



[www.fao.org](http://www.fao.org)



[www.ihsn.org](http://www.ihsn.org)



[www.paris21.org](http://www.paris21.org)

## **Regional training workshop on agricultural census documentation and archiving Manila, Philippines, 21-25 February 2011**

### **Objective:**

The program attached will run for 5 days, and will focus on training participants on the use of the IHSN Microdata Management Toolkit to document Agricultural Censuses.

### **Requirements:**

Each participant must bring with him the following resources:

1. A laptop for its personal use
2. The latest agriculture census to document (one census can be documented by a maximum of 2 people)
3. Documentation related to the census, which includes
  - a. Datasets (preferably in SPSS or STATA formats)
  - b. Questionnaires
  - c. Manuals
  - d. Any other documents related to the survey (list provided in the invitation letter)

### **Learning Mode**

Learning will be through 3 key modes: presentations and demonstrations by the facilitators, practical exercises and practical documentation of their own censuses by participants, plenary sessions and presentations of outputs by participants to the group.

Participants will continuously make reference to documentation provided. Some will be provided in printed form, others in softcopy (Microdata Management Toolkit Users Guide, Quick Reference Guide for Data Archivists, DDI Reviewers Checklist, IHSN WP 5)

**Contacts:** [Francois.Fonteneau@oecd.org](mailto:Francois.Fonteneau@oecd.org), [gparcon@ihsn.org](mailto:gparcon@ihsn.org) and [Nancy.Chin@fao.org](mailto:Nancy.Chin@fao.org)

Day	Time	Topic	Facilitator	Resources	Learning Objective	Output
Monday 21 <sup>st</sup> February: Focus: Introduction to the Toolkit, It's Components & Basic Navigation	8:30-9:00	Registration				
	9:00-9:45	Opening statements	Gaye Parcon (GP) Nancy Chin (NC)			
		Orientation and Objectives	GP		<ul style="list-style-type: none"><li>Objective of the workshop</li></ul>	
		Introduction of participants and expectations and the data set to be archived.	Each participant to introduce themselves.		<ul style="list-style-type: none"><li>Surveys for documentation.</li></ul>	<ul style="list-style-type: none"><li>All participants have a survey to document</li></ul>
	9:45-10:30	Overview and demonstration of the Microdata Management Toolkit	GP	Presentation 1 & 2	<ul style="list-style-type: none"><li>Purpose of the toolkit</li><li>Introduction to documentation (Metadata Editor) and Dissemination (CD ROM Builder, Nesstar Explorer) components</li></ul>	<ul style="list-style-type: none"><li>Understand the components of the toolkit.</li></ul>
	10:30-10:45	Coffee/Tea break				
	10:45-1:00	Prepare computer environment-import of datasets into the toolkit. Set IHSN template for agricultural surveys.	GP NC Fe Vida N. Dy-Liacco (FVND) Marie Anne Cagas (MAC)	<ol style="list-style-type: none"><li>Exercise 1</li><li>Exercise 2</li><li>Users Guide</li><li>Installation Flash Disk</li><li>Metadata Editor</li></ol>	<ul style="list-style-type: none"><li>Installation of the toolkit</li><li>Setting up of the work environment</li><li>Importing DDI and DCMI templates</li><li>International documentation standards DDI and DCMI</li></ul>	<ul style="list-style-type: none"><li>Toolkit Installed</li><li>IHSN DDI and IHSN DCMI templates installed and imported</li><li>Preferences set</li><li>Data for projects copied to c:/country survey/data</li><li>Documents for survey copied to c:/country survey/documentation</li></ul>
				✓ Practical: The participant will use Exercise 1 and 2 to install the toolkit, set their preferences on their computers and import the templates		
	1:00-2:00	Lunch break				
	2:00-3:30	Presentation of a well documented agricultural census by NSO Philippines	NSO Philippines			
3:30-3:45	Coffee/Tea break					
3:45-5:00	Navigation and study of concepts using a well documented survey	GP	<ol style="list-style-type: none"><li>Exercise 3</li><li>Popstan, Nesstar</li><li>Presentation 3</li><li>Quick Quality Reference Guide</li></ol>	<ul style="list-style-type: none"><li>Importing a study</li><li>Browsing through a study</li><li>Understanding the requirements of the DDI and DCMI templates</li><li>Removing datasets</li><li>Importing datasets</li></ul>	<ul style="list-style-type: none"><li>Able to import a study</li><li>Reviewed 5 components (Document Description, Des of the DDI)</li><li>Able to remove, organize and import data sets.</li></ul>	
			✓ Practical: Participants will use Exercise 3 to learn how to import and browse through a study.			

Day	Time	Topic	Facilitator	Resources	Learning Objective	Output
Tuesday 22 <sup>nd</sup> February Focus: Quality Documentation & Expected Inputs for each element	9:00-9:30	Review Session	GP		<ul style="list-style-type: none"><li>Questions, Answers and Feedback</li></ul>	
	9:30-10:30	Metadata Editor: <b>Document and Study Description</b>	GP/NC/FVND/MAC	1. Presentation 3	<ul style="list-style-type: none"><li>Definition of terms in the document and study description components</li><li>Importance of use of standard definitions</li><li>Ambiguity of terms</li></ul>	<ul style="list-style-type: none"><li>Understand Document and Study description elements</li></ul>
	10:30-10:45	Coffee/Tea break				
	10:45-12:00	Project Work: <b>Document and Study Description</b>				
	✓ <i>Practical: Participants to set up their projects and complete the document and study description</i>					
	12:00-1:00	Project Work: <b>Document and Study Description</b>	GP/NC/FVND/MAC	1. Own Survey data 2. Own survey documents	<ul style="list-style-type: none"><li>Saving a study</li><li>Importing data into a study</li></ul>	<ul style="list-style-type: none"><li>Save and appropriately named study</li><li>Imported data</li><li>Completed Document and Description</li></ul>
	1:00-2:00	Lunch break				
	2:00-3:30	Project Work: <b>Document and Study Description</b>				
	3:30-3:45	Coffee/Tea break				
	3:45-5:00	Project Work: <b>Document and Study Description</b>				
Wednesday 23 <sup>rd</sup> February Focus: Survey Documentation	9:00-9:30	Review Session	GP		<ul style="list-style-type: none"><li>Questions, Answers and Feedback</li></ul>	
	9:30-10:30	Metadata Editor: <b>File and variable description. Concepts(universe, version etc)</b>	GP/NC/FVND/MAC	1. Presentation 3	<ul style="list-style-type: none"><li>Definition of terms in the file and variable description</li><li>Importance of use of standard definitions</li><li>Variable Groups</li><li>Color codes</li><li>Key concepts on missing data, versioning, universe</li></ul>	<ul style="list-style-type: none"><li>Understand File and Variable Description</li><li>Understand concepts of universe, version, missing data, weighting</li><li>Importance of coding “missing data”</li></ul>
	10:30-10:45	Coffee/Tea break				
	10:45-1:00	Project Work: <b>File and Variable Description</b>	GP/NC/FVND/MAC	1. Own Survey data	<ul style="list-style-type: none"><li>Completing File and Variable Description</li></ul>	<ul style="list-style-type: none"><li>Completed File and Variable Description</li></ul>
	1:00-2:00	Lunch break				
	2:00-3:30	Project Work: <b>File and Variable Description</b>				
	3:30-3:45	Coffee/Tea break				
	3:45-5:00	Project Work: <b>File and Variable Description</b>				

Day	Time	Topic	Facilitator	Resources	Learning Objective	Output
Thursday 24 <sup>th</sup> February Focus: External Resources and Diagnostic Tools	9:00-9:30	Review Session	GP		<ul style="list-style-type: none"><li>▪ Questions, Answers and Feedback</li></ul>	
	9:30-10:00	Metadata Editor: <b>Variable Relations and Weighting</b>	GP/NC/FVND/MAC	Exercise 7		
	9:00-10:30	Metadata Editor: <b>External Resources and Dublin Core</b>	GP/NC/FVND/MAC	Exercise 8	<ul style="list-style-type: none"><li>▪ Adding an external resource</li><li>▪ Documenting external resources</li><li>▪ Attaching external resources</li><li>▪ External resource grouping</li></ul>	<ul style="list-style-type: none"><li>▪ Document an external resource</li><li>▪ Attach an external resource</li></ul>
				✓ <i>Practical: Participants to complete exercise 8.</i>		
	10:30-10:45	Coffee Break				
	10:45-1:00	Project Work: <b>External Resources</b>	GP/NC/FVND/MAC	1. Presentation 4 2. Own survey documents	<ul style="list-style-type: none"><li>▪ Documenting External Resources</li></ul>	✓ Documented External resources
	1:00-2:00	Lunch Break				
	2:00-3:30	Metadata Editor: <b>Diagnostic Tools</b>	GP/NC/FVND/MAC	1. Presentation 6	<ul style="list-style-type: none"><li>▪ Validation and diagnostics</li></ul>	✓ Validated documentation using diagnostic tools
	3:30-3:45	Coffee Break				
3:45-5:00	Project Work	GP/NC/FVND/MAC				
Friday 25 <sup>th</sup> February Dissemination	9:00-9:30	Review Session	GP		<ul style="list-style-type: none"><li>▪ Questions, Answers and Feedback</li></ul>	
	9:30-10:30	File Import and Export Formats	GP	1. Presentation 7 2. Users Guide	<ul style="list-style-type: none"><li>▪ Exporting DDI components</li><li>▪ Merging DDI components</li><li>▪ Importing DDI components</li><li>▪ Exporting/Importing External resources in RDF</li><li>▪ Exporting/Importing DDI in XML</li></ul>	<ul style="list-style-type: none"><li>▪ Exported study into DDI format for upload onto NADA</li></ul>
	10:30-10:45	Coffee Break				
	10:45-12:00	Implementaing an organization wide documentation plan Dissemination of surveys	CSO/BAS		<ul style="list-style-type: none"><li>▪ Organize documentation in an organization</li><li>▪ Disseminating DDI through NADA</li></ul>	<ul style="list-style-type: none"><li>▪ Understand associated challenges</li></ul>
	12:00-1:00	Group Presentations	Selected Groups		<ul style="list-style-type: none"><li>• Review of documented DDI on the NADA</li></ul>	
	1:00-2:00	Lunch Break				
	2:00-3:00	Evaluation Session	NC/GP			