



Economic Commission for Latin America and the Caribbean
Subregional Headquarters for the Caribbean

Regional Workshop on Microdata Documentation
and Dissemination
Port of Spain, Trinidad and Tobago
26 – 30 April 2010

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**REPORT OF THE REGIONAL WORKSHOP ON MICRODATA
DOCUMENTATION AND DISSEMINATION
(IHSN TOOLKIT)**

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I. INTRODUCTION

The Economic Commission for Latin America and the Caribbean (ECLAC) Subregional Headquarters for the Caribbean, in collaboration with the World Bank, conducted a week-long Regional Workshop on Microdata Documentation and Dissemination. The workshop, which was funded by the Partnership in Statistics for Development in the Twenty-First Century (PARIS21) and the Organization for Economic Co-operation and Development (OECD), was held at the Hilton Hotel and Conference Centre in Port of Spain, Trinidad, from 26 to 30 April 2010.

The main objective of the workshop was to provide training to member States on the *Microdata Management Toolkit*. This toolkit was developed by International Household Surveys Networks (IHSN) to assist in the documentation, dissemination and preservation of household survey, census and microdata in accordance with international standards and best practices. The training was organized in response to numerous requests by directors of statistics in the region for the development of capacity in that area. It was specifically timed to meet the training needs of those offices ahead of the 2010 round of Population and Housing Censuses.

A. PARTICIPATION

Twenty survey statisticians and data processing experts from nine national statistical offices and three regional organizations attended the workshop. The full list of participants is annexed to this report. Of the total participants, 11 (55%) were female and 9 (45%) were male.

II. HIGHLIGHTS AND OUTCOMES OF THE TRAINING

A. OPENING SESSION

A short opening session, which featured remarks from by Mr. Neil Pierre, Director of ECLAC Subregional Headquarters for the Caribbean, and Mr. Olivier Dupriez, IHSN Coordinator at the World Bank, preceded the workshop.

The Director of ECLAC Subregional Headquarters for the Caribbean underscored the value of the training and noted, in particular, the significance of the toolkits/ modules developed by the World Bank for addressing concerns expressed by member States about data confidentiality. He reflected on the work done by the ECLAC office in the area of household surveys and spoke specifically of the outcomes of the *Household Surveys Project*, which sought to facilitate the harmonization of microdata sets from the region. He acknowledged the partners who had collaborated in bringing the valuable training to fruition in the Caribbean and concluded by appealing to participants to take advantage of the workshop which presented a prime opportunity for learning, development and networking with peers in the region.

Mr. Olivier Dupriez, in his capacity as workshop facilitator and representative of the World Bank, expressed pleasure at facilitating the workshop. He stated that the workshop was part of a global partnership between PARIS21, OECD and the World Bank to improve the use of microdata by enhancing national statistical capacity. He outlined the context within which this capacity-building initiative had been framed and, against that backdrop, reiterated the aim of the exercise to provide exposure to one of the tools developed to maximize best practices for documentation, presentation and dissemination of data rather than for promotional purposes. He concluded by providing an outline of the programme for the week and expressed appreciation for the partnership with ECLAC that enabled the convening of the workshop in the Caribbean.

B. TRAINING OUTCOMES

The principal objective of the workshop was to provide training to national statistics offices and regional organizations on the documentation and organization of microdata in accordance with international standards utilizing the *Microdata Management Toolkit*. Participants were introduced to the full functionality of the two modules contained in the Toolkit, namely:

- (a) The Metadata Editor used for the documentation of data, and
- (b) The CD-Rom builder used to generate outputs via CD-ROM for dissemination and archiving

The facilitators employed a hands-on approach for the workshop through which participants were afforded a greater appreciation of the full functionality of the Toolkit. Participants were also able to fully document the microdata of an existing survey from their respective countries. They were also introduced to the National Data Archive toolkit, which was an open-source web application used for creating searchable online survey cataloguing system. This catalogue allows researchers to browse, access or download household survey or census data and metadata. As part of the exercise, participants were allowed to catalogue their documented datasets and that way gain a sound appreciation of the features of that toolkit.

Participants were also alerted to the various other resources that were available from the IHSN and World Bank as well as new initiatives being undertaken to promote better data archiving. These included:

- (a) The facility available through the Accelerated Data Program that allowed for the provision of technical assistance to countries on IHSN tools. Technical support/training could be accessed from the IHSN through email
- (b) The preparation of a document by the World Bank to provide guidelines to countries on crafting their strategies for microdata dissemination policy. Technical support with the formulation of data dissemination policies was also accessible through the World Bank
- (c) The finalization of a document on principles and guidelines of data preservation which would provide step-by-step guidance on the preservation of institutional knowledge.

III. EVALUATION OF WORKSHOP

As a means of assessing the impact of the training, an evaluation was conducted among all participants at the conclusion of the workshop. The evaluation instrument was the standard evaluation questionnaire designed by the IHSN for evaluating workshops on the *Microdata Management Toolkit*. The questionnaire comprised 22 rating scale items subdivided into 4 sections. Participants evaluated the workshop using a fixed 5-point rating scale ranging from 1 (“poor”) to 5 (“excellent”).

An analysis of the feedback provided by the participants and their assessment of the various aspects of the workshop is given in the ensuing summary. Annex III contains the tabulated breakdown of participants’ responses to each of the items in the questionnaire.

A. SUMMARY

1. The workshop as a whole

The six items in this section assessed the overall outcomes and impact of the workshop in terms of its relevance, usefulness and focus. Of the four sections in the questionnaire, the items in this section recorded the highest overall average score of 4.73 which reflected the high ratings of 4 or 5 assigned to the individual items.

On the question of the relevance of the workshop to current work functions, 75% rated it as “excellent”; the remaining 25% rated it as “good” or “average”. Linked to this were three items that assessed the workshop as a means for providing new and useful information that was in line with participants’ learning needs. Those items measured the impact of the workshop through knowledge acquisition. The responses to those items are captured in table 1 below.

Table 1
Usefulness of the training in providing information that was in line with participants’ needs

<i>Response scales</i>	<i>Extent to which you have acquired information that is new to you</i>	<i>Usefulness for you of the information that you have acquired</i>	<i>Focus of the workshop on what you specifically needed to learn</i>
3 – Average	10%	5%	0%
4 – Good	35%	15%	30%
5 – Excellent	55%	80%	70%

There was a clear consensus on the extent to which the content of the workshop matched the set objectives as evidenced through the rating of “excellent” by 95% of the participants. Consistent with all of those views was the positive ratings provided for the item on the overall usefulness of the workshop, the results of which are displayed in figure 1.

Figure 1
Overall usefulness of the workshop

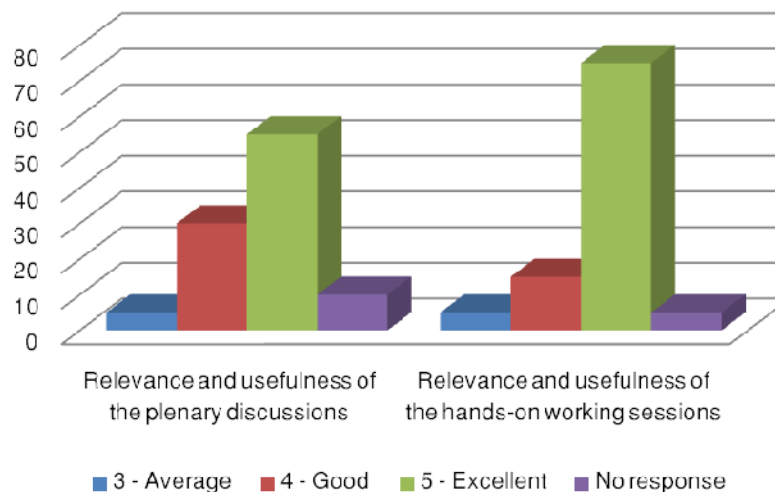


2. Workshop Activities

The items in this section related specifically to the activities used in the delivery of the training.

In terms of the relevance and usefulness of the sessions on the *Microdata Management Toolkit*, all participants rated the sessions as either “good” (15%) or “excellent” (85%). Participants also rated the relevance and usefulness of the hands-on approach used for delivery as well as the discussions. The hands-on working sessions received higher ratings with 75% of the participants rating it as “excellent”, compared to 55% who rated discussions as “excellent”. The full disaggregation and comparison of the ratings for those two items is presented in figure 2.

Figure 2
Relevance and usefulness of the delivery methods



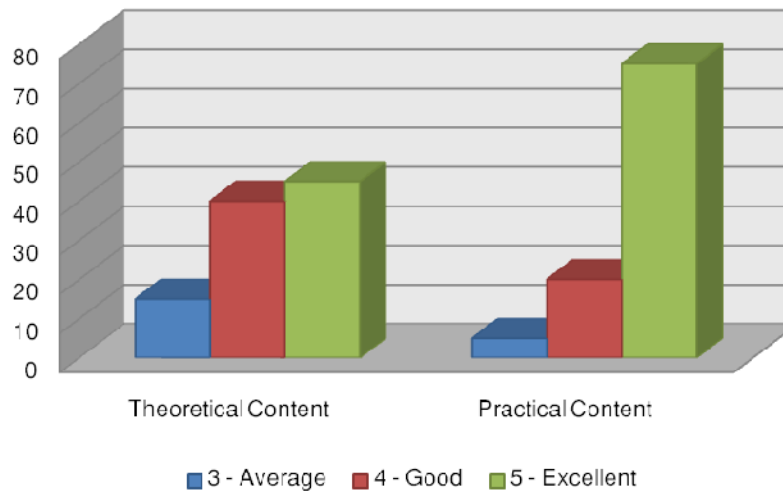
With regard to the length/duration of the workshop, 85% of the participants rated that aspect as “good” or “excellent”; the other 15% rated it as “average”. The last item in this section assessed the relevance and usefulness of the handouts used for the workshop. There was a very low response

rate for this item (40%), which was expected since all the materials for the training were disseminated in electronic format and, as such, this item was not applicable.

3. The training

The items in this section sought participants' views on the content, pace and delivery of the training. In terms of the content of the workshop, 95% of the participants rated the practical aspect of the training as "good" or "excellent" compared with 85% who rated the theoretical content as at least good. The distribution of the ratings across those two areas is captured in figure 3 below.

Figure 3
Views on the extent to which the theoretical and practical content were addressed



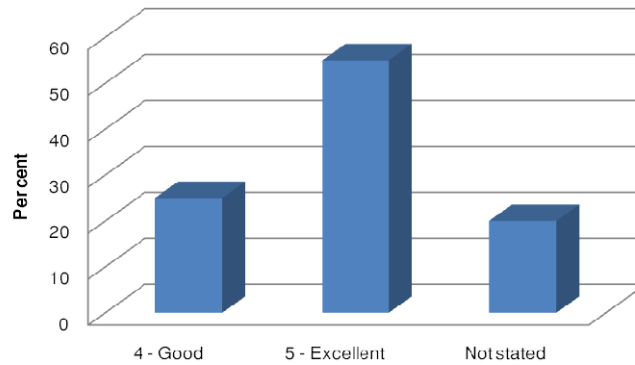
Participants provided very similar reviews for the aspects of the training related to pace of the training and the time allowed for participation.

4. Organization of the seminar

The items in this section assessed participants' views on the logistical arrangements and general administration of the workshop.

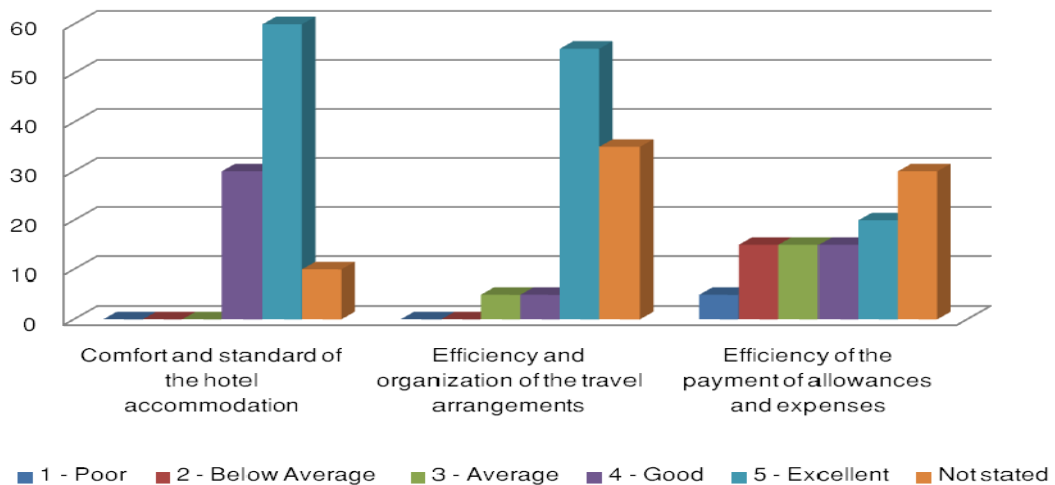
Feedback on the facilities for the training was generally positive and the responses for that item are displayed in figure 4. In terms of the support and administration, more than 80% of the participants ranked the individual items as "good" or "very good".

Figure 4
Participants' views on the comfort and standard of the workshop room



The last three items assessed participants' views on the hotel accommodation, travel arrangements and payment of per diems and were applicable to only participants who were not residents of Trinidad and Tobago. Participants' responses to the item on the efficiency of the payment of allowances and expenses received the lowest rating with an overall mean of 3.43. The full disaggregation of the responses to those two items is given in figure 5.

Figure 5
Participants' views on the comfort and standard of the workshop room



5. Additional comments

In the final segment of the evaluation, participants were provided with an opportunity to share any additional comments which they deemed useful to the sponsoring agencies for the workshop. Generally, participants registered very positive comments on the organization of the training. A few participants took the opportunity to commend the organizers and reiterate the value of the training.

- “The planning and execution was well done”
- “The entire organization and execution of the seminar was spot on. Congrats to a job well done”

- “The workshop was extremely practical value. The material learnt can be and will be implemented very shortly since its use can significantly enhance the image and efficiency of the office”
- “The workshop was well organized. I am completely satisfied with both the content and delivery of the training”
- “Overall it was a very rewarding week of learning. The IHSN is a powerful documentation software that my office would embrace and so very happy to know there is additional support for NSOs who wish to embrace this technology”

A few participants, however, registered the shortcomings of the training as the inconvenient arrangement used for collecting their per diems and the lack of internet access in the training room.

- “There was only one small inconvenience with the arrangement for the payment allowance in the sense that you would have to miss a session to travel into town (unfamiliar) to find a Western Union. Recommend and lobby the Heads of Agencies to fully implement an archiving system”
- “It would have been nice if there was free internet in the workshop room for it was needed for certain exercises”
- “In terms of payment of allowances it was very inconvenient to collect my per diem from Western Union. In future, maybe a bank transfer or per diem should be collected at the workshop”
- “On the downside the channel used for the distribution of DSA was not the best one”

Annex 1**LIST OF PARTICIPANTS****Countries****Bahamas**

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Annex II

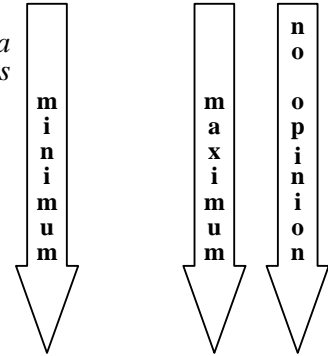
PARTICIPANT FEEDBACK QUESTIONNAIRE

Guidelines on how to answer the questionnaire

We invite you to complete this questionnaire to help us improve our activities in the future. Please be frank and open with your ratings and comments. Your opinion - no matter how positive or negative - is valuable to us and will be taken into consideration in the preparation of future workshops. To keep your responses anonymous, please do not write your name on the form.

PART I:

- Please rate each aspect of the workshop listed below on a progressive scale of 1 to 5, where 1 is the minimum (poor) and 5 is the maximum (good).
- If you feel that a question does not apply to you, or that you do not have enough information to express an opinion, please circle the “no opinion” option represented by: X.
- Indicate your answer by circling the corresponding number or the X at the end of the line.
- Please circle only one answer per question.
- If you made a mistake in marking an answer (that cannot be erased), please do the following to correct it: 1) circle your preferred answer, 2) draw an arrow to it, and 3) write the word “correct” next to the arrow.

**I. The workshop as a whole:**

1. Relevance of the workshop to your current work or functions	1	2	3	4	5	X
2. Extent to which you have acquired information that is new to you	1	2	3	4	5	X
3. Usefulness for you of the information that you have acquired	1	2	3	4	5	X
4. Focus of the workshop on what you specifically needed to learn	1	2	3	4	5	X
5. Extent to which the content of the workshop matched the announced objectives	1	2	3	4	5	X
6. Overall usefulness of the workshop	1	2	3	4	5	X

II. Workshop activities:

7. Relevance and usefulness of the sessions on the Microdata Management Toolkit	1	2	3	4	5	X
8. Relevance and usefulness of the plenary discussions	1	2	3	4	5	X
9. Relevance and usefulness of hands-on working sessions	1	2	3	4	5	X
10. The length of the workshop was about right	1	2	3	4	5	X
11. Relevance and usefulness of the handouts	1	2	3	4	5	X

III. The Training:

12. Attention to theoretical content	1	2	3	4	5	X
13. Attention to practical content	1	2	3	4	5	X
14. Time for instructors' presentations	1	2	3	4	5	X
15. Time for your participation	1	2	3	4	5	X

16. Pace of the training	1	2	3	4	5	X
IV. Organization of the seminar:						
17. Comfort and standard of the hotel accommodation	1	2	3	4	5	X
18. Comfort and standard of the workshop room	1	2	3	4	5	X
19. Efficiency and effectiveness of the workshop administration	1	2	3	4	5	X
20. Relevance and usefulness of the information provided before the workshop	1	2	3	4	5	X
21. Efficiency and organization of the travel arrangements	1	2	3	4	5	X
22. Efficiency of the payment of allowances and expenses	1	2	3	4	5	X

Please add any comments you have on the seminar and its organization that you think may be of help to the sponsoring agencies.

Annex III

RESPONSES TO QUANTITATIVE ITEMS

Table 1
Relevance of the workshop to your current work or functions

<i>Rating</i>	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	2	10.0	10.0	10.0
4	3	15.0	15.0	25.0
5	15	75.0	75.0	100.0
Total	20	100.0	100.0	

Table 2
Extent to which you have acquired information that is new to you

<i>Rating</i>	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	2	10.0	10.0	10.0
4	7	35.0	35.0	45.0
5	11	55.0	55.0	100.0
Total	20	100.0	100.0	

Table 3
Usefulness for you of the information that you have acquired

<i>Rating</i>	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	1	5.0	5.0	5.0
4	3	15.0	15.0	20.0
5	16	80.0	80.0	100.0
Total	20	100.0	100.0	

Table 4
Focus of the workshop on what you specifically needed to learn

<i>Rating</i>	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
4	6	30.0	30.0	30.0
5	14	70.0	70.0	100.0
Total	20	100.0	100.0	

Table 5
Extent to which the content of the workshop matched the announced objectives

<i>Rating</i>	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
4	1	5.0	5.0	5.0
5	19	95.0	95.0	100.0
Total	20	100.0	100.0	

Table 6
Overall usefulness of the workshop

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
4	3	15.0	15.0	15.0
5	17	85.0	85.0	100.0
Total	20	100.0	100.0	

Table 7
Relevance and usefulness of the sessions on the Microdata Management Toolkit

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
4	3	15.0	15.0	15.0
5	17	85.0	85.0	100.0
Total	20	100.0	100.0	

Table 8
Relevance and usefulness of the plenary discussions

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	3	1	5.0	5.6
	4	6	30.0	33.9
	5	11	55.0	61.1
	Total	18	90.0	100.0
Missing	System	2	10.0	
Total		20	100.0	

Table 9
Relevance and usefulness of hands-on working sessions

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	3	1	5.0	5.3	5.3
	4	3	15.0	15.8	21.1
	5	15	75.0	78.9	100.0
	Total	19	95.0	100.0	
Missing	System	1	5.0		
Total		20	100.0		

Table 10
The length of the workshop was about right

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	3	15.0	15.0	15.0
4	5	25.0	25.0	40.0
5	12	60.0	60.0	100.0
Total	20	100.0	100.0	

Table 11
Relevance and usefulness of the handouts

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	1	1	5.0	12.5	12.5
	4	2	10.0	25.0	37.5
	5	5	25.0	62.5	100.0
	Total	8	40.0	100.0	
Missing	System	12	60.0		
Total		20	100.0		

Table 12
Attention to theoretical content

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	3	3	15.0	15.0	15.0
	4	8	40.0	40.0	55.0
	5	9	45.0	45.0	100.0
	Total	20	100.0	100.0	

Table 13
Attention to practical content

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	1	5.0	5.0	5.0
4	4	20.0	20.0	25.0
5	15	75.0	75.0	100.0
Total	20	100.0	100.0	

Table 14
Time for instructors' presentations

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	2	10.0	10.0	10.0
4	5	25.0	25.0	35.0
5	13	65.0	65.0	100.0
Total	20	100.0	100.0	

Table 15
Time for your participation

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	1	5.0	5.0	5.0
4	6	30.0	30.0	35.0
5	13	65.0	65.0	100.0
Total	20	100.0	100.0	

Table 16
Pace of the training

	<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
2	1	5.0	5.0	5.0
3	1	5.0	5.0	10.0
4	5	25.0	25.0	35.0
5	13	65.0	65.0	100.0
Total	20	100.0	100.0	

Table 17
Comfort and standard of hotel accommodation

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	4	5	25.0	31.3	31.3
	5	11	55.0	68.8	100.0
	Total	16	80.0	100.0	
Missing	System	4	20.0		
Total		20	100.0		

Table 18
Comfort and standard of the workshop room

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
3	4	20.0	20.0	20.0	
4	6	30.0	30.0	50.0	
5	10	50.0	50.0	100.0	
Total		20	100.0	100.0	

Table 19
Efficiency and effectiveness of the workshop administration

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
4	6	30.0	30.0	30.0	
5	14	70.0	70.0	100.0	
Total		20	100.0	100.0	

Table 20
Relevance and usefulness of the information provided before the workshop

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	4	6	30.0	33.3	33.3
	5	12	60.0	66.7	100.0
	Total	18	90.0	100.0	
Missing	System	2	10.0		
Total		20	100.0		

Table 21
Time for your participation

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	3	1	5.0	7.7	7.7
	4	1	5.0	7.7	15.4
	5	11	55.0	84.6	100.0
	Total	13	65.0	100.0	
Missing	System	7	35.0		
Total		20	100.0		

Table 22
Efficiency of the payment of allowances and expenses

		<i>Frequency</i>	<i>Percent</i>	<i>Valid Percent</i>	<i>Cumulative Percent</i>
Valid	1	1	5.0	7.1	7.1
	2	3	15.0	21.4	28.6
	3	3	15.0	21.4	50.0
	4	3	15.0	21.4	71.4
	5	4	20.0	28.6	100.0
	Total	14	70.0	100.0	
Missing	System	6	30.0		
Total		20	100.0		