

Training of field supervisors of TVSEP Project at Centre for Rural Development in Central Vietnam (CRD) – Hue University of Agriculture and Forestry, 102 Phung Hung, Hue City, Vietnam, from 05.07. – 10.07. 2016			
Day/Date	Time	Activities	In Charge
Tuesday, 05 July	8.30 - 8.40	Courtsey call to CRD Director to introduce Dr. Rattiya Lippe, TVSEP Data Base Manager	H. Waibel
	8.40 - 9.00	Introduction of participants and background of TVSEP project	H. Waibel
	9.00 – 10.00	Overview of questionnaire and tablet program	R. Lippe/ Ms Lan Huong
	10.30 - 10.45	Coffee break	TVSEP (Ms Huong)
	10.45 - 12.00	Section 1, 2 and 3 of the Questionnaire using tablet program (and paper questionnaire)	R. Lippe/ Ms Lan Huong/Mr. Linh
	12.00- 13.00	<i>Lunch break</i>	<i>TVSEP (Ms Huong)</i>
	13.00 - 15.00	Section 4 of the Questionnaire using tablet program (and paper questionnaire)	R. Lippe/ Ms Lan Huong/Mr. Linh
	15.00 - 15.15	Coffee break	TVSEP (Ms Huong)
	15.15 - 17.30	Pairwise hypothetical test interviews, sections 1 - 4	All participants
	18.30	Dinner at Hotel	Hotel
Wednesday, 06 July	8.30 - 10.30	Section 5 and 6 of the Questionnaire using tablet program (and paper questionnaire)	R. Lippe/ Ms Lan Huong/Mr. Linh
	10.30 - 10.45	Coffee break	TVSEP (Ms Huong)
	10.45 - 12.00	Section 7 of the Questionnaire using tablet program (and paper questionnaire)	R. Lippe/ Ms Lan Huong/Mr. Linh
	12.00 - 13.00	<i>Lunch break</i>	<i>TVSEP (Ms Huong)</i>
	13.30 - 15.00	Section 8 and 9 of the Questionnaire using tablet program (and paper questionnaire)	R. Lippe/ Ms Lan Huong/Mr. Linh
	15.00 - 15.15	Coffee break	TVSEP (Ms Huong)
	15.30 - 17.30	Pairwise hypothetical test interviews, sections 5 - 9	All participants
	17.30 - 18.00	Preparations for the first field trip	TVSEP (Ms Huong)
	18.30	Dinner at Hotel	Hotel
Thursday 07 July	7.30 - 12.00	Test interview with one Household (commune near Hue); sections 1 - 4	All participants
	12.00 - 13.00	Lunch break on the way back	TVSEP (Ms Huong)
	13.00 - 15.00	Discussion of Findings from Field Trip	R. Lippe/ Ms Lan Huong
	15.00 - 15.15	Coffee break	TVSEP (Ms Huong)

	15.15-17.30	Pairwise hypothetical test interviews, sections 5-9	All participants
	18.30	Dinner at Hotel	Hotel
Friday, 08 July	7.30 - 12.00	Test interview with one Household (same HH; commune as day before, near Hue); sections 5- 9	TVSEP (Ms Huong)
	12.00 - 13.00	Lunch break on the way back	TVSEP (Ms Huong)
	14.00 - 15.45	Discussion of Findings from Field Trip	R. Lippe/ Ms Lan Hương
	15.00 - 15.15	<i>Coffee break</i>	<i>TVSEP (Ms Huong)</i>
	15.15 - 17.30	Survey Solutions- Supervisor level (survey workflow / useful functions /account etc.)	H-Waibel/R. Lippe/Ms Lan Huong
	18.30	Dinner at Hotel	Hotel
Saturday 09 July	8.30 - 10.30	Survey Solutions - Supervisor level (check data across sections)	H-Waibel/R. Lippe/Ms Lan Huong
	10.30 - 10.45	<i>Coffee break</i>	
	10.45 - 12.00	Survey Solutions - Supervisor level (approve/reject)	R. Lippe/Ms Lan Huong/H.Waibel
	12.00 - 13.00	<i>Lunch break</i>	
		<i>Departure Dr. Rattiya Lippe for Thailand</i>	
	13.00 - 17.00	Test interview with one Household (same HH; commune as day before, near Hue); sections 5- 9	TVSEP (Ms Huong)
	18.30	Dinner at Hotel	Hotel
Sunday 10 July *	8.30 - 10.30	Data checking in Survey Solutions / Discussion on unclear questions	Ms Lan Huong/H. Waibel
	10.30 - 10.45	<i>Coffee break</i>	<i>TVSEP (Ms Huong)</i>
	10.45 - 12.00	Tablet preparation , HH Information sheet	Ms Lan Huong/ Mr. Linh/Mr. Thang
	12.00 - 13.00	<i>Lunch break</i>	<i>TVSEP (Ms Huong)</i>
	13.00 - 15.00	Team organization e.g. food, drink, public transport, Team management (e.g. food, transportation); survey Rule; accounting	H. Waibel/Ms Lan Huon/Mr. Linh/Mr. Thang/
	15.00	<i>End of Team Leader training</i>	<i>H.Waibel/ Ms Lan Huong</i>
* German Post doc and PhD students join and start working with the team leaders on data checking in the Survey Solutions			