



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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MEMORANDUM

FOR : **THE REGIONAL EXECUTIVE DIRECTORS**
Region VI, VII, XI and CARAGA

THE DIRECTORS
Biodiversity Management Bureau
Forest Management Bureau
Environmental Management Bureau
Foreign-Assisted and Special Projects Service
Policy and Planning Service

THE EXECUTIVE DIRECTOR
National Water Resources Board

FROM : **THE EXECUTIVE DIRECTOR**
River Basin Control Office

SUBJECT : **TRAINING ON DIGITAL SPATIAL DATA COLLECTION USING
OPEN SOURCE TOOLS (OPEN DATA KIT – ODK)**

DATE : **NOV 17 2021**

The E2RB project will hold a series of trainings on Digital Spatial Data Collection using Open-Source Tools, specifically on the use of Open Data Kit (ODK). The first training will be on basic ODK and will be a full day training, while the advanced training will be scheduled in the first quarter of 2022.

The basic ODK training (training module and agenda, attached) will be held face-to-face in three training hubs: Kabankalan or Bacolod City/Visayas for our partners within the Ilog Hilabangan River Basin (**03 December 2021**), Tagum City/Mindanao for our partners in the Tagum Libuganon River Basin (**6-7 December 2021**) and Metro Manila/Luzon for our national partners (**12 January 2022**). The training could provide insight on which digital open data source tools can be used to collect spatial data to easily generate spatial information and how in turn it can facilitate natural resource management.

In this regard, we would like to request for nominees from your respective offices to participate in the training sessions. The nominees should be involved in E2RB activities as well as have mapping/GIS/Remote Sensing/monitoring and evaluation/planning functional responsibilities in their present work assignments.

The breakdown of participants shall be as following:

Kabankalan or Bacolod City/Visayas Training Hub:

1. DENR Regional Office VI (1)
2. PEMO-Negros Occidental (2)
3. CENRO-Kabankalan (3)
4. PENRO Bacolod (2)
5. DENR Regional Office VII (1)



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6. PENRO Dumaguete (1)
7. CENRO Ayugon (2)
8. Civil Society Groups (8)

Tagum City/Mindanao Training Hub:

1. DENR Regional Office XI (3)
2. CENRO New Corella (2)
3. CENRO Monkayo (2)
4. CENRO Maco (2)
5. CENRO Panabo City (2)
6. PENRO Davao del Norte (2)
7. PENRO Davao de Oro (1)
8. DENR Regional Office CARAGA (2)
9. PENRO Agusan del Sur (1)
10. CENRO Loreto (1)
11. LGU Tagum (1)
12. LGU Carmen (1)

Metro Manila/Luzon Training Hub:

1. Biodiversity Management Bureau (3 slots)
2. Forest Management Bureau (3 slots)
3. National Water Resources Board (3 slots)
4. Environmental Management Bureau (3 slots)
5. Foreign-Assisted and Special Projects Service (2 slots)
6. Policy and Planning Service (2 slots)

Kindly fill out the attached registration form and return to us on or before **23 November 2021**. Participants to this training are expected to echo their learnings to their respective units, and to the E2RB Project stakeholders.

The DENR Central Office shall issue a Special Order authorizing the participation of your nominees.

If you need further clarifications, you may get in touch with DENR-RBCO at 89264706/rbco@denr.gov.ph or with Ms. Estomata at +63999-887-9497 / email: trix.estomata@giz.de.

FOR PREFENTIAL ACTION, please.


NELSON V. GOROSPE



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REGISTRATION FORM
TRAINING ON DIGITAL SPATIAL DATA COLLECTION USING OPEN SOURCE TOOLS (OPEN DATA KIT – ODK)

WHY WE NEED YOUR DATA: GIZ needs your personal data below to provide verifiable evidence to our funders and other partners that we will host this event and that you will participate. We will include your data in our printed and electronic reports to them that we will send through secure channels. We will continuously keep your data in our secure server and under lock and key and will limit their use to authorized staff. We will also include your data in the project contact list. If you do not agree, we will permanently destroy your data after we have sent our reports. If you need further clarifications or have other concerns, please email giz-philippines@giz.de.

NAME	GENDER (Male, Female, Would rather not say)	NAME OF INSTITUTION/ DIVISION/SECTION	POSITION/TITLE	EMAIL ADDRESS
1.				
2.				
3.				
4.				

NOTED BY:

HEAD OF OFFICE

ACTIVITY DESIGN

Activity	Training on Digital Spatial Data Collection using Open-Source Tools
AWP	Activity 1.1.13 and 1.1.14
Date(s)	2-3 December 2021 (Visayas – 2 Dec for travel; 3 Dec for full day training) 6-7 December 2021 (Mindanao) 12 January 2022 (Luzon)
Rationale	<p>The Department of Environment and Natural Resources (DENR) in partnership with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH initiated the “Ecosystem-based management and application of ecosystem values in two river basins in the Philippines Project”, also known as the E2RB Project, which aims to strengthen ecosystem services, protect biodiversity and reduce vulnerability to climate change and natural disasters in river basins through integrated management and application of ValuES (ecosystem services assessment) and ecosystem-based adaptation measures (including a network of protected areas).</p> <p>Conduct technical sessions on identifying EbA measures: One topic of interest that would be relevant for all stakeholders is to know what open-source tools are available for digital spatial data collection.</p> <p>To effectively provide the training to relevant partners, face-to-face trainings in three training hubs – Bacolod City/Visayas, Tagum City/Mindanao and Metro Manila/Luzon will be held on 2-3, 6-7 December 2021 and 12 January 2022, respectively.</p>
Specific Objective	The technical session/training will provide insight on which digital open data source tools can be used to collect spatial data to easily generate spatial information and how in turn it can facilitate natural resource management.
Specific Output	A basic training on Open Data Kit organised in Luzon, Visayas, and Mindanao, held on different dates in December 2021 and January 2022.
Methodology	<ol style="list-style-type: none"> 1. Secure trainers for regional hubs (Visayas and Mindanao). 2. Secure venues for training hubs (all sites). 3. Send official invitations to DENR with registration forms. Pre-registration will be required to limit face-to-face participants to max of 20 for each training hub. 4. Meeting between GIZ and ODK trainers to unify the training materials and content for all three training hubs. 5. The basic ODK training will be a blended learning through presentations, guided hands-on computer exercises. <p>Lectures: 7 presentations</p> <ol style="list-style-type: none"> 1. Introduction to Open Data Kit/KoBoToolbox 2. Installation and setting up of ODK Collect on mobile devices 3. Designing your own survey questionnaire 4. Making questionnaires in MS Excel 5. Upload, test and troubleshoot the questionnaire/data collection sheet 6. Post-processing ODK data in MS Excel and GIS 7. Advanced options (ODK briefcase, data security) <p>Hands-on Exercises: 3 activities</p> <ol style="list-style-type: none"> 1. Setup ODK Collect app on mobile devices 2. Practice with a demo survey (sample field data collection)

ACTIVITY DESIGN

	3. Transform data sheets/questionnaires into ODK import ready excel sheets and hands-on exercises on how to input various question types (location, images, text, etc.) using KoboToolbox.		
Resource Persons	Trixie Estomata – for the Luzon Training Hub Ubo Pakes and/or Rhea Subong – for the Visayas Training Hub Manases Capayas Esmero – for the Mindanao Training Hub		
Participants	DENR, NGOs, Academe, LGUs, other government agencies		
Division of Tasks and Partner Contributions	GIZ will host the training in venues (TBD) in Metro Manila/Luzon, Bacolod City/Visayas and Tagum City/Mindanao. GIZ and DENR will collaborate in the distribution of invitations. GIZ will cover costs for the training venue, meals and hotel accommodations of training participants residing outside Bacolod and Tagum City. DENR will also shoulder the participants' transportation and per diem costs.		
	Venue	Number of hours	Number of participants
Training Hub 1	Metro Manila/Luzon	8 (whole day)	Max of 20 pax
Training Hub 2	Bacolod City/Visayas	8 (whole day)	Max of 20 pax
Training Hub 3	Tagum City/Mindanao	8 (whole day)	Max of 20 pax
Logistical Requirements	<p>Training venues suitable for 20 pax (to make social distancing possible)</p> <ul style="list-style-type: none"> - Projector and sound systems - Reliable and fast internet connection (in case trainer will provide training online) - Outdoor area for basic field data gathering (ideally, with no signal so participants can try collecting data without any network signals and see first-hand that ODK works without network or internet connection). - Food, but no buffet (see other guidelines from RMA) <p>For Visayas and Mindanao training Hub:</p> <ul style="list-style-type: none"> - Overnight accommodations for participants residing outside Bacolod and Tagum City. 		
Estimated Cost	<p>3 Training venues:</p> <ul style="list-style-type: none"> - 1 whole day for Luzon training hub (8AM to 5PM on 13 December 2021) - 1 whole day for Visayas training hub (8AM to 5PM on 03 December) - 1.75 days for Mindanao training hub (start 8AM Dec 6 until 2PM Dec 7) <p>Meals for:</p> <ul style="list-style-type: none"> - Luzon training hub (AM/PM snacks and lunch) - Visayas Training hub (1 dinner, 1 AM/PM snacks, 1 breakfast, 1 lunch) - Mindanao training hub (2 AM/PM snacks, 2 lunch, 1 breakfast, 1 dinner) <p>Hotel Accommodations for:</p> <ul style="list-style-type: none"> - Visayas and Mindanao training hub – participants residing outside Bacolod and Tagum City respectively (single occupancy rooms) <p>Professional training fees for:</p> <ul style="list-style-type: none"> - ODK/KoBoToolbox trainer/main lecturer (7 days PF) - Co-facilitator/assistant trainer (2-3 days PF, optional) 		
Remarks			

Prepared by: Mari Trix Estomata GIS Specialist	Endorsed by:	Approved by: Dr. Klaus Schmitt Principal Advisor
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Training Agenda (Face-to-face: TLRB/Mindanao)

Date/Time	Activity
Day 1: 06 December 2021, Monday	
08:00 – 10:00	Arrival of participants/ Registration/ Morning Snack
10:00 – 10:30	Preliminaries and Introduction of Participants Expectation setting for the training
10:30 – 11:45	Lecture 1: Introduction to Open Data Kit/KoBoToolbox Lecture 2: Installation and setting up of ODK Collect on mobile devices
11:45 – 12:00	Q&A
12:00 – 13:00	<i>Lunch break</i>
13:00 – 14:00	Individual Exercise #1: <ul style="list-style-type: none"> • Setup the ODK Collect app on mobile devices • Practice with a demo survey
14:00 – 14:30	Group discussion #1 – outcome of individual practice
14:30 – 15:00	Lecture 3: Designing your own survey questionnaire
15:00 – 15:15	<i>Health break</i>
15:15 – 16:30	Lecture 4: Making questionnaires in MS Excel Lecture 5: Upload, test and troubleshoot the questionnaire/data collection sheet
16:30 – 17:00	Q&A
Day 2: 07 December 2021, Tuesday	
09:00 – 09:15	Recap of Day 1
09:15 – 10:15	Guided Hands-on Computer Exercise: Develop the questionnaire in MS Excel
10:15 – 10:30	<i>Health Break</i>
10:30 – 11:00	Lecture 6: Post-processing ODK data in MS Excel and GIS
11:00 – 12:00	Individual Exercise # 2: Process data in MS Excel/GIS
12:00 – 13:00	<i>Lunch break</i>
13:00 – 13:30	Lecture 7: Advanced options (ODK briefcase, data security)
13:30 – 14:00	Q&A Evaluation Closing Ceremony
14:00	Participants travel back home

Training Agenda (Face-to-face: IHRB/Visayas and Metro Manila)

Time	Activity
IHRB Day 1: 02 December 2021	
15:00 onwards	Check in of participants and trainer in afternoon/evening
IHRB Day 2: 03 December 2021	
MM Day 1: 13 December 2021	
08:00 – 08:30	Registration
08:30 – 09:00	Preliminaries and Introduction of Participants Expectation setting for the training
09:00 – 10:00	Lecture 1: Introduction to Open Data Kit/KoBoToolbox Lecture 2: Installation and setting up of ODK Collect on mobile devices
10:00 – 10:15	Q&A Morning snack/Health break
10:15 – 11:15	Individual Exercise #1: <ul style="list-style-type: none"> • Setup the ODK Collect app on mobile devices • Practice with a demo survey
11:15 – 11:45	Group discussion #1 – outcome of individual practice
11:45 – 12:00	Lecture 3: Designing your own survey questionnaire
12:00 – 13:00	<i>Lunch break</i>
13:00 – 14:15	Lecture 4: Making questionnaires in MS Excel Lecture 5: Upload, test and troubleshoot the questionnaire/data collection sheet
14:15 – 15:15	Health break Guided Hands-on Computer Exercise: <ul style="list-style-type: none"> • Develop the questionnaire in MS Excel
15:15 – 15:45	Lecture 6: Post-processing ODK data in MS Excel and GIS
15:45 – 16:15	Afternoon Snack/Health break Individual Exercise # 2: <ul style="list-style-type: none"> • Process data in MS Excel/GIS
16:15 – 16:45	Lecture 7: Advanced options (ODK briefcase, data security)
16:45 – 17:00	Q&A Evaluation Closing Ceremony

Digital Spatial Data Collection using Open Source Tools, a 1-day Training Module

Target Group

All staff/teams interested to collect spatial data and generate information using a free and open source digital data collection tool.

Requirements

Technical:

- Background on quantitative data collection methods (surveys, interviews, etc.)
- Familiarity with spreadsheet software such as Microsoft Excel

Hardware:

- Laptop
- Android mobile phone/tablet
- Internet connection

Attitude:

- Open mind
- Desire to learn

Abstract

This training module will provide the participants with basic information on which digital open source tools can be used to collect spatial data to easily generate spatial information. Participants will learn the processes involved in using a reliable digital data collection tool, from setting up a free server, to preparing questionnaires/data collection sheets, collecting the data and finally, some basic data and spatial analysis.

Notes on Learning Materials

All materials were developed by Ubo Pakes (University of the Philippines Visayas) in collaboration with GIZ Philippines and recently updated by Trixie Estomata (GIZ Philippines). The presentation handouts and other reading materials are all in digital format and available upon request. The Open Data Kit (ODK) and KoBoToolbox software are available for free download from the web.

- Example forms: Example forms in Excel
- Handouts: PowerPoint slides
- Manuals and references: manuals, papers and reports
- Sample data: for the data processing exercise
- Server admin documents: info on setting up a server and bulk download/upload

Format

The format of this training will be a blended learning through online presentations and guided hands-on computer exercises. Break out group discussions will be held to share learnings from individual practical exercises/sessions.

Learning Goals

You will be able to:

- setup your own free server
- translate a questionnaire/data collection sheet into a format that ODK/KoBoToolbox understands
- collect data with spatial reference
- import the data to a spreadsheet software and carry out basic data analysis
- export the data into Geographic Information System (GIS) format and import the data in Google Earth
- present the data in a spatial manner (Google Earth or GIS software)
- organize your own project

Content

- Introduction to Open Data Kit/KoBoToolbox
- Installation and setting up of ODK Collect on mobile devices
- Designing your own survey questionnaire
- Making questionnaires in MS Excel
- Upload, test and troubleshoot the questionnaire/data collection sheet
- Processing data in MS Excel and GIS
- Advanced options (ODK briefcase, data security)

Resources

- ODK* Documentation: <https://docs.getodk.org/>
- KoBoToolbox Support: <https://support.kobotoolbox.org/>

* Open Data Kit brand has been retired. The new umbrella organization is now called Data Software For Social Good (DSFSG) to broaden the community.

Contact information

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