2005**

| <b>Time</b>   | <b>Topic</b>                    | <b>Objectives</b>   | <b>By</b> | <b>Methodology</b>                     |
|---|---------------------------------|---|-----------|--|
| <b>Moderator:: Eduardo Chavez Molina – UNICEF Argentina</b> |                                 |   |           |  |
| 9.00-10.30  | Survey Techniques               | To discuss:<br>Recruitment and structure of fieldwork teams<br>To understand:<br>Methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions.<br>To discuss:<br>Roles and responsibilities of fieldwork team members<br>Fieldwork procedures   | LM        | Presentation<br>Practice<br>Discussion |
| 10.30-10.50   | Coffee Break                    |   |           |  |
| 10.50-11.10   | Field Staff and Training Issues | To develop:<br>A list of topics that need to be covered in a national survey training exercise.<br>A list of recommended training methods.  | EL        | Presentation                           |
| 11.10-12.30   | Sampling                        | To explain:<br>The importance of correct sampling procedures, key concepts in proper sampling, review of MICS3 prototype sampling design<br>To explain:<br>The relationship of sampling with other factors, such as cost, time, fieldwork organization<br>To explain:<br>Factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation, number of PSUs and cluster size | AA        | Presentation                           |
| 12.30-13.30   | Lunch                           |   |           |  |

**Monday, 11 July 2005**

| <b>Time</b>  | <b>Topic</b>   | <b>Objectives</b>  | <b>By</b>         | <b>Methodology</b>                |
|--|--|--|-------------------|-----------------------------------|
| <b>Moderator:: Carlos Gutierrez – UNICEF Bolivia</b> |  |  |                   |                                   |
| 13.30-14.15  | Sampling (Continued)   | To discuss:<br>Sampling options, use of sample frames, mapping and field procedures, techniques to minimize bias<br>To discuss:<br>Sub-national estimates<br>To introduce:<br>Sampling errors, survey weighting        | AA                | Presentation                      |
| 14.15-14.45  | MICS2 Country Experiences in Sampling  | To learn from previous experience:<br>How sampling was done<br>Identification of issues that posed great difficulties; recommended solutions.<br>To learn from experience of how to implement a good sampling strategy | 2 MICS2 countries | Presentation and discussion       |
| 14.45-15.20  | Working Groups<br>Selection of Indicators and Calculation of Sample Size<br>Including Coffee Break | Group practice in computing sample size  |                   | Group work                        |
| 15.20-15.50  | Discussion   | Discussion on sampling issues  |                   | Group discussion                  |
| 15.50-16.20  | Data Analysis and Reporting  | To understand:<br>The MICS3 process in analyzing data<br>Reporting activities  | TW                | Presentation                      |
| 16.20-17.00  | Timetable and Budget Calculations  | To understand:<br>Typical timetable for a national survey, common survey budget items, calculation of the survey budget  | AH                | Presentation and group discussion |

**Tuesday, 12 July 2005**

| <b>Time</b>  | <b>Topic</b>   | <b>Objectives</b>  | <b>By</b>                      | <b>Methodology</b>                |
|--|--|--|--------------------------------|-----------------------------------|
| <b>Moderator:: Nelson Medina – UNICEF Dominican Republic</b> |  |  |                                |                                   |
| 9.00-10.30   | Working Groups<br>Survey Plans                         | To work on developing country survey plans   | Country teams and facilitators | Group work                        |
| 10.30-10.50  | Coffee Break   |  |                                |                                   |
| 10.50-11.30  | Survey Quality Control                                 | To understand:<br>The types of errors that can influence survey validity and reliability.<br>How to prevent, identify, and correct errors and low-quality work.<br>The key role of adequate supervision and team interaction in the field. | LM                             | Group discussion                  |
| 11.30-12.00  | Data Entry and Processing                              | To understand:<br>The role of data entry in a household survey.<br>Methods to accomplish data entry<br>Software for data entry.<br>To preview:<br>The agenda of the second MICS3 workshop  | AH                             | Presentation and group discussion |
| 12.00-12.30  | Survey Logistics<br>Logistics Arrangements             | To understand:<br>The key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc)<br>To develop:<br>A complete list of logistics to be managed   | EL                             | Presentation and Group Discussion |
| 12.30-13.30  | Lunch  |  |                                |                                   |
| <b>Moderator:: Andres Osorio – UNICEF Paraguay</b>           |  |  |                                |                                   |
| 13.30-14.00  | DevInfo  | To demonstrate and provide a brief overview of DevInfo<br>To understand:<br>DevInfo as a database for monitoring human development<br>How MICS3 results can be used to create input into DevInfo   | MC                             | Presentation                      |
| 14.00-14.30  | Dissemination  | To explain:<br>How to use MICS3 results at the maximum extent possible<br>Organization of public presentations<br>Drafting a dissemination plan  | LM                             | Presentation and discussion       |
| 14.30-15.00  | Survey Technical Support Needs                         | To introduce:<br>The MICS3 website<br>To identify:<br>Technical support that will be needed.<br>Technical support efforts to be established, MICS3 information network,  | AH, MB                         | Presentation and Discussion       |
| 15.00-15.20  | Coffee Break   |  |                                |                                   |
| 15.20-17.00  | Working Groups<br>Completion of report on survey plans | Country teams and facilitators work on survey plans  | Country teams and facilitators | Group work                        |

**Wednesday, 13 July 2005**

| <b>Time</b>   | <b>Topic</b>  | <b>Objectives</b>   | <b>By</b>     | <b>Methodology</b>          |
|---|---|---|---------------|-----------------------------|
| <b>Moderator:: Sylvan Roberts - CARICOM</b>         |   |   |               |                             |
| 9.00-10.30  | Country Presentations (10 min each) on survey plans | To learn:<br>Implementing Agency and MICS Team<br>Envisaged Content<br>Sampling<br>Fieldwork<br>Survey Instruments Needed<br>Technical Support Needs<br>Budget<br>Timetable<br><br>To offer suggestions on resolving problems<br><br>To discuss major challenges in the implementation of MICS3 | 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   |   |               |                             |
| <b>Moderator:: Cristiane Soares – IBGE - Brazil</b> |   |   |               |                             |
| 13.30-14.00   | Forthcoming Events in MICS3                         | To review:<br>The timetable for MICS3<br>Deadlines for reporting  | AH            | Presentation and Discussion |
| 14.00-14.15   | Participants evaluation                             | To understand the adequacy of the knowledge gained and skills developed to train and implement MICS3<br>To present the results of information collected in participant evaluation forms   | MB, AH        | Presentation                |
| 14.15-15.00   | Workshop Evaluation – Open Discussion               | To revisit critical aspects of the workshop<br>To discuss the main outcomes of the workshop   | LM            | Discussion                  |
| 15.15-15.45   | Closure of the Workshop                             | Distribution of certificates<br>Closing speeches  |               |                             |