

Schedule for Enumerator Training of TVSEP Project at Centre for Rural Development in Central Vietnam (CRD) – Hue University of Agriculture and Forestry, 102 Phung Hung, Hue City, Vietnam

Date	Time	Activity	In-charge
Monday, 11 July	8.00 – 8.30	Registration	All participants
	8.30 – 8.45	Opening of Training Workshop	Associate Professor Dr. An, Rector of Hue University of Agriculture and Forestry
	8.45 – 9.00	Welcome Address	Dr. Hoang, CRD Director
	9.00 – 9.15	Introduction of participants	Prof. Waibel/Mr. Thang/ Ms Lan Huong
	9.15 – 9.30	Objectives and Concept of TVSEP	Prof. Waibel
	9.30 – 10.00	Survey Organization and procedures	Prof. Waibel/Ms Lan Huong/ Mr.Thang/Mr. Linh
	10.00– 10.15	Coffee break	TVSEP (Ms Huong)
	10.15 – 11.00	Overview of the Questionnaire (paper version)	Ms Lan Huong
	11.0 – 12.00	Introduction of tablet program	Ms. Lan Huong/Mr. Linh
	12.00 – 13.00	<i>Lunch</i>	<i>TVSEP (Ms Huong)</i>
	13.00 – 14.30	Section 1 and 2 of the Questionnaire: Paper version	Ms Lan Huong
	14.30- 15.30	Exercises with tablet program in groups, section 1 and 2	Mr. Thang; Mr. Linh; STL; German post doc/PhD students
	15.30–15.45	Coffee break	TVSEP (Ms Huong)
	15.45 – 16.45	Introduction of section 3 the Questionnaire using Paper version	
	16.45 – 17.45	Exercises with tablet program in groups, section 1 and 2	Mr. Thang; Mr. Linh; STL; German post doc/PhD students
	18.30 - 22.00	Welcome Dinner	<i>TVSEP(Ms Huong)</i>
Tuesday, 12 July	8.00 – 14.00	1 st Field Trip: 1 HH per enumerator, section 1 - 3	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL
	14.00 – 15.00	Discussion of Field Trip Results	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	15.00- 15.15	Coffee Break	TVSEP(Ms Huong)
	15.15-16.15	Section 4 of the Questionnaire using tablet program	Ms. Lan Huong/Mr. Linh

	16.15 – 17.15	Exercises with tablet program section 4	Mr. Thang; Mr. Linh; STL; German post doc/PhD students
	18.30	<i>Dinner at Hotel</i>	<i>Hotel</i>

Date	Time	Activity	In-charge
Wednesday, 13 July	8.00 – 9.30	Section 5 and 6	Ms Lan Huong/ Mr. Linh/Mr. Thang
	9.30 -10.30	Exercises with tablet program Sections 5 and 6	Mr. Thang; Mr. Linh; STL; German post doc/PhD students
	10.30 - 10.45	Coffee break	TVSEP (Ms Huong)
	10.45 – 12.00	Section 7, 8 and 9 of the Questionnaire: using tablet program	Ms Lan Huong/ Mr. Linh/Mr. Thang
	12.00 – 13.00	<i>Lunch</i>	<i>TVSEP (Ms Huong)</i>
	13.30 – 17.15	Exercises with tablet program Section 7, 8 and 9	<i>Mr. Thang; Mr. Linh; STL; German post doc/PhD students</i>
	18.30	<i>Dinner at Hotel</i>	<i>Hotel</i>
Thursday, 14 July	8.00 – 13:00	2nd Field Trip: go to same HH and complete sections 4 - 9; lunch in the field	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	14.00 – 15.30	Discussion of Field Trip Results	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	15.30 – 15.45	<i>Coffee Break</i>	<i>TVSEP (Ms Huong)</i>
	15.45 – 17.15	Exercises with tablet program: Hue Team	<i>Mr.Linh/STL/Ms Radashika</i>
	15.45 – 17.15	Exercises with tablet program: Ha Tinh Team	<i>Mr.Thang/STL/Dr. Ute/Ms Dorothee</i>
	18.30	Dinner at Hotel	Hotel

Friday 15 July	8.00 – 10:30	Introduction of data management and supervision procedures: data uploading, corrections, etc...	Ms Lan Huong/ Mr. Linh/Mr. Thang/ STL/German post doc/PhD students
	10.30 – 10.45	<i>Coffee break</i>	<i>TVSEP (Ms Huong)</i>
	10.45 – 12.00	Exercises with tablet program	Ms Lan Huong/ Mr. Linh/Mr. Thang/ STL/German post doc/PhD students
	12.00 – 13.00	<i>Lunch</i>	<i>TVSEP (Ms Huong)</i>

	13.00 – 15.00	Exercises with tablet program	Ms Lan Huong/ Mr. Linh/Mr. Thang/ STL/German post doc/PhD students
	15.00 – 15.15	<i>Coffee break</i>	TVSEP (Ms Huong)
	15.15- 17.00	Open Questions from Enumerators	Ms Lan Huong/ Mr. Linh/Mr. Thang/
	18.30	Dinner at Hotel	Hotel

Saturday 16 July	8.00 – 17:00	Whole day field trip: every enumerator carries out one full interview; lunch in the field	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	18.30	Dinner at Hotel	Hotel

Sunday 17 July	8.00 – 10:30	Discussion of Field Trip	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	10.30 – 10.45	<i>Coffee break</i>	TVSEP (Ms Huong)
	10.45 – 12.00	<i>Continue discussion of field trip, feedback by supervisors</i>	Ms Lan Huong/ Mr. Thang/Mr. Linh/STL /STL/ German post doc/PhD students
	12.00 – 13.00	<i>Lunch</i>	TVSEP (Ms Huong)
	13.00 – 15.00	Survey Organization Issues; Survey Rules; experiences from past survey, Do's and Dont's	Ms Lan Huong/Ms Tham
	15.00 – 15.15	<i>Coffee break</i>	TVSEP (Ms Huong)
	15.15– 17.15	Questions and Clarifications	Ms Lan Huong/ Mr. Thang/Mr. Linh/
	18.30	Dinner at Hotel	TVSEP (Ms Huong)

Notes:

1. The questionnaire (in Vietnamese and English) and the tablet (in Vietnamese) will be handed out to the trainees before the training starts. Enumerators are 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 with tablet program refers to pairwise hypothetical test interviews.
4. All participants will receive their “survey kit” before they depart for their provinces