

MULTIPLE INDICATOR CLUSTER SURVEYS – ROUND 3 (MICS3)

REGIONAL TRAINING WORKSHOP

DATA PROCESSING

Latin America and the Caribbean

Ocho Rios, Jamaica
17 – 27 October 2005

PROGRAM

17 October, Monday				
Time	Topic	Objectives	By	Methodology
9.00-9.20	Opening session			
9.20-10.00	Introduction of participants and resource persons	Introduce the workshop participants and present the resource persons that will be supporting the participants	Attila Hancioglu	Presentation
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	Trevor Croft	Presentation
10.15-10.45	Administration and logistics of the workshop	Discuss workshop administration and logistics	Astrid Marschatz	Presentation
10.45-11.00	Coffee Break		All	
11.00-12.30	Overview of data processing system	Describe the MICS data processing methodology	Trevor Croft/ Attila Hancioglu	Slides
12.30-13.30	Lunch		All	
13.30-15.00	Introduction to CSPro: Overview	Present overview of CSPro software package	Trevor Croft	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Introduction to CSPro: Dictionaries	Provide an introduction to CSPro dictionaries and forms	Ngagne Diakhate	Slides

18 October, Tuesday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Introduction to CSPro: Applications	Provide an introduction to CSPro applications	Endre Bakka	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Data dictionary and forms in CSPro	Overview the MICS dictionaries and forms	Ngagne Diakhate	Slides
12.30-13.30	Lunch		All	
13.30-15.00	Practical: Adapting the dictionary	Modify the standard dictionary to country needs	All	Supervised work
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Adapting the forms	Modify the standard forms to country needs	All	Supervised work

19 October, Wednesday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Data entry program in CSPro: Data path	Describe how the standard programs control the path through the questionnaire	Trevor Croft	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting the data entry program	Adapt the standard data entry path to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Data entry program: Functions	Introduce CSPro functions and their use in the standard programs	Endre Bakka/ Trevor Croft	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Adapting the data entry program	Adapt the standard data entry programs to country needs	All	Supervised work

20 October, Thursday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Data entry program: Data entry editing	Discuss how to handle data editing during data entry	Trevor Croft/ Ngagne Diakhate	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting the data entry program	Adapt standard data edits to country specific questionnaires	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Data entry menu in CSPro	Overview the data entry menu system	Endre Bakka	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Data entry menu	Adapt the data entry menu system to country needs	All	Supervised work

21 October, Friday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Structure checking and verification	Overview MICS structure checking programs	Ngagne Diakhate	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Structure checking and verification	Adapt the structure checking program to country needs	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Secondary editing: Editing methodology	Overview editing the data during secondary data processing	Trevor Croft	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Identifying and documenting edits	Adapt the standard secondary data edits	All	Supervised work

22 October, Saturday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Secondary editing program in CSPro	Further discuss secondary editing	Trevor Croft	Open Discussion
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Modifying the editing program	Adapt the standard secondary data edits (continued)	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Secondary editing program	Further discuss secondary editing	Trevor Croft	Open Discussion
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Modifying the editing program	Adapt the standard secondary data edits (continued)	All	Supervised work

23 October, Sunday	FREE
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24 October, Monday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Supervisor's menu in CSPro	Overview the supervisor's menu system	Endre Bakka	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting the supervisor's menu	Adapt the standard supervisor's menu to country specific needs	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Review of primary data processing	Review the design of the MICS data processing system	Trevor Croft/ Ngagne Diakhate	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

25 October, Tuesday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Exporting data from CSPro to SPSS	Overview exporting in CSPro and the MICS export program	Endre Bakka	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting the export program	Adapt the standard export program to country needs	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Creating analysis files in SPSS: Recoding	Overview the creation of analysis files in SPSS	Ngagne Diakhate	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Adapting analysis file creation	Adapt the standard analysis file creation programs to country needs	All	Supervised work

26 October, Wednesday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Creating analysis files in SPSS: Sample weights	Overview calculating and adding weights to the analysis files	Trevor Croft	Slides
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting analysis file creation	Adapt the weights programs to country needs	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	Tabulation programs in SPSS	Overview the MICS tabulation programs	Ngagne Diakhate	Slides
15.00-15.15	Coffee Break		All	
15.15-17.00	Practical: Adapting the tabulation programs	Adapt the tabulation programs to country needs	All	Supervised work

27 October, Thursday				
Time	Topic	Objectives	By	Methodology
9.00-10.45	Tabulation programs in SPSS	Further discuss tabulation programs	Ngagne Diakhate	Open discussion
10.45-11.00	Coffee Break		All	
11.00-12.30	Practical: Adapting the tabulation programs	Continue work on country tabulation programs	All	Supervised work
12.30-13.30	Lunch		All	
13.30-15.00	File copying and backup	Make 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	Discuss the importance of archiving	Trevor Croft	Open discussion
	Closing ceremony	Closing ceremony	tbd	