



## **Workshop on Computer Assisted Personal Interviewing (CAPI)**

31 July – 4 August 2017  
Chiba, Japan

### **CONCEPT NOTE**

#### **I. Background & Rationale**

The Global Strategy to Improve Agricultural and Rural Statistics (GSARS) aims to significantly increase the availability and quality of agricultural and rural statistics, produced by a sustainable agricultural statistical system with appropriate institutional, human and financial capacity. The GSARS provides a framework for national and international statistical systems to produce and to apply the basic data and information needed to guide policy on rural development and sustainable agricultural production.

The Asia-Pacific Regional Action Plan for the Global Strategy (RAP) addresses the recognized need for adopting efficient and cost effective technologies in the collection and compilation of agricultural and rural statistics whose timeliness is critical in policy making. Use of CAPI dramatically reduces the time lag between data collection and data analysis. Since manual coding of the responses recorded with pen and paper is no longer necessary and data validation is done at the time of data collection the information is ready for statistical analysis as soon as surveying is completed.

This Workshop on Computer Assisted Personal Interviewing (CAPI) for Agricultural Surveys partly responds to the need of producing timely statistics as it aims to build the capacity of statistical agencies of priority countries of the RAP through adoption of new technologies for data collection and production of global minimum core data items. Recognizing that data collection is one of the main steps in the statistics production process.

The course will run during 31 July – 4 August in Chiba, Japan and will be conducted by the United Nations Statistical Institute for Asia and the Pacific (SIAP).

Target participants are statisticians/economists or related personnel from national statistical offices and statistical units of ministries engaged in the production of agricultural and rural statistics.

#### **II. Objectives**

This workshop is designed to contribute to the following expected outputs of the Asia-Pacific Regional Action Plan of the Global Strategy:

- Increased ability of National Statistical System (NSS) to access and use ICT for production and dissemination of minimum set of agricultural and rural statistics;
- Improved capacity of countries to adopt cost-effective and reliable methods for producing a minimum set of agricultural and rural statistics.

### **III. Learning Outcomes**

The workshop will provide a strong foundation in all of Survey Solutions functions. Participants are expected to acquire skills to implement a basic survey. At the end of the workshop, participants are expected to be able to:

- Use the Survey Solutions software in the design of surveys;
- Use advance survey design features of the Survey Solution software such as validation and skip protocols for complex survey questions;
- Manage surveys and generate associated reports and export data into other software;
- Understand practices for managing survey equipment

### **IV. Course Design and Content**

The course is designed for national statistical office and statistical units in the ministries of agriculture. Workshop activities will consist of a judicious mix of lectures, individual assessment exercises, use of tablets for data collection in Survey Solutions, and case study exercises. The workshop design also features knowledge-sharing on country practices and methods.

#### **The workshop topics will cover:**

- Introduction to CAPI, and Survey Solutions experience
- Overview of Training and Survey Solutions
- Introduction to Questionnaire Designer
- Hand-on exercises on Register for Questionnaire Designer and Download and Install Tester
- Basic Designer
- Intermediate Survey Design Skills, and overview of advanced features
- Mastering the intermediate survey design
- Overview of Advanced Features
- Basic case management skills with HQ and Supervisor
- Know the difference between Administrator, HQ, and Supervisor
- Hand-on exercises on Comprehensive practice with Headquarters, Supervisors, and Interviewer

### **V. Target Participants**

SIAP will invite national statistical offices and statistical units of ministries engaged in the production of agricultural and rural statistics of priority countries of the Asia-Pacific Regional Action Plan to implement the Global Strategy for Agricultural and Rural Statistics to nominate qualified officials to participate in the Course. To be accepted to participate in the course, nominees should:

- Be senior and middle level government statisticians directly engaged in the design of primary data collection of data on crops, livestock, horticulture, fishing and aquaculture statistics
- Have technical knowledge and involved in statistical surveys, censuses and data collection, processing, compiling and production of agricultural and rural statistics and related social statistics.

## **VI. Requirements from Participants**

**Prior to the workshop, each country team should:**

- Prepare and submit a country paper to SIAP ([staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)) that: (a) describes survey design and data collection processes of any recent survey or census (b) explains the current ICT practices including software used in data collection and processing, and illustrates through 1-2 examples their weaknesses and strengths. The paper should be received by SIAP no later than 17 July 2017.