



**Regional Training Course on Computer Assisted Personal Interviewing
(CAPI)**

For Agricultural Surveys and Price Reporting

3 – 7 October 2016, Bangkok, Thailand

Daily Programme (As of 1 October 2016)

Monday, 3 October 2016	
9:00 – 09:30	Registration
09:30 – 10:00	Opening Session
	1a) Welcome statements
	1b) Self-introduction of participants
10:00 – 10:30	Break and Group Photo
Session 1:	Introduction to CAPI, and Survey Solutions experience
10:30 – 11:15	Presentation: Is CAPI right for this survey? (Michael Rahija, FAO)
11:15 – 12:15	Country experience India: NSSO experience in using Survey Solutions for Labour Force Survey (Dr. Mallick, Former Director General of NSSO)
12:15– 13:30	Lunch Break
Session 2A:	<p>Overview of Training and Survey Solutions Learning Objectives:</p> <ul style="list-style-type: none"> • Know the 4 main pieces • Be familiar with how 4 pieces fit together • Describe role of Designer • Find and register for Designer • Describe role Tester • Find, download, and install Tester on tablet
13:30 – 14:30	Presentation: Overview of Survey Solutions System (Michael Rahija, FAO)
14:30 – 15:00	Presentation: Getting Started with the Questionnaire Designer and Tester (Michael Rahija, FAO)
15:15 – 15:30	Coffee Break
Session 2B:	Practice: Register for Questionnaire Designer and Download and Install Tester Trainers: Michael Rahija, Mallik, Pansy
15:30 – 16:30	<p>Hands-on:</p> <ul style="list-style-type: none"> • Create Designer Account • Download and install Tester on all tablets
16:30 – 17:00	Country experience Thailand: NSO Experience with CAPI software and Survey Solutions in use of data collection and survey management technologies

Tuesday, October 4, 2016

Session 3A:	<p>Basic Designer Learning Objectives:</p> <ul style="list-style-type: none"> • Know how to create a questionnaire • Know the major question types (text, date, single and multi-answer, list) • Understand the concept for enablement condition • Be familiar with the fields to be completed for questions
9.00 – 10:30	<p>Presentation: Basic Designer, Michael Rahija, FAO</p> <ul style="list-style-type: none"> • <i>Create a new questionnaire or copy an old one</i> • <i>Questionnaire Structure</i> • <i>Question Fields</i> • <i>Create text, date, single and multi-answer categorical questions, and list</i> • <i>Enablement conditions</i> • <i>Static Text</i> • <i>Translation</i>
10:30 – 10:45	Coffee Break
10:45 – 12:30	Presentation: Basic Designer - <i>continued</i>
12:30 – 13:45	Lunch Break
Session 3B:	<p>Practice: Mastering Basic Questionnaire Design Trainers: Michael Rahija, Mallik, Pansy</p>
13:45 – 15:30	<p>Hands-on: Mastering the Basics</p> <ul style="list-style-type: none"> • <i>Program questionnaire containing text, date, single select, multi-select, and list questions</i> • <i>View questionnaire in Tester, make edits</i> • <i>If time permits, program questionnaire without question type specified</i>
15:30 – 15:45	Coffee Break
15:45 – 16:30	Hands-on: Mastering the Basics -<i>continued</i>
16:30– 17:00	Country experience Islamic Republic of Iran: Use of CAPI in National Census of Agricultural

Wednesday, October 5, 2016

Session 4A:	<p>Intermediate Survey Design Skills, and overview of advanced features</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Know what validation conditions and messages are • Apply basic C# syntax for creating validation and enablement conditions • Know how to build a roster • Know about nesting roster • Know about using HTML tags for text formatting • Know about piping
9:00- 10:00	<p>Presentation: Intermediate Survey Design Skills – 1 , Michael Rahija, FAO</p> <ul style="list-style-type: none"> • <i>Special question types (GPS, barcode, picture)</i> • <i>Validation conditions and messages</i> • <i>C# syntax for validation and enablement</i>
10:00 – 10:15	Coffee Break
10:15 – 11:15	<p>Practice: Basic Validation and Enablement Conditions</p> <p>Trainers: Michael Rahija, Mallik, Pansy</p>
11:15 – 11:45	<p>Presentation: Intermediate Survey Design Skills – 2 , Michael Rahija, FAO</p> <ul style="list-style-type: none"> • Basic rosters • Nested rosters • HTML tags for text formatting • Piping
Session 4B:	Practice: Intermediate Questionnaire Design
11:45 – 12:30	<p>Hands-on: Mastering the intermediate survey design</p> <ul style="list-style-type: none"> • <i>Program intermediate survey using rosters, enablement, and validation conditions</i> • <i>Program questionnaire with roster from Indian Agricultural Census</i>
12:30 – 13:45	Lunch Break
13:45 – 15:45	Hands-on: Mastering the intermediate survey design - <i>Continued</i>
Session 4C:	Overview of Advanced Features
15:45 – 17:00	<p>Presentation: Advanced designer features (Sergiy Radyakin, WB)</p> <ul style="list-style-type: none"> • <i>Macros</i> • <i>Look-up tables</i> • <i>Invisible Variables</i> • <i>Masking</i> • <i>Preloading long-lists of options</i> • <i>Cascading options</i> • <i>Single random selection of item from roster</i>

Thursday, October 6, 2016 – Session 5

Session 5A:	<p>Basic case management skills with HQ and Supervisor</p> <p>Learning Objectives:</p> <ul style="list-style-type: none"> • Know the difference between Administrator, HQ, and Supervisor • Be familiar with workflow of Survey Solutions and events in the life a case • Know how to access HQ and Supervisor • HQ primary functions (create Supervisor, Interviewers, Import Template, Create Cases, Assign Cases to Supervisor) • Supervisor primary functions (assign cases to Interviewers) • Use HQ and Supervisor to approve/reject completed cases • Know about creating field reports with HQ and Supervisor
9:00 – 10:00	<p>Presentation: Intro and case management with Admin, HQ, and Supervisor, Michael Rahija, FAO</p> <ul style="list-style-type: none"> • <i>Differences b/t Admin, HQ, and Supervisor</i> • <i>Review overview of workflow and life of a case</i> • <i>Introduction to Admin, Headquarters and Supervisors</i> • <i>Headquarters primary functions in SuSo</i> • <i>Supervisor primary functions in SuSo</i> • <i>HQ and Supervisor primary responsibilities in SuSo</i>
10:00 – 10:15	Coffee Break
10:15 – 11:30	Presentation: Intro and case management with Admin, HQ, and Supervisor- <i>Continued</i>
11:30 – 12:30	<p>Presentation: Introduction to Interviewer, Michael Rahija, FAO</p> <ul style="list-style-type: none"> • <i>Overview and Purpose</i> • <i>Set-up CAPI application and syncing</i> • <i>Dashboard</i> • <i>Open and navigate the questionnaire</i> • <i>Using colors</i> • <i>Entering responses</i> • <i>Completing a case, synchronizing</i>
12:30 – 13:45	Lunch break
Session 5B:	Practice: Comprehensive practice with Headquarters, Supervisors, and Interviewer
13:45 – 17:00 (with Coffee Break 15 min)	<p>Hands-on: Mastering the whole system – CENSUS MODE</p> <ul style="list-style-type: none"> • <i>TASK 1: Headquarters logs in and imports a questionnaire template in census mode.</i> • <i>TASK 2: Headquarters create Supervisor Roles.</i> • <i>TASK 3: Headquarters create Interviewer Roles and assign them to the proper Supervisor</i> • <i>TASK 4: Interviewers must download Interviewer Application and Install.</i> • <i>TASK 5: Interviewers synchronize, and complete an interview.</i> • <i>TASK 6: Supervisors review and approve the completed cases.</i> • <i>TASK 7: Headquarters review and approve the completed cases.</i>

Friday, October 7, 2016 – Session 6

Session 6A:	Data Export and Tablet Management
9:00 – 10:00	<p>Presentation: Data Export, Michael Rahija, FAO</p> <ul style="list-style-type: none"> • <i>When to export?</i> • <i>How to export?</i> • <i>What is exported?</i> • <i>Structure of exported data files</i> • <i>Interview Actions file</i>
10:00-10:30	Presentation: Basic Tablet and Equipment Management
10:30 – 10:45	Coffee Break
10:45 - 12:30	Mini Project Mastering the whole system- Survey Design to Export Group work)
12:30 – 13:45	Lunch break
13:45 – 14:45	Server and Network Configurations (Sergiy Radyakin, WB)
14:45 – 15:45	<p>Action plan:</p> <ul style="list-style-type: none"> • Overall objective • Action activities • Responsible agency • Time frame
15:45 – 16:00	Coffee Break
16:00 - 16:30	Evaluation & Closing Ceremony