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RURAL HH SURVEY TRAINING

Schedule for the enumerator training for rural household panel survey of the DFG Project FOR 756, April 11 – 16, 2011 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
	8.30-9.00	Registration	All participants
Monday 11 April	9.00 – 9.15	Opening of workshop and welcome of Participants	Dr. Quan, Director CRD
	09.15 – 9.30	Introduction of Participants	Van
	9.30 – 9.45	Background and Purpose of the Project	H. Waibel/(Tung)
	9.45 - 10.00	Administrative issues: duties and rights of enumerators	H.Waibel/(Hoa/ Hao)
	10.00 – 10.30	Organisation of the Survey	Van/Hoa
	10.30 – 11.00	<i>Coffee break</i>	CRD
	11.0 – 12.00	Overview of the Questionnaire	Van/Tung
	12.00 – 13.00	<i>Lunch</i>	CRD
	13.00 – 14.00	Introduce section 1 and 2 of the questionnaire	Tung
	14.00 – 15.00	Exercises (in groups)	Van/Hoa/Lena/Loc/Schmidt/Waibel/NN
	15.00 – 15.30	<i>Coffee break</i>	CRD
	15.30 – 16.30	Introduce section 3: Socks and Risks	Van
	16.30 – 17.30	Exercises (in groups)	Tung/Hoa/Lena/Loc/Schmidt/Waibel/NN
	17.30	Return to House in Hue City by taxi	Hao
	18.30	Dinner for non Hue participants	Hoa/Hao
Tuesday 12 April	8.00 – 8.30	Non-Hue participants: Departure from House to CRD	Hao/Hoa
	8.30 – 9.00	Review questions/issues/concerns	Waibel/Van/Tung
	9.00 – 10.00	Introduce section 4.1 and 4.2: Land and cropping	Tung
	10.00 – 10.30	<i>Coffee break</i>	CRD

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	10.30 – 12.00	<i>Exercises</i>	Van/Hoa/Lena/Loc/Schmidt/Waibel/NN
	12.00 – 13.00	Lunch	CRD
	13.00 – 14.00	Introduce sections 4.3 and 4.4: Livestock and natural resources	Tung
	14.00 – 15.00	Exercises	Van/Hoa/Lena/Loc/Schmidt/Waibel/NN
	15.00 – 15.30	<i>Coffee break</i>	CRD
	15.30 – 16.30	Continue exercises	Van/Hoa/Lena/Loc/Schmidt/Waibel/NN
	16.30 – 17.30	Introduction of section 5: Off farm Employment	Van
	17.30	Return to House in Hue City by taxi	Hao
	18.30	Dinner for non Hue participants	Hoa/Hao
Wednesday 13 April	8.00 – 8.30	Non-Hue participants: Departure from House to CRD	Hao/Hoa
	8.30 – 9.00	Review questions/issues/concerns	Schmidt/Van/Tung
	9.00 – 10.00	Introduction of section 6: Non farm Employment and investment	Van
	10.00 - 10.30	Coffee break	CRD
	10.30 – 12.00	Exercises	Tung/Hoa/Lena/Loc/Schmidt/Waibel/NN
	12.00 – 13.00	<i>Lunch</i>	CRD
	13.00 – 14.00	Introduction of section 7: Finance	Tung
	14.00 - 15.00	Exercises	Van/Hoa/Lena/Loc/Schmidt/Waibel/NN
	15.00 – 15.30	Coffee break	CRD
	15.30 - 16.30	Introduction of Sections 8 and 9: Consumption and Assets	Van
	16.30 – 17.30	Exercises	Tung/Hoa/Lena/Loc/Schmidt/Waibel/NN
	17.30	Return to house in Hue	Hoa
	18.30	Dinner for non Hue participants	Hoa
Thursday 14 April	8.30 – 17.00	Field Trip: Survey Exercise in three villages two Communes near Hue.	Quan/Hien/Van/Tung/Hoa/Lena/Loc/Schmidt/ Waibel/NN/NN
Friday 15April	8.00 – 8.30	Non-Hue participants: Departure from House to CRD	Hao/Hoa
	8.30 – 10.00	Report and discuss on field exercise by sub team	Van/Hoa/Tung/Lena/Schmidt/ Waibel

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	10.00 - 10.30	Coffee break	
	10.30 – 12.00	Report and discuss on field exercise by sub team	Van/Hoa/Tung/Lena/Schmidt/ Waibel
	12.00 – 13.00	Lunch	
	13.00 – 15.00	Data Entry Program: procedure	Van/Hoa/Tung
	15.00 - 15.30	Coffee break	CRD
	15.30 – 17.30	Data Entry Program: Exercise, enter data collected at field trip	Van/Hoa/Tung
	18.00 – 21.00	Workshop dinner for all participants	CRD
Saturday 16 April	8.00 – 8.30	Non-Hue participants: Departure from House to CRD	Hao/Hoa
	8.30 – 10.00	Examination	Van/Tung/ Hoa /Loc/NN
	10.00 - 10.30	Coffee break	
	10.30 – 12.00	Review	Van/Tung/ Hoa /Loc/NN
	12.00 – 13.00	Lunch	
	13.00 – 15.00	Data Entry Program exercises	Van/Hoa/Tung
	15.00 - 15.30	Coffee break	CRD
	15.30 – 17.30	Review	Van/ Tung Hoa/Loc/NN
	17.30	Return to House in Hue City by taxi	Hao
	18.30	Dinner for non Hue participants	Hoa/Hao
Sunday 17 April	Relax at home		
Monday 18 April	Start Survey		

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 in the evening.
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
5. Every morning we will start with a feedback session on exercises and a review of issues that came up the day before

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6. All participants will receive their “survey kit (T-shirt, writing pad, etc.) before the end of the training week.

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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 Phuong Hung 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/Phuong
	9.15- 9.30	"Survey life": rules and regulation, sampling procedure	Phuong/Van//H.Waibel
	9.30 – 10.30	Overview of Rural and Migrant Questionnaires	Phuong/Van/Bernd/Lok
	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
	12.00 – 13.00	<i>Lunch</i>	
	13.00 – 15.15	Introduce section 3 and 4	Loc/H.Waibel/Jurgen
	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
	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)	Phuong/Loc/H.Waibel
	9.00 – 10.15	Introduce section 6	Loc/H.Waibel/Jurgen
	10.15 - 10.30	<i>Coffee break</i>	
	10.30 – 12.00	Introduce section 7	Loc/H.Waibel/Jurgen
	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
	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
	16.30 – 18.00	<i>Introduce sections 8 and 9</i>	
	18.00	<i>Dinner</i>	
14. April	8.30 – 9.00	Review questions/issues/concerns (together with rural survey teams)	Phuong/Loc/H.Waibel/Jurgen
	9.00- 10.15	<i>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</i>	Loc/Hien/Jurgen /NN

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	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
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Data Entry Program Demonstration	Phuong/Loc/Bernd
	15.15 – 15.30	Coffee break	
	15.30 – 17.00	Comprehensive cross-section exercises	Loc/H.Waibel/Hien
	17.00 – 18.00	Data Entry programme	Phuong/Loc/Bernd
	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
	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
	12.00 – 13.00	Lunch	
	13.00- 17.00	Same as rural team join in same room again	Loc/ H. Waibel
17. April	8.00	Team go back to Ho Chi Minh City	Loc