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Economic and Social Commission for Western Asia (ESCWA)

REPORT

**TRAINING OF TRAINERS ON VIOLENCE AGAINST WOMEN
AND ADAPTATION WORKSHOP FOR ARAB COUNTRIES
BEIRUT, 3-7 MAY 2010**

Summary

The Training of Trainers on Violence against Women and Adaptation Workshop for Arab Countries (Beirut, 3-7 May 2010) was organized by the Statistics Division (SD), and the Centre for Women (ECW) at the Economic and Social Commission for Western Asia (ESCWA) in cooperation with the other United Nations Regional Commissions, under the auspices of the United Nations Development Account project on “Enhancing capacities to eradicate violence against women through networking of knowledge communities”.

The objective of the Workshop was to train survey managers from countries who had volunteered to pilot-test the new UNECE VAW module on how to use the VAW module in a dedicated survey or attached to a survey on another subject without compromising ethics and safety of participants. A second objective was to adapt the module for Arab countries. Pilot testing is needed to test the effectiveness of the module for collecting data on VAW and related procedures. The final aim was to provide a tested tool with which volunteering countries could collect a minimum set of information for the purpose of measuring the prevalence of physical and sexual violence through appropriate population-based surveys, in order to calculate the estimates for the core VAW indicators as approved by the United Nations Statistical Commission.

This report includes a review of the main topics, discussion points and outcomes of the Workshop, which was held in two parts, namely: Training of Trainers on Violence against Women (Beirut, 3-6 May 2010) and Adaptation Workshop for Arab Countries (Beirut, 7 May 2010).

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Introduction

1. The Centre for Women (ECW) and the Statistics Division (SD) at ESCWA, in cooperation with the other United Nations Regional Commissions, organized the Training of Trainers on Measuring Violence against Women (VAW): Pilot testing of the UNECE VAW module and Adaptation Workshop for Arab Countries (Beirut, 3-7 May 2010).
2. The Workshop was convened under the auspices of the United Nations Development Account project, entitled “Enhancing capacities to eradicate violence against women through networking of local knowledge communities”, which is being implemented in cooperation with all regional commissions, the United Nations Statistical Division (UNSD) and the United Nations Division for the Advancement of Women (UNDAW).
3. The interregional project aims to involve countries in the voluntary testing of a short survey module on VAW to estimate the United Nations approved core indicators on VAW. This module was prepared by the Economic Commission for Europe (ECE) and testing is expected to take place in all five United Nations geographical regions and with the involvement of the regional commissions.

I. RECOMMENDATIONS

4. A number of practical recommendations were made aimed at ensuring the success of the field testing of the module. These are as follows:
 - (a) It is important for all parties involved in the study to recognize and understand that a survey or module on VAW is never a goal in itself. Rather, it forms part of an ongoing process that works towards improving the situation of women. While being an intervention in its own right, the survey needs to be seen as a step towards facilitating subsequent interventions. Follow-up activities need to be planned early on;
 - (b) During the survey implementation stage, it is important to provide opportunities for further training of fieldworkers for those who need it, especially in the first weeks. Where needed, half a day per week could be used to work on tackling any encountered issues;
 - (c) It is an advantage to involve a national statistics office (NSO) or leading data collection on VAW, thereby increasing the credibility of the survey and the results, and facilitating their adoption as official national data. This in its turn facilitates the use of data by the State. However, from the outset, there is a need to form partnerships with non-governmental organizations (NGOs) dealing with women’s issues so that they may be able to provide expertise, information and support during the survey that may not be available in NSOs;
 - (d) Once the pilot test has begun, national research teams need to draft brief monthly reports and submit these to ESCWA, ECE and other involved parties. These reports need to encompass the following:
 - (i) Major activities performed in the previous month as compared to the implementation schedule;
 - (ii) Current and anticipated problems, including planned remedial actions;
 - (iii) Planned major activities and schedule for the next period.
5. Moreover, as an outcome of the Workshop it was recommended to establish a regional task force for VAW indicators involving the following tasks:
 - (a) Develop a plan for a regional comparative study;

- (b) Take the lead on regional guidelines and regional adaptation of materials to collect and analyse VAW indicators;
- (c) Provide capacity building activities on compilation and analysis of VAW indicators;
- (d) Organize a regional expert group meeting on VAW indicators that should lead to a regional report;
- (e) Provide a link between NSOs and the programme and policy makers.

II. TESTING STRATEGY

6. The testing of the VAW module questionnaire is focused on the effectiveness of a tool in collecting data on violence against women and on such associated procedures as interviewer training. The ability to test prevalence and disclosure rates will depend on the sample size of the tests.

7. Testing needs to simulate how the module is intended to be used. In other words, it needs to be tested as part of another appropriate population-based survey, whether an actual survey or a replicated one. A stand-alone test of the module could also be considered in order to test its potential for the purpose of providing a basis for a short dedicated survey.

8. The pilot testing is set to be conducted in selected countries in each region. In the Arab region, five countries and territories have volunteered to conduct this testing, namely: Egypt, Iraq, Kuwait, Morocco and Palestine. Additionally, Bangladesh, which participated in the Workshop, volunteered to conduct the pilot test.

III. THE OBJECTIVES

9. The general objective of the one week Workshop was to train survey managers on how to use the VAW module in a dedicated survey or attached to a survey on another subject, without compromising ethics and safety of participants. A second objective was to adapt the module for Arab countries.

10. Pilot testing is needed to test the effectiveness of the module for collecting data on VAW and related procedures. The final aim was to provide a tested tool with which volunteering countries could collect a minimum set of information for the purpose of measuring the prevalence of physical and sexual violence through appropriate population-based surveys, in order to calculate the estimates for the core VAW indicators as approved by the United Nations Statistical Commission.

11. The training was designed for representatives from National Statistical Offices (NSOs) who had experience with gender and surveys and would be involved in the pilot testing. The training had the following specific objectives:

- (a) To increase the sensitivity of participants to gender issues at a personal as well as a community level;
- (b) To develop a basic understanding of gender-based violence, its characteristics, causes and impact on women and children;
- (c) To understand the goals of the VAW survey/module and how to use it in a dedicated survey or as add-on study;
- (d) To know how to adapt and translate the module, including combining the module with optional modules on other subjects;
- (e) To become familiar with the module and other accompanying materials;

- (f) To gain an understanding of the United Nations VAW indicators and how these are derived from the module (analysis framework), including knowledge of software options;
- (g) To understand interviewing skills and ethical and safety guidelines that are specific for VAW research, including sources of support for participants;
- (h) To know how to organize a pilot study, including interviewer selection and training, supervision and support of interviewers;
- (i) To provide a feedback report on the experiences in the pilot study.

12. ESCWA had invited an international expert on VAW research and the UNECE VAW module, Mrs. Henrica Jansen (referred to as consultant below), to prepare and conduct this ToT training workshop.

13. This report outlines the main discussion points and recommendations of the Workshop, which are set forth below.

IV. TOPICS AND DISCUSSIONS

A. GENDER AND VAW: SENSITIZATION

14. The first session was devoted to networking among the participants of the Workshop. Participants provided their names, functions and previous experiences in the field of statistical research, as well as their expectations of the Workshop.

15. Ms. Neda Jafar of the Statistics Division at ESCWA described the aim of the project and testing activities in terms of developing a generic module of the questionnaire that could be adapted to a national context with appropriate language and an eye on national circumstances. The ultimate goal was to provide estimates for the indicators that were comparable with other participating countries from other regions.¹

16. Ms. Jafar also noted that the invitation to this Workshop had been directed only to countries with experience in this area as well as to countries that had volunteered to take the test of the VAW questionnaire. She further notified the participants that the second part of the Workshop (7 May 2010) would be devoted for adapting the generic questionnaire to the Arab context, and developing a second Arab generic questionnaire(s). Within these guidelines, each country could further adapt as seen fit.

17. In the second session Ms. Jansen, the VAW consultant, reviewed the basic rules that needed to be abided by all participants, namely: respect time, respect differences of opinion and diversity of ideas between countries, work as a team, participate effectively and ask questions freely.

18. The participants were divided into two groups; each assigned the task of describing the characteristics and activities of men and women, respectively. The aim of the exercise was to enhance understanding of the participants to gender roles, sensitize them to differentiate between the concepts of sex and gender. The concept "gender" refers to the social roles, relations and activities of men and women. This is changeable over time and across cultures and these roles can be performed by both men and women, to varying degrees, and not limited to either sex. On the other hand, the biological characteristics that were not shared by both women and men underlay the concept of "sex", such as "pregnancy".

19. A PowerPoint presentation delivered by Ms. Jafar, entitled "The gender puzzle", provided participants with some further illustration on those two concepts.

¹ The set of indicators was developed at the Meeting of the Friends of the Chair Group on Indicators of Violence against Women (Aguascalientes, Mexico, 9-11 December 2009).

B. VAW MODULE: APPLICATION AND ADAPTATION

20. The VAW module, which represented the core of the training, was extensively discussed during the Workshop. Useful suggestions for improvements of the VAW module were made by the participants and are listed in annex III of this report. These improvements were incorporated in the generic UNECE version (10 May 2010) as well as in the final draft of the regional module.

21. Questions on economic violence were provided, discussed and incorporated in the regional module. Since universally applicable questions on economic violence do not exist, questions on economic violence needed to be country specific given that most of these issues related to specific contexts, including, for example, those related to the use of credit cards or bank accounts. Adding the answer option of “not applicable” was found to be a useful device.

22. The Arabic translation was verified and fine-tuned, and participants discussed the suitability of the questions as they related to their countries. The group aim was to formulate a region-specific Arab version of the module in order to measure all indicators.

23. Some of the proposed changes on the Arabic version include the following:

(a) Change of questions on partnership aimed at determining who will be considered partnered and, consequently, would receive the questions on partner violence. On this matter, most countries agreed to consider married women of 15 years and older to be eligible for such questions on partner violence. In Morocco, eligible women would be defined as those who were married and aged 18 and older; while in Lebanon and Palestine, the partnership definition would be broader;

(b) Change in section for non-partner violence to reflect other possible perpetrators of violence, such as fiancés and/or boyfriends, particularly for those countries that planned to administer partner violence questions only to married women.

24. It was highlighted during the session that the selection procedure of women interviewees per household needed to include all women aged 15 and older (18 and older in Morocco), regardless of their marital status; while the marital status was important to determine (using a skip pattern in the survey module) if the selected woman gets the partner violence questions or not.

25. Further changes were proposed as follows: (a) to include a question on the age of first marriage in order to calculate early marriage; and (b) to include questions on polygamy and dowry/bride price where appropriate.²

26. The inclusion of questions on the so-called honor killings was discussed. Surveys are not appropriate tools to measure such crimes, even as proxy measures by inquiring about honor killings in the family owing to the secrecy and silence around this sensitive topic. Participants could consider undertaking a literature search aimed at exploring suitable approaches.

27. It was agreed that changes made by countries on the module were to be closely monitored and highlighted in the final Arabic and English version of the questionnaire. Question numbers would not be changed and data options could be changed by adding answer codes that had not yet been allocated. A country-specific new question could be indicated by the three letter country code before the question number.

² The questionnaire from the WHO multi-country study could provide suitable example questions for this issue.

28. In the English version of the module, the text in capital letters indicated either an instruction or answer option that would not be read out loud during an interview. Given that such distinction was not possible in the Arab version, it was therefore proposed that all the text to be read out would be underlined.

C. DATA ENTRY AND PROCESSING

29. The data entry system, CSPro, was recommended for the purpose of processing data given that most countries were familiar with that software. Egypt may use either CSPro or Oracle, depending on office policy. A common data entry system would facilitate comparison and sharing of data between participating countries.

30. All countries were urged to use the same database structure and the same variable names and coding, so that the pre-prepared analysis syntaxes as well as newly developed syntaxes could be shared and used by all. A common database structure would also facilitate a possible future activity aimed at preparing a common database for cross-country analysis.

31. A codebook with the data dictionary was made available (in Excel). Changes in the codebook would be highlighted in color for ease of recognition.

32. In order to ensure the effective monitoring of field work, countries were encouraged to implement data entry promptly once questionnaires had been received from the field. It was also recommended to apply 100 per cent double entry. Table shells for the presentation of data to address the indicators were also shared at the Workshop; and two specialized software programs, namely, SPSS and Stata, were recommended for data analysis.

D. INTERVIEWING: PRACTICAL EXAMPLES

33. Practical examples such as role plays were conducted by two participants, who volunteered to act as a respondent and researcher. This allowed participants to understand the concepts and practice of performing questionnaires, and helped to identify further fine tuning or adaptation to the questionnaire.

34. Furthermore, participants witnessed a real-life case of violence, namely, an interview with a woman who had been the victim of domestic violence. Invited to address the participants by a Lebanese NGO, KAFA, her open account of her experiences as a victim of violence provided further insight on the subject. While this was meant as part of the sensitization activities, it was also useful in that participants could practice interviewing an actual situation, especially on the subjects of frequency and timing of the violence (as shown in the module). Participants learned to realize that domestic violence is a whole package of behaviour that occurs all the time and the need to move beyond the emotional, physical and sexual abuse in order to gather the relevant information for the statistical purposes. The participants were allowed to pose some questions and practise some of the concepts and methods used during the training.

35. The consultant explained the significance of the questions in the VAW module and in particular those on "Violence by a Partner". The participants discussed the need to reword some of the questions and related concepts used in the generic module, including the following:

(a) Revise the definition of a partner to fit the specificity of the Arab-Islamic countries, including only married partners and excluding cohabitating partners (all except in Lebanon);

(b) Proposal to modify the question to determine a woman's marital status (married, divorced, widowed or separated) as well as the length of time for each marital status (before or after 12 months);

(c) Include the term fiancé and differentiating it from the definition of a cohabiting partner;

- (d) Enrich the form by adding questions on economic violence;
- (e) Use appropriate language in measuring violence that could not be misconstrued as consent;
- (f) Adopt a methodology for calculating indicators of physical and sexual violence during the past 12 months and during a lifetime.

36. The consultant drew the attention of participants to the fact that the project aimed at testing the feasibility of computing the indicators, which were recommended by the Friends of the Chair and by the Secretary-General. Consequently, the generic adapted questionnaire needed to maintain that objective, while giving the freedom of each country to accommodate some of the concepts and questions at the national level.

37. The discussions also included the format of the questionnaire and formulation of questions that needed to be user friendly. Participants were reminded that each country could reformulate the form to suit their national particularities without compromising the ability to have a regional/global comparison of results.

38. In addition, a short movie on domestic violence was presented during the Workshop. The short film, entitled “Las Mofas Magicas” by Daniel Rebner, addressed the following issues:

- (a) Children who were adversely affected by violence within a family;
- (b) Portraits of the individual victims of violence. Victims appeared to a community with a dual perspective, namely, as a respected person outside the borders of the house and a victim inside it;
- (c) Violence extended to social groups, including well-educated people (in the film, there was the case of a successful doctor);
- (d) The inability of women to react to violence by losing confidence; soaking
- (e) Victims of violence who lived in a spiral of violence escaped from reality by living in a virtual reality to safeguard their mental well-being and forget their suffering.

E. ETHICAL AND SAFETY MEASURES

39. The “Ethical and Safety Recommendations for Research on Domestic Violence against Women”, which was developed by WHO, was extensively reviewed and discussed by the participants.³ The booklet is divided around nine ethical and safety principles that need to be taken into consideration during a VAW survey, namely: protecting the confidentiality and privacy of the respondents; safety of participants, in particular by taking measures to avoid that the topic of interest gets known; selection and training of the research team; dealing with interruptions and distress during the interview with the respondent; referral to local services and other support mechanisms and proper interpretation and presentation of results.

40. The use of a “safe name” of either the survey (in the case of a dedicated survey) or of the module was highlighted. The ‘safe name’ should not reveal the fact that the survey/module contains questions about “domestic violence” or “violence against women”. This was particularly important for women experiencing violence given that the mere act of participating in a survey could provoke further violence, or place the respondent or interviewer at risk.

41. When using a “safe name” respondents will be able to explain the survey to others safely. The “safe name” could be used by the researchers/interviewers as the official tag for the VAW survey with a community or other members of the household. Once the respondent and interviewer were alone, further information on the exact nature of the study could be provided to her as part of the consent procedure. While

³ World Health Organization. Putting women first: Ethical and safety recommendations for research on domestic violence against women (2001). WHO/FCH/GWH/01.1.

this strategy was not intended to deceive participants, it was necessary to avoid biases in responses and to help to reduce refusal rates and ensure safety of respondents and researchers. Participants proposed the following names: “study on social relations”, “national study on life events” and “study on family relationships”.

F. PLANNING THE FIELD TEST

42. Participants were requested to make a proposal for conducting a national pilot testing. Countries were free to choose if they wanted to test the module as part of a VAW study or a study on another subject.

41. There are no specific requirements for the sample size of the pilot. Sample size for the pilot does not need to be large, provided it enables testing the module questionnaire, its application and other procedures, response rates and issues of confidentiality and safety.

43. The sample size should, however, be large enough to expect a reasonable number of respondents reporting on violence by partners and non-partners in order to test the calculation of the selected indicators. Countries are also expected to test data processing and analysis procedures, including calculation of the indicators with available data. Nevertheless, results from large enough samples give a good impression on the prevalence of VAW, though it may not be generalized.

44. Countries proposed to cooperate with each other, for example, in developing a data entry programme in CSPro.

45. Detailed draft plans were prepared and the table below summarizes some of the main points.

Country/territory	Safe name	Main objective	Stand alone or add on	Interviewers/ training	Sample size
Egypt, Iraq and Palestine	Relationships between family members	Test module and response rate	Annex to labour force, multiple indicator cluster surveys (MICS) or family expenditure survey (Egypt)	Selected interviewers from main survey / 2-5 day training	Palestine: 100, Iraq: 150, Egypt: 500 (subsample of the main survey)
Bangladesh		National level estimation of the indicators	Dedicated (including legal and other aspects)	7 days	2,400
Morocco	National survey on standard of living (safe name)	Pilot to test module and response rate	Stand alone (part of planned dedicated survey)	Specially selected from existing pool/5-day training.	Start with pilot testing 100

46. Some constructive suggestions were made to those countries proposing to have an add-on module, such as avoid selecting a convenient sample of eligible women (for example, women who were already present and/or responding to the questionnaire of the main survey). Instead, it is proposed to make an independent selection of one woman per household to enable proper testing of all the procedures as required, thereby obtaining a representative and unbiased sample.

47. For example, in Egypt's Survey on Family Expenditure, the interviewer was expected to make six visits to women in selected households within a 15-day period. However, the VAW module would require selection of only one woman from all eligible women at each household. Prior arrangements needed to be made to ensure that the selected woman would be available for VAW interview. The selected candidate would not necessarily be the same respondent as in the original main survey. It was stressed that the responses to the VAW survey had to be kept confidential, while precautions were also needed to ensure that the VAW module would not affect the results of the main survey. In that regard, it was proposed that the selection of the candidate woman from eligible women in a household should take place during an earlier visit; the interview for VAW would be made on the last visit, when the woman was available at home and after the main survey questionnaire had been completed.

48. A similar strategy was being considered in Palestine if the module was to be applied in the upcoming multiple indicator cluster surveys (MICS). In the MICS survey, households would be visited every week over a one-month period, including the income module. In order not to make the visit too long and stressful, an additional visit could be made to accommodate the VAW module, on the provision that an eligible woman was selected prior to that date. This would facilitate ensuring the presence of the selected women on that day for the VAW interview. Labor force household survey is not a recommended survey for attaching a VAW module to it.

G. FEEDBACK ON THE PILOT TESTING

49. Various methods for the pilot testing of the module were discussed. One of the methods was to collect data on the experiences of respondents by making a follow-up visit by the field supervisor. The supervisor would ask the respondent some questions on the process and how she had felt during and after the interview.

50. However, there was a strong consensus in the group that a supervisory follow-up visit should not be undertaken for reasons of safety and confidentiality. Another objection was raised on having the supervisor attending some parts of the actual interviews given the possibility of interrupting or disturbing the rapport and confidentiality of the interview. Useful methods for compiling feedback from the interviewers were added as questions at the end of the final module. A draft outline on a feedback report and guidelines for debriefing interviewers is contained in annex IV of this report.

V. ORGANIZATION OF WORK

A. DATE AND VENUE

51. The Workshop, held at United Nations House in Beirut, comprised two parts, namely: Training of Trainers on Violence against Women (Beirut, 3-6 May 2010) and Adaptation Workshop for Arab Countries (Beirut, 7 May 2010).

B. OPENING

52. The Workshop was opened by the Director of the Statistics Division Mr. Juraj Riecan, who welcomed the participants and expressed his appreciation to their enthusiasm and courage for engaging in such a challenging topic. He called upon them to stay always within the scope of the official statistics, taking into account that this topic has numerous social, cultural and political implications. He also recalled the most important of the Fundamental Principles of Official Statistics, including professionalism, neutrality of official statistics, protection of confidentiality and privacy of respondents, and scientific interpretation of statistics. Lastly, he wished the trainees and trainers success in their undertaking.

53. In her speech, Ms. Afaf Omar, Chief of ECW, highlighted the importance of this project as an essential element of the United Nations Development Account project that was being jointly implemented with other regional commissions; and of providing an important contribution to the Secretary-General's campaign, entitled "UNiTE to End Violence against Women" launched in 2008, which stipulates the need to "strengthen the data collection on the prevalence of violence against women and girls". Ms. Omar stressed

that this project contributes directly to this essential goal by addressing the lack of reliable and comparable statistical information.

54. The objectives of the Workshop, which were outlined by Ms. Neda Jafar, Statistician, included the following: (a) to test the module for collecting a minimum set of information aimed at measuring the prevalence of violence through other appropriate population-based surveys, thereby generating data for the internationally comparable indicators on VAW as recommended by the Secretary-General; (b) to adapt the questionnaire and the accompanying documentation to the national and regional context; and (c) to validate the Arabic translation, while taking into account contextual issues and nuances arising from the translation.

C. PARTICIPANTS

55. A total of nine women and five men participated in the training, including representatives from NSOs of the following Arab countries and territories: Egypt, Iraq, Kuwait, Morocco and Palestine. In addition, two representatives from Lebanese NGOs namely, KAFA and I-care, participated in the Workshop. While all the other regional commissions had been invited to participate in the Workshop, only three representatives were able to attend owing to problems with regard to issuing visas. These were two representatives from the NSO of Bangladesh, representing the Economic and Social Commission for Asia and the Pacific (ESCAP), and a representative from the Economic Commission for Africa (ECA).

56. The list of participants is contained in annex I of this report. It should be noted that the proportion of men was exceptionally high for a workshop on this topic.

D. ADOPTION OF THE AGENDA

57. Given that this represented a first in terms of conducting a training of trainers for the VAW module, the draft training agenda that was prepared in advance was evaluated and adapted on a daily basis, and as the needs and the issues were identified during the training. The training schedule is contained in annex II of this report, which was updated upon completion of the training.

58. While the training included a number of topics that are also proposed for interviewer training for the VAW module, the agenda as a whole was adapted for an audience that would be trainers themselves and who would coordinate the field pilot and train the interviewers in their own countries.

59. Each day had a different focus, roughly as follows:

- Day 1 focused on gender and violence sensitization training and indicators;
- Day 2 focused on the module and its application;
- Day 3 focused on ethical and safety measures;
- Day 4 focused on planning of the field test;
- Day 5 focused on the specific adaptation needed for Arab countries.

E. CONCLUSION AND EVALUATION

60. This was the first training of trainers' workshop to be conducted for countries volunteering to field-test the UNECE module – a major achievement in particular for the Arab region, where very little work on measurement of VAW has taken place. The high level of commitment and interest, participation and free exchange during the workshop was very stimulating and the participants expressed their contentment at being pioneers.

61. The workshop format worked well and the final agenda and materials may serve for future ToT trainings. Participants felt that a one week training of trainers would be the bare minimum.

62. At the end of the training, trainees were well motivated and generally ready for field testing and it is expected that by the end of the year three countries may have concluded a field test.

63. The workshop further led to the establishment of a regional VAW taskforce and concrete plans for national studies, as well as a regional study, expert group meeting and subsequently a regional report with comparative results and recommendations for Arab countries.

64. All 14 participants at the Workshop completed evaluation questionnaires rating the organizational and substantive/technical aspects of the meeting on a 5-point scale ranging from 1 (very poor) to 5 (very good).

- 93 per cent of the respondents gave the meeting an overall rating of good or very good;
- 85 per cent of the respondents stated that the meeting was good or very good in providing a forum for the exchange of information and knowledge;
- 93 per cent of the respondents rated the quality of the presentations as good or very good and all participants gave the same rating to the quality of the written material circulated;
- Organizational arrangements for and during the meeting were deemed good or very good by a significant majority of the respondents (79 per cent);
- 83 per cent of respondents agreed that they could make use of the knowledge obtained in their work and/or share it with their peers;
- All respondents requested follow-up action to the meeting and this included:
 - Exchange of fieldwork experiences between countries implementing the VAW pre-testing module;
 - Organizing a follow up workshop to share the results of the pilot testing between countries and come up with a final report which will serve as a cornerstone for developing a survey on VAW on a larger scale;
 - Sharing updated recommendations of the Friends' of the Chair on VAW;
 - Setting up a task force on violence against women to follow-up on all above mentioned issues.

65. Respondents made some recommendations, which include: elongate the period of the training; allow more constructive time for discussion after the sessions; allocate more than one day for the adaptation session of the questionnaire to the Arab countries and invite more consultants to conduct the training.

F. DOCUMENTS

66. The training resources were translated into Arabic, and were provided to the participants in both English and Arabic languages, as follows:

- UNECE VAW module (version 30 March 2010);
- Training facilitators manual and PowerPoint presentation for interviewer training;
- Question by question explanation of the questionnaire;
- Interviewer manual.

67. Furthermore, in the course of the workshop the following materials were made available:

- FGM module (DHS);
- Article on measurement scale for economic violence (A.E. Adams et al. 2008);
- Codebook (data dictionary), draft table shells, draft recode variables;
- Draft outline for feedback report;
- PowerPoint presentation that was used during the ToT training.

Annex I

LIST OF PARTICIPANTS

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Annex II

TRAINING SCHEDULE

Training of Trainers on Violence Against Women (3-6 May 2010) and Adaptation Workshop for Arab countries (7 May 2010)	
Final agenda	
Monday	3 May
Morning 8:30 – 9:00 9:00 – 9:30 9:30 – 10:15 10:30 – 11:00 11:00 – 11:30 11:30 – 12:30	<ul style="list-style-type: none"> • Registration • Opening • Presentation of participants, expectations • Presentation of schedule and materials • Ground rules • Defining sex and gender – group work
Afternoon 13:30 – 14:15 14:15 – 16:30 15:45 – 16:30	<ul style="list-style-type: none"> • What is gender based violence – presentation and discussion • Records vs. surveys: what makes VAW surveys different – group work and discussion • VAW core indicators – presentation and discussion
Tuesday	4 May
Morning 9:00 – 9:15 9:15 – 11:15 11:30 – 12:30	<ul style="list-style-type: none"> • Recapitulation of previous day by a participant • Demonstration interview and discussion • QxQ explanation of VAW module – partnership definitions
Afternoon 13:30 – 14:15 14:30 – 16:30	<ul style="list-style-type: none"> • Movie “Las Mofas Magicas” (Daniel Rebner) and discussion • QxQ explanation of VAW module – partner violence and non-partner violence
Wednesday	5 May
Morning 9:00 – 9:15 9:15 – 10:30 10:45 – 11:00 11:00 – 12:30	<ul style="list-style-type: none"> • Recapitulation of previous day by a participant • Dedicated survey vs. add on module – brainstorming and presentation • Examples of other modules (FGM, economic abuse) • Ethical and safety measures – presentation and discussion
Afternoon 13:30 – 15:00 15:15 – 16:00 16:00 – 16:30	<ul style="list-style-type: none"> • Presentation of KAFA (survivor of violence) • Selection criteria and recruitment of interviewers • Training materials and techniques • Monitoring, supervision and support for interviewers – discussion

Thursday	6 May
Morning 9:00 – 9:15 9:15 – 10:30 10:30 - 12:30	<ul style="list-style-type: none"> • Recapitulation of previous day by a participant • Code book and table shells – presentation and discussion • Data entry and analysis options – discussion
Afternoon 13:30 – 15:00 15:15 – 16:30	<ul style="list-style-type: none"> • Planning piloting of the module, including interviewer training for individual countries – work in small groups and discussion • Pilot testing and debriefing of interviewers
Friday	7 May
Morning 9:00 – 9:15 9:15 – 12:30	<ul style="list-style-type: none"> • Recapitulation of previous day by a participant • Verifying translation and adaptation of the module (Arab questionnaire)
Afternoon 13:30 – 14:30 14:30 – 15:00 15:00	<ul style="list-style-type: none"> • Feedback and reporting requirements of pilot test • Wrap-up • Closing

Annex III

IMPROVEMENTS FOR GENERIC VAW SURVEY MODULE

During the workshop, the following improvements were made to the March 2010 version of the module:

- Adding spaces at the beginning and end of the module to note time of beginning and end of interview.
- Indicating more clearly the numbering of subsections (A, B) for questions V02, V03, V14.
- Removing the 'don't know' columns from questions V02, V03, V18, V21 (this was not necessary and not consistent with the rest of the questionnaire).
- Changing the wording "thinking of your partner" for the introduction of the partnership questions (in the Arab translation it was understood that respondents should answer what they thought that their partner thought): V02, V03, V18, V21.
- Correcting 'more than 2 previous partners' into 'more than 1 previous partner: V21, V23, V26, V31, V36.
- In the completion of interview section, added Z05 (on other people present during interview) and Z06 (impression of truthfulness of answers by respondent).
- For questions V44, N03, N07, N09, an instruction has been added: 'DO NOT READ OUT THE LIST'. This is especially important for the Arabic questionnaire where there are no capital letters.
- These changes have been incorporated in the generic module version of 18 May 2010 and the Arabic regional versions of the module.

Annex IV

SUGGESTED OUTLINE OF FEEDBACK REPORT FOR PILOT-TESTING VAW MODULE

Try to cover all the points, even if only briefly (add to the report anything else important that is not covered here).

1. Introduction

- 1.1 Context (within the framework of projects of ECE and United Nations regional commission)
- 1.2 Relevance for national statistical offices
- 1.3 Timeline (key dates) for the pilot test

2. Questionnaire module

- 2.1 Translation of module (process of translation – who was involved)
- 2.2 Adaptation of the module (additions or changes to module, including format, if applicable, and the justification – give list as annex if needed)
- 2.3 Use of VAW module: as module to other “main” survey or as stand-alone/part of dedicated survey (indicate type of other main survey or other modules/questions used with the module – how is it integrated in the main survey, i.e. placement in the main survey questionnaire, etc)
- 2.4 Safe name used for survey/module – how it is explained in the field
- 2.5 Issues encountered and lessons learned (comments on module: what worked, what did not work and degree of usefulness as a module in survey on other topic)

3. Sampling strategy

- 3.1 Sample size and sampling strategy used for pilot testing (including how it relates to main study sample)
- 3.2 Selection of eligible women for the module
- 3.3 Issues encountered and lessons learned

4. Recruitment and training of interviewers

- 4.1 Recruitment interviewers for the pilot test (number, gender, background)
- 4.2 Date, location and duration of training for the module – indicate how training was integrated in training for the main survey
- 4.3 Interviewers and trainers for module – who else participated
- 4.4 Training schedule, including training techniques; pilot/field practice during training (if applicable)
- 4.5 Training materials used
- 4.6 Evaluation of training and field practice, including comments on training materials to make them more useful
- 4.7 Issues encountered during training and how they were overcome, including lessons learned (e.g. was the training too short, too long, would you have needed additional resources?)

5. Field operations

- 5.1 Dates and places for data collection
- 5.2 Operational strategy and work assignment
- 5.3 Length of interview for module
- 5.4 Response rate and call-backs
- 5.5 Safety and confidentiality measures and issues in the field
- 5.6 Support for respondents (giving information, referrals, sources of support)
- 5.7 Issues encountered, actions taken and lessons learned

6. Debriefing of fieldwork

- 6.1 Debriefing sessions (who participated and how often)
- 6.2 Performance and wellbeing of interviewers (use information from interviewer diaries and/or interviewer debriefing as proposed in second part of this document)
- 6.3 Issues encountered and lessons learned

7. Data processing

- 7.1 Editing of questionnaires and monitoring
- 7.2 Data entry process (system used, who was involved and over how many days); consistency checks in data-entry
- 7.3 Data analysis
- 7.4 Issues/observations during data-entry and processing

8. Results from pre-test

- 8.1 Main findings (indicators) as calculated from results field test
- 8.2 Comparative tables frequency of violence
- 8.3 Any issues, comments on indicators and their calculations

9. Recommendations and conclusions

- 9.1 Main issues or problems encountered during the process
- 9.2 Recommendations regarding module and useful as add-on module or as part of dedicated survey
- 9.3 Recommendations on technical matters, including specific questions
- 9.4 Lessons learned and conclusions about the whole process
- 9.5 Way forward: future country plans to measure VAW

Annexes

- Additional tables
- Questionnaire/module in local language and English (with changes compared to generic module indicated in highlights)
- List of changes in variables (codebook)
- Names of people involved
- Copies of relevant material/documents
- Pictures taken during training and field test implementation
- Others (as deemed necessary)

Interviewer diaries

It will be useful during the testing of the module to ask the interviewers to take detailed notes of their own and respondents' observations, including views on the following:

- Did the initial sections (or the main survey if it is a module) allow the interviewer to develop sufficient rapport before asking about violence?
- Did you think women answered truthfully?
- Was it difficult to achieve privacy? Did the procedures for ensuring confidentiality work?
- Did you detect any specific problems with the wording or translations?
- Give comments on the additional questions to get frequency of violence: what worked best and why? What was most difficult and why?
- Do you feel any questions were missing?
- Any other comments.

DEBRIEFING GUIDELINES FOR INTERVIEWERS

Interviewer diaries

It will be useful during the testing of the module to ask the interviewers to take detailed notes of their own and respondents' observations, to include views on the following:

- Did the initial sections (or the main survey if it is a module) allow the interviewer to develop sufficient rapport before asking about violence?
- Did you think women answered truthfully?
- Was it difficult to achieve privacy? Did the procedures for ensuring confidentiality work?
- Did you detect any specific problems with the wording or translations?
- Give comments on the additional questions to get frequency of violence: what worked best and why? What was most difficult and why?
- Do you feel any questions were missing?
- Any other comments.

PROPOSED QUESTIONS FOR DEBRIEFING INTERVIEWERS/FIELD WORKERS

(e.g. during a final debriefing workshop)

Recruitment, training and teambuilding:

- Any comments or recommendations regarding interviewer selection (process, expectations, criteria, type of interviewers)?
- What did you find most useful of the interviewer training?
- Interviewer training: was it too long, short, what should be changed, etc?
- Any suggestions regarding team building, team work, support to teams in the field from central level (what worked well, what didn't work)?

Gaining access to communities and respondents:

- Specific examples of the difficult/interesting experiences.
- What was learned from this?

General impression on fieldwork and disclosure of violence:

- Was there a difficult situation that you faced? Explain?
- Did women generally speak freely, what would have helped to improve disclosure?

Questionnaire/module:

- Which questions did not work or will give wrong impression?
- Give examples of any specific experiences with having to translate the questionnaire into other languages – problems, successes.

Ensuring safety and privacy/confidentiality of respondents:

- Are you aware of any incidents/problems due to the fact that subject of study got known? Examples of other incidents, e.g. husband/relative intervening in interview, what did you do?
- Any comments on the informed consent, did it work to use the current wording (sensitive subject), were the women surprised at the subject, what was the general impression?

Support for respondents:

- Examples of respondents that needed support, what was done?
- What are the suggestions of the interviewers about how we can help women?

Support to field workers:

- Was this adequate, what did the team members themselves do if one of them needed extra support?

Impact of the interview on respondents:

- Did they find the interview beneficial or difficult; did it affect their awareness? Give examples.

Impact of survey on interviewers/team leaders:

- What did the participation to this survey do to yourself or your colleague interviewers? Do they feel it affected you emotionally, physically, otherwise? Did it change you? What touched your heart?
- Have your feelings about violence against women changed? If so, how?

At the end:

- What is the most important message that you want the study coordinators to know about?
- Would you be interested in doing this/similar work again? Why/why not?