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Plan for the Enumerator Training for panel survey of the DFG
Project FOR 756, April 14 – 17 at Army hotel, 33c Pham Ngu Lao, Hoan Kiem,
Hanoi

Date	Time	Activity	In-charge
14 th April	8.30 – 9.00	Opening of Workshop (Introduction of participants, short project background, basic principles of the panel survey, basic principles of survey organization)	H. Waibel and Dr. Son or Dr. Tuan
	9.00- 9.30	"Survey life": rules and regulation, Sampling procedure	Tung /H. Waibel
	9.30 – 10.30	Overview of Questionnaire	Tung/H. Waibel
	10.30 – 10.45	Coffee break	
	10.45- 12.00	Introduction of Section 1, 2 and 3 of questionnaire	Tung/Tobias /Felix
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Exercises for sections 1, 2 and 3	Tung/Tobias /Felix
	15.15 - 15.30	Coffee break	
	15.30 - 16.30	Introduction of section 4.1 and 4.2 of the questionnaire	Tung/H.Waibel
	16.30 – 18.00	Exercises to section 4.1 and 4.2	Tung/Felix/old enumerators
15 th April	8.30 – 9.00	Review of past day	Tung/H.Waibel
	9.00 – 10.30	Introduction of section 4.3 and 4.4	Tung/Marc/H.Waibel
	10.00 - 10.30	Coffee break	
	10.30 – 12.00	Exercises to section 4.3 and 4.4	Tung/Marc /old enumerators
	12.00 – 13.00	Lunch	
	13.00 – 14.00	Introduce sections 5 of the questionnaire	Tung/H.Waibel
	14.00 – 15.15	Exercises to section to section 5	Tung/Marc /Felix/Tobias
	15.15 - 15.30	Coffee break	
	15.30 - 16.30	Introduce sections 6 of the questionnaire	Tung/Marc /Felix/Tobias

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	16.30 – 18.00	Exercises to section to section 6	Tung/Marc /Felix/Tobias
	19.00 - 20.30	Additional Exercises as need arises	Tunng /Marc/Felix/Tobias
16 th April	8.30 – 9.00	Review of past day	Tung/H.Waibel
	9.00 – 10.15	Introduction of section 7 of the questionnaire	Tung/H.Waibel
	10.15 - 10.30	Coffee break	
	10.30 – 12.00	Exercises to section 7	Tung/Tobias /Felix /old enumerators
	12.00 – 13.00	Lunch	
	13.00 – 15.15	Continue exercises to section 7	Tung/Tobias /Felix /old enumerators
	15.15 - 15.30	Coffee break	
	15.30 - 16.30	Introduce sections 8 and 9 of the questionnaire	Tung/ Tobias /Felix
	16.30 – 18.00	Exercises to section 8 and 9	Tung/ Tobias /Felix
17 th April	8.30 – 9.00	Review of past day	Tung/H.Waibel
	9.00 – 10.15	Comprehensive cross-section exercises	Tung/Marc/ Tobias /Felix
	10.15 - 10.30	Coffee break	
	10.30 – 12.00	Final review/remaining issues	Tung /H. Waibel
	12.00 – 13.00	Lunch	
	13.00	Meeting with all interviewers to discuss about fieldwork plan	

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.
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 Vietnamese old enumerators, new enumerators will act as the respondent)

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4. The exercises will be corrected by the training assistants (German and Vietnamese) in the evening
5. Every morning we will start with a feedback session on exercises and a review of issues that came up the day before
6. All participants should receive their “survey kit (calculator, writing pad, etc.) at the start of the training, i.e. calculations are necessary for the exercises.
7. Extra room for exercises shall be made available for exercises