AGENDA
MULTIPLE INDICATOR CLUSTER SURVEYS (MICS3)
REGIONAL TRAINING WORKSHOP, DATA PROCESSING (EAPRO – ROSA)
22 August – 1 September 2005 (Sunday Off)
AMARI WATERGATE HOTEL, BANGLUMPOO ROOM, BANGKOK, THAILAND

22 August, Monday

Time	Topic	Objectives	By	Methodology
Chair:				
9.00-9.20	Opening Session • Regional Advisor, Monitoring and Evaluation	TBD	TBD	TBD
9.20-10.00	Introduction of Participants and Resource Persons		TBD	TBD
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	TBD	TBD
10.15-10.45	Administration and Logistics of the Workshop	Discuss workshop administration and logistics	TBD	TBD
10.45-11.00	Coffee Break		All	
Moderator:				
10.50-12.30	Overview of Data Processing System	Description of MICS data processing methodology	Hill	Slides
12.30-13.30	Lunch		All	
Moderator::				
13.30-15..00	Introduction to CSPro: overview	Present overview of CSPRO software package	Diakhate	Slides
15.00-15:15	Coffee Break		All	
15.15-17.00	Introduction to CSPro: dictionaries	Provide an introduction to CSPRO dictionaries and forms	Croft	Slides

23 August, Tuesday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Introduction to CSPro: applications	Provide and introduction to CSPRO applications	Hill	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Data dictionary and forms in CSPro	Overview of MICS dictionaries and forms	Diakhate	Slides
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Practical: adapting the dictionary	Modifying the standard dictionary to country needs	All	Supervised work
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: adapting the forms	Modifying the standard forms to country needs	All	Supervised work

24 August, Wednesday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Data entry program in CSPro: data path	Describe how the standard programs control the path through the questionnaire	Hill	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting the data entry program	Adapting the standard data entry path to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Data entry program: functions	Introduction to CSPRO functions and their use in the standard programs	Croft	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: adapting the data entry program	Adapting the standard data entry programs to country needs	All	Supervised work

25 August, Thursday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Data entry program: data entry editing	Discussion of how to handle data editing during data entry	Hill	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting the data entry program	Adapting the standard data edits to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Data entry menu in CSPro	Overview of the data entry menu system	Bakka	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: data entry menu	Adapting the data entry menu system to country needs	All	Supervised work

26 August, Friday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Structure checking and verification	Overview of MICS structure checking programs	Croft	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: structure checking and verification	Adapting the structure checking program to country needs	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Secondary editing: editing methodology	Overview of editing the data during secondary data processing	Hill	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: identifying and documenting edits	Adapting the standard secondary data edits	All	Supervised work

27 August, Saturday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Secondary editing program in CSPro	Further discussion of secondary editing	Hill	Open Discussion
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: modifying the editing program	To TBD	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Secondary editing program	Further discussion of secondary editing	Hill	Open Discussion
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: modifying the editing program	To TBD	All	Supervised work

29 August, Monday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Supervisor's menu in CSPro	Overview of the supervisor's menu system	Bakka	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting the supervisor's menu	Adapting the standard supervisor's menu to country specific needs	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Review of primary data processing	Review the design of the MICS data processing system	Hill	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: free	Work on any topic related to primary data processing	All	Supervised work

30 August, Tuesday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Exporting data from CSPro to SPSS	Overview of exporting in CSPRO and the MICS export program	Hill	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting the export program	Adapting the standard export program to country needs	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Creating analysis files in SPSS: recoding	Overview of the creation of analysis files in SPSS	Diakhate	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: adapting analysis file creation	Adapting the standard analysis file creation programs to country needs	All	Supervised work

31 August, Wednesday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Creating analysis files in SPSS: sample weights	Overview of calculating and adding weights to the analysis files	Hill	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting analysis file creation	Adapting the weights programs to country needs	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	Tabulation programs in SPSS	Overview of the MICS tabulation programs	Diakhate	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: adapting the tabulation programs	Adapting the tabulation programs to country needs	All	Supervised work

1 September, Thursday

Time	Topic	Objectives	By	Methodology
Moderator::				
9.00-10:45	Tabulation programs in SPSS	Further discussion of tabulation programs	Hill	Open Discussion
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: adapting the tabulation programs	Continued work on country tabulation programs	All	Supervised work
12.30-13.30	Lunch		All	
Moderator::				
13.30-15.00	File copying and backup	Making zip files of country programs and standard programs to take home	All	Slides/Supervised work
15.00-15.15	Coffee Break		All	
15.15-17.00	Archiving and distribution; closing ceremony	Discussion of importance of archiving; closing ceremony	Hill	