

CDIE
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FINAL REPORT

Report Writing Workshop

Asia and the Near East Operations Research Project
Contract No DPE-3030-C-00-0022-00

National Population Council,
Research Management Unit

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The Population Council
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The Population Council an international, nonprofit organization established in 1952 undertakes social and health science programs and research relevant to developing countries and conducts biomedical research to develop and improve contraceptive technology The Council provides advice and technical assistance to governments, international agencies, and nongovernment organizations, and it disseminates information on population issues through publications conferences seminars and workshops

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BACKGROUND

The Research Management Unit (RMU) of the National Population Council (NPC) has managed and provided technical assistance to six operations research studies and two biomedical research studies during early 1992-1993. The operations research studies were implemented by researchers from the Ministry of Health, the Faculty of Medicine at Cairo University and the Central Agency for Public Mobilization and Statistics (CAPMAS). The biomedical studies were conducted by researchers from El Galaa Teaching Hospital, Cairo and El Minia University Hospital. Both the Population Council and Family Health International staff provided technical assistance to these studies. Technical assistance included review of proposals submitted to the RMU, frequent working meetings with the studies' Principal Investigators and meetings of the RMU's Technical Advisory Committee. In addition, the Population Council staff took the lead in providing advice and support to three operations research studies, (including field monitoring visits)

Six of these operations research and biomedical studies needed technical assistance with data analysis and report writing. Most of the research staff associated with these studies had very limited experience in conducting research and lacked the capabilities of writing concise, elaborative reports.

The Research Management Unit and the ANE-OR/TA project staff developed a plan to provide technical assistance in data analysis and report writing through two consecutive workshops. The first was planned to assist researchers to produce data analysis plans for their studies, and the second was planned for production of the studies' final reports.

Most of the studies that needed technical assistance were expected to complete the data collection phase by the end of September/early October 1993. Thus, the data analysis workshop was implemented over 2 days on October 20-21, 1993. Allowing three weeks for researchers to finalize their data analysis plans, the report writing workshop was implemented over three one-half days on November 11, 18, 28, 1993. The present document reports on that workshop.

WORKSHOP OBJECTIVES

As the workshop was planned to assist researchers to write their studies' final reports, the following objectives were expected to be met at the close of the workshop.

- 1 The participants would be able to cite the target audience for their final reports.

- 2 The participants would be able to explain the characteristics of a final report for an operations research or bio-medical study
- 3 The participants would produce a final report for an operations research or bio-medical study

PARTICIPANTS

Twenty three participants selected by the principal investigators of the six studies and the Research Management Unit Staff were invited to attend the workshop (the list of participants is attached in Appendix A)

	Study Title	Implementing Institution
*	Follow-up Study of Contraceptive Acceptors and Eligible Non-Acceptors in El Behera Home Visiting Program	Ministry of Health
*	Evaluating the Effectiveness of Mobile Teams in Recruiting New Contraceptive Users	Ministry of Health
*	Study the Effectiveness of Full Time Family Planning Physicians in Increasing Contraceptive Acceptor Clients at Ministry of Health Clinics	Ministry of Health
*	The Impact of Home Visiting Program on New Contraceptive Users in Aswan	Ministry of Health
*	Post Partum Insertion of IUD before Discharge	El Minia University Hospital
*	Changing Physician Attitudes Towards Hepatitis and the Prescription of Low Dose Oral Contraceptives	El Galaa Teaching Hospital

FACILITATORS

The Report Writing Workshop was planned as a collaborative activity between the Population Council's ANE OR/TA project and the Research Management Unit of the National Population Council (as was like the Data Analysis Workshop) The following five persons served as course facilitators

Dr Madiha Abdel Razik
 Dr Essam Elgindi
 Research Management Unit, National Population Council

Dr Dale Huntington

Dr Laila Nawar
Asia and Near East Operations Research and Technical Assistance
Project

Dr Laila Kafafi
Family Health International

WORKSHOP ACTIVITIES

Workshop activities included both lectures given by facilitators and presentations by participants (see workshop Agenda in appendix B) Six working groups of participants were formed, each consisting of study team members and a facilitator. The workshop was structured as a series of short seminars that were interspaced with unstructured periods for group work. Each seminar followed the same format:

- (1) Presentation made by participants on current work (progress report)
- (2) Lecture on next stage / work assignments

Thus on each of the three half day workshops, a few chapters of the overall study report, was presented in a lecture given by one of the facilitators. During periods between the three half day workshops, members of each of the six working groups met together with the facilitator collaborating with them and produced the chapter(s) of the report that were explained in a lecture in the previous half day workshop. A hand-out of each lecture given by facilitators was distributed to participants. Copies of final reports of selected operations research studies were also distributed to serve as useful models of the substantive issues that should be included in the studies' final reports.

The presentations made by the principal investigators of the work in progress served two purposes. First it conveyed a sense of a dead line for accomplishing the production of the OR study report, and second it gave each group an opportunity to present their work and respond to questions.

WORKSHOP EVALUATION

The design of workshop activities was effective in meeting workshop objectives and in inspiring participants to communicate with each other through working groups. Lectures given by facilitators provided participants with simple and clear guidelines each chapter of the final study report.

The organization of the report writing workshop into three half- day workshops, each dealing with a limited number of chapters from the whole report, and allowing one week as an inter-workshop period for participants to write a draft of chapters covered in the previous workshop, proved to be effective and useful. In this way participants were able to finalize drafts of most of their studies' reports by the end of the last half-day workshop.

Participants were satisfied with the facilities and logistics of the workshop. They were committed to the workshop schedule and attended all the three half day sessions as planned, which indicates their satisfaction with the workshop activities.

RECOMMENDATIONS

In order to foster and promote public sector capacity for conducting operations research studies, potential researchers at government and public institutions should be exposed to well planned teaching/training courses specially tailored to meet their needs. These courses will enhance both the quality of research as well as the possibilities of utilizing the findings.

ANE-OR/TA project staff are available to work with the Ministry of Health to develop a comprehensive training program for public sector researchers. An option for consideration is establishing a link with one of the several institutions, in Egypt provide training in demography and/or social science research.

APPENDIX A
LIST OF PARTICIPANTS

OB/GYN Department / El Minia University / Faculty of Medicine

Postpartum IUD Insertion before Hospital Discharge

- Dr Hesham Emam
Assistant Lecturer
- Dr Amgad Gohar
Assistant Lecturer
- Dr Mohamed Farouk
Resident

El-Galaa Maternity Hospital

Changing Physicians Attitudes Towards Hepatitis and the Prescription of Low Dose Oral Contraceptives

- Dr Abdel Aziz El Shoubary
OB/GYN Specialist
- Dr Waheed Hassan
Resident OB/GYN
- Dr Alaa El-Shennawy
Resident OB/GYN

Statisticians and Computer Programmers at the Ministry of Health

- Mr Saber Lawandy Beshay
Statistician (MIS-SDP MOH)
- Mr Emad El-Shahawi
Computer Programmer
SDP-MOH

Follow - up Study of Contraceptive Acceptors and Eligible None-Acceptors in El Behera Home Visiting Program

- Dr Hassan Hussien El Gebaly
Deputy Director of SDP-MOH
- Dr Mohamed Abdel Latif Shaat

Manager of Family Planning
Behera Governorate

- Dr Mohamed Aly Halawa
Director of Family Planning
District Abu Homos
Behera Governorate

Evaluating the Effectiveness of Mobile Teams in Recruiting New contraceptive Users

- Dr Ahmed Adel Aly El-Sayed
Director General, Central Administration F P/MOH
- Dr Ibtesam Kamel Sakla
Director F P , Ben-Suef Governorate
- Dr Samir Shafik Meshreky
Director F P , Dakahlia Governorate

The Impact of Home Visiting Program on New Contraceptive Users in Aswan

- Dr Mostafa Fahmy Amin
Director of Training Unit
SDP
- Dr Ahmed Mohamed Mostafa
Director of Family Planning
Cairo Governorate
- Dr El Said Aun
Director of Family Planning
Aswan

Study the Effectiveness of Full Time Family Planning Physicians in Increasing Contraceptive Acceptor Clients at Ministry of Health Clinics

- Dr Badr El Masry
Director General, Health
Suez Governorate
- Dr Abdel Hameed Boraee
F P Director Sharkia Governorate
- Dr Hamdy Abel Kader
F P Director El Gharbia Governorate

- Dr Mohamed Imam Darweech
F P Director El Menia Governorate

- Dr Ahmed Galal
F P Director Asuit Governorate

- Dr Afaf Ibrahim Aly
IE C Manager
SDP Project/MOH

APPENDIX B
WORKSHOP AGENDA

WORKSHOP SCHEDULE

November 11, 1993

- 0830 - 0900 Arrival and Registration
- 0900 - 0915 Welcoming Remarks, Presentation of Workshop Schedule
Dr Madiha Abdel Razik
Research Management Unit
- 0915 - 1000 Presentation of Studies Status of the Data Analysis
Activities, Highlights of Key Findings
- 1000 - 1015 Coffee Break
- 1015 - 1130 Lecture Development of an Operations Research Final
Report
Dr Dale Huntington
The Population Council
- 1130 - 1200 Presentation Production of Chapters I (Introduction), II
(Problem, Objectives), III (Research Questions) and IV
(Methodology)
Dr Madiha Abdel Razik
NPC / RMU

November 12 - 17

Individual meetings with research teams and technical assistance advisors to produce first draft of Chapters I, II, III and IV

November 18, 1993

- 0900 - 1000 Presentation of Studies Progress Made on Chapters I, II,
III and IV
- 1000 - 1015 Coffee Break
- 1015 - 1100 Presentation of Studies (Continued)
- 1100 - 1200 Lecture Production of Chapter V (Findings)
Dr Laila Kafafi
FHI

November 19 - 27, 1993

Individual meetings with research teams and technical assistance advisors to revise and finish Chapters I, II, III and IV, and to produce a first draft of Chapter V

November 28, 1993

0900 - 1000	Presentation of Studies Progress Made on Chapter V
1000 - 1015	Coffee Break
1015 - 1100	Presentation of Studies (Continued)
1100 - 1200	Lecture Production of Chapters VI (Discussion) and VII (Program Implications / Recommendations) Dr Laila Nawar The Population Council

November 29 - December 3, 1993

Individual meetings with research teams and technical assistance advisors to revise and finish Chapter V, and to produce first draft of Chapter VI and VII