

Enumerator Training of TVSEP Project at Meeting room No. 4, Hue University of Agriculture and Forestry, 102 Phung Hung, Hue City, June 26 – July 3, 2017

General principle:

- Opening session: background of project
- Day 1 and Day 2: only paper-based; use example of the manual and additional examples; keep it as interactive as possible, encourage question!
- Tablet introduced and distributed on 3rd day and 1st field trip afternoon. Max 3 hours!
- 2nd field trip same HH
- PTLs and A-PTLs must prepare the enumerators well for the full-day field trip

Date	Time	Activity	In-charge
Monday, 26 June (Day 1)	8.00 – 8.30	Registration	All participants
	8.30 – 8.45	Welcome of participants by HUAF	Assoc.Prof. Le Van An, Rector, HUAF
	8.45 – 9.00	Motivational speech for participants by HUAF	Dr. Pham Huu Ty, Director Foreign Relations Department, HUAF
	9.00 – 9.30	Welcome and Introduction of participants	Dr. Rattiya, Leibniz University Hannover/Ms. Tu, data collection manager TVSEP at HUAF
	9.30 – 10.00	Concept and Objectives of Thailand –Vietnam Socio-economic Panel (TVSEP)(English-VN translation)	Dr. Rattiya, Leibniz University Hannover /Ms. Tu, data collection manager TVSEP at HUAF
	10.00 – 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.30 – 11.00	Grand Overview of the Questionnaire (paper version)/(English VN translation)	Dr. Rattiya/Ms Tu
	11.00 – 12.00	Overview of the Questionnaire.. continuation..(paper version only)	Ms.Tu/ Dr. Rattiya
	12.00 – 13.30	<i>Lunch</i>	<i>HUAF Canteen</i>
	13.30 – 15.00	Overview of the Questionnaire.. continuation..(paper version only)	Ms.Tu/ Dr. Rattiya
	15.00–15.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	15.30– 17.30	Overview of the Questionnaire.. continuation..(paper version only);	Ms.Tu/ Dr. Rattiya
	18.00	<i>Dinner</i>	<i>Hotel</i>
	23.00	<i>Bed time</i>	<i>STLs</i>
Tuesday, 27 June (Day 2)	8.00 – 10.00	Continuation of Questionnaire Overview	Ms.Tu/ Dr. Rattiya
	10.00 – 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.30 – 12.00	Continuation of Questionnaire overview	Ms.Tu/ Dr. Rattiya

Date	Time	Activity	In-charge
	12.00 – 13.30	<i>Lunch break</i>	<i>HUAF Canteen</i>
	13.00 – 15.00	Continuation of Questionnaire overview	Ms.Tu/ Dr. Rattiya
	15.00 - 15.30	<i>Coffee Break</i>	<i>TVSEP VN</i>
	15.30 – 18.00	Distribution of Tablets	PTLs/A-PTLs/STL
	18.00	<i>Dinner</i>	<i>Hotel</i>
	23.00	<i>Bed time</i>	<i>STLs</i>
Wednesday, 28 June (<u>Day 3</u>)	8.00 – 10.00	Introduction of tablet program	Ms. Tu/Mr. Brook (via Skype) /Dr. Rattiya
	10.30 - 10.45	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.45 – 12.00	Exercises with tablet program by sub-teams	Ms. Tu/PTLs/STLs
	12.00 – 13.00	<i>Lunch</i>	<i>HUAF Canteen</i>
	13.30 – 18.00	Field Trip I: partial interview for practice (maximum 3 hours); PTL, A-PTL and especially STL observe interviews of their enumerators;	Ms. Tu/PTLs/APTLs/STLs
	18.00	<i>Dinner</i>	<i>Hotel</i>
	23.00	<i>Bed time</i>	<i>STL</i>
Thursday, 29 June (<u>Day 4</u>)	8.00 – 10:00	Discussion of field trip I: enumerators report difficulties with interview and tablet; STL report weaknesses and common mistakes (without pinpointing at individual enumerators)	Ms.Tu/ Dr. Rattiya
	10.00 - 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.30 – 12.00	Discussion of Field Trip I; including uploading of questionnaires; demonstration of uploading procedure; PTL, A-PTL start checking questionnaire.	Ms.Tu/ Dr. Rattiya/ Ms. Wiebke Stein
	12.00 – 13.00	<i>Lunch</i>	<i>HUAF Canteen</i>
	13.00 – 18.00	Field trip II (continue same household from Field Trip I); PTL, A-PTL and especially STL observe interviews of their enumerators.	Ms.Tu/PTLs/APTLs/STLs
	18.00	<i>Dinner</i>	<i>Hotel</i>
	23.00	<i>Bed time</i>	<i>STL</i>
Friday, 30 June (<u>Day 5</u>)	8.00 – 10:00	Discussion Field Trip II: same procedure as for Field Trip I	Ms.Tu/Ms. Wiebke Stein
	10.00 – 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>

Date	Time	Activity	In-charge
	10.30 – 12.00	Discussion of Field Trip II, split by sub-team; NTL/PTLs repeat procedure how to conduct interview (see manual!)	Ms.Tu/PTLs/APTLs/STLs
	12.00 – 13.30	<i>Lunch break</i>	<i>HUAF Canteen</i>
	13.30 – 15.00	Exercises with tablet program by sub-team	PTLs/A-PTLs/STLs
	15.00 – 15.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	15.30- 18.00	Preparation for full day field trip (simulation of real survey situation); organization of teams and sub-teams including uploading; explain data quality project.	Ms. Tu/ PTLs/ A-PTLs
	18.30	<i>Dinner</i>	<i>Hotel</i>
	23.00	<i>Bed time</i>	<i>STLs</i>
Friday, 1 July (Day 6)	7.00 – 17.00	Whole day field trip: every enumerator carries out one full HH interview (48 enumerators): every enumerator carries out one full HH interview, STL check tablet, apply full procedure; <i>lunch in the field; upload in the field or when back at Railway Hotel before 21.15</i>	Ms.Tu/PTLs/APTLs/STLs
	18.30	<i>Dinner</i>	<i>Hotel</i>
	20.00 – 21.00	<i>Team meeting</i>	<i>PTLs</i>
	23.00	<i>Bed time</i>	<i>STLs</i>
Saturday, 2 July (Day 7)	8.00 – 10:00	Discussion Field Trip: go by provincial team;	Ms.Tu/PTLs
	10.00 – 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.30 – 12:00	Discussion Field Trip; PTL, A-PTL start checking online	Ms.Tu/PTLs/Ms Wiebke Stein
	12.30 – 13.30	<i>Lunch</i>	<i>HUAF Canteen</i>
	13.30 – 15.00	Enumerators conduct hypothetical interviews pairwise while PTL/A-PTL check questionnaire from field trip	PTLs,/A-PTLs/STLs
	15.00 – 15.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	15.30 – 18.00	<i>Revision of rejected questionnaires by enumerators/STLs</i>	<i>PTLs, A-PTLs</i>
	18.00	<i>Individual Dinner</i>	
	23.00	<i>Bed time</i>	<i>STLs</i>

Date	Time	Activity	In-charge
Sunday, 3 July (Day 8)	8.00 – 10:00	Enumerators ask final questions	Ms.Tu/PTLs
	10.00 – 10.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	10.30 – 12.00	Behavioral and organizational Issues	Ms.Tu/ Ms. Huong
	12.00 – 13.00	<i>Lunch</i>	<i>HUAF Canteen</i>
	13.00 – 14.00	Enumerator Examination	Ms.Tu/Dr. Rattiya
	14.00 – 15.00	Respondent Evaluation Sheet	Dr. Rattiya/ Mr. Brooks (via Skype)/ Ms. Tu
	15.00 – 15.30	<i>Coffee break</i>	<i>TVSEP VN</i>
	15.30	Teams leave for their provinces/accommodation Distribution of survey kit	PTLs; A-PTLs; Ms.Huong