



Technical Assistance Consultant's Report

Project Number: 34126
March 2007

Papua New Guinea: Improving Economic and Social Statistics

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For National Statistics Office
Asian Development Bank

Asian Development Bank

FINAL REPORT

**PAPUA NEW GUINEA
IMPROVING ECONOMIC AND SOCIAL STATISTICS**

(TA No. 3946-PNG, Contract No. S09-567)

**Snowy Mountain Engineering Corporation (SMEC)
For the Asian Development Bank**

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Abbreviations

ADB	Asian Development Bank
AusAID	Australian Agency for International Development
CU	Census Unit
DHS	Demographic and Health Survey
FIQ	Female Individual Questionnaire
GOPNG	Government of Papua New Guinea
MDG	Millennium Development Goals
MIQ	Male Individual Questionnaire
MOU	Memorandum of Understanding
MTDS	Medium Term Development Strategy
NCD	National Capital District
NPP	National Population Strategy
NPRS	National Poverty Reduction Strategy
NSO	National Statistical Office
NZAID	New Zealand Agency for International Development
PNG	Papua New Guinea
PNRM	Papua New Guinea Resident Mission
PSC	Provincial Survey Coordinator
SC	Steering Committee
SMEC	Snowy Mountains Engineering Corporation
TA	Technical Assistance
UAC	User Advisory Committee
UNFPA	United Nations Population Fund
UNICEF	United Nations Children Fund

1. Introduction

The initial planning for the 2006 Demographic and Health Survey (DHS) commenced mid 2005. At the time of writing the enumeration can be considered complete.

Outside of the National Census the DHS is the largest statistical collection undertaken by the NSO. The sample size was just over 10,000 households or 0.1% of total Papua New Guinea (PNG) households. The sample was distributed across urban and rural Census Units (CUs) in all Provinces of PNG thus enabling the production of both National and Provincial estimates. The total funding available for the DHS was K9.3 million with financial contributions from the Government of Papua New Guinea (GOPNG) (K1.6 million), AusAID (K4.0 million), NZAID (K2.0 million), ADB (K0.8million), UNICEF (K0.6 million) and UNFPA (K0.3 million). A total of 228 casual and permanent National Statistical Office (NSO) were trained as interviewers (152), supervisors (38) and quality controllers (38) over a three week period between September and October 2006.

The purpose of this report is to provide an evaluation of the development, training and field phases of the 2006 DHS. The DHS sample design and sample frame were excluded from the scope of the evaluation as this would have required input from a sampling expert well versed in self weighting stratified systematic sampling techniques.

As part of the output requirements for the Technical Assistance (TA), an evaluation frame work was developed in conjunction with NSO (Appendix 1). In brief, the proposed strategy involved three steps: (i) preparation of topic reports and recommendations, (ii) an evaluation workshop, and (iii) retention of the evaluation report for future survey planning.

Step 1 of the framework was not followed. Topic reports were not prepared by the due date as the nominated writers were still in the field undertaking mop up of outstanding CUs.

NSO agreed to hold an evaluation workshop on 7/8 March 2007. Invitees to the workshop included senior NSO staff who were involved in all phases of the DHS, donor partners and members of the User Advisory Committee (UAC). See Appendix 2 for the work shop agenda and list of attendees.

Whilst the evaluation workshop was the primary source of information for this report, the author also accessed information from various internal NSO reports, UAC and Steering Committee (SC) minutes, the DHS Sampling and Survey Specialist's report, supervisor's and quality controller's field operation reports and one on one discussions with senior NSO staff.

2. Advisory Committees

An important part of the consultative process for the DHS was the establishment of the UAC and the SC in 2005.

Key government and non government stakeholders and aid agencies were invited to join the UAC. The UAC was chaired by a key stakeholder and its role involved determining the content of the survey and providing input into the development of the survey instruments. NSO officers provided secretarial support to the UAC as well as background technical papers on such topics as: 1996 DHS Background Information Paper (December 2005), Review of Existing Sample Frame (February 2006), Draft Survey Methodology Report (February 2006) and 2006 DHS Discussion Paper (February 2006). The UAC also considered papers submitted by the National AIDS Council Secretariat arguing for the inclusion of HIV testing as part of the DHS. The UAC has met seven times since inception with the last meeting in August 2006 to consider a late bid by the AIDS secretariat for the inclusion of sexual behaviour questions on the DHS.

The SC is chaired by the National Statistician and its membership consists of the major donor agencies, the DHS Director, representatives from the GOPNG Department of National Planning and Monitoring and NSO Divisional Heads. The major role of the SC was to “sign off” on the survey architecture, survey methodology, budget estimates and survey instruments. This “signing off” gave NSO the authority to continue with the preparations and conduct of the DHS. The SC has met eight times with the last meeting in January 2007 where the DHS Director provided an update on enumeration progress.

Feedback on the role and the input provided by the two committees was very positive. Both committees have provided valuable input to the NSO in the development of survey content and questionnaire design.

Recommendation:

1. *For future household based surveys and censuses, NSO continue the practice of establishing a UAC to provide advice on survey content and questionnaire design; and a SC to endorse all aspects of survey design and development.*

3. Determination of Survey Content & Questionnaire Design

Survey Content

In determining the content of the 2006 DHS, NSO was conscious of the need for comparability with the 1996 DHS and the need to satisfy national government priorities for data by providing baseline data for Medium Term Development Strategy (MTDS), Millennium Development Goals (MDG), National Poverty Reduction Strategy (NPRS) and National Population Strategy (NPP) monitoring.¹

The SC approved the following topics for inclusion in the 2006 DHS on 24th March 2006:

- demographic, education and economic activity topics collected from all members of the household
- household amenities and services collected for all households
- fertility topics to be collected from all females aged 15 to 50
- health topics to be collected from all women aged 15 to 50
- malaria prevention topic to be included on the household questionnaire
- health topics to be collected for all men aged 15 to 50 years (same content as the women's health topics)
- well being topics to be collected for both males and females ages 15 to 50 years.

In July 2006 after the survey instruments had been finalized, the National Aids Council Secretariat with the support of the major donor partners requested the inclusion of some additional questions on HIV risk behaviour at a UAC meeting. NSO did not support the inclusion of the additional questions at this late stage as no field testing had been undertaken and any significant delay could put at risk the opportunity of finalising the field phase by December 2006. NSO was also concerned that the very personal and sensitive nature of the questions could have an adverse impact on response rates.

After some discussion at the UAC meeting on 4th August 2006, members agreed not to support the inclusion of the HIV risk behaviour questions on the 2006 DHS. This decision was not supported by the SC when it met in the afternoon of 4th August 2006. At that meeting AusAID agreed to provide NSO with documentation showing that HIV risk behaviour questions have successfully been asked in PNG without any negative effects on response rates. Subsequent to this meeting NSO agreed to include the additional questions on the proviso that they be satisfactorily pretested under field conditions.

Survey instruments

Three survey instruments were developed for the 2006 DHS:

- Household Questionnaire
- Female Individual Questionnaire
- Male Individual Questionnaire.

¹ NSO, December 2005. Background Information Paper for The User's Advisory Committee

The development of the instruments is described in the following paragraphs.

In 2002, NSO conducted a Health Reproductive Evaluation Survey in Morobe, East Sepik, Manus and Central Provinces. A largely unchanged version of the 1996 DHS women's questionnaire was used in this survey. A male questionnaire mirroring the female questionnaire was also developed and used in this survey.

The 1996 DHS household questionnaire and the male and female questionnaires from the 2002 Health Reproductive Evaluation Survey served as the starting point for the development of the 2006 survey instruments. NSO also took into account the 2002 review of the 1996 DHS questionnaires and content by Dr Martin Bekker.²

A first draft of the DHS questionnaires was developed during 2005 and presented to the UAC at their first meeting in January 2006. The detail of the questionnaires was reviewed extensively by users at the UAC meetings. Many changes were suggested and incorporated into the final draft of the questionnaires. Dr Christine McMurray, Population, Health and Development Specialist, Australian National University also reviewed the questionnaires and her comments were incorporated into the final draft of the questionnaire.³ A final draft of the questionnaires was agreed to by the UAC at its meeting on 22nd March.

The final draft of the questionnaires was endorsed by the SC at its 24th March 2006 meeting. The questionnaires were tested in a major pretest in Central Province from the 25th to 27th April 2006.

The eight additional HIV risk behaviour questions were developed conjointly with the National Aids Council Secretariat and added to both the female and male individual questionnaires. The revised questionnaires were tested in Central Province on 17th to 18th August 2006.

Summary

The processes followed by NSO in the determination of survey content and questionnaire design were methodologically sound. Major government, non government and aid agencies were able to provide input on both survey content and questionnaire design via the UAC. NSO took on board comments provided by leading DHS demographers and incorporated them into the final questionnaire design.

With the late request for the inclusion of the HIV risk behaviour questions, NSO demonstrated that it has the expertise and capacity to draft questions, interviewer instructions, testing procedures and to deploy interviewers into the field at very short notice.

² M.L. Bekker, December 2005. Recommended Changes and Additions to the 1996 Demographic and Health Survey Questionnaires.

³ Comments provided to John Palmer, DHS Sampling Consultant at a meeting with Dr McMurray on 3rd March 2006 at the Australian National University.

4. Survey Pretesting

The major pretest for the 2006 DHS was conducted in the Rigo District of Central Province from 25th to 27th April 2006. Rigo District is about an hours drive south east of Port Moresby.

A total of seven CUs were selected for the test; consisting of three urban, 2 rural non villages and two rural villages.

To ensure an ample number of households were selected for observation the cluster size was doubled from 12 to 24 households for urban areas and 16 to 32 households for rural areas. A total of 200 households were selected for enumeration; 128 rural and 72 urban households respectively.

The objectives of the pretest were as follows:

- test all operational methodologies
- test the survey instruments, in particular
 - a. evaluate the questions on malaria prevention
 - b. test the five year reference period in Section D of the female individual questionnaire
 - c. evaluate the questions on Section I of the female/male individual questionnaire, and
 - d. evaluate the male individual questionnaire
- make recommendations for improvements based on pre-test experiences
- give NSO staff practical experience in conducting a pre-test.

NSO prepared two reports on the pretest, one dealing with operational procedures⁴ and the other with the survey instruments⁵. The major findings are summarized below:

Operational Procedures

Team Formation. An interview team consisting of a supervisor, quality controller and two male and two female interviewers was tested. The interviewers were paired off with one male and one female making up a small interview team. The male interviewer was responsible for administering the household questionnaire and eligible male individual questionnaire (MIQ) while the female interviewer administered the female individual questionnaires (FIQ). The pairing of interviewers and the use of the quality controller and supervisor to monitor interviewer performance and edit completed questionnaires in the field worked well and is recommended for the main enumeration.

Workload size and allocation. The 2006 DHS sample design is based on a cluster size of 16 and 12 households in the rural and urban areas respectively. In the pretest as mentioned earlier the cluster size was doubled to enable sufficient observations for testing. As six of the seven clusters were enumerated during the 3 days of pretesting, the conclusion drawn was that 12 to 16 households could be enumerated in one to one-and-a-half days by the interview team.

⁴ NSO, May 2006. [Report on Questionnaire Pretest](#)

⁵ NSO, May 2006. [Kwikila Pretest Operations Report](#)

Qualifications of field personnel. Given the sensitivity of the subject matter and the complexity of the survey instruments, it was recommended that the minimum educational requirements to work on the survey be set at Grade 12 and that the person be a mature adult familiar with issues such as health, family planning and be physically fit.

Training of Interviewers. The training of interviewers must include more practical exercises and a live CU enumeration test in the town where training is conducted.

Survey Instruments

Malaria prevention questions. QA29 and QA30 posed some difficulties and need to be reworked.

Five year reference period. Posed no major problems except it took longer to complete than envisaged.

Section I: Attitudes to Issues of Well Being. QI3 and QI4 need to be reworked to allow for multiple responses.

Male Individual Questionnaire. There was no difficulty encountered in collecting the required information from male respondents and the questionnaire should be asked in the main enumeration.

HIV Risk Behaviour Questions Pretest

Following the decision to undertake the testing of the additional HIV risk behaviour questions, a pretest was organized for the 17th and 18th of August 2006. The Rigo District was again chosen for the pretest as it was close to Port Moresby and there were suitable CUs available for the test.

Five CUs were selected for the test, two urban, two rural, and one rural non village. In total 57 households were enumerated resulting in 153 eligible interviews (males and females aged 15 to 50). The main objectives for this test were to:

- test the wording of the HIV risk behavior questions
- check the respondent's attitude to the HIV risk behaviour questions
- collect quantitative data on the time taken to complete the household questionnaire and individual questionnaires to enable the recalculation of through put rates after taking into account the additional questions.

A management team consisting of the DHS Director, his two Branch Heads, two representatives from the National Aids Secretariat and the ADB DHS Consultant accompanied the teams to oversight the test and observe the questionnaires being administered.

A publicity team was deployed to the test area prior to the pretest to advise village chiefs of the test. The National Aids Council Secretariat also placed advertisements in the two daily papers.

The test debrief was held on 21st August. Feedback obtained from the test indicated that there was little adverse reaction from respondents to the risk behaviour questions.

Summary

NSO followed survey convention by undertaking a large pretest of the DHS instruments and survey documentation. Debriefs of the tests were conducted and reports produced. The survey instruments and documentation were revised as a result of the pretests.

There is no documentation to suggest that the instruments and documentation were field tested after being rejigged. Not undertaking a further field test is fraught with danger as even minor changes to questions can be misunderstood by respondents even though they seem to make sense to the questionnaire designer. It was fortunate that the HIV risk behaviour questions had to be tested as this meant that the questions which were changed as a result of the April 2006 pretest were also tested.

It would appear that the through put rates for the survey were based on the premise that as 90% of the double cluster workloads were completed in 3 days then a cluster size of 12 to 16 households can be comfortably enumerated in one to one and a half days.⁶ This is not the recommended practice.

Recommendations

1. *NSO field test survey instruments and documentation each time a change is made to the survey instruments.*
2. *Calculation of survey through put rates be based on average interview times obtained from test interviews using the cluster size designed for the survey.*

⁶ NSO, April 2006. Operations Report – Kwikila Pre-Test

5. Survey Documentation

The survey documentation consisted of four procedural manuals, the Trainer's Training Guide, A Guide for Provincial Operations and a Notable Events Book. Interviewers, supervisors and quality controllers were required to complete a number of control forms as detailed in their respective manuals.

The writing of the manuals was carried out by staff of the Research and Development Branch of the NSO. The ADB DHS consultant reviewed the manuals and control forms and where considered necessary suggested amendments and additions to the manuals and documentation.

A brief description of the manuals follows:

Interviewer's Manual (160 pages). Describes the role and responsibilities of the interviewer and provides detailed instructions on how to fill out the DHS questionnaires and other information that is vital to the success of the DHS.

Supervisor's and Quality Controller's Manual (41 pages). Provides supervisors and quality controllers with the information required to effectively carry out their tasks.

Trainers Training Guide (40 pages). A comprehensive guide designed to ensure trainers adopt a standardized and systematic approach to training interviewers and supervisors and quality controllers.

Census Unit Listing Instructions (36 pages). Explains the reasons for listing and how to undertake listing operations in urban and rural areas.

Sampling Methodology (19 pages). Provides instructions on how to select sampled households from Census Unit Listing Forms.

A Guide for Provincial Operations (16 pages). Lists the tasks required of the Provincial Census Coordinator before, during and after the DHS main survey enumeration.

Notable Events Book (123 pages). Enables interviewers to estimate the age of respondents from a list of historic events.

Summary

The survey documentation provided the field staff with the requisite information to successfully undertake their tasks. The manuals were well written and comprehensive. There was no feedback either positive or negative from supervisors and quality controllers in their field operation reports concerning the manuals and control forms.

6. Training

Training of field staff for the DHS was conducted concurrently in seven regional training centers throughout the country from 25th September to 13th October 2006. The first two weeks of training were devoted to class room training. The final week involved supervised “live” interviews in sampled CUs adjacent to the regional training centers.

In order to maintain manageable classroom sizes, two training centres were established in National Capital District (NCD) for the Southern Region; at Lae and Madang for Momase Region; and Mt Hagen and Goroka for the Highlands Region. A single centre was established at Kokopo for the Islands Region.

The training was delivered by a master trainer and an assistant trainer. All trainers attended a 1 day training course in Port Moresby where they were walked through the training programme, the trainers training guide, power point presentations and other resource material. All trainers were senior NSO staff who had an intimate knowledge of the subject matter through their detailed involvement in the various development stages of the DHS.

A total of 228 field staff was trained for the DHS. The split between interviewers, supervisors and quality controllers was 152, 38 and 38 respectively.

The DHS Director and the ADB DHS consultant undertook a series of monitoring visits to regional training centres in the National Capital District, Mt Hagen, Goroka, Lae and Madang. A minimum of 1 day was spent at each training centre where the opportunity was taken to observe the standard of training, undertake knowledge transfer and to network with the trainees.

A copy of the training programme and the NSO summary report on the 2006 DHS Regional Training Program is contained in Appendix 3 and 4 respectively.

Feedback from the regional training reports compiled by the master trainers indicated that the resource material provided by NSO was comprehensive and aided the learning process.

A number of trainers commented on the people chosen to undertake interviewer training. The recruitment of interviewers was the responsibility of the Provincial Survey Coordinators (PSCs). NSO provided PSCs with selection guidelines. The type of interviewer NSO was looking for was a person with a minimum Grade 12 education, physically fit, mature adult, preferably has knowledge of health related issues and be in the age group 20 to 40 years. In a lot of cases the participants level of education was below Grade 12, they were elderly and not physically fit.

It was felt that the three week training period was sufficient and the mix between theory and practical was about right. Time has to be built into the training programme for the handling of administrative issues.

The training sessions for supervisor and quality controllers was scheduled at night. Most trainers felt that supervisor and quality controller training should have been undertaken before the commencement of interviewer training. This would have freed up the nights for additional plenary group discussions, recap sessions etc.

All trainers commented on the amount of time spent by the assistant trainers in collecting and distributing allowances and per diems. This distracted them from their training responsibilities and increased the pressure on master trainers.

By far the biggest problem confronting trainers was the payment of allowances. The GOPNG General Instructions for Travel Related Allowances excludes the payment of per diems to officers who travel within the same District they reside in. In Madang, trainees threatened to boycott training unless they all received the same allowances. During the management monitoring visits, the DHS Director spent a considerable time working through this problem. For future surveys consideration must be given to having all course participants live in.

There was some discussion on class sizes. It was generally felt that class sizes should not exceed 20 to 25 participants. For DHS training the average class size was over 30, with the largest being 36.

Lack of publicity during the training period was also seen as a problem. At the provincial level, PSCs had the responsibility of organizing local public relations. However it was difficult for them to effectively carry out this role when they also wore a supervisor's hat and were required to attend the interviewer's training course. This dual role will also be discussed under section 9 - Field Operations.

Trainers in some training venues did not have access to telephone and facsimile facilities at the training venue. This caused problems when immediate contact was required between the trainers and NSO headquarters.

Course participants were paid K30 per week for attending the training course. Trainers felt this was too low and did not adequately reflect the amount of time involved.

Summary

Overall a successful outcome was achieved in the training of field staff for the DHS. This can be attributed to the importance placed on training by the DHS Director and the Research and Development Branch Head.

The training programme was comprehensive and was well supported by an excellent suite of resource materials which included, power point presentations, short questions and answers and a sample interview exercise.

The master trainers and assistant trainers were in the main permanent NSO staff who had worked on the development of the DHS including pretesting so they were well versed in the subject matter of the survey.

Recommendations

1. *NSO actively participates in the selection process for provincial field staff.*
2. *Ensure each master trainer has telephone and facsimile access to NSO headquarters.*
3. *Investigate the possibility of having all course participants "live in" during training.*

4. *Ensure class sizes do not exceed 20 to 25 participants.*
5. *Ensure publicity activities are programmed to coincide with training activities.*
6. *Train supervisors and quality controllers prior to the commencement of interviewer training.*
7. *Undertake a review of the K30 per week training allowance.*

7. Publicity

A publicity manager was appointed for the duration of the DHS. During the lead up to training and during the early weeks of enumeration the publicity manager received assistance from the NSO public relations officer.

The publicity manager prepared a Publicity Information Paper and an Implementation Plan based on 1996 DHS publicity campaign experiences.⁷ It would have been more appropriate to follow the very successful publicity plan developed for the 2000 Census of Population and Housing.

The information paper and implementation plan listed the major objectives of the publicity plan, identified the need for a project logo and provided a list of publicity products which were to be developed to support the DHS.

Both the information paper and the implementation plan lacked the essential detail required to mount an effective campaign to support the DHS. For example there was no timetable of when activities needed to happen, no information on regional activities, no details on costings, no details of who would be responsible for implementing different parts of the plan, no strategies in place for obtaining support from key users of DHS data and high profile persons. The plan called for a National Launch in November but this never eventuated.

Notwithstanding the above, there was some publicity for the DHS. Radio advertisements were placed with the National Broadcasting Service which has radio coverage throughout the country. Unfortunately most of this publicity occurred during the development phases of the DHS when listing was taking place and not during the main enumeration period because of a payment dispute. The two publicity officers undertook field trips to the Highlands, Momase and New Guinea Islands Regions to solicit support from District Administrators and local FM and church radio stations. A DHS logo was designed and all field staff were issued with tee shirts which featured the survey logo thus ensuring their easy recognition during enumeration. An explanatory letter about the survey was distributed to all selected households on arrival of the interview team in the CU. Village chiefs were briefed by the supervisor on arrival as without their cooperation and support enumeration could not proceed. At the commencement of DHS training both national newspapers ran a very short news grab from the National Statistician advising people that DHS training had commenced and seeking their cooperation if selected in the survey. Publicity was undertaken for the two pretests in April and August 2006.

Feedback from the evaluation workshop indicated very clearly that there was little community knowledge about the DHS. This was particularly so in remote rural areas.

It was felt that PSCs were the best people to undertake publicity activities in their provinces because of their intimate knowledge of the media and other means of communicating down to village level (e.g. church networks). However they could not effectively carry out this task as they were also employed as supervisors and they did not have any funding to undertake paid publicity activities.

⁷ NSO, 2006 DHS Publicity Information Paper

There was a request for household explanatory letters to be translated into “Tok Pisin” for use in rural areas where there is not a lot of common use of the English language. It was also suggested that letters be sent to organizations such as the Defence Department and companies that had housing compounds or bases etc to facilitate easy access to these types of properties.

Summary

An effective and workable publicity campaign is an absolute must for a sample survey as complex and as sensitive as the DHS. The job of interviewers is made much more difficult when they arrive at the doorstep and find out that the head of the household and every one else in the village has never heard of the survey.

In general publicity for the 2006 Census was not as effective as it should have been and in a lot of areas it was non existent. The ineffectiveness of the 2006 DHS publicity campaign can be directly attributed to poor planning and lack of detail in the publicity plan.

Recommendations

1. *Engage a public relations consultant to develop a comprehensive publicity plan for large household based surveys.*
2. *Use PSCs to undertake local publicity initiatives within their own provinces.*
3. *Allocate funds to PSCs to allow them to undertake paid publicity initiatives.*
4. *Enlist the support of major stakeholders and high profile persons to promote the survey.*
5. *Translate publicity material into the common written languages in PNG.*
6. *Establish a publicity subcommittee to provide advice and guidance to NSO in the development of the publicity plan.*

8. Logistics

The National Survey Coordinator was also given the responsibility of looking after logistics for the DHS.

The movement of materials from NSO headquarters to the enumeration teams in the Provinces (apart from NCD) was undertaken by a freight handling contractor. TNT was chosen as they had depots in all the major provincial towns serviced by Air Niugini. The same contractor was used for the return of completed survey forms to Port Moresby.

There was up to two week's delay in the forwarding of materials to some of the provinces at the completion of training. The delay was outside of the control of both NSO and TNT. Air Niugini give priority to passenger baggage over freight and despite many follow up phone calls with Air Niugini and TNT, NSO had to wait their turn. The frustrating part about the delay was that teams had been trained and were ready to go but could not start because they had no workloads or forms.

The National Survey Coordinator should have been allocated some clerical support for the logistics role. There were numerous times when the coordinator was called away from his training responsibilities in order to undertake some logistic tasks.

The dispatch of materials was not accompanied by packing slips. Supervisors had no idea what was in the boxes until they opened them, nor did they have an idea of how many of each item they were meant to receive.

Transport

The initial movement of field staff by air to and from the regional training centres was coordinated by NSO. Transport during enumeration was decentralised with the responsibility being delegated to the PCCs. This arrangement worked well as the PCC had an intimate knowledge of transport requirements in his province. The biggest problem encountered in organising the transport was the late arrival of funds from Port Moresby. This happened with most fortnightly advances and resulted in a lot of down time and additional costs as teams were up for additional accommodation costs whilst in town. Lack of outboard fuel in Western Province also caused a deal of frustration as there were no other transport modes available to access villages scattered along the Fly River. The budget forecast of K350 per day for 4WD vehicle hire was far too low. The actual rate varied between K500 to K700 per day depending on vehicle availability and location.

Printing

The printing contract for the manuals, questionnaires and field forms was awarded to Treid Print. Due to the late inclusion of the HIV sexual behaviour questions, there was not a lot of time available to the printer before the commencement of training. Initially there was a lot of consultation with the printer over printing priorities, however this consultation fell by the wayside once training commenced. This resulted in fewer survey questionnaires being available for training than what was required.

Team Equipment

Each interview team was supplied with the following equipment:

- 2 esky waterproof storage boxes
- 2 battery lanterns
- 1 canvas tarpaulin
- 1 first aid kit
- 6 sleeping bags
- 6 treated mosquito nets
- 6 individual torches
- 6 rain coats.

Feedback from the evaluation workshop and individual quality controller field reports about the quantity and quality of the team equipment was overall positive. Some thought the tarpaulin was too large, some thought a better quality torch should have been purchased and there were some concerns that the storage boxes (eskies) could not be locked.

Communications

Each rural interview team was allocated a satellite phone, whilst urban interview teams were allocated a mobile phone. A hand held UHF radio system was also used in NCD and the city of Lae.

The provision of the phones was twofold. Firstly it would allow for teams to provide regular updates on enumeration progress. Secondly they would be a security backup for emergency situations.

Unfortunately the satellite phones did not live up to expectations. The network which was used by the phone provider did not provide adequate coverage or reliability in remote areas. This meant that communications between field supervisors and NSO was usually only possible when the team was in an urban area. This limited the capacity of the DHS Director to effectively monitor progress in the field.

Summary

The logistic plan that was put in place for the DHS generally worked well. Whilst there were initial delays in the dispatch of materials to some provinces which resulted in increased costs and a lengthened period of enumeration, they were outside the control of NSO. Of more concern was the failure of the satellite phones to provide reliable network coverage outside of major urban areas.

Recommendations

1. *Provide office support staff for the logistics manager.*
2. *Establish protocols with the printer to ensure that any changes in priorities for printing jobs are quickly implemented.*
3. *Storage boxes for survey equipment and completed forms must be lockable.*
4. *Budget costings for field transport must be based on the current costs of hiring.*
5. *Satellite phones to be leased or purchased from the company that can guarantee maximum network coverage throughout PNG.*

9. Field Operations

Sample Distribution

The sample distribution by province classified by urban and rural locations is shown in the table 1 below. Based on the through put rates achieved in the April 2006 pretest and the HIV risk behaviour pretest in August 2006, it was estimated that 38 interview teams consisting of 2 male interviewers, 2 female interviewers, a quality controller and a supervisor would be able to enumerate the 667 selected census units in an 8 week period.

Table 1: 2006 DHS: Sample Distribution By Province - Urban And Rural

Province	Urban		Rural			TOTAL SELECTIONS	
	Number of Clusters		Number of Clusters				
	SRA	Sampled	Rural	Remote	Total	Clusters	Urban Centres
Western	6	4		14	14	24	Daru, Kiunga & Balimo
Gulf			8	4	12	12	
Central		4	17	6	23	27	Bereina
Milne Bay			9	22	31	31	
Northern		4	14	2	16	20	Popondetta
NCD	56					56	Port Moresby
Southern Region	62	12	48	48	96	170	
Southern Highlands		4		42	42	46	Mendi
Enga			10	12	22	22	
Western Highlands	8		20	20	40	48	Mt Hagan
Chimbu		4	20	4	24	28	Kundiawa
Eastern Highlands	5		42	2	44	49	Goroka
Highlands Region	13	8	92	80	172	193	
Morobe	33		17	26	43	76	Lae, Bulolo, & Wau
Madang	8	4	25	6	31	43	Madang, & Ramu Sugar
East Sepik	7		20	14	34	41	Wewak
West Sepik		4		16	16	20	Vanimo
Momase Region	48	8	62	62	124	180	
Manus		4	2	4	6	10	Lorengau
New Ireland		4	8	10	18	22	Kavieng
East New Britain		4	23	10	33	37	Kokopo
West New Britain	4		16	8	24	28	Kimbe
Bougainville			15	12	27	27	
Islands Region	4	12	64	44	108	124	
TOTAL	127	40	266	234	500	667	

Some Reasons Why the Enumeration Took Longer Than 2 Months

The field enumeration phase commenced on 16th October 2006 and it was anticipated it would be completed by mid December at the latest. As at 12th March 2007, 5 of the 667 census units remain to be enumerated. The reasons for the delay in enumeration can be put down to the following:

- Enumeration did not commence on 16th October for many teams as they had to travel back to their home provinces from the regional training centres.
- There was a delay of 1 to 2 weeks in the dispatch of field materials and work loads from Port Moresby to the enumeration teams in the Provinces. This delay was outside the control of NSO.
- Initial through put rates were low because of the complexity of the survey instruments and the relative inexperience of the interviewers.
- The prelisting of many of the CUs was inaccurate or not completed and time had to be taken out to complete this task before enumeration could commence.
- Payment of allowances was often late and teams sat idle waiting for allowances to arrive.
- Sea and wind conditions in the Islands Region and Milne Bay Province made sea travel in small boats unsafe and teams were forced to wait until conditions improved.
- There is sufficient anecdotal evidence to suggest a number of teams employed a go slow strategy or a non reporting strategy in order to prolong the enumeration period in order to receive more allowances.
- Low literacy rates, language problems and lack of records in many rural CUs meant that interviews took much longer than expected.
- With the late start to enumeration and the advent of the wet season, access to many rural villages was often restricted to foot movement only.
- Access to remote villages by air at times was problematic. There were cases of field staff and/or their equipment being off loaded even though they had confirmed bookings.
- In Western Province there was an acute shortage of outboard fuel for travel on the Fly River.
- The DHS Director could not accurately monitor the situation in the field because of the poor performance of the satellite phone system.
- The expected through put rate may have been set too high.
- There was disunity in some of the teams caused by the management decision to delegate responsibility for financial management to the quality controllers instead of the team supervisor.
- Teams stayed too long in urban centers after receiving their allowances.
- Some teams chose to travel back to urban centres every day rather than stay overnight in the village until they had completed the enumeration.

The National Survey Coordinator was given the responsibility of providing weekly reports on the enumeration progress. This proved difficult in practice as there was difficulty in contacting many of the teams on a regular basis.

The first Province to be completed was the National Capital District. The DHS Director then deployed teams from NCD initially to Central Province and then to Morobe Province and West New Britain to overcome the backlog in enumeration. The DHS Director also sent a number of DHS senior staff to other provinces with low enumeration rates to find out what was happening and to come up with strategies to

speed up the enumeration. By 22nd December 2006 just over 90% of all CUs were enumerated. Mop up of outstanding CUs commenced mid to late January 2007.

Most workshop participants felt that the team composition of supervisor, quality controller and 2 male interviewers and 2 female interviewers was suitable. Supervisors recruited local guides from the villages or settlement areas to help them locate the selected households and provide some measure of security. In addition to the local guides, most teams were accompanied by a security person, usually a reserve policeman.

It was felt that quality controllers could not fully carry out their allotted tasks as a lot of time was spent on managing finances.

Giving quality controllers the responsibility of managing and accounting for team allowances created a lot of disharmony in the interview teams. In the majority of provinces the PSCs were also employed as team supervisors. They saw this change as an attempt by NSO to diminish their responsibilities and their standing in the provinces. The situation was exacerbated by the fact that PSCs were not advised of their changed role prior to the commencement of training.

The dual PSC/Supervisor role created more problems than it solved. PSCs were often uncontactable for up to 10 days at a time when they were out enumerating in rural areas. Publicity activities at provincial and district level were neglected or only received minimum attention. Where there was more than one interview team in the province, the PCC could not effectively coordinate activities for all of the teams.

Workload Formation, Mapping and Listing

These activities took place before interviewer training. The PSCs were responsible for listing all the selected CUs whilst the workload formation and mapping exercise was undertaken by NSO staff.

The PSCs attended a course in Port Moresby in February 2006 where they received training in the listing of CUs. The PSCs returned to their own provinces where they were responsible for the recruitment and training of listers and then ensuring that all selected CUs were listed according to the NSO timetable.

Prelisting of selected CUs is an expensive exercise as every CU has to be visited twice, once for the listing and once for the enumeration.

Workload formation and mapping are activities that are independent of the listing exercise and can be done after the sampled CUs have been selected.

Feedback from the evaluation workshop and individual quality controller field reports indicated that there were quality problems with the listing process. Listing was often incomplete; some CUs weren't listed at all and sketch maps did not correspond to the listing forms. There were also examples where the listings were compiled using secondary information rather than visiting the CU. In all of these cases the interview team had to spend time correcting the mistakes before the commencement of interviews.

From a sampling perspective there is no reason why selected CUs need to be prelisted. For the 2006 DHS a number of selected CUs had to be substituted because of remoteness, tribal conflicts, etc. The replacement CUs were listed by the interview team upon arrival. At the most it would add one extra day to the time spent in the village.

Allowances

Under GOPNG General Instructions, Travel Related Expenses are paid to public servants when traveling and staying away from home on official duties. As temporary field staff are employed under the **Statistical Services Act of 1981** they are also entitled to the payment of travel related allowances.

The General Instructions spell out the general policy and rates payable to public servants while travelling and staying away from home on official duties.

There are instances where the guidelines were not followed during the DHS. The guidelines specifically state that the maximum continuous period during which an officer is allowed to claim advances is 21 days after which it must be reviewed by the Department Head who may authorize a lower rate for a longer period. This may not have happened in all cases. During the HIV risk behaviour pretest, officers were paid a higher per diem rate than they were entitled to (hotel accommodation rate rather than staying in a private house rate). Per diems were generally paid on a 24 hour basis rather than the time of departure or arrival basis. NSO staff were also advised that their allowances also included a component for accommodation. Despite this advice a number of staff submitted claims for payment of accommodation. These claims were rejected by the DHS Director.

For accommodation the general instructions state that “a maximum of three star international standard are to be paid for separately over and above the value of Travel Allowance by the Department in urban hotels”. For surveys such as the DHS where there is a finite budget, consideration should be given to looking at the most cost effective ways of accommodating staff in the field while still maintaining an acceptable standard of accommodation (e.g. guest houses).

NSO also pay a team allowance to enumeration teams whilst they are in the field. For the DHS this was set as a flat rate of K200 per team. The allowance is meant to pay for such things as local transport, expense items such as batteries, communication costs etc. Whilst the allowance was the same for urban and rural areas one would suspect that the costs incurred by the teams would be different and an argument could be made to pay a different rate for urban and rural enumeration.

All team members were paid an enumeration allowance of K40 per day. This was meant to cover the costs of accommodation and food whilst in the field. This allowance needs to be reviewed for urban enumeration.

A number of staff were advanced contingency money when on a field itinerary. In most cases this was fully drawn down.

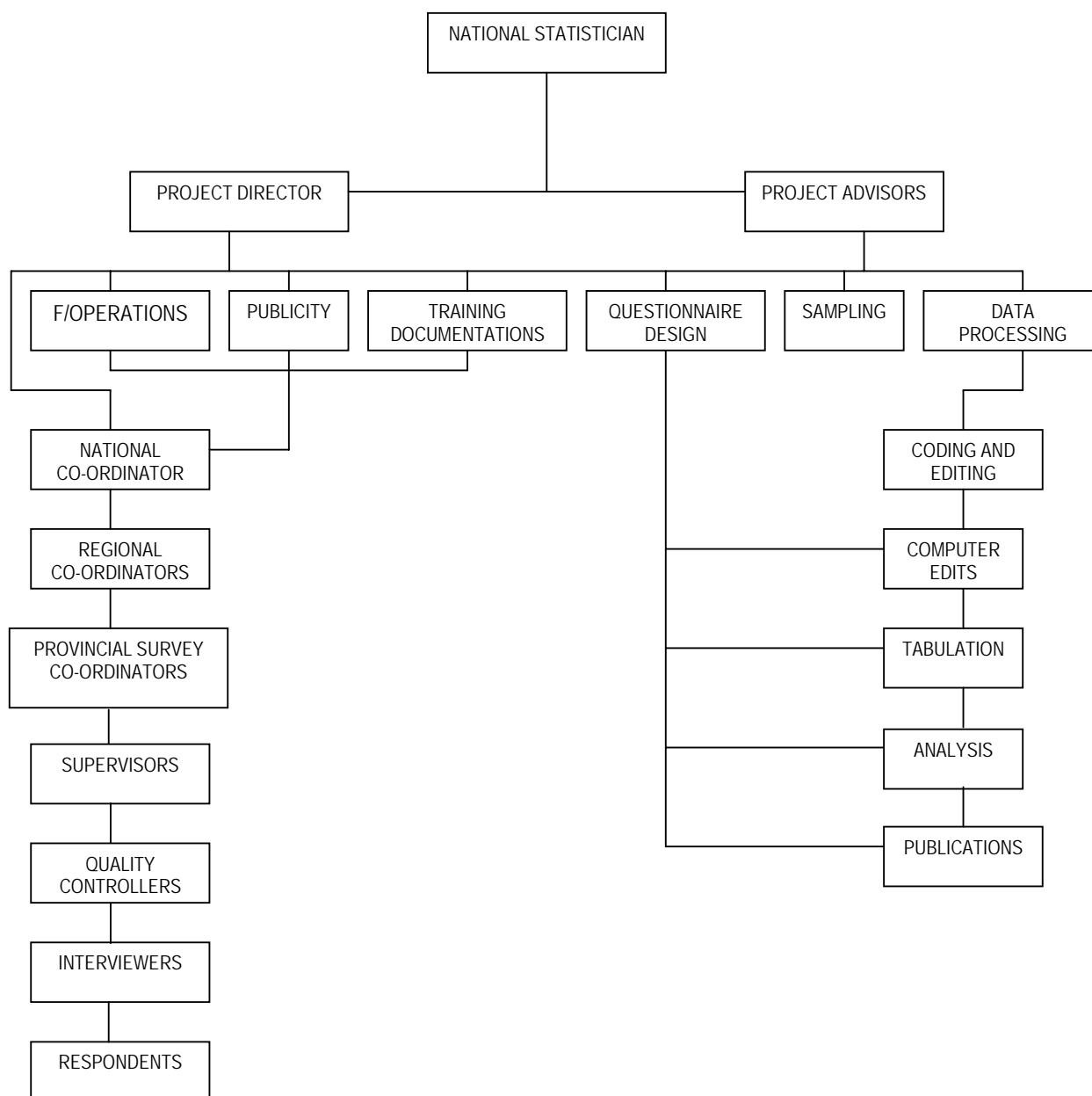
Recommendations

1. *Quality controllers should not have responsibility for the management and accountability for team finances.*
2. *PSCs have an important coordination role to perform and should not be allocated a team supervisor's role.*
3. *Investigate alternate ways of monitoring the progress of interview teams to ensure they are not roting the system.*
4. *Investigate ways of improving the timeliness of payment of team finances.*
5. *Adopt a list as you enumerate strategy for CU listing in lieu of prelisting.*
6. *Payment of per diems and accommodation allowances must be in accordance with the GOPNG General Instructions "Travel Related Allowances" (including the review of allowances after 21 days).*
7. *NSO to undertake a review of the K200 per week team allowance based on an analysis of the team acquittals. The review should consider the payment of a different rate for urban and rural teams.*
8. *NSO to undertake a review of the K40 per day paid to urban interviewers.*
9. *Acquittal documentation for contingency money needs to be carefully examined to ensure there is no roting.*

10. Organisational Structure

The organisational structure for the 2006 DHS is shown in the following Diagram.⁸ It was based on the structure successfully used for the 2000 Census of Population and Housing.

Diagram 1 – DHS Organisational Structure



A local consultant was appointed as the National Coordinator. This allowed the Branch Heads of Research & Development and Field Operations Branches to focus

⁸ NSO, August 2006. 2006 DHS Interviewer's Manual

on the planning and development of training, field documentation, operational procedures etc.

Regional Coordinators were appointed for each of the four regions of PNG. Their role was to coordinate all aspects of the survey operations for the provinces within their region. The Provincial Governments were responsible for appointing one of their staff as the Provincial Coordinator – in most cases they came from the Provincial Planning Offices and many of them had worked for NSO on previous censuses and surveys.

Once the enumeration phase commenced the DHS Director used his two branch heads in a trouble shooting role.

Apart from the National Capital District where the supervisors were either NSO permanent or casual staff, supervisors were either the PSC or locals recruited by the PSC. All quality controllers were permanent or casual NSO staff.

The PSCs were responsible for the recruitment of interviewers and as previously mentioned in section 6 – Training they were provided with a set of selection criteria which in a lot of cases was not followed. Furthermore some of them recruited permanent provincial staff, particularly health workers which also created some organisational problems.

There were 38 interview teams for the DHS. The number was determined by the sample size and the desire to have the enumeration completed in a 2 month time frame. Each team consisted of a supervisor, quality controller and 4 interviewers.

The table below – Table 2 shows the allocation of Enumeration team by Province.

Table 2 – Allocation of Enumeration team by Province

Province	Number of Enumeration Locations	Number of Enumeration Teams
Western	24	1
Gulf	12	1
Central	27	1
NCD	56	5
Milne Bay	31	2
Northern	20	1
Southern Highlands	46	4
Enga	22	1
Western Highlands	48	3
Chimbu	28	1
Eastern Highlands	49	3
Morobe	76	5
Mandang	43	2
East Sepik	41	2
West Sepik	20	1
Manus	10	1
New Ireland	22	1
East New Britain	37	2
West New Britain	28	1
ARB	27	1
TOTAL PNG	667	39

The role of the Regional Coordinator was discussed at the Evaluation Workshop. There was no duty statement for the position and the coordinators felt they would have been more effective had they been stationed in their regions rather than at Port Moresby. They also argued for their own funding allocation for travel etc.

The role the PSC plays in enumeration process cannot be underestimated. A successful enumeration very much depends on the planning that takes place at the provincial level. NSO must have input into the selection of PSCs. To effectively undertake their role, PSCs must receive training in all aspects of their role and not be dual tasked as was the case for the 2006 DHS.

Recommendations

1. *Provide regional coordinators with a duty statement and a guide similar to that provided to provincial coordinators.*⁹
2. *Investigate the feasibility of locating regional coordinators centrally within their regions.*
3. *Allocate funds to regional coordinators to allow them to undertake travel etc.*
4. *NSO must have input on the selection process for PSCs and other provincial staff.*

⁹ NSO, May 2006. A Guide for Provincial Operations

11. Financial Arrangements

General

Under the terms of the Memorandum of Understanding (MOU) between GOPNG, ADB, AusAID, NZAID and United Nations Agencies¹⁰, a fund manager and field supervisors were to be recruited by the ADB to assist the NSO with the procurement of goods and services to be financed from TA funds. The TAs identified in the MOU were to run for 18 months beginning in July 2006.

NSO with the assistance of the Sampling and Survey Specialist developed a draft project budget based on GOPNG and donor agencies contributions as identified in the MOU. The budget listed line items by the co financing partners.

As the ADB did not field the Fund Manager until the middle November 2006 an interim arrangement was put in place to enable the dispersal of donor funds to the NSO. This interim arrangement used the ADB Papua New Guinea Resident Mission (PNRM) to disburse funds and procure goods for DHS activities. The first disbursement from PNRM occurred in early August 2006.

To maintain the momentum on the development of the DHS, NSO expended funds from the GOPNG contribution on line items that had been identified as donor funding. On the 23rd August 2006 the National Statistician wrote to the Country Director of the ADB PNG Resident Mission seeking reimbursement of K509,437 for GOPNG funds expended on items identified as donor agency funding. This claim remains unresolved.¹¹

Not having the fund manager in place from the commencement of the DHS TA meant that much of the planning occurred on an adhoc basis because funds were not available when required. The end result being slippages to the tight DHS timetable.

The NSO never received any official response or comment from ADB on the draft budget. This made it very difficult for NSO as they had no idea how they were travelling against budget and what items they could procure. The ADB DHS task manager did not approve the acquisition of certain procurement items such as vehicles and some computing hardware, yet this was never communicated directly to the NSO.

Disbursement of field Allowances etc

For past surveys conducted by the NSO the payment of field allowances, hire of transport etc was paid by the PSCs from funds deposited into Provincial Trust Accounts by the NSO. The acquittal and accountability of these funds has always been problematic and the ADB financial guidelines did not allow for such transfers.

¹⁰ Memorandum of Understanding between the Government of Papua New Guinea Asian Development Bank Australian Agency for International Development New Zealand's Agency for International Development and United Nations Agencies on Collaboration to Undertake the PNG Demographic and Health Survey (DHS) and the Analysis of Survey Data, dated 26 May 2006.

¹¹ This is mentioned in K. Taniguchi's Draft Inception Mission Aide Memoire Report dated 27 September 2006.

The DHS Director recommended that all funds required by interview teams in the performance of their duties would become the responsibility of NSO staff who were engaged as supervisors or quality controllers. This would overcome most of the acquittal and accountability problems faced in the past as the DHS Director had line management control over these staff. Before the NSO supervisors and quality controllers departed from Port Moresby they were given a short training course on their responsibilities and the acquittal process by the NSO accountant.

The initial plan suggested by the Fund Manager was to establish accounts for each person responsible for administering team funds with the Bank of South Pacific (logistic accounts). They would be able to withdraw funds by means of plastic account cards. In addition personal accounts were to be set up for all individuals for the payment of per diems and other allowances.

Whilst the logistic accounts were established by the Fund Manager they were never used as the distribution of the account cards to the field staff proved to be too difficult to organize in the short time available. The individual accounts were never set up.

The NSO prepared a fortnightly payment spreadsheet for each province. The spreadsheet contained details of individual allowances, team payments, transport costs etc. Once approved, the Fund Manager deposited the money with the Bank of South Pacific who then transferred the money to nominated branches. The bank would then release the money to field staff authorised to collect the money.

This system proved to be very disorganised. Payments were not made on time due to a number of reasons including late submission of spreadsheets by NSO, the bank not transferring the money on the agreed date etc. Security for the person/s withdrawing the cash was also a problem as large sums of money were involved.

During the Evaluation Workshop the comment was made "that money was not spent well and there's no transparency in spending it". There was general agreement with this statement.

Summary

There is no doubt that the initial delays in the release of funds and the procurement of goods and services resulted in some slippage to the DHS timetable.

A more efficient model needs to be found for the disbursement of funds to field staff during training and enumeration.

There needs to be more transparency in the dealings between the ADB and the NSO.

Emphasis needs to be placed on getting value for money and all expenditure should be transparent.

Recommendations

1. *The ADB Task Manager must ensure that TAs identified in the MOU are in place to support the implementing agency in a timely manner.*
2. *The ADB Task Manager needs to advise NSO of the status of the outstanding reimbursement claim dated 23rd August 2006.*
3. *The ADB Task Manager should provide feedback to NSO on draft budgets as a matter of course.*
4. *A new system needs to be developed for the payment of individual allowances, team allowances and transport hire.*
5. *Training courses should include a session on getting value for money and the need for transparency in financial transactions.*

12. Communications with the Asian Development Bank

There appeared to be a problem with direct communications between NSO and the previous ADB DHS Task Manager. The apparent unwillingness of either party to resolve the impasse created tensions within the project.

Whilst the TA's were in place, communications were not an issue as the consultant was the link between NSO and ADB. The problem seemed to surface when no consultant was in country.

Personal visits can be one way of improving communications between parties. There has only been one ADB DHS Mission to Papua New Guinea since the MOU was signed off on 26th May 2006. The ADB Task Manager acknowledged the need for more frequent missions in his draft Aide Memoire Report.¹²

Recommendations

1. *Establish a communications protocol between ADB and NSO that calls for regular and transparent communications.*
2. *ADB to plan more regular missions to PNG for the DHS.*

¹² This is mentioned in K. Taniguchi's Draft Inception Mission Aide Memoire Report dated 27 September 2006.

13. Other Issues

Internal Communications

Whilst individual workgroups knew what was happening in their area, information was not generally shared across workgroups. The DHS Director convened regular meetings of his senior staff where updates were received on survey preparations. This information never seemed to filter down to junior staff.

The UAC and SC met regularly during the period January to August 2006 and official minutes were produced for each meeting. None of these minutes were posted on the staff notice boards.

Empowerment

Decision making is limited when the senior managers are travelling. This is not confined to one position or level. The culture needs to change so that people are empowered to make decisions in the absence of senior staff.

DHS Headquarter Staffing

Surveys like the DHS are resource intensive in terms of human resources and the Survey Director needs to call on all the resources at their disposal. Once training of interviewers commenced the only persons left at the DHS headquarters for 3 weeks was the NSO accountant and their assistant. This also happened in the 2000 Census of Population and Housing and is clearly not good management practice. A skeleton management staff needs to be maintained at DHS headquarters to handle field queries from PSCs and trainers.

Sampling Expert

NSO have qualified staff to undertake survey design work and survey analysis. However, they lack an in house sampling expert and have to rely on donor funded TA to fill the gap when developing household based surveys. NSO should be encouraged to recruit a graduate with the necessary sampling qualifications and then ensure that person is exposed to capacity building.

Management Training

Senior staff have access to technical training courses through various forms of donor funding. Unfortunately the same priority is not given to management training. Therefore NSO senior and middle management staff generally lack good management skills. Whilst a certain amount of capacity building occurs through the interaction between consultants and their NSO counterparts there is still a large gap in knowledge to be filled.

For the office to advance its reputation as a statistical agency, senior staff must be good managers as well as good technical experts.

Staff should be encouraged to undertake management training as part of their own personal development. NSO should seek government funding the Department of National Planning and Monitoring or donor agencies for in house management

training. Senior staff should seek management capacity building through visits to either the Australian Bureau of Statistics or Statistics New Zealand.

Recommendations

1. *NSO investigate ways of improving information sharing between workgroups.*
2. *NSO consider the recruitment of a graduate sampling expert*
3. *NSO investigate ways of improving the management skills of middle and senior managers.*
4. *NSO encourage individual staff members to undertake management training as part of their own development.*

14. Conclusion

Undertaking the development, training and enumeration phases of a household based survey as complex as the DHS is a challenging task for any national statistical agency.

In all aspects of the development, training and enumeration phases of the DHS, NSO has followed all of the principles associated with sound survey design.

The 1996 DHS sampling scheme was reviewed by the NSO with the assistance of a sampling and survey expert and a number of changes were recommended. It was anticipated that the 2006 design would be more efficient than the 1996 design with around 20% reduction in sampling error.¹³

The sample frame for the 2006 DHS was derived from the CU register after taking into account growth revision in major urban areas. The CU register is the only comprehensive list of all urban areas, villages and rural non-villages in PNG.

There was extensive consultation with users concerning survey content. A new section on Malaria was added to the household questionnaire and a men's questionnaire was also added. At very late notice eight additional questions on HIV risk behaviour were added to the male and female questionnaires.

A major pretest was undertaken in April 2006 to test the questionnaires and survey documentation. Following the inclusion of the additional questions a further pretest was conducted.

A comprehensive suite of field manuals and control forms were developed to assist field staff in carrying out their duties.

All field staff attended a three week training course which included one week of practical interviewing.

A quality controller was attached to each interview team. One of the roles of the quality controller was to check each questionnaire for completeness before the team left the selected CU.

Every effort was made to enumerate all selected CUs in order to minimize sample loss.

The evaluation process has identified numerous areas where improvements can be made and NSO should take them on board for future household surveys. None of the identified problems would have any major impact on sampling or non sampling error.

NSO can justifiably be proud of their efforts and achievements so far. They need to maintain their momentum to ensure that the survey results are released in a timely manner.

¹³ NSO, February 2006. Draft Survey Methodology Report

Appendix 1 Evaluation Framework

FRAMEWORK FOR EVALUATING THE DEVELOPMENT, TRAINING & FIELD PHASES OF THE 2006 DHS

Broad Strategy

The DHS development, training and field phase evaluation will be the outcome of three major activities:

1. Preparation of reports and recommendations
2. An evaluation conference
3. The retention of the evaluation report for use in the planning of future DHS's.

The evaluation conference will consider the individual reports and recommendations and will provide the opportunity for key issues to be debated and recommendations endorsed or rejected. The proceedings of the conference will be a list of recommendations and where considered necessary a summary of conference discussion.

Overall Evaluation Process

The purpose of the DHS evaluation is to undertake a close examination of the various activities undertaken by the Population and Social Statistics Division of NSO during the development, training and field enumeration phase of the DHS.

The evaluation process will consist of gathering information on a range of topics that are considered crucial to the overall success of the development, training and field enumeration phases of the DHS. A list of topics to be addressed together with a suggested action officer is contained in Attachment 1.

The process for collecting the information will vary according to the topic. Action Officers are expected to consult widely when gathering information on their topic. For example in Topic 10 it would be expected that the action officer would seek feedback from committee members as part of the information gathering process.

A key element of the process will be the inclusion of a set of recommendations for each topic based on key findings that have been identified during the information gathering stage.

For some topics reports may have already been written, for example the DHS pretest. In such cases it may only be necessary to summarise the recommendations from these reports.

Evaluation Timetable

The timetable for the evaluation is contained in Attachment 2. All officers involved in the preparation of individual topic reports are expected to strictly adhere to the evaluation timetable.

Evaluation Co-ordinator

Mrs Kele, Branch Head Research & Development Branch will be responsible for coordinating all evaluation activities. Any queries or concerns about the evaluation process or your topic should be raised with her in the first instance.

Conclusion

It is important that the evaluation of the Development Training and Field phases of the DHS be undertaken professionally and on time. The recommendations from the evaluation will play an important part in the development and running of similar surveys by the Population and Social Statistics Division in the future.

Alex McNaughton
ADB DHS Advisor
December 2006

Attachment 1

Evaluation Topics

Topic No.	Topic	Action Officer
1	Determination of Survey Content & Questionnaire Design	Hajily Kele
2	Survey Pretesting	Hajily Kele
3	Workload Formation (including field mapping & listing)	Laurence Doriga
4	Survey Documentation (manuals, forms, Questionnaires)	Roko Koloma
5	Interviewer & Supervisor/Quality Controller Training	Arnold Soni
6	DHS Budget & Financial Arrangements	Alohai Pochapon
7	Publicity	Wenceslaus Tulem / Peter Maime
8	PSC/RSC – Effectiveness of Role	Nelson Charope
9	Logistics	Alohai Pochapon
10	Advisory Committees	Peter Siopun
11	Field Operations (including staffing)	Alohai Pochapon
12	Project Staff Structure	Alohai Pochapon / Hajily Kele
13	Effectiveness of Role of Provincial Survey Coordinators	Provincial Survey, Coordinators, Nelson Charope

Attachment 2

Evaluation Timetable

Date	Activity
10 January 2007	Briefing of Action Officers (POM Officers only)
10 January to 5 February 2007	Preparation of Topic Reports
26 January 2007	Action Officers interim report on progress to date
20 to 22 February 2007	Evaluation Conference
23 February to 9 March 2007	Preparation of Evaluation Report

Appendix 2 Workshop Agenda and List of Attendees

Workshop Agenda

Wed 7th March 2007

Time	Topic	Session Leader
0915 - 0930	Workshop Opening	Mr McNaughton
0930 – 1015	Workload Formation, Mapping & Listing	Mr Doringa
1015 – 1030	Tea Break	
1030 – 1115	Survey Instruments, Manuals & Control Forms	Mr McNaughton
1115 – 1200	Training	Mrs Kele
1200 – 1300	Lunch	
1300 – 1345	Financial Arrangements	Mr Pochapon
1345 – 1430	Publicity	Mr Maime/Mr Tulem
1430 – 1515	Logistics	Mr Charope
1515 – 1530	Tea Break	
1530 – 1615	Regional Coordination	Mr Siopun

Thur 8th Mar 2006

0900 – 1015	Field Operations	Mr Pochapon
1015 – 1030	Tea Break	
1030 – 1115	Field Operations (continued)	Mr Pochapon
1115 – 1200	Provincial Survey Coordinators – Effectiveness of Role	Mr Sari
1200 – 1245	Open Forum	Mr Soni
1245 – 1300	Workshop Close	Mr McNaughton

List of Workshop Attendees

Mr McNaughton	ADB DHS Consultant
Mrs Kele	Head – Research and Development Branch
Mr Pochapon	Head – Field Operations Branch
Mr Charope	National Survey Coordinator
Mr Nokup	Master Trainer – Southern Region Group B & Supervisor
Mr Soni	Master Trainer – Momase Region Group B & Supervisor
Mr Sari	Regional Coordinator – Southern Region
Mr Siopun	Regional Coordinator – Highlands Region
Mr Doringa	Regional Coordinator – New Guinea Islands Region
Mr Tulem	Publicity Officer
Mr Maime	Publicity Officer
Ms Mamae	AusAid (Part)
Ms Lavu	National Research Institute (Part)
Mr Gangloff	Deloitte Touche Tohmatsu (Part)
Ms Ponduk	Deloitte Touche Tohmatsu (Part)
Recorders:	Rose Hanua – Quality Controller
	Michael Kaivepa – Quality Controller
	Jennifer Balen – Quality Controller

Appendix 3 NSO Summary Report on Regional Training

1. Introduction

Training is an important component in the conduct of censuses and surveys and the adequate planning and conduct of it is crucial for the accuracy of data collection. The 2006 DHS training was conducted concurrently in seven regional training centers throughout the country. Two manageable training centers were organized for the Southern Region (NCD), Momase Region (Lae and Madang) and the Highlands Region (Mt Hagen and Goroka) while Islands Region had only one training center in Kokopo.

The three weeks training programme commenced on the 25th of September to the 13th of October 2006 and was conducted by Master trainers and assistant trainers from the National Statistical Office. The participants who attended the training comprised of Interviewers, Supervisors and Quality Controllers from the provinces and the National Statistical Office.

This report is a brief summary of the 2006 DHS training conducted in the seven regional training centers.

2. Master Trainers and Assistant Trainers Training

The training strategy employed for the 2006 DHS training was to be implemented in the following stages;

- ❖ Training of Master Trainers in Port Moresby
- ❖ Training of Interviewers, Supervisors and Quality Controllers at the regional training centers.

The Master Trainers training was conducted very briefly for the 14 Master Trainers and Assistant Trainers in Port Moresby on the 22nd of September 2006. Fortunately, all trainers were from NSO who had prior training on the DHS during the development phase of the survey and the brief training was more or less a refresher for them.

The training covered topics on the different DHS instruments to be used during the survey. Trainers were trained to impart training on the different survey instruments including listing, sampling, SECS form, DHS questionnaires and Supervisors/QC roles and responsibilities.

Ample time was allowed for discussions on issues not clarified in the respective manuals to ensure all trainers understood the instructions for each survey instrument to confidently impart training on each of them.

The appropriate manuals containing instructions for each survey instrument were used during the training. A training evaluation report on the Master Trainers Training will be compiled as a separate report.

3. Interviewer's Training

The 2006 DHS training commenced in almost all training centers on Monday 25th of September 2006 except for the Southern Region due to the less number of participants present during the first day. Other training centers also experienced the same; however, scheduled sessions were conducted as per the training programme. Additional sessions were organized for participants who missed the Monday and Tuesday sessions.

3.1 Training Programme

The focus of the 2006 DHS training programme was on the DHS questionnaires as reflected in the total number of sessions allocated for the three DHS questionnaires compared with other instruments for the survey.

All regional training centers covered chapters 1 to 6 during the first week while chapters 7 and 8 were covered in the second week of training. Field practical exercise was conducted in the third week except for the Islands region due to the volcanic eruption.

Recap sessions and plenary group discussions on the different chapters were conducted by trainers. Provincial teams were also given an opportunity to conduct recap sessions which not only enhance their level of understanding but was also an opportunity for the trainers to assess the participants level of understanding of certain issues raised during the sessions.

3.2 Training Materials

Training materials for the regional training centers were prepared and packed at the NSOHQ. The trainers were responsible for traveling with the training materials to their respective training centers which proved to be effective. Three separate training kits were prepared for the Trainers, Supervisor/QCs and the Interviewers respectively. The interviewers training kit comprised of the DHS Interviewer's Manual, copies of the DHS questionnaires, training slides, short answer exercises and the sample interview exercise. The supervisor/QC kit contained the Supervisor/QC manual, listing instructions, sampling methodology, SECS instruction and the field operations guide while the Trainers kit contained all the documents in the interviewer's and the supervisor/QC's kits. The Notable Events Book (NEB) was the only document not available during training due to its late printing.

Only limited copies of the DHS questionnaires were available at the regional training centers due to the late printing of the DHS questionnaires. This restricted the participants to complete only one sample interview exercise although participants requested for additional exercise. However, the concept of short exercises and mock interviews has proven to be effective in imparting knowledge and skills to participants as observed by the trainers.

Although time consuming, the use of training slides greatly assisted the participants in understanding the instructions for correctly filling in the DHS questionnaires. The conventional method of requesting participants to read was also used in almost all training centers. Other training aids such as the multimedia units, notebook computers and printers used by the trainers were useful training tools.

Training stationeries supplied to all regional training centers were sufficient. There was no report of shortfall from the regional training centers.

3.3 Training Venue and Refreshment

Training was conducted at the hotels or guest houses where trainers and participants were being accommodated and such arrangement was convenient for both the trainers and the participants. Training venues were made available during the day and also for night sessions. Morning and afternoon tea including lunch were served everyday to the participants.

3.4 Accommodation Arrangements

Accommodation arrangement in some training centers was a problem particularly for host province participants who were not living within the vicinity of the training venues. This was quickly resolved by accommodating the host participants but with cost implications. Obviously, this was an issue not carefully analyzed and should have been based on individual regional requirements rather than based on general assumptions.

3.5 Transport Arrangements

Transport requirement in the regional training centers varied depending on the training location and number of participants. However, one or two vehicles were hired during training which was seen to be sufficient and convenient for the participants. Most vehicles were hired privately from individuals or hotels where participants were accommodated. Other vehicle hire arrangements were made through Avis.

3.6 Training Participants

The number of participants in the seven regional training centers varied according to the size of the province in each region. The Highlands, Momase and Southern regions had two manageable training classes of 30 to 36 participants each while only one training class was arranged for the Islands region provinces. A total of 228 participants were trained altogether in the seven regional training centers. Of the total, 152 were trained as interviewers, 38 as supervisors and the remaining 38 as QCs. Table 1 below shows the number of participants per regional training center.

Table 1: Number of participants trained by the Regional Training Centers, 2006 DHS.

Regional Centre	Training	No. of Interviewers	No. of Supervisors	No. of Quality Controllers	Total
Southern A		20	5	5	30
Southern B		24	6	6	36
Momase (Lae)		20	5	5	30
Momase (Madang)		20	5	5	30
Highlands (Goroka)		20	5	5	30
Highlands (Mt Hagen)		24	6	6	36
Islands (Kokopo)		24	6	6	36
TOTAL		152	38	38	228

Participants trained were grade 12 school leavers, university graduates and public servants. The participation of health workers and those with previous DHS experience was a bonus for the project in terms of their experiences and their contribution to the discussions on health related issues. However, the majority of the participants were new to DHS work.

3.7. Training Allowances

Training allowance of K30 was paid weekly to all participants attending the DHS training. Additional traveling allowance was paid to those from other provinces traveling into the host province for training excluding the host province participants. This arrangement was not well received by the host province participants who threatened to boycott the DHS training. In some training centers, trainers had to suspend some sessions to sort this administrative matter with NSOHQ. This situation was resolved with an assurance from NSOHQ to pay which allowed the training to recommence. Obviously, the issue on training allowances and traveling allowances should be carefully addressed to avoid a repeat of the same in future censuses and surveys.

3.8 Plenary Group Discussion

The objective of the plenary group discussions was to allow for more interaction between team members in discussing issues relating to the DHS questionnaires. Participants converged into their teams to discuss the content of the three questionnaires with the supervisor and QC facilitating the team discussions. This was also an opportunity for the supervisors and QCs to begin addressing these issues at the team level.

A number of common issues were discussed and highlighted during the team presentations which included the estimation of age, following skip instructions and sequence guides. These issues were revisited and discussed together in class with the trainers.

3.9 *Short Answer Exercises and Sample Interview*

The training exercise comprised of short answer exercises and a mock sample interview. The short answer exercises were given at the end of each chapter. Similarly, the sample interview exercises were given at the end of discussions for each section of the questionnaires. The concept of short test and exercises was reported to be an effective way to impart the necessary knowledge and skills required.

The quality controllers and supervisors were responsible for checking and correcting the completed exercises. Corrections to the exercises were done together in class and participants were encouraged to provide answers to the exercises. Common errors detected from the exercises included the calculation of age and completion of the family planning table. These issues were addressed during the recap sessions.

4. Supervisor/QC Training

The training for the supervisors and QC was conducted over a period of 2 days. The training covered topics on listing, sampling, SECS and the roles and responsibilities of the supervisor and QC. The appropriate manuals for each topic were used during training.

4.1 *Listing*

The training on listing was very brief and straightforward since most supervisors and QC had prior training on this topic earlier. However, ample time was allowed for discussion on this topic for the benefit of new supervisors from the provinces.

4.2 *Sampling*

The training on sampling methodology was conducted for all supervisors and QCs. This technique is applicable only in situations where there is no record of listing of a selected CU and/or substitution of a selected CU is imminent. Although the topic was technical, the concept and the processes were explained using examples which proved to be very effective.

4.3 *Roles and Responsibilities of Supervisor and QC*

The supervisors and QCs were reminded of their roles and responsibilities before, during and after the field work. The specific roles and responsibilities of the supervisor and QC although overlapping were spelt out in the supervisor/QC manual.

The training focused on specific tasks relating to maintaining high quality data particularly in the checking and editing of the completed questionnaires and the spot checking of interviewers work during field work.

4.4 *SECS Form*

An additional responsibility to be undertaken by the supervisor is the completion of the Socio-Economic Condition Survey (SECS) form. Similar to other survey instruments, the instructions to complete the form was straightforward and covered in one session. The form is to be completed for every rural census unit with the village councilor or a village elder as the informant.

5. Field Practical Exercise

Apart from the classroom sessions, a field practical exercise was scheduled in the training programme to be conducted for a period of five days from the 9th of October to the 13th of October 2006 in all the regional training centers. All regional training centers conducted the field practical exercise except for the Islands region due to the volcanic eruption in Rabaul on Saturday the 7th of October 2006.

5.1 Workload Allocation

Each team was expected to enumerate a selected census unit during the field practical week. The workload allocation per regional training center is shown in table 2 below.

Table 2: Summary of CUs selected and enumerated during field practical exercise

Regional Training Center	No. of Teams	No. of CUs Selected (Cu Type)	No. of CUs Enumerated	Comments
Southern A (NCD)	5	5 (U)	5	Call backs only
Southern B (NCD)	6	6 (U)	6	Call backs only
Momase A (Lae)	5	5 (U)	5	Call backs only
Momase B (Madang)	5	5 (4U/1R)	5	Call backs only
Highlands A (Goroka)	5	5 (U)	4	1 CU o/s
Highlands B (Mt Hagen)	6	6 (U)	6	Call backs only
Islands (Kokopo)	6	6 (4U/2R)	0	Due to volcanic eruption
TOTAL	38	38	31	

A total of 38 census units were selected to be enumerated during the field practical week. However, of the total only 31 census units were enumerated. For the selected census units that were not fully enumerated during the field practical week, enumeration was to be completed during the main enumeration by the teams responsible for the selected workloads.

5.2 Transport Arrangements

In terms of transport arrangements for the field practical, an additional of one or two more vehicles were hired. For some training centers that had to share vehicles, there was some degree of difficulty especially when only one vehicle was used to transport teams; however with close consultation with teams, the arrangements worked well but could have been better if a vehicle was allocated to each team.

5.3 *Publicity/Awareness*

Although, there was lack of publicity about the field practical given the tight training schedule, minimal publicity was arranged by the PSCs through the provincial radio stations. Also letters to heads of households were delivered prior to the start of field practical on Monday 9th October 2006 which contributed to the successful conduct of field practical in the selected census units.

6. **Recommendations**

- ❖ NSO to screen all possible participants from the provinces and within NSO in future surveys.
- ❖ Improve communication links between NSOHQ and training venues.
- ❖ Ensure that all administrative issues such as allowances, accommodation are adequately addressed prior to training.
- ❖ That the concept of short test and exercises is the best and effective way to impart knowledge and skills including the use of multimedia and computers.
- ❖ Publicity and Awareness component of future surveys should improve.

7. **Conclusion**

Despite the difficulties faced in the timely release of funds for the implementation of the different components of the DHS, the DHS training objectives were achieved and the training was successfully conducted in all the seven regional training centers throughout PNG.

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Hajily Kele
Research & Development Branch Head
PSSD

24th January 2007

Appendix 4 Regional Training Programme

2006 DEMOGRAPHIC AND HEALTH SURVEY (DHS) REGIONAL TRAINING PROGRAMME

DAY	TIME	SESSIONS	FACILITATOR
Monday 25/09/06	8.30 - 9:00	Registration	RSC/PSC
	9:00 - 10:00	Inauguration - Speeches (DNPM/NSO)	DNPM/NSO Rep
		- Official Opening	Prov. Admin
	10.00 - 10.20	TEA BREAK	
	10.25 - 12.00	Introductory Quiz	NSO
		Introduction to DHS	
		Overview of DHS	
		-About the DHS (Scope and Coverage)	
	12.00 - 13.00	LUNCH	
	13.05 - 15.00	INTERVIEWER TRAINING	NSO
		Chapter 1: Introduction	
		Survey Objectives	
		Sample	
		Survey Questionnaires	
	15.00 - 15.15	TEA BREAK	
	15.20 - 16.30	Survey Organisation	NSO
		Legislation	
Chapter 1 Short Answer Exercise			
19:00 - 20:30	EVENING SESSION		
	SUPERVISOR/QUALITY CONTROLLER TRAINING	NSO	
	Provincial Operations		
	Listing		
END OF DAY 1			
Tuesday 26/09/06	8.15 - 8.30	Recap of Day 1	NSO
	8.35 - 10.00	Chapter 2: Role of Interviewer	NSO
		Training of Interviewers	
		Supervision of Interviewers	
		DHS Regulations	
		Chapter 2 Short Answer Exercise	
	10.00 - 10.15	TEA BREAK	
	10.20 - 12.00	Chapter 3: Conducting Interview	NSO
		Building Rapport with Respondent	
		Tips in conducting Interview	
		Language of Interview	
		Practice Interview	
		Chapter 3 Short Answer Exercise	
	12.00 - 13.00	LUNCH BREAK	
	13.00 - 15.00	Chapter 4: Field Procedures	NSO
		Contact Procedures	
		- Definition of Dwellings and Households	
- Locating Sample Households			
- Formation of Teams/Workloads			

		- Problems in Contacting Households	
		- Identifying Eligible Respondents	

Tuesday cont...	15.00 - 15.15	TEA BREAK	NSO
	15.20 - 16.30	Daily Assignments	
		- Interviewers Assignment Sheet	
		- Scheduling Callbacks	
		- Obtaining Fieldwork Supplies	
		- Reviewing/Checking Completed Questionnaires	
		- Returning Daily Workloads	
		- Chapter 4 Short Answer Exercise	
	19:00 - 20:30	EVENING SESSION	
		SUPERVISOR/QUALITY CONTROLLER TRAINING	NSO
Listing cont.....			
Sampling			
END OF DAY 2			
Wednesday 27/09/06	8.15 - 8.30	Recap of Day 2	NSO
	8.35 - 10.00	Chapter 5: Procedures for completing questionnaires	
		Asking the Questions	
		Recording the responses	
		-Questions with Pre-coded responses	
		-Recording Open Ended responses	
		-Marking Filters	
	10.05 - 10.15	TEA BREAK	
	10.20 - 12.00	Understanding & Following Instructions	NSO
		- Skip Instructions	
		- Sequence Guides	
		- Crossing out rows	
		Correcting Errors/Mistakes	
		Checking Completed Questionnaires	
		Chapter 5 Short Answer Exercise	
	12.00 - 13.00	LUNCH	
	13.00 - 15.00	Chapter 6: Household Questionnaire	NSO
		Identification of Household Members on Cov.Page	
		- Indicatives	
		- Interviewers Visit Schedule	
- Result Codes			
- Total Persons Eligible			
- Identification Codes			
15.00 - 15.15	TEA BREAK		
15.20 - 16.30	Completing the Household Composition	NSO	
	Question A1-A15		
END OF DAY 3			
Thursday 28/09/06	8.15 - 8.30	Recap of Day 3	NSO
	8:35 - 10:00	Completing the Household Composition cont....	
		Questions A1-A15	
		Mock Interview	
		Sample Interview Exercise (QA1 - A15)	

	10.00 - 10.15	TEA BREAK	
Thursday cont...	10.20 - 12.00	Completing Household Amenities & Services	NSO
		Questions A16 - A24	
		Mock Interview	
	12.00 - 13.00	LUNCH BREAK	
	13.00 - 15.00	Completing Malaria Prevention Questions	NSO
		Questions A25 - A35	
		Mock Interview	
		Sample Interview Exercise (QA16 - A24 and QA25 - A35)	
		Chapter 6 Short Answer Exercise	
	15.00 - 15.15	TEA BREAK	
	15.15 - 16:30	Plenary Group Discussion on HH Questionnaire	NSO
		Group Presentation	
END OF DAY 4			
Friday 29/09/06	8.15 - 8.30	Recap of Day 4	NSO
	8.35 - 10.00	Chapter 7: Female Individual Questionnaire	
		Section B: Respondent's Background	
		Mock Interview	
		Sample Interview Exercise (Section B)	
	10.05 - 10.15	TEA BREAK	
	10.15 - 12.00	Section C: Reproduction	NSO
		Mock Interview	
		Sample Interview Exercise (Section C)	
	12.00 - 13.00	LUNCH	
	13.00 - 15.00	Section D: Maternal and Child Health	NSO
		Mock Interview	
		Sample Interview Exercise (Section D)	
	15.00 - 15.15	TEA BREAK	
	15.20 - 16.30	Plenary Group Discussion Section B,C,D	NSO
		Group Presentation	
END OF DAY 5			
Saturday 30/09/06	8.15 - 8.30	Recap Day 5	NSO
	8.35 - 10.00	Section E: Family Planning	
		Mock Interview	
	10.05 - 10.15	TEA BREAK	
	10.15 - 12.00	Section F: Fertility Preferences	NSO
		Mock Interview	
		Sample Interview Exercise (Section E & F)	
		Plenary Group Discussion Section E & F	
		Group Presentation	

	12.00 - 13.00	LUNCH BREAK	
		END OF DAY 6	

Monday 2/10/06	8.15 - 8.45	Review of Week 1	NSO	
	8.50 - 10.00	Section G: HIV/AIDS		
		Mock Interview		
		Section H: Maternal Mortality		
		Mock Interview		
		Sample Interview Exercise (Section G & H)		
	10.00 - 10.15	TEA BREAK		NSO
	10.20 - 12.00	Section I: Attitudes to Issues of Well Being		
		Mock Interview		
		Section J: Sexual Risk Behaviour		
		Mock Interview		
		Sample Interview Exercise (Section I & J)		
12.00 - 13.00	LUNCH BREAK		NSO	
13.00 - 15.00	Chapter 7 Short Answer Exercise			
	Plenary Group Discussion on FIQ			
	Group Presentation			
15.00 - 15.15	TEA BREAK		NSO	
15.15 - 16.30	Recap Chapter 7: FIQ			
END OF DAY 7				
Tuesday 3/10/06	8.15 - 8.30	Recap of Day 7	NSO	
	8.35 - 10.00	Chapter 8: Male Individual Questionnaire		
		Section B: Respondent's Background		
		Mock Interview		
		Sample Interview Exercise (Section B)		
	10.00 - 10.15	TEA BREAK		NSO
	10.20 - 12.00	Section E: Family Planning		
		Mock Interview		
	12.00 - 13.00	LUNCH BREAK		NSO
	13.05 - 15.00	Section F: Fertility Preferences		
		Mock Interview		
		Sample Interview Exercise (Section E & F)		
	15.00 - 15.15	TEA BREAK		NSO
15.15 - 16.30	Plenary Group Discussion Section B,E,F			
	Group Presentation			
END OF DAY 8				
Wednesday 4/10/06	8.15 - 8.30	Recap of Day 8	NSO	
	8.35 - 10.00	Section G: HIV/AIDS		
		Mock Interview		
		Section I: Attitudes to Issues of Well being		
		Mock Interview		
		Section J: Sexual Risk Behaviour		
		Mock Interview		
		Sample Interview Exercise (Section G, I & J)		

	10.05 - 10.15	TEA BREAK	
Wednesday cont.....	10.20 - 12.00	Chapter 8 Short Answer Exercise	NSO
		Plenary Group Discussion (Section G, I & J)	
		Group Presentation	
	12.00 - 13.00	LUNCH BREAK	
	13.05 - 15.00	Recap Chapter 1-4	NSO
	15.05 - 15.15	TEA BREAK	
	15.20 - 16.30	Recap Chapter 5	NSO
END OF DAY 9			
Thursday 5/10/06	8.15 - 10.00	Recap Chapter 6 - HHQ	NSO
	10.00 - 10.15	TEA BREAK	
	10.20 - 12.00	Recap Chapter 7 - FIQ	NSO
		-Section B,C,D,E	
	12.00 - 13.00	LUNCH BREAK	
	13.05 - 15.00	Recap Chapter 7	NSO
		-Section F,G,H,I,J	
	15.05 - 15.15	TEA BREAK	
	15.20 - 16.30	Recap Chapter 8	NSO
-Section B,E,F,G,I,J			
END OF DAY 10			
Friday 6/10/06	8.15 - 10.00	SUPERVISOR/QUALITY CONTROLLER TRAINING	NSO
		Introduction	
		Preparation for Field work	
		Organising and Supervising Field work	
		Maintaining Field Control Sheets	
		Monitoring Interviewer's Performance	
		Editing Questionnaires	
	10.00 - 10.15	TEA BREAK	
	10.20 - 12.00	SUPERVISOR/QUALITY CONTROLLER TRAINING cont...	NSO
		Socio-Economic Condition Survey (SECS)	
		Introduction	
		Section A, B, C, D, E	
	12.00 - 13.00	LUNCH BREAK	
	13.00 - 15.00	FIELD WORK PREPARATIONS	NSO
	15.00 - 15.15	TEA BREAK	
15.15 - 16.30	FIELD WORK PREPARATIONS	NSO	
END OF DAY 11			
Saturday 7/10/06	8.15 - 12.00	Familiarisation	TEAMS
		Publicity	
Sunday 8/10/06		Delivery of Letters to Heads of Households	

END OF DAY 12 &13

FIELD PRACTICAL EXERCISE

Monday 9/10/06	8.15 - 9:00	Team Briefings	NSO TEAMS
	9:30 - 20:00	Commence Field Work	
		Teams proceed to selected cluster	
END OF DAY 14			
Tuesday 10/10/06	8:15 - 10:00	Team Field Work Presentation	TEAMS
	10.00 - 10.15	TEA BREAK	
		Team Field Work Presentation	TEAMS
	12.00 - 13.00	LUNCH BREAK	
	13.00 - 14.00	Team Field Work Presentation	TEAMS
15:00 - 19:00	MOP UP		
END OF DAY 15			
Wednesday 11/10/06	8.15 - 10.00	Team Briefings	NSO TEAMS
	11.00 - 20.00	Commencement of FieldWork	
		Teams proceed to selected cluster	
END OF DAY 16			
Thursday 12/10/06	8:15 - 10:00	Training Evaluation Forms (Hand out)	NSO TEAMS
		Team Field Work Presentation	
	10.00 - 10.15	TEA BREAK	
	10:20 - 12:00	Team Field Work Presentation	TEAMS
	12.00 - 13.00	LUNCH BREAK	
	13.00 - 14.30	Team Field Work Presentation	TEAMS
15.00 - 20.00	MOP UP		
END OF DAY 17			
Friday 13/10/06	8:15 - 10:00	Training Evaluation Forms (Return)	NSO
		Main Enumeration Briefing	
	10.00 - 10.15	TEA BREAK	
	10:20 - 12:00	Main Enumeration Briefing	NSO
12.00 noon	OFFICIAL CLOSING		
END OF DAY 18			
Saturday 14/10/06	6:00 - 19:00	TEAMS DEPART TO RESPECTIVE PROVINCES	RSC/PSC
Sunday 15/10/06			

IMPORTANT NOTE : A session on Financial Management and Team Security for all Supervisors/QC will be arranged when the NSO Admin Team visit each region.

*** *END OF 2006 DHS REGIONAL TRAINING****