

Kiribati Pilot Census 2015

Training of Interviewers

June 29th – July 10th 2015

Monday 29 June (Training)

8.30 a.m.	Course Opening – Prayer, Introductions, Agenda, Administrative matters
9.30 a.m.	Census background, objectives, census results and use, regulations and confidentiality
10.00 a.m.	<i>Morning tea break</i>
10.30 a.m.	Census night/day, census coverage and enumeration, census period,
12 noon	<i>Lunch</i>
1.15 p.m.	Census terms and concepts, definition, household, institution, EA, etc..
2.00 p.m.	Census organisation, census team, roles and workload of supervisors and enumerators
3.00 p.m.	<i>Afternoon tea break</i>
3.30 p.m.	2 Role play exercises – visiting households (easy household and difficult household)
4.30 p.m.	<i>End of Day 1</i>

Tuesday 30 June (Training)

8.30 a.m.	Review of yesterday's training
9.00 a.m.	EA listing forms, EA maps and GPS readings – all related to workload and coverage
10.00 a.m.	<i>Morning tea break</i>
10.30 a.m.	EA listing forms, EA maps and GPS readings – all related to workload and coverage
11.30 a.m.	Census data quality control and check (supervisor, office staff check point)
12 noon	<i>Lunch</i>
1.00 p.m.	Field trip – EA visiting to check listing forms, maps, GPS (in 5 groups)
3.00 p.m.	<i>Afternoon tea break</i>
3.30 p.m.	Field trip review – discuss issues, problems, other comments
4.30 p.m.	<i>End of Day 2</i>

Wednesday 01 July (Training)

- 8.30 a.m. Review of yesterday's training. Test 1
- 9.00 a.m. Introduction of the questionnaire (contents and sections), cover page, household roster
- 10.00 a.m. *Morning tea break*
- 10.30 a.m. Questionnaire, Person-level Section A: Demographic information, education and literacy – Questions 6 to 22
- 11.30 Questionnaire, Person-level Section B: Demographic information, internet and health – Questions 23 to 34b
- 12 noon *Lunch*
- 1.00 p.m. Questionnaire, Person-level Section C: Economic activities last week – Questions 35 to 47
- 2.00 p.m. Questionnaire, Person-level Section D: Economic activities last year – Questions 48 to 59b
- 3.00 p.m. *Afternoon tea break*
- 3.30 p.m. Mock interview – Person-level section up to Questions 59b – hand in exercise for checking (1st practice)
- 4.30 p.m. *End of Day 3* – Homework (2nd interview practice – neighbouring household Questions 1 – 59b)

Thursday 02 July (training)

- 8.30 a.m. Review of yesterday's training/return/collect interview exercise
- 9.00 a.m. Questionnaire Person-level Section E: Fertility, mortality and women's empowerment – Questions 60 to 71
- 10.00 a.m. *Morning tea break*
- 10.30 a.m. Questionnaire Household Section G– Questions H1 to H37
- 12 noon *Lunch*
- 1.00 p.m. Mock interview (whole questionnaire each interviewer – 3rd practice)
- 2.00 p.m. Mock interview (whole questionnaire each interviewer – 4th practice)
- 3.00 p.m. *Afternoon tea break*
- 3.30 p.m. Discussions and clarifications on specific questions (collect practice interviews)
- 4.30 p.m. *End of Day 4* – Homework (5th interview practice Personal/Household with neighbouring household)

Friday 03 July (training)

- 8.30 a.m. Review of yesterday's training
- 9.00 a.m. Review and further clarifications of difficult and problematic questions
- 10.00 a.m. *Morning tea break*
- 10.30 a.m. Team formation – selection of supervisors and enumerators, team's EA allocation
- 12 noon *Lunch*
- 1.00 p.m. Field practice duration, field work logistics and workload, travel arrangement, transport, etc...
- 2.00 p.m. Continue discussions on fieldwork practice guidelines etc., prepare work materials etc..
- 4.00 p.m. *Afternoon tea break/End of Day 5*

Monday 06 July (Fieldwork practice – Day 1)

- 8.30 a.m. Team's meeting – Supervisor to organise:
- each interviewer's workload and EA allocation
 - work materials, EA maps, listing forms, questionnaire
 - meeting with community leaders/council
 - team's logistics and lodgings, etc...
- 10.00 a.m. Supervisor and enumerators visit EA; check EA boundaries with enumerator; check household listing against the occupied households in the EA; survey the EA to confirm correct boundaries and households
- 12.00 p.m. *Lunch*
- 1.00 p.m. Enumerators visiting households and interviewing in EA, supervisors monitor, assist and check completed questionnaires
- 3.00 p.m. *Tea break*
- 3.30 p.m. Enumerators continue interviews, supervisors continue monitoring, assisting and checking completed questionnaires
- 5.30 p.m. Interviews continue, call backs
- 7.30 p.m. ++ *End of Day 1* – Team meeting in the evening, supervisor discuss problems, checking tomorrow workload, complete checking questionnaires to submit to office

Tuesday 07 July (Field work practice – Day 2)

8.00 a.m.	Enumerators continue interviewing, supervisor continue monitoring, checking and assisting on the field
10.00 a.m.	<i>Morning break</i>
10.30 a.m.	Enumerators continue interviewing, supervisor continue monitoring, checking and assisting on the field
12.00 p.m.	<i>Lunch break</i>
1.30 p.m.	Enumerators continue interviewing, supervisor continue monitoring, collecting and checking completed questionnaires, assisting enumerator's on the field
3.00 p.m.	<i>Afternoon break</i>
3.30 p.m.	Continue interviewing and supervision
5.30 p.m.	Team meeting, checking and update of workload
Early evening	Call backs for uncompleted and non-reachable interviews

Wednesday 08 July (Fieldwork practice Day 3)

8.00 a.m.	Enumerators continue interviewing, supervisor continue monitoring, checking and assisting on the field
10.00 a.m.	<i>Morning break</i>
10.30 a.m.	Enumerators continue interviewing, supervisor continue monitoring, checking and assisting on the field
12.00 p.m.	<i>Lunch break</i>
1.30 p.m.	Enumerators continue interviewing, supervisor continue monitoring, collecting and checking completed questionnaires, assisting enumerator's on the field
3.00 p.m.	<i>Afternoon break</i>
3.30 p.m.	Continue interviewing and supervision
5.30 p.m.	Team meeting, checking and update of workload
Early evening	Call backs for uncompleted and non-reachable interviews

Thursday 09 July (Fieldwork practice summary and results)

- 8.30 a.m. Team's meeting to discuss:
- supervisor present the result to all enumerators, including the interview coverage per interviewer, incompleting questionnaires, others
 - enumerators check and response accordingly
- 10.00 a.m. *Morning break*
- 10.30 p.m. Team prepare a summary result to present to class which includes:
- total target of household to cover
 - total household actually covered
 - total population
 - issues and challenges encountered during the field practice in using EA listing forms, maps, questionnaire, visiting, etc.....
 - recommendations
- 12.00 p.m. *Lunch break*
- 1.00 p.m. Continue with team summary report and presentation preparations
- 4.00 p.m. *End of Day 3*

Friday 10 July (Field work practice debriefing and discussions)

- 8.30 a.m. Presentations from the Teams, discussions and suggestions
- 9.00 a.m. Presentations from the Teams, discussions and suggestions
- 10.00 a.m. Morning tea break
- 10.30 a.m. Presentations from the Teams, discussions and suggestions
- 12 noon *Lunch and End of the training*
- 1.00 p.m. Trainers and census team meeting for the next plan....