

8 April 2010

RURAL HH SURVEY TRAINING

Schedule for the enumerator training for rural household panel survey of the DFG Project FOR 756, April 12 – 17 at Center for Rural Development in Central Vietnam (CRD) -Hue University of Agriculture and Forestry, 102 Phung Hung Hue City, Vietnam

Date	Time	Activity	In-charge
12 April	8.00-8.30	Registration	All participants
	8.30 – 9.15	Opening of workshop (Introduction of participants, project background, panel survey, survey organization, connection between rural survey and migrant survey,)	Quan/ H. Waibel/Tung
	9.15- 9.30	"Survey life": rules and regulation, sampling procedure	Tung/Van//H.Waibel
	9.30 – 10.30	Overview of Rural and Migrant Questionnaires	Tung/Van/Bernd/Loc
	10.30 – 10.45	<i>Coffee break</i>	
		<i>Rural HH team remains in the same room Migrant team moves to the small room</i>	
	10.45 – 12.00	Introduce section 1 and 2 of the questionnaire	Tung/Van / Bernd
	12.00 – 13.00	<i>Lunch</i>	
	13.00 – 15.15	Exercises for sections 1 and , 2	Tung/Van/Daniela/Mikhael/
	15.15 – 15.30	<i>Coffee break</i>	
	15.30 – 16.30	Introduce section 3 of the questionnaire	Tung/Van/ Daniela
	16.30 – 18.00	Exercises for section 3	Tung/Van/Daniela/Mikhael/ old Nogoc
	18.00 – 19.00	<i>Dinner</i>	
13 April	8.30 – 9.00	Review Questions/Issues/Concerns (together with the migration survey team)	Tung/H.Waibel
	9.00 – 10.30	Introduce section 4 the questionnaire	Tung/Van/ Bernd
	10.30 – 10.45	<i>Coffee break</i>	
	10.45 – 11.30	Exercises for section 4	Tung/Van/Mikhael/Ngoc
	11.15 – 12.00	Demonstrate Risk game	Tung/ Bernd/Daniela
	12.00 – 13.00	<i>Lunch</i>	

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	13.00 – 14.00	Introduce sections 5 and 6 of the questionnaire	Tung/Van/Mikhael
	14.00 – 15.15	Exercises for section 5 and 6 including small business survey	Tung/Van/ Mikhael/ Ngoc
	15.15 – 15.30	<i>Coffee break</i>	
	15.30 – 16.00	Continue exercises for section 5 and 6 including small business survey	Tung/Van/Daniela/Mikhael/
	16.00 – 17.15	Introduction of section 7	
	17.15 – 18.00	Exercise for section 7 of the questionnaire	Tung/Van/Daniela/Mikhael/
	18.00 – 19.00	<i>Dinner</i>	

Date	Time	Activity	In-charge
14. April	8.30 – 9.00	Review questions/issues/concerns	Tung/H. Waibel
	9.00 – 10.15	Introduce sections 8 and 9 of the questionnaire	Tung/Van/Bernd
	10.15 - 10.30	<i>Coffee break</i>	
	10.30 – 11.00	Exercises for section 8 and 9	Tung/Van/ Mikhael/ Ngoc
	11.00 – 12.00	Repetition of risk game	Tung/Bernd/Daniela
	12.00 – 13.00	<i>Lunch</i>	
	13.00 – 15.15	Data Entry Program	Tung/Loc/Bernd
	15.15 -15.30	<i>Coffee break</i>	
	15.30 – 17.00	Comprehensive cross-section exercises	Tung/Van/Daniela/Mikhael/old enumerators
	17.00 - 18.00	Data Entry programme	Tung/ Loc/Bernd/
15 April	18.00-21.00	Workshop Dinner (outside)	Quan
	8.30 – 17.00	Field Trip Exercise	Quan/Tung/H. Waibel/Lok
16 April		Rural Team go to Communes/Migrant team go to Hue.	
	8.30 – 10.15	Evaluation of Field Testing/ checking procedure/data cleaning/data entry	Tung/Bernd/Van/Mikhael/Daniela/
	10.15 - 10.30	<i>Coffee break</i>	
	10.30 – 12.00	Continuation of Evaluation of Field Testing/ checking procedure/data cleaning/data entry	Tung/Bernd/Van/Mikhael/Daniela/
	12.00 – 13.00	<i>Lunch</i>	
	13.00 – 14.00	Examination/(multiple choice)	Tung/Mikhael/Ngoc
	14.30 – 15.15	Selected topics determined by participants	Tung/Bernd/Van/Daniela/Mikhael
	15.15 -15.30	<i>Coffee break</i>	
	15.30 – 16.30	<i>Results of Examination/Final Discussion</i>	Tung/Bernd
	16.30 – 17.00	<i>Closing remarks</i>	Quan/Tung/Hardeweg/Loc

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	18.00	Dinner	
17 April	8.00	Departure for Province/commune	Tung/Bernd/Team leaders

Notes:

1. The questionnaire (in Vietnamese and English) will be handed out to the trainees before the training starts. They will be requested to study the questionnaire.
2. A set of training exercises and training guidelines will be available in English and in Vietnamese prior to the training.
3. Exercises will include short stories with difficult cases and simulation of interview (in Vietnam old enumerators, ... will act as the respondent)
4. The exercises will be corrected by the training assistants (Daniela, Mikhael, Van, and Ngoc) in the evening
5. Every morning we will start with a feedback session on exercises and a review of issues that came up the day before
6. All participants will receive their "survey kit (T-shirt, writing pad, etc.) before they depart for their provinces,.

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MIGRANT SURVEY TRAINING

Schedule for the enumerator training of migrant survey of the DFG Project FOR 756, April 12 – 17 at Center for Rural Development in Central Vietnam (CRD) -Hue University of Agriculture and Forestry, 102 PhungHung Hue City, Vietnam

12 April			
	8.00-8.30	Registration	All participants
	8.30 – 9.15	Opening of workshop (Introduction of participants, project background, panel survey, survey organization, connection between rural survey and migrant survey,)	Quan/ H. Waibel/Tung/Phuong
	9.15- 9.30	"Survey life": rules and regulation, sampling procedure	Tung/Van//H. Waibel/Phuong
	9.30 – 10.30	Overview of Rural and Migrant Questionnaires	Tung/Van/Bernd/Lok/Phuong
	10.30 – 10.45	<i>Coffee break</i>	
		<i>Rural HH team remains in the same room, Migrant team moves to small room</i>	
	10.45 – 12.00	Introduce section 1 and 2	Loc/H. Waibel/Jurgen/Phuong
	12.00 – 13.00	<i>Lunch</i>	
	13.00 – 15.15	Introduce section 3 and 4	Loc/H. Waibel/Jurgen/Phuong
	15.15 –15.30	<i>Coffee break</i>	
	15.30 – 16.00	Questions on Section 1 - 4	
	16.00- 18.00	Introduce Sections 5	Loc/H. Waibel/Jurgen /Phuong
	18.00	<i>Dinner</i>	
13. April	8.30 – 9.00	Review questions/issues/concerns (this session will always be together with the rural survey teams)	Tung/Loc/H. Waibel/Phuong
	9.00 – 10.15	Introduce section 6	Loc/H. Waibel/Jurgen/Phuong
	10.15 - 10.30	<i>Coffee break</i>	
	10.30 – 12.00	Introduce section 7	Loc/H. Waibel/Jurgen/Phuong
	12.00 – 13.00	<i>Lunch</i>	
	13.00 - 15.15	<i>Exercise 1: go out in Hue University campus and talk to migrants for section 1- 3 of questionnaire; enumerators go in team of 2 persons</i>	Loc/Hien/Jurgen/Phuong
	15.15 –15.30	<i>Coffee break</i>	
	15.30 – 16.30	<i>Teams report on their experience, revisit section 1 – 3 of questionnaire</i>	Loc/H. Waibel/Hien/Jurgen/Phuong

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	16.30 – 18.00	Introduce sections 8 and 9	
	18.00	Dinner	
14. April	8.30 – 9.00	Review questions/issues/concerns (together with rural survey teams)	Tung/Loc/H.Waibel/Jurgen/Phuong
	9.00- 10.15	Exercise 2: go out in Hue University campus and talk to migrants for section 1 and 4 of questionnaire; enumerators go in team of 2 persons	Loc/Hien/Jurgen /NN/Phuong
	10.15 - 10.30	Coffee break	
	10.30 – 12.00	Teams report on their experience, revisit section 1 and 4 of questionnaire	Loc/H.Waibel/Hien/Jurgen/Phuong
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Data Entry Program Demonstration	Tung/Loc/Bernd/Phuong
	15.15 –15.30	Coffee break	
	15.30 – 17.00	Comprehensive cross-section exercises	Loc/H.Waibel/Hien/Phuong
	17.00 – 18.00	Data Entry programme	Tung/Loc/Bernd/Phuong
	18.00	Workshop Dinner (outside)	
15. April	8.00 – 18.00	Field Exercise whole day; Migrant team performs 2 migrant interviews in Hue City, one in the morning, one in the afternoon	Loc/Hien/Jurgen /NN/Phuong
	18.00	Dinner	
16. April	8.30 – 10.15	Evaluation of Field Testing/ checking procedure/data cleaning/data entry	
	10.15 - 10.30	Coffee break	
		Continuation of Evaluation of Field Testing/ checking procedure/data cleaning/data entry	Loc/Hien/ H.Waibel/Jurgen /Phuong
	12.00 – 13.00	Lunch	
	13.00- 17.00	Same as rural team join in same room again	Loc/ H. Waibel/Phuong
17. April	8.00	Team go back to Ho Chi Minh City	Loc