Preparation for the field data collection
Field Work

Vu Quang Hieu MD, MPH
Emergency and Humanitarian Action programme
WHO –Vietnam, Nov 2007

Time frame

• Presentation: 10 minutes (11-11h10)
• Group work: 50 minutes (11h10-12h)
  preparation on computer: 20 minutes
  presentation of 3 group works: 10 minutes per each group
Objectives
The participants should be able to

• Get general principals/ notes in collecting field data
• Understand steps of field work (field work plan)

Principles/notes in collecting field data

• Get advice from affected people
• Explore specific needs; vulnerability of various groups (male; women; elderly; children...)
• Examine the accurate information: event; opinion; rumour...
• Consider misunderstood information
• Identify abandoned groups to ensure their benefits to be considered
Principles/notes (con’t)

• Understand changes and trend affecting to society
• Caution/prepare for unexpected events happen
• Examine affects on overall society
• Through the assessment process, keep in mind of how to use information
• Take consideration on time of field assessment

field work

1. **Before going to the field**
   * Prepare for a list of standing members for RHA
   * Call for a meeting (from the list of standing members)
   • Decide if RHA need; if so making a field work plan
   • Set up objectives, TOR
   WHO? WHAT? WHERE? WHEN? And HOW?
   • Identify objectives of field work
   • Prepare logistics
   • Others
Logistics preparation
Administrative clearance

- Personal belongings (weather/climate)
- Official letter for introduction
- Approved clearance documents
- Food, water
- Personal Protection Equipment (PPE)
- First aid kit
- Vaccination
- Transportation
- Communication
- Security

Before going to the field

- Preparing
  Assigning tasks
  Making administration arrangement

- Determining what information to gather
  Usefulness for timely decision-making
  It’s public importance
Before going to the field

- Coordinating different organizations
  - contact as many as possible
  - avoid duplicating efforts
  - pooling resources
- Selecting team members
  - multidisciplinary team of qualified personnel
  - a appropriate range of expertise

Before going to the field

- Considering criteria of member
  - Familiarity with region or population affected
  - knowledge and experience
  - personal qualities
  - analytical skills
  - making correct decisions
Before going to the field

• Identifying the team leader and assigning tasks
  To coordinate technical preparation
delegating responsibilities
training or ensure correct use of questionnaires

• Making administration arrangements
  travel; security; transport; logistics;
  communication…

2. In the field

* Daily planning due to real situation
  Checklist of information need to gather;
  Source of information;
  Identify interviewees;
  Identify responsibilities

* Talking with local authorities: introduce of team of RHA; Reasons for RHA; methods of RHA
In the field

- Observation through whole process
- Group discussion to understand circumstances
- Visiting and interviewing households
- Interviewing key person
- Collecting information due to area
- Groups work daily
- Debriefing local authorities before leaving

Group work

- Participants could be divided into 3 groups
- Assignment is the same in 3 groups:
  - Based on the scenario each group making a plan for the field work.
Develop a fieldwork plan  
*(exercise for data collection)*

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