



Nomor : 723c/RECFON-DIR/S-50/X/2024
Lampiran : Satu berkas
Hal : Permohonan Narasumber Kegiatan

24 Oktober 2024

Kepada Yth.
Ony Linda, M.Kes.
Dekan Fakultas Ilmu-ilmu Kesehatan
Universitas Muhammadiyah Prof. DR. HAMKA
Jl. Limau 2 Kebayoran Baru, Jakarta Selatan

Dengan hormat,

Southeast Asian Minister Education Organization Regional Centre for Food and Nutrition (SEAMEO REC FON) sebagai pusat kajian pangan dan gizi di Asia Tenggara, memiliki mandat untuk melakukan pendidikan, pelatihan, dan peningkatan kapasitas di bidang tersebut. Kegiatan *post graduate training "Handling Your Nutrition/Health Survey Data"* akan membekali peserta dengan analisis statistik dasar untuk data survei dan dilakukan sebagai bagian dari *post graduate training* tahun 2024 sebagai upaya mewujudkan misi SEAMEO REC FON dalam meningkatkan pengetahuan dan kapasitas peserta terkait konsep dasar penanganan dan penyajian informasi yang bermakna dari data hasil survei terutama pada bidang gizi dan kesehatan.

Sehubungan dengan hal tersebut, kami bermaksud mengundang Staf Ibu, Helda Khusun, P.hD sebagai narasumber pada kegiatan ini yang akan diselenggarakan secara daring pada:

Hari, tanggal : Senin s.d Kamis, 4 - 7 November 2024

Waktu : 08.00 s.d selesai

Tempat : Link Zoom Meeting

1. Day 1, 4 November 2024 : https://bit.ly/PGT_HandlingSurveyData24_day1
2. Day 2, 5 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day2
3. Day 3, 6 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day3
4. Day 4, 7 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day4

Kami lampirkan Kerangka Acuan Kegiatan (KAK) sebagai bahan pertimbangan. Untuk koordinasi lebih lanjut, Sdri. Marin Kalista akan menghubungi Staf Ibumelalui nomor telepon 081282828152 dan email tpc@seameo-recfon.org

Demikian kami sampaikan surat undangan ini, atas perhatian dan kerja sama yang diberikan, kami ucapkan terima kasih.

Direktur



Dr. dr. Herqutanto, MPH., MARS., Sp.KKLP
NIP 197009181997031001



Lampiran 1. Term Of Reference

Nomor : 723c/RECFON-DIR/S-50/X/2024

Tanggal : 24 Oktober 2024

TERM OF REFERENCE **POST GRADUATE TRAINING ON HANDLING SURVEY DATA**

Introduction

Evaluating health and nutrition programs often relies on surveys. These surveys help gather important information for planning programs, setting benchmarks to measure progress, and providing data for evaluating program outcomes. To effectively analyze survey data, it's essential to understand biostatistics and be skilled in using statistical software. This training aims to equip the professionals around Southeast Asia with the basic knowledge and skills required to handle survey data and turn it into meaningful information.

Objectives

The objective of this training is to improve the knowledge and capacity of participants regarding the basic concepts of data handling and presenting meaningful information from survey data, especially in the fields of nutrition and health.

Curriculum Structure

The following is the material and number of training hours that will be discussed in this PGT:

No	Material	Training hours
1	Type of data and variables in statistics and database template preparation	3,0
2	Data entry and data cleaning	2,0
3	Data recording, merging and transformation	2,0
4	Descriptive analysis for categorical and continuous data	2,0
5	Test for data normality	3,0
6	Bivariate analysis for categorical data (stratification and cross-tabulation)	2,0
7	Bivariate analysis for comparing continuous outcome variables (parametric and non-parametric tests)	4,0
8	Simple linear and logistic regression analyses	7,0
9	Structural Equation Modeling (SEM) with Smart PLS	4,0
10	Basic requirement for a meaningful table and figure	2,0
11	Producing simple tables and figures	2,0
Number of training hours		33,0



SEAMEO RECFON
SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR FOOD AND NUTRITION

Participants' eligibility

This training course will be attended by Master and Doctoral students majoring in Nutrition or Public Health Sciences or Medicine, as well as SEAMEO RECFON Partner Lecturers with SEA regional target participants. Participants must fill out the confirmation form via the link <https://bit.ly/confirmationPGTREFON2024> . Participants are required to use their own laptop with the SPSS Programme installed (at least version 21) and SMART PLS (free 30-day trial can be accessed at <https://www.smartpls.com/>)

Certificate

E-certificate of completion will be awarded to each participant with the following criteria:

1. Attend the training
2. Complete the pre-post test, with a minimum post-test score of 80.



Lampiran 2. Training Schedule

Nomor : 723c/RECFON-DIR/S-50/X/2024
Tanggal : 24 Oktober 2024
Media : Zoom Meeting
Language : English
Training Materials : https://linktr.ee/hsd_2024

Date	Time	Activities	Methods	Speakers
Monday, November 4 2024 (Zoom Meeting: https://bit.ly/PGT_HandlingSurveyData24_day1)	08.30 - 08.45	Opening		Dr. Herqutanto
	08.45 – 09.15	Pretest	OA	CAA
	09.15 – 09.30	Course Introduction	OL	HK
	09.30 – 10.00	- Basic Concept of Statistic - Type of data	OL, CS	EM
	10.00–10.15	Break		
	10.15 – 10.45	SPSS Introduction	OL, CS	ATH
	10.45 – 12.00	Data Management using SPSS: · Preparing SPSS data format from other format · Data Entry and data Cleaning · Data Merging	OL, CS	CAA & ATH
	12.00 – 13.00	Break		
	13.00 – 14.00	Data Recoding	OL, CS	ATH
	14.00 – 15.00	Individual assignment	OL, CS	CAA & ATH
Tuesday, November 5 2024 (Zoom Meeting: https://bit.ly/PGT_HandlingSurveyData24_day2)	08.30 – 09.00	Quiz and Daily Reflection	OA	CAA & ATH
	09.00 – 09.30	Descriptive analysis for categorical and continuous Variable	OL, CS	EM
	09.30 – 10.30	Exercise Descriptive analysis	CW	EM
	10.30 – 10.45	Break		
	10.45 – 12.30	- Normality Test and data transformation - Hypothesis testing and Statistical Test	OL, CS, CW	EM
	12.00 – 13.00	Break		
	13.00 – 14.00	Test for categorical Variable	CS, CW	HK
	14.00 – 15.00	Test for continuous variable (comparing 2 and 3 groups) – parametric test	CS, CW	HK
	15.00 – 15.30	Test for continuous variable (comparing 2 and 3 groups) – Non parametric test	CS, CW	HK
	15.30 – 16.00	Individual Assignment	OA	HK, EM



Date	Time	Activities	Methods	Speakers
Wednesday, November 6 2024 (Zoom Meeting: https://bit.ly/PGT_HandlingSurveyData24_day3)	08.00 – 08.30	Quiz and Daily Reflection	OA	HK, EM
	08.30 – 09.30	Correlation	OL, CS, CW	CAA
	09.30 – 10.00	Break		
	10.00 – 10.45	Simple and Multiple Linear Regression	OL, CS	HK
	10.45 – 12.00	Exercise Simple and Multiple Linear Regression	CW	HK
	12.00 – 13.00	Lunch Break		
	13.00 - 16.00	Structural Equation Modeling (SEM) with Smart PLS	OL, CS	EM
	16.00 – 16.15	Individual Assignment	OA	EM
Thursday, November 7 2024 (Zoom Meeting: https://bit.ly/PGT_HandlingSurveyData24_day4)	08.00 – 08.30	Quiz and Daily Reflection	OA	HK
	08.30 - 09.30	Simple and Multiple Logistic Regression	OL, CS	AK
	09.30 – 12.00	Exercise Simple and Multiple Logistics Regression	CW	AK
	12.00 – 13.00	Lunch Break		
	13.00 – 14.30	Basic requirement for a meaningful table and figures - Producing simple tables and figures	OL, CS	ATH
	14.30 – 15.00	Post-test & Training evaluation	OA	CAA

Notes:

OL : Online Lecture
OA : Online Assignment
CS : Computer Session (Demonstration)
CW : Computer Work
Q : Quiz

HK : Helda Khusun, PhD
EM : Eflita Meiyetrian, M.K.M
CAA : Cahya Ayu Agustin, M.Gizi
ATH : Ahmad Thohir Hidayat, M.Gizi
AK : Dr. dr. Aria Kekalih, MTI



UNIVERSITAS MUHAMMADIYAH PROF. DR. HAMKA
FAKULTAS ILMU-ILMU KESEHATAN

Jl. Limau II, Kebayoran Baru, Jakarta Selatan 12130
Telp./Fax. (021) 7256157, <http://fikes.uhamka.ac.id>, <http://uhamka.ac.id>

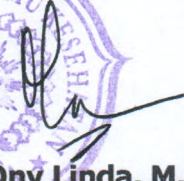
SURAT TUGAS
NOMOR: 4370/F.03.02/2024

Pimpinan Fakultas Ilmu-Ilmu Kesehatan Universitas Muhammadiyah Prof. DR. HAMKA
memberi tugas kepada :

- Nama : **Helda Khusun, Ph.D**
- Tugas : Sebagai Narasumber kegiatan *post graduate training "Handling Your Nutrition/Health Survey Data"*
- Hari/Tanggal : Senin s.d Kamis, 4 - 7 November 2024
- Waktu : Pukul 08.00 s.d selesai
- Tempat : Link Zoom Meeting
1. Day 1, 4 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day1
2. Day 2, 5 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day2
3. Day 3, 6 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day3
4. Day 4, 7 November 2024: https://bit.ly/PGT_HandlingSurveyData24_day4
- Catatan** : Setelah melaksanakan tugas harap membuat laporan secara tertulis kepada Dekan

Demikian surat tugas ini diberikan untuk dilaksanakan dengan sebaik-baiknya sebagai amanah dan ibadah kepada Allah Subhanahu Wata'ala.

Jakarta, 29 Jumadil Awal 1446 H
01 November 2024 M

Dekan,

Ony Linda, M.Kes
NIDN : 0330107403

Tembusan:
Yth. 1. Wakil Dekan I
2. Wakil Dekan II u.p Kasubag Keuangan
Fakultas Ilmu-Ilmu Kesehatan UHAMKA
Universitas Muhammadiyah Prof. DR. HAMKA