P10581.01

Living in England/Scotland/Wales/Northern Ireland Today
Main Stage

Interviewer Project Instructions

September 2014
1 Background

The European Social Survey (the ESS) is a pan-European survey. The survey has been running every 2 years since 2002, and this year it will run for the 7th time. The ESS collects information on people’s attitudes, beliefs and behaviour patterns in many European countries. The following countries are participating in the seventh round of fieldwork:

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<tr>
<th>Austria</th>
<th>Germany</th>
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<td>Belgium</td>
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<td>Czech Republic</td>
<td>Lithuania</td>
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<td>Denmark*</td>
<td>Netherlands</td>
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<td>Estonia</td>
<td>Norway</td>
<td>Switzerland</td>
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<td>Finland*</td>
<td>Poland</td>
<td>UK</td>
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* Participation possible but not formally confirmed at time of writing.

The ESS is a biennial time series. It is designed to measure contemporary social attitudes and how they change over time. Subjects covered in the questionnaire include participation in society, religious and political beliefs, views about immigration as well as questions designed to find out about health behaviours.

The data gathered in Rounds 1-6 have been used extensively by the European Commission, national governments, policy analysts, think tanks, politicians, journalists and academics, as well as being of interest to the general public across Europe. In fact, as of March 2014, there were almost 68,000 registered users of the ESS data. The highest number of users is in Germany, the UK and Belgium.

The data are also contributions to social history, and will allow future analysts to discover what people thought and felt about the major social issues of the day. The ESS will thus provide a unique long-term account of the social fabric of modern Europe, of how its changing political and institutional structures interact over time with changing social attitudes and values. With data from the ESS, people can now make detailed comparisons between individual countries (or groups of countries) on a wide range of social issues.

Another factor which defines the ESS in cross-national research is its aim to meet the highest methodological standards. In order for the information gathered to be truly comparable across all the different countries involved, the survey employs the highest standards in its approach to sample design, response rates, questionnaire design, fieldwork procedures and so forth across all the participating countries.

In 2013, the European Social Survey (ESS) became a European Research Infrastructure Consortium (ERIC). The ESS ERIC is hosted by the UK with its headquarters (HQ) at City University London. Members (and Observers) of the ESS ERIC contribute to the central costs of the ESS ERIC as well as the costs of both the national survey agency and the National Coordination (NC) team. The fieldwork and National Coordination costs in the UK are funded by the Economic and Social Research Council.
The broad range of topics in the ESS can be seen as a real strength, allowing you to target potential respondents by mentioning a particular topic you think might be of interest to them. And, because most of the questions are attitudinal, there is no need for respondents to look up documents, check facts and so on.

The survey consists of two elements - an interview questionnaire conducted by CAPI and a supplementary questionnaire, [which will carry on from the main interview]. The supplement contains further questions on topics not covered in the Main Questionnaire, as well as some variations on questions already asked during the interview, which form part of the methodological tests built into the survey. You will be given more details about the Supplementary Questionnaire in section 9.

2 The Sample

A total of 4,600 addresses in 230 sampling points have been randomly selected from the Post Office Address file across England, Scotland, Wales and Northern Ireland.

At each address, you will first need to randomly select a dwelling unit (if there is more than one), then a household (again, if there is more than one) and finally an adult aged 15 or more (if there is more than one) to participate in the ESS. The procedures for random selection are described in Section 7. Once each selection has been made, under no circumstances can it be substituted by another dwelling unit, household or individual.

3 Overview of procedures

In summary, the survey involves the following procedures:

a) Visiting all issued addresses, making contact at all of them (apart from ineligible not valid addresses and office refusals). You must make at least 6 visits to the address. Of these calls, you must make at least one evening and one weekend, plus one further evening / weekend call. You must complete an Address Record Form (ARF) at each address.

b) Where there is more than one dwelling unit at an address, selecting one at random using the Kish table on the ARF;

c) Where there is more than one household at the (selected) dwelling unit, selecting one at random using the Kish table on the ARF. You can not substitute the selected household with any other household;

d) Where there is more than one eligible member of the household (residents 15+) at the (selected) household, select one individual using the Kish grid. You can not substitute the selected individual with any other person;

e) Completing the interviewer questions section of the interview

f) Visiting EVERY sampled unit (including office refusals) to complete the ‘neighbourhood characteristics’ section of the ARF.

You must enter details in the ARF for EVERY SINGLE CALL you make at each address.
4 Fieldwork Processes

4.1 Advance letter

Addresses that have been selected have been notified in the advance letter that an interviewer will call. You do not need to send any further advance letters to this address. Bear in mind, however, that as we do not know in advance who will be selected for interview the letter does not always reach the relevant person in the household. We can do little about this, except ask the person who opens the letter to show it to other members of the household, and let you have copies to show and leave behind. Letters will be posted out approximately one week before fieldwork is due to start so it is important to attempt to visit each address as soon as possible.

Keep copies of the letters with you when you go out into the field, so that if the selected person has not received or does not remember receiving the letter or if he/she has lost it, you can leave a copy behind. **It is important to do this in case the respondent wishes to contact the office after you have left.**

4.2 Visiting addresses

You must attempt to make contact at every address in your assignment except those notified to you as office refusals **You must make at least 6 visits to the address. Of these calls, you must make at least one evening and one weekend, plus one further evening / weekend call** before you classify the address as unproductive. You must complete the ARF at each address and transfer all information from the ARF into the admin block for the case.

Where there is more than one dwelling unit at an address, you should select one at random using the Kish table in section A of the ARF. Where there is more than one household at the (selected) dwelling unit, selecting one at random using the Kish table in section B in the ARF. Where there are more than one eligible members of the household (residents 15+) at the (selected) household, select one individual following the instructions on section B in the ARF.

If you have trouble locating an address, and have access to the internet, websites such as ‘Google maps’ ([http://maps.google.com/](http://maps.google.com/)) may be of use.

4.3 Interviewer Observation

You should complete the interviewer observation in section H of the ARF for all non-deadwood addresses (including office refusals). You should complete this section before you make contact at the address.

4.4 Data Protection

To ensure that The European Social Survey is in line with European laws and directives on data protection, the following points need to be conveyed to respondents – whether in written or oral form.

- Participation in the survey is voluntary.
- All answers will be treated in strict confidence in accordance with the Data Protection Act 1998.
- Respondents will not receive any ‘junk mail’ as a result of taking part. We do not pass addresses on to other organisations for commercial purposes. This information is also stressed in the advance mailing.
The data will be stored at and made available from The European Social Survey Data Archive, which is currently located at the Norwegian Social Science Data Services (NSD). The data will be released for statistical purposes only.

NSD takes all necessary steps to make it impossible for any user to directly identify any of the individuals who supplied the data.

### 4.5 Interviewing 15-17 year olds – Parental consent required

The lower age limit for eligibility for the survey is **15 years old**. When the selected person is aged 15-17, please observe the following procedures:

- Do not enter the house without obtaining permission from an adult.
- The respondent selection procedure should only be carried out with someone aged 15 year and over.
- If a person aged 15-17 is selected, obtain permission from a parent or guardian before interviewing and record this at question B10 of the ARF.
- Only interview a young person under 18 if there is an adult present in the house (if they live with an adult). If they do not live with an adult, contact Head Office.

### 5 Maximising response rates

A high response rate is essential in order to ensure that the people interviewed in the survey accurately represent the population. Please keep trying to contact all the issued addresses whilst you're in the area. **If you sense a respondent may be about to refuse, it often helps if you withdraw, offering to call again at a more convenient time, before a formal refusal is actually given.** Only by interviewing as many as possible of those selected for the sample can we be confident that the answers you get are representative of the views of everyone.

In addition, some other means to achieve a good response rate are as follows:

- Call your Team Leader before you return any incomplete or untraceable addresses. We might be able to find out some information which will help you locate ‘hard to find’ addresses
- Transmit all deadwood / not valid addresses (vacant premises, etc.) to the office as soon as possible. We need to know what deadwood / non valid addresses there are as early as possible in the fieldwork period;
- For refusals: complete the ARF (entering Don’t Know for any information that you do not have) and return it to the office. Be sure to complete the Interviewer Observation in section H of the ARF before returning it. Depending on the circumstances, we may ask another interviewer to try and convert the person who refused;
- If you select a person for interview who proves hard to contact, breaks an appointment, etc., keep on trying to ‘convert’ him/her until the end of the fieldwork period, even if you have already made 6 calls. Then whenever you are in the neighbourhood try again, unless you have learned that the selected respondent will not be available until after the end of the fieldwork (due to holiday, illness, etc.). Complete the ARF (entering Don’t Know for any information that you do not have) and return it to the office. You must complete the Observation in section H in the ARF unless it is not possible to do so, e.g. if the address has been demolished.

Remember to show your Identity Card when you introduce yourself. In any case, you should leave a copy of the letter with each respondent after the interview, in case he/she has any queries after you have left and wishes to contact the survey organisation.
The **average interview length is just under an hour.** The length will vary by the characteristics of the respondent. Please allow enough time between appointments.

### 5.1 Tips for maximising response

Below are some useful tips on how you could maximise response for this survey.

**Do not call it the ‘European Social Survey’!**

We know that the majority of British people feel indifferent towards Europe and European issues (and many are anti-Europe). Europe is simply not a ‘top of mind’ issue for most people nowadays. This is supported by the experience of interviewers who worked on previous rounds and the pilot.

When introducing the survey to respondents on the doorstep, please **introduce the survey as the ‘Living in England/Wales/Scotland/Northern Ireland Today Survey’, rather than the European Social Survey.** The focus on the individual country can promote a more local focus which seems more relevant to some respondents. Please also stress that the survey is about *living in* England/Wales/Scotland today, you don’t need to be English/Welsh/Scottish to be eligible to take part!

From previous rounds of the ESS, we know that some respondents feel that the fact that the survey is international and that the UK will be compared with other countries actually makes it more appealing. If you think that your respondent may be more interested in the survey if they know that it is a ‘European’ one, it is fine to say that results from the current survey will feed into a wider European study called the European Social Survey where results from the UK will be compared with results from other countries in Europe.

### 5.2 Other tips specific to this survey

- **Make use of the variety of topics covered by this survey** and tailor your approach as appropriate as different topics may be of interest to different people.
- **The topics are actually very interesting, and relevant** (e.g. immigration, health, etc), so it will be an enjoyable experience for respondents too!
- **Emphasising that this is a rare opportunity** – ‘It’s an opportunity for you to have your say on what you like and don’t like in today’s society. Twenty addresses have been randomly selected from your neighbourhood. We cannot replace your addresses with anyone else’.
- Say that the survey forms **part of a wider study involving over 20 countries** (without specifying that this survey is ‘European’) and runs **every two years**.
- **The questions aren’t intrusive** – it’s just asking for your opinions. No questions in the survey test their knowledge about topics.

### 5.3 Other useful tips

- Reassure people that the research is completely confidential and the data will not be reported in a way that could identify them. Refer to the leaflet for an example of how the data are presented, and to give additional reassurances about confidentiality.
- Think of a ‘hook’ for the person on the door. Tell people it is their **‘Opportunity to have their say’.** Stress that **‘Everyone’s views are important’**.
- Always assume that the person opening the door will want to take part and be enthusiastic about the research.
- Always back off before an outright refusal.
- Use three ‘yes’s approach – ask them questions that’ll make them say ‘yes’ three times. E.g. Do you live at this address? Is this your permanent address? Do anybody else live at this address?
5.4 Common questions

Why is this study being carried out?
This survey will collect important information on social attitudes and values. Lots of different groups will make use of the information people provide, from governments, academics, politicians and the general public. Almost 7,000 people from government and groups like charities have already made use of the data and that number is set to rise in the future.

Who’s funding this survey?
Funding for the survey comes from a range of sources including the European Science Foundation and the Economic and Social Research Council.

Why does this study matter?
We know what politicians and journalists think about the important issues facing Britain/the UK today. The study is about your opinions on important issues including democracy and well-being.

Why do you want to talk to me?
We want to speak to a broad range of the population to ensure we get a cross-section of society.

6 Materials for the Survey

- 20 labelled Address Record Forms (ARFs).
- Extra copies of the advance letter to show as necessary
- A laminated copy of the advance letter to show as necessary
- Leaflets about the National Centre - leave one with each respondent
- ‘Living in England/ Scotland/ Wales/ Northern Ireland Today’ leaflet to be used on the doorstep or left with respondents
- Set of showcards
- A small booklet with some example findings from the ESS. This can be shown to respondents to show how the findings are reported.

We think you will find it helpful to check both showcards (that they are a complete set and in the right order). The printers have been known to make mistakes and it is better to discover them at home, before you begin your assignment, than later, in the field. The showcards should consist of a pack of 106 cards (plus front cover), numbered sequentially 1-83 then A-Q.
7 The ARF

There is one ARF for each address in your sample.

Besides giving the selected address, the ARF has a number of other purposes:

- It provides space for you to record details of all the calls you make, and the outcomes.
- For address and household samples: It allows you to select one dwelling unit and/or one respondent at random for interview.
- It is used to record some details about the doorstep exchange.
- It is used for back-checking of a sample of productive and unproductive addresses.
- It is used to collect some background information about the address and area.

The format of the ARF in this project is slightly different from the standard NatCen ARF in two main aspects:

- You will need to provide some detail on each call you make to the address
- You’ll need to complete a few neighbourhood characteristic questions for each address.

We are required to provide the above information to the European Social Survey team at City University. The information will be invaluable in helping them develop a better understanding of non-response.

Please be especially careful to fill in the correct column and to write in the accurate number of the visit which you are talking about.

Terminology

Sampled unit = the assigned [person/household/address]
Visit = contact attempt = every attempt made to reach the sampled unit, whether successful or not. This attempt can be a personal visit to the address or a telephone call.
Contact = when you speak to anyone in the sampling unit. Alternatively you may speak to someone near to the sampling unit specifically about the sampling unit.
Proxy / Someone else = somebody other than the selected respondent with whom you have contact, who may or may not belong to the sampled unit (e.g. a neighbour, visitors, family member or friend).

The following provides detailed information on how to complete the ARF. Please make sure that you are familiar with how it works before starting fieldwork, and let us know if you have any queries.

7.1 Cover sheet

The address, its serial number and other vital information are given on two separate labels on the first page of the ARF.

In the top right hand corner of the front page of the ARF is a box for you to fill in the final outcome code when you have finished with the serial number.

Also on page 1 are boxes for details of selected person - This should only be used to write in the name and telephone number of the SELECTED respondent. Please do not put down the name and telephone number of any other household members. It is important that you enter this
as soon as you have finished the respondent selection procedure. If the selected respondent or their household member refuses to give you the telephone number of the ‘selected respondent’, please code ‘Telephone Number Refused’. If he/she has no telephone, select ‘No Telephone’. Please try to ask for the number whether or not the outcome of that particular visit is successful. This helps if you or another interviewer has to go back, make or change an appointment or any other possible cases where the phone number is needed.

On page 1 of the contact form, you will see that there is space for you to keep a note of the times of your calls. Please remember to fill this in at each separate visit (including telephone calls), whatever the outcome: it will help you to plan any further visits you may have to make and helps other interviewers in case of re-issues. It is a good idea to fill this in immediately after each visit. The grid continues on page 2.

7.2 Individual call outcome (Page 2, 3 and 4 of the ARF)

Page 2 of the ARF includes a table in which you need to code a few items on each call you make at the address. You should complete one column of the grid per call you make. The code list for this table is on page 3. It is very important that you use the codes on the list as these are the standard codes used in all countries which carry out the European Social Survey.

The date and time of call should be entered at the top of each column. For each call made the appropriate code should be entered into the grid using the codelists on page 3. The mode of call and the call result (questions A and B in the call details grid) should be completed for each call made. For all calls where contact was made with someone at the selected address (if codes 3, 4, or 5 were recorded at question B) then you should indicate if you selected the target respondent at this call at question C and the contact code should be recorded at question D. If contact was made and the result was a refusal (codes 2, 3, 4 (or 8) at question D) then details of the refusal should be recorded at questions E-H. You have a laminated copy of the codelists on page 3 in your packs to use when completing the ‘Details of call made’ grid.

Call no.: is the contact attempt number. This needs to be completed for every attempt made to reach the address, whether successful or not. This attempt can be a personal visit to the address, a telephone call made by you, or an office refusal. You will then need to complete all the questions in the same column relating to this particular call. If the contact is an office refusal, we will let you know on which date the refusal was made, and as much details about the call as possible. You will then be required to complete the ARF accordingly.

Date & time of call: You will see that there is space for you to keep a note of the times of your calls. Please remember to fill this in at each separate visit (including telephone calls), whatever the outcome: it will help you to plan any further visits you may have to make and help other interviewers in cases of re-issues. It is a good idea to fill this in immediately after each visit. The time should be indicated using the 24 hour clock. This means for example: 20.15 hour NOT 8.15 PM.  

Mode of call (A):

Here you enter the mode of the call, taking your answer from CODELIST A on page 3.

- **Personal call: face-to-face (code 1):** a personal visit to the respondent’s home, rather than making contact by phone.
- **Telephone call (code 2):** an attempt to reach the respondent by telephone.
- **Personal call: intercom only (code 3):** during a personal visit to the address, you **only** contact with the respondent/ household through the intercom/entry-phone.
- **Office call (code 4):** It is possible that someone from the household may telephoned the office in advance to say that he / she does not want to take part in the survey. In these circumstances, we will inform you. You should mark this on the ARF by using code 4 here.
Remember that you must still complete the Interviewer Observation section H for this address before returning the form to the office.

- **Other (code 5):** information that is obtained by you via ways other than in 1-4

**Call Result (B):** Here you indicate the result of the visit, taking your answer from CODELIST B on page 3.

- Avoid having partial interviews (Code 2). It is wise to make sure, before you begin, that the respondent has enough time to finish the interview. If the interview is broken-off for any reason, try to arrange an appointment to complete the interview later. If the interview can be continued at another time, please try to ensure that it is completed then. In this case, you will code ‘Partial interview’ for the first visit and ‘Full interview’ for the second visit. An interview will only be considered complete if all sections have been attempted, up to and including question WKDRORGA. If there are any serious gaps, we will not be able to use the interview.

- **Codes 3 to 5: Contact** means that you’ve spoken to ANYONE at the address or someone near to the address specifically about the sampling unit.

- **Codes 4 to 5:** Please only use these two codes if the respondent selection has been made.

- **Code 5: Somebody other than the selected respondent** – This is someone with whom you have contact, who may or may not belong to the sampled unit (e.g. a neighbour, visitors, family member or friend).

- If the address is unoccupied, institutional, not traceable, etc, indicate this here (Code 7). Before coding an address as non-residential or communal establishment/institution, remember to check that there is no resident private household within the address (e.g. a caretaker’s flat).

- If the information about the sample unit does not fit into code 1-7, code (8) should be used. This code is most likely to be used if code 4 or 5 is selected for ‘mode of visit’. You can write down the details in the blank space on page 2 (Note 1).

More information about how to deal with the different results of visits is given later in this section.

**Individual selection (C):** Code here whether selection of individual has been done at that visit (More details on how to undertake the selection are included in section 7.3.3).

**Outcome of contact (D):** If you have contact with ANYONE but have not achieved a full or partial interview, please code the outcome of the contact here. Use the CODELIST D on page 3.

- **Appointments (Code 1):** If it is not possible to do the interview when you call, try to fix an appointment. Even if it is a vague appointment (“come back tomorrow” without a fixed hour), indicate this on the form as an appointment.

- **Refusals (Codes 2 to 4):** **Please note that refusal here could be a refusal for this particular call, even if it is not a final refusal for the whole survey.** For example, if the target respondent says that they are too busy to do the interview now, code ‘Refusal by target respondent’. However, as long as it is not a final refusal, you should still make further calls to the address.

- **Refusal by target respondent (code 2):** is a refusal by the respondent directly.

- **Refusal by proxy (code 3):** Please only use this code after respondent selection has been completed (code 4 should be used otherwise). Remember a proxy can be:
  - a RESIDENT: Household/family member. This means it is somebody who still lives in that house and who is probably a household or family member;
  - a NON-RESIDENT: family/visitor/friend: this person was present at the address/ house at the time of the visit (as opposed to neighbours);
  - a NEIGHBOUR. Note that a building manager/ security guard/ or other gatekeeper, in other words people from whom you possibly need permission to enter the building, cannot give a proxy refusal. These cases should be treated as non contacts.

- **Refusal before selection (Code 4):** is household refusal (before selection). This code should only be used if there is a refusal to the survey before the respondent selection has taken
place. Please remember that this could be a ‘soft’ refusal (i.e. it is not necessarily a final refusal), where respondents are only refusing to take part during this particular call.

- **Target respondent is unavailable / not at home (Code 5):** Here you should enter the date so that you or another interviewer can cover the interview later during the field period. It may be that a different interviewer can do this with re-issues so always enter a date if possible.

- **Target respondent is mentally or physically unable to participate/sick (short term and therefore could revisit during the fieldwork period) (Code 6):** If the respondent is temporarily mentally/physically unable/ill/sick, you should use Code 6 and make an appointment to come back later in the survey period.

- **Target respondent is mentally or physically unable to participate/sick (long term and would be unable to complete interview during the fieldwork period) (Code 7):** If the respondent is really too mentally/physically unable/ill/sick to participate in the study (for example: dementia) **for the rest of the survey period**, Code 7 should be used.

- **Target respondent has inadequate English (Code 8):** It is important to know whether the respondent speaks a different language, not the other household members or the persons who give you information. **Do not** translate the questionnaire yourself, even if you speak this language fluently, or let another person in the household translate it for the target respondent. If the respondent cannot understand and respond in the language of the questionnaire, then an interview cannot be carried out at that time. **Record the language spoken by the respondent in the ARF, and return the ARF to the office (after completing the Interviewer Observation section).**

**Reasons for refusal (E):** Please code all the reasons that were given for the refusal from CODELIST E on page 3. You cannot enter ‘don’t know’ so you must try to give a reason why a refusal was given by the respondent / their proxy.

**Estimation of likely future cooperation (F):** Enter the likely future co-operation of target respondent from CODELIST F on page 3. This estimation is useful to help you decide whether or not to make further calls to the address, as well as for the office to decide whether to get a different interviewer to see if they can persuade the respondent to take part. Please note that if it was a proxy refusal, and you haven’t seen the respondent during this visit, or no selection has been made, you should code ‘Don’t know, never saw respondent/no selection made’.

**Estimated age/gender of respondent or household member who refuses (G):** Here, we would like you to estimate the age (from CODELIST G on page 3) and record the gender (CODELIST H) of the person who refuses the interview during this visit. Hence, even if you know the age and gender of the target respondent from a previous visit, you should still record the age and gender of the person who refuses the interview by proxy. The only exception is that if both the target respondent and another household member are present during a visit, the age and gender of the target respondent should take precedence.

**Additional details (I):** Record any additional details on the calls such as language, date by which respondent is away, etc.

On page 3 of the ARF there is an additional interviewer observation we need you to make. You should record your best estimate as to whether the selected address contains the types of people listed below:

- Do you think this a single person household?
- Do you think there are any children living in the home?
- Do you think there are retired people living in the home?
- Do you think there is anyone in the household from a minority ethnic group
- Do you think there is anyone in the household born outside of the UK?
For each of these, you will need to provide a Yes or No answer at each visit that you make to the selected address. Please make sure you circle the answer under the relevant call number (this will be the same call number that you are using on page 2 of the ARF).

Please note that you should not ask neighbours, postmen/women etc about these questions. Where you don’t know the answer, please give us your best guess.

There is no facility to record “Don’t know” for these questions; you will need to use your observations to decide whether “Yes” or “No” is the appropriate response – and obviously these answers may change from call to call as you are able to find out more information.

7.3 Respondent selection procedure

Sections A and B of the ARF will help you to select the individual at the address for interview. In some cases, there may be more than one dwelling unit, e.g. a house has been converted into a block of flats/bedsits. In those cases, A2 to A4 will help you randomly select a dwelling unit. This will, in fact, happen only very rarely. No substitution is allowed after selection has been made. Please remember it is the exact address as given which counts. If the address on the label is ‘Flat 4, 12 London Road’, it is that part of accommodation that is the sampled address, not the whole of no.12.

Please note that you should list all of the dwelling units at A2, then use the selection label to identify which one to try and interview at. Include both those that are unoccupied as well as those that are occupied, for the purpose of selecting a dwelling unit at random. If you select at random a dwelling unit that is unoccupied, you must not substitute this with an occupied dwelling unit. This is to ensure that respondents living in addresses containing two or more dwelling units are not over-represented in the survey.

If you happen to come across an address with 13 or more dwelling units, please refer to the lookup chart in section G.
At **A5** please enter the code number of dwelling unit.

At **A6**, if the address on the label is spelt wrongly, , or is incomplete, please make any necessary changes on the front page.

At **A7**, record whether the selected dwelling unit is traceable, residential and occupied as a main residence and follow the routing instructions to the appropriate section.

It is essential that - if you need to select a dwelling unit - you follow the rules in making this selection. Only in this way can we be sure that we end up with a truly random sample of dwelling units and adults living there.

### 7.3.2 Selection of Household

Section B helps you to select a household if there are multiple households at the (selected) dwelling unit. A useful tactic is to explain at the outset that you have to ask a few questions beforehand to make sure you interview the ‘right person’ - to ensure that you get a true cross-section of views and give everyone an equal chance to be included. If you can make the person giving the information feel that he or she is helping - and know why it is necessary - you will find it easier to gain co-operation.

At B1, you must record the number of households at the (selected) dwelling unit. A ‘household’ is defined for the purposes of this study as:

*One person living alone; or a group of people (not necessarily related) living at the same address who share cooking facilities and share a living room or sitting room or dining area.*

Included are: people on holiday, away working or in hospital for less than 6 months; school-age children at boarding school; students sharing private accommodation.

Excluded are: people who have been away for 6 months or more, students away at university or college; temporary visitors and people living in institutions.

Note that household is NOT only defined as traditional family units. The definition given above must be used. If there is more than one household, B3 will help you randomly select one of them (using the selection label on the front of the ARF). No substitution is allowed after selection has been made. At B2, please list out all the households at the dwelling unit. At B4 record the code number of the selected household.

### 7.3.3 Selection of Individual

Sections B5 to B10 help you select the individual to take part in the survey.

Record the number of residents aged 15 or over living in the household.

Please include:

*People on holiday, away working or in hospital for less than 6 months*
*School-age children (aged 15+) at boarding school*
*Students sharing private accommodation*
Please exclude:
- People who have been away for 6 months or more
- Students away at university or college
- Temporary visitors and people living in institutions

If there is more than one eligible resident living at the (selected) household, please use B7 and B8 to select the right person: At B7 list all eligible residents in alphabetical order of their first name or initial. For example, if there are 4 adults in a household called Brian, John, Maggie and Paul:

<table>
<thead>
<tr>
<th>FIRST NAME OR INITIAL</th>
<th>PERSON NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>01</td>
</tr>
<tr>
<td>J.</td>
<td>02</td>
</tr>
<tr>
<td>M.</td>
<td>03</td>
</tr>
<tr>
<td>P.</td>
<td>04</td>
</tr>
<tr>
<td></td>
<td>05</td>
</tr>
<tr>
<td></td>
<td>06</td>
</tr>
</tbody>
</table>

By referring to the example selection label shown above (Kish grid), you will see that in this example person number 3 is to be interviewed, as this is the number printed under ‘4’ on the label (the labels will vary for each sample unit). So in the example, person number 3 (initial M) has been selected, and you will write her name on the front page.

Please note, if there are two people with the same first name, list them in alphabetical order of their full name. If the full names are the same, list them in order of their age, with the eldest first. Make sure that you write in the initials: this is part of the way that back-checks can be carried out on your work, to reassure us that the correct person has been selected.

If there are 13 or more people aged 15 years and above living at the selected address, please refer to the lookup chart in section G.

Once a random selection has been made, no substitute can be taken, even if there is another adult living there who is available and willing to be interviewed.

A few last points about selecting respondents:

- Any responsible adult member of the household may provide the information that you need in order to establish who it is you are to interview. But never take information from those aged under 18 (the only exception is cases where 16-17 year olds are not living with their parent/guardian – but in such cases check with the office first).
- Interview only persons living at listed addresses. You could of course interview a person somewhere else (e.g. at work). No substitutes are permitted, so if the selected person is away for the duration of the survey or too ill to be interviewed, then no interview can take place.
- This survey is intended to cover only the population living in private households. Those living in institutions are excluded from the sample of the ESS.
- Please record the visit/call number when the respondent selection was made on the back of the cover sheet of the ARF.

### 7.4 Respondents aged 15-17

Every member of the household aged 15 years and over is eligible to take part in the survey. If the individual who is selected to take part is under 18 (15-17 years old) then we need to seek parental consent for them to take part. This is obtained in section B11.
7.5 Other sections of the ARF

Section C – productive outcomes
Section D – unproductive outcomes for eligible addresses
Section E – unproductive outcome for deadwood addresses
Section F – unproductive outcomes for unknown eligibility
Section G – lookup chart for 13+ DUs or persons

7.6 Interviewer observation

The interviewer observation is in Section H of the ARF. Please complete this before making contact at the address. Note the structure of this section is slightly different to the NatCen standard. Make sure you are familiar with the changes. Fill in these questions only once for each address, and please do so before making contact.

Appendix B and C to this instructions include photos which help demonstrate the codes for H1, H5 and H6. Please remember to look at these photos before fieldwork. This will help you in assessing objectively the characteristic of the address and the neighbourhood. For example ‘a lot of graffiti’ may have different meaning for different interviewers and/or in different context (e.g. whether the area is rural or urban). By the use of these questions, we hope to establish a consistent measurement across the whole survey.

Please read the notes to interviewers carefully, as they provide further information that will help you answer these questions accurately (e.g. what do we mean by immediate vicinity).

8 Field procedures

The Admin Block
The Admin block should be completed once you have reached a final outcome code, although you may find it helpful to enter calls details from page 2 of the ARF after each call.

The Admin block mirrors the ARF and for the most part you will simply be transferring information from the ARF. Please transfer your answers exactly as they are on the ARF, following the instructions on the screen.

You must complete an Admin block for every serial number, including unproductives, deadwood and office refusals. Failure to complete all Admin blocks will prevent you from doing your end of assignment clearout.

Returning work
Work should be returned as soon as you have anything to transmit, ideally on the day of interview. Lots of time is wasted trying to locate untransmitted interviews. Regular transmissions will minimise the risk of lost productives through laptop failure, loss or damage. It will also ensure that Newsflash information will be received quickly as well as any possible program updates.
9 The interview questionnaire: general guidelines

The survey consists of three elements:
- Main questionnaire
- Supplementary questionnaire

The supplementary questionnaire continues on straight from the main interview.

The supplementary questionnaire contains some repeat measures of questions asked earlier in the interview. In some cases these are identical repetitions, and in some cases they have been modified slightly as part of an experiment. These test questions are an important part of our quality control measures. An introduction at the start of this section of the questionnaire explains the reasons for this repetition. It is important that this is always read to respondents.

The supplementary questionnaire has two different versions, with which version to be asked randomly controlled by the CAPI program.

10 General interviewing practice on ESS questions

- In all cases you should read the question exactly as it appears on the questionnaire taking care not to add or miss out any words. They should be read at a slightly slower than conversational pace. Before accepting the respondent’s answer, be sure that the respondent has heard the entire question. This is important for ensuring that all concepts in the question are being considered by the respondent. If the respondent interrupts before hearing the whole question, repeat the question to ensure they hear it through to the end. Paraphrasing for respondents is not allowed as we would need a consistent measure across the UK and Europe.
- Never make assumptions about the respondent’s answers, e.g. by skipping a question or starting a question with “I know this probably doesn't apply to you, but...”
- Whenever a question begins with CARD X, ensure that the respondent has the correct showcard in front of them.
- Never let the respondent see the computer screen.
- Occasionally, some of the questions may seem slightly unnatural. This is because we need an English questionnaire that can be translated into more than 30 languages, so again please read out the questionnaire exactly as it is.
- If you repeat a question, it should be re-read in the same words, i.e. as it appears in the questionnaire. Do not try to re-phrase the question.
- If the respondent asks for repetition of response options, repeat all response options.
- Do not give definitions of terms within a question if requested by the respondent (unless explicitly stated in an interviewer note or project instructions).
- If the respondent says “don’t know” just accept this answer and move on to the next question.
- If the respondent appears to contradict what he or she said earlier, you should accept this and move on to the next question.
- You should never assume how to interpret an answer onto a scale. For numeric scales, the respondent should always be asked to provide the number themselves.
- If the respondent starts to elaborate on their answers, digresses or attempts to engage the interviewer in conversation, the interviewer should use neutral feedback, such as silence, or a phrase such as “we have a lot of questions to get through, so let’s move on”.

Detailed ESS general guidelines

First, a feature of such a wide-ranging questionnaire is that people are likely to be more interested in some questions than in others. The particular interviewing challenge posed is one of establishing the right speed at which to ask the questions. Rushing the respondent clearly has to be avoided, but an over-deliberate approach would be equally wrong. It may be that some respondents want to give a great deal of thought to some of the issues, but we are seeking to capture present attitudes, not to conduct a philosophical discussion or a political debate! If a respondent does not have a particular point of view, or if they cannot answer the question posed a ‘don’t know’ or ‘refusal’ code can be used and the interviewer should then move on to the next question. There are a small number of exceptions to this in the democracy module.

Before you start the interview respondents must be given a set of showcards. Showcards should be shown to respondents in all cases where Card ‘1’ etc appears at the start of a question. The answer codes on showcards should not generally be read out to respondents. Respondents should NOT be shown the actual questionnaire on the CAPI screen.

Throughout the questionnaire we will be using a number of general phrases that may cause the respondent to ask for further explanation. An example might be “In your area”. In this and many similar cases we do not wish to give the respondent any further explanation. The phrases used are intended as general ones. Simply read the question or statement out, and tell respondents that they should answer in terms of whatever they understand by the phrase.

Respondents may also ask for clarification of specific terms, such as “European unification” (B28). It is important that you do not offer your own interpretations of what such terms mean. Unless specifically stated in the descriptions below or in the questionnaire, simply offer to repeat the question, and tell respondents that they should answer in terms of whatever they understand by the phrase. If some respondents cannot answer the question as posed, a ‘don’t know’ code is acceptable; then you just move on to the next question.

There are some questions where people are asked to give information that may be regarded as sensitive. Some respondents may feel uneasy about giving information on their voting behaviour or income, for example. Try and gently reassure the respondent that everything they say will be treated in strict confidence. If they still refuse, this should be coded as ‘refusal’ (using CTRL-R).

Unless directed otherwise you should not seek to ‘probe’ to obtain an answer if the respondent says ‘Don’t know’ or refuses to answer. A ‘Don’t know’ answer should simply be recorded using CTRL-K. If the respondent refuses to answer a particular question, you can enter the hidden refused code by entering ‘Ctrl+R’.

At questions where an ‘other’ answer code has been provided, the other answer should be recorded verbatim. Unless specifically stated, ‘other answer’ should be coded only when one of the pre-coded answers will not fit after probing.

At questions where there is no specific provision for ‘other answer’, none is anticipated. However, if they do occur, answers should be recorded using the memo facility (CTRL-M). For such questions, in which no specific ‘other’ answer space is provided, first repeat the question with the appropriate emphasis before accepting an ‘other’ answer.

The interview questionnaire is divided into blocks of question topics (see next section for details). Sometimes these are introduced by (e.g.) “And now some questions on...” but often they are not. Respondents do not need to be made aware of the various blocks or sections of the questionnaire during the course of the interview; the questionnaire is designed to be administered as a single unit.
with a reasonably smooth transition between groups of questions and different topics. However, where introductions are provided these must always be read to respondents.

If a respondent does break off the interview part way through (this happens very rarely), you should establish whether they would be prepared to continue at a later time, and code the outcome as appropriate on the ARF.

At some questions there are answer codes that appear in brackets. These codes allow for answers respondents might give but these should NOT be read out to them and will not appear on the showcards. They should be used ONLY in cases where respondents spontaneously offer that answer.

If the respondent has difficulty in reading (for whatever reason), you should offer to read out the showcards.

If the respondent is hard of hearing, investigate whether it would help if you positioned yourself so that he or she can lip read. If that will not help, you should investigate whether the respondent would be willing to sit next to you and read the questions off the screen. This method should only be used if you cannot otherwise conduct the interview, as the respondent will be able to see occasional instructions that would not normally be seen by respondents. It is, however, better than no interview. If none of these suggestions work, please find out whether there is any other measure that would make it possible to conduct the interview. Then contact the office with this information and we will take reasonable steps to conduct the interview.

**LAYOUT OF THE INTERVIEW QUESTIONNAIRE**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. TVTOT to PPLHLP</td>
<td>Television watching; social trust</td>
</tr>
<tr>
<td>B. POLINTR to IMWBCNT</td>
<td>Politics, including: political interest, trust, electoral and other forms of participation, party allegiance, socio-political orientations</td>
</tr>
<tr>
<td>C. HAPPY to MMBRN</td>
<td>Subjective well-being, social exclusion; religion; perceived discrimination; national and ethnic identity, immigration</td>
</tr>
<tr>
<td>D. QFIMEDU to ALLBPNE</td>
<td>Immigration, including: attitudes, perceptions and policy preferences</td>
</tr>
<tr>
<td>E. ETFRUIT to FNSDFML</td>
<td>Health, including health conditions, fruit, vegetable and alcohol consumption and smoking behaviour</td>
</tr>
<tr>
<td>F. HHMMB to ANC2xx</td>
<td>Socio-demographic profile, including: household composition, sex, age, marital status, type of area, education &amp; occupation of respondent, partner, parents, union membership and income</td>
</tr>
<tr>
<td>H: IPCRTIV to IMPFUN</td>
<td>Human values scale</td>
</tr>
<tr>
<td>I: TESTF1 to TESTF18I</td>
<td>Test questions</td>
</tr>
<tr>
<td>J: RESCLQ to FTFNOTR</td>
<td>Interviewer questions</td>
</tr>
<tr>
<td>----------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Re-contact</td>
<td>Re-contact questions</td>
</tr>
<tr>
<td>Admin</td>
<td>Also includes survey specific interviewer questions</td>
</tr>
</tbody>
</table>
11 The interview questionnaire: in detail

You should have been through the whole interview questionnaire during briefing using an example interview. This section provides details about particular questions where a little more explanation may be useful. This should help you to respond to most questions that respondents may ask you during the interview.

MEDIA USE

| TVTOT – TVPOL | These questions ask about the amount of time spent watching TV on a weekday (that is, Monday to Friday). If respondents ask for clarification, this refers to time spent actively watching rather than time when the TV is merely on ‘in the background’. |

VOTING & POLITICAL BEHAVIOUR

| VOTE | If respondents answer that they did participate in the election, but deliberately ‘spoilt’ their ballot paper or left it blank, record this as ‘No’ (code 2). This is especially relevant in countries where voting is compulsory. |
| WRKORG | The organisations or associations that are meant include any that try to improve things in the UK, help prevent things from going wrong or from serious problems arising. It does not include political parties or action groups as these are covered by the previous question (WRKPRTY). |

ATTITUDES TO IMMIGRATION AND THEIR ANTECEDENTS

The questions in the module measuring attitudes to immigration aim to find out how respondents feel about immigration generally, and about specific groups.

| Attitudes to immigration | Many items in this section could be sensitive for some respondents. If anyone seems reluctant to answer please remind them that the data will be anonymised and reassure confidentiality. |
| NOIMBRO | Respondents are asked to estimate how many out of every 100 people in Britain/the UK were born outside the country. If respondents feel unable to give a precise number, please ask them for their best estimate. |
| DFEGCON | This question refers to contact with people of a different race or ethnic group from most British people/people in the UK. Respondents should include any contact when answering, whether verbal (e.g. a simple ‘hello’ or a longer conversation) or non-verbal (e.g. witnessing a public act of kindness or an altercation). This could be on public transport, in the street, in shops or in the neighbourhood – i.e. when in public and not at home. |
| ALPFPE to ALLBPNE | To build as full a picture as possible of attitudes towards immigration respondents will be asked about different groups. The group the respondent is asked about is determined by the CAPI randomisation. This should NOT be conveyed to the respondent. If respondents query why they are being asked about a specific group, please say “This is just a group of interest to the researchers who designed this question”. |
SOCIAL INEQUALITIES IN HEALTH AND THEIR DETERMINANTS

The questions in the module measuring social inequalities in health aim to find out about respondents' health outcomes and the factors that can have an impact on health.

| **ETFRUIT to EATVEG** | These questions ask respondents about their fruit and vegetable consumption. Respondents should include frozen fruit and vegetables in each of their answers. If respondents query whether other types of fruits or vegetables should also be included, e.g. tinned, clarification should not be provided and it should be left to the respondent to decide what to include/exclude. |
| **DOSPRT** | Any physical activity mentioned by a respondent that has been done for a total of 30 minutes or longer should be included. This could be organised or planned exercise, or an activity such as walking quickly, gardening or housework – provided it was done for 30 minutes or longer. The activity does not need to have been performed for 30 minutes continuously to be included. For example, 10 minutes of physical activity carried out three times in one day should be included. |
| **CGTSMKE** | This question focuses on smoking cigarettes. Respondents should include rolled tobacco in their answer but not pipes, cigars or electronic cigarettes. |
| **ALCWKDY to ALCWKND** | These items ask respondents about their alcohol consumption on the last day they drank, first on a weekday (ALCWKDY) and then on a weekend day (ALCWKND). All respondents should have the same showcard (card 46) in front of them when asked E7 and E8. When a respondent gives an answer, probe ‘any other drinks?’ to ensure you have recorded all alcohol consumed on that day. If a respondent gives an answer that does not appear as a response category, please refer to the guidance in the questionnaire. You may need to probe to clarify in which category a drink belongs, or to clarify the amount consumed (e.g. a large or small glass of wine). If respondents query how to count drinks consumed starting on one evening and finishing after midnight, you should advise them to include all drinks consumed in that period, alongside any others consumed earlier that day. Respondents should only answer about the last weekday/weekend day when they drank. Some people could get confused and try and answer about any or all days on which they drank. |
| **ALCBNGEM and ALCBNGEF** | Respondents should only be asked one of these items depending on whether they are male (ALCBNGEM) or female (ALCBNGEF). It is important that respondents have the correct card in front of them (card 47a if male; card 47b if female) while you are reading out the question in order for them to visualise what you are describing. The examples on the showcard are designed to show roughly equal amounts of alcohol. Respondents may not realise this. The idea is the pick the example that best matches what they tend to drink. Each example is unlikely to precisely match the combinations of drinks they might consume but they are designed to indicate roughly the amount of alcohol we want to know about. |
| **HEIGHT to WEIGHT** | These questions ask respondents to provide their height and weight. If respondents do not know these measurements exactly, they should be asked to provide their ‘best estimate’. Please take care to enter the answers accurately. |
| **DSHLTGP to DSHTLNA** | If respondents name just one type of health professional, you should check ‘any other?’ before moving on to the next question. If respondents query what should be included here, you should clarify that any form of communication or home visits should be included. |
| **HLPFMLY** | This item asks respondents whether they provide any unpaid care for relatives, friends, or others for any of the reasons listed on card 50. The reasons listed on the card are not the response options. In other words, it is not important which of the reasons on the card applies to a respondent, just whether any of them do or do not. If any of the reasons on the card applies, this response should be coded as ‘yes’, if not then code as ‘no’. |
| **HLPFMHR** | If respondents provide a different number of hours’ care each week, they should be asked to think about the time they spend on average per week. If respondents spend less than an hour each week providing this care, or provide care less often than weekly, code as ‘55’. |
| **HLTPRFW to HLTPHFW** | Health problems - these items could be particularly sensitive for some respondents. If a respondent seems reluctant to answer, please remind them that the data will be anonymised and reassure confidentiality. In addition, please reassure respondents that they only need to provide the letter or letters from the card that applies to them and that you will not see which health problem(s) this corresponds with. |
| Back or neck pain: respondents should only include substantial pain. |
| Allergies: respondents should include hayfever here, as well as other allergies. |
| Severe headaches: respondents should include migraines and other severe headaches (e.g. cluster headaches) rather than mild headaches. |
| **HLTPRCA** | Health problems (cancers) - this item could be particularly sensitive for some respondents. If a respondent seems reluctant to answer please remind them that the data will be anonymised and reassure confidentiality. In addition, please reassure respondents that they only need to provide a yes/no response to this question. |
| **CNFPPLH to FNSDFML** | Household conflicts and financial difficulties - these items could also be sensitive for some respondents. If anyone seems reluctant to answer please remind them that the data will be anonymised and reassure confidentiality. |

**HOUSEHOLD GRID**

| **HHMMB** | The first question asks for the total number of people in the household (including children). You should have, of course, recorded the number of people over the age of 15 at B5 in the ARF. If you should discover at this stage that you have been given the wrong information for the contact sheet selection: |
| | • DO NOT change the ARF or redo the selection procedure |
| | • DO record the correct information in the household grid at HHMMB |
| | • DO make a note of what happened at the end of the interview. |
**RSHIPA**

You need to record all the individuals in the grid and their relationship to the respondent. The direction of this relationship is crucial. Ensure that the respondent is answering “this person is my…”

**LEGAL ‘MARITAL’ STATUS AND PARTNERSHIP STATUS**

| **MARITALA and MARSTS** | This question on current marital status aims to measure the LEGAL status (or otherwise) of the relationship between the respondent and the partner they are currently living in the household. We want to measure how the relationship is viewed under the law of Britain and the UK.

Marsts – this question aims to measure the LEGAL marital status of the respondent under the law in Britain and the UK. It is only asked to those NOT currently living with a partner and those who are cohabiting but do not have any other legal status. So respondents who are cohabiting are asked to specify their legal marital status that may stem from a previous relationship. If the respondent is unsure, accept their best guess. At this question the interviewer instruction ‘priority code’ is used. Reading from the top to the bottom of the list code the answer given from the highest point on the list e.g. if the respondents says that they are married (code 01) and divorced (code 04) the interviewer should code this as 01. |

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**HIGHEST LEVEL OF EDUCATION**

| **EDULVL, EDLVPUK, EDUKLVL, EDULVM** | These questions record the highest level of education the respondent, their partner, and their parents have successfully completed. ‘Successful completion’ occurs when either:

1) a formal certificate is issued after an assessment indicating that the course has been passed;
2) a course or period of education is fully attended but no certificate is ever issued or
3) a course or period of education is fully attended and a certificate of attendance is issued (and no other certificates e.g. for passing the course are ever issued).

If respondents completed their highest level of education abroad they should try and place this in the equivalent category from the lists on the showcards. Their best estimate of this is acceptable. Only when this is not possible should you use the ‘other’ code. If this has to be used enter the qualification on the ‘other specify’ box as it may be possible to recode this later in the office. |

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**YEARS OF EDUCATION**

| **EDUYRS** | ‘Years of education’ refers to all education completed including school and education after school. These years do not have to be continuous but the total should only include the years in education, not the gaps in between. Vocational training should be included, but apprenticeships should not. Part-time education should be reported as the equivalent number of full-time years. For example, if a course would take one year full-time, but was done part-time over two years, it would be reported as one year. |
This is a multi-code question and some respondents should choose several types of economic activity undertaken in the last seven days. All of them should be recorded. Remember to probe respondents to find out if any others are relevant by asking ‘Which others?’ All economic activities that a respondent has undertaken in the last seven days should be recorded.

MainAct - only one answer should be given. This should be the activity the respondent considers to be their main activity. If a respondent is not sure or doesn’t know, please probe to find out which of the items on the card comes closest to what they were doing in the last week.

The following notes explain the categories at ActFW more fully:

01 In paid work (or away temporarily) (employee, self-employed, working for your family business).
- This category includes all types of paid work, whether for an employer, or on the respondent’s own account as self-employed. It includes casual, part-time and temporary work.
- Voluntary work, or work carried out where only expenses are reimbursed or work paid for in kind (e.g., receiving board and lodgings only) where there is no financial transaction, are EXCLUDED from this category.
- People away temporarily would include those who were absent from work last week because of sickness or injury, holiday, compassionate leave, or maternity leave, provided that they have a job to go back to with the same employer or as self-employed in the same field.
- It would also include people who were temporarily laid off, or on strike, or locked out, again provided that they have a job with the same employer to go back to, or to the same self-employed status.
- People whose contract of employment incorporates regular but intermittent work (e.g., some staff in educational institutions, or professional sportsmen, whose wages are paid only during term-time or in the season, and who therefore may not have worked last week) are included in this category.

02 In education, (not paid for by employer), even if on vacation
- All students, even those doing vacation jobs during the last week, are to be coded in this category. If the student is on vacation and will continue to be a student only if he or she passes an exam, assume that the exam will be passed and still treat the respondent as in full-time education.

03 Unemployed, and actively looking for a job
- This category includes all unemployed who are actively looking for a job. This would include people seeking work through central or local government employment services, people registered with private employment agencies, people answering advertisements for work, advertising for work or even people just actively looking around for opportunities.

04 Unemployed, wanting a job but not actively looking for a job
- Include here any respondents who are unemployed, but who are not actively looking for a job at the moment. People who, for instance, have given up looking for work would be included here, or those who are ill and temporarily unable to look for work. Respondents should normally be left to decide for themselves whether an illness in this case is temporary or not. If in doubt, include it if it has lasted less than six months.

05 Permanently sick or disabled
- Covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included.
cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

06 **Retired** from work
  ▪ Covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort.

07 **Doing housework, looking after children or other persons**
  ▪ Covers anyone involved in unpaid domestic or caring duties. There can be more than one person in a household in this category - here we are concerned only with the respondent’s position.

08 **Other**
  ▪ This category is not on the show card. It covers anyone who does not fit into any of the 7 categories on the card.

The following notes explain some categories at MainAct more fully. Please note the criteria for coding these codes at MainAct will differ from at ActFW because we are now asking for main activity. Any differences have been underlined.

Codes 5 to 8 cover those members of the population who are generally considered to be economically inactive.

05 **Permanently sick or disabled**
  ▪ Covers people out of work and not seeking work because of permanent (or indefinite) sickness or disability. People who have never worked because of disability are included. Do not include retired people in poor health who would not be seeking work even if they were healthy. In cases of doubt over whether an illness or disability is permanent, treat it as permanent if it has lasted continuously for six months or more.

06 **Retired** from work
  ▪ Covers people who have retired from their occupation at approximately the normal retirement age or who have taken 'early retirement', and are not seeking further employment of any sort. Retired people who are permanently sick or have become disabled should still be recorded as retired.
  ▪ Women who leave work when they marry to look after the home or to raise a family and who have not worked for many years, should be classified as 'looking after the home' rather than retired. But it is difficult to define retirement exactly. Apart from the proviso made about women, the respondent’s description from the card should generally be accepted.

07 **Doing housework, looking after children or other persons**
  ▪ Covers anyone more or less wholly involved in unpaid domestic or caring duties when classifying economic position. There can be more than one person in a household in this category - here we are concerned only with the respondent’s position.

08 **Other**
  ▪ This category is not on the show card. It covers anyone who does not fit into any of the 7 categories on the card. But remember that people who are in any kind of paid work (including casual self-employed jobs) should not be included here.

**RESPONDENT’S MAIN JOB**

<table>
<thead>
<tr>
<th>EMPLREL</th>
<th>The next few questions ask about the respondent’s main job (where applicable). This could be their current job, or their last job, if they are currently out of work. If the respondent has more than one job, they should answer about the one which occupies them for the most hours per week. If they have two jobs that are exactly equal, they should answer about the more highly paid of the two. Some self-employed persons will have their own business; some will simply be</th>
</tr>
</thead>
</table>
involved with casual or intermittent work. A person in a one-man business is not necessarily self-employed; if the business is a company, he or she may well be an employee of the company, drawing a salary.

<table>
<thead>
<tr>
<th>MakeDo to Train</th>
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</thead>
<tbody>
<tr>
<td>We wish to collect occupational details of almost all respondents, excluding only those who have never had a job. Ask everyone about their current or last job. Please probe fully for all relevant details; if any are missing, we may be unable to code occupation and industry accurately. For example, there are many different types of engineer and each has its own code. You must therefore probe for the full job title as well as the exact type of engineering performed.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Makedo</th>
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</thead>
<tbody>
<tr>
<td>We are asking the industry question first because finding out the ‘kind’ of business or industry is crucial to coding the job in sufficient detail. Try to establish this as clearly as possible. The name of the company will not be sufficient, nor will the product itself, for instance ‘vehicles’ could mean a production plant, a car dealership/showroom, a seller of used cars, a van hire company, or a car importing business.</td>
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<thead>
<tr>
<th>TPORGWK</th>
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<tr>
<td>We wish to record the type of organisation that the respondent does/did work for. The question seeks to identify the sector they work in. The main distinction we are looking for here is whether the job is in an environment where the ownership or funding or comes from some part of the public sector, understood as central or local government, even if this is dispensed through some third party, such as a funding council or some arms-length organisation. Where a sector may have complex inter-relationships between public and private management, get the respondent to focus on their own employment situation. So someone providing outside catering or cleaning services to a hospital or school is in the private sector even if it is a state-funded school.</td>
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<tr>
<th>Title to Train</th>
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<tr>
<td>Respondents are less likely to see the classification of occupations as a problematic or detailed task, so we need you to get as much information as possible. Job titles are a useful starting point but are rarely sufficient. Jobs such as accountant, teacher, nurse, engineer, and labourer can have many different types and be carried out in different situations. Use TypeWk to probe for as full a description of their work activities as possible, possibly getting them to specify their day-to-day duties.</td>
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<th>TRAIN</th>
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<tr>
<td>For Train, remember that we are interested in the training/qualifications that are normally required in order to be able to get or do the job, NOT the qualification level of the respondent as this may be quite different.</td>
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<tr>
<th>JBEXPFW and JBEXEFW</th>
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<tr>
<td>These questions ask which work hazards respondents have ever been exposed to in any of the jobs they have ever had. The questions are only asked to respondents who have ever been in paid work. When a respondent gives an answer, please probe ‘which others’ to ensure that all relevant answers are coded.</td>
</tr>
</tbody>
</table>
HOUSEHOLD INCOME

At HINCTNTa you should obtain the **total net income** of the household from all sources, that is, **after tax**. Income includes not only earnings but state benefits, occupational and other pensions, unearned income such as interest from savings, rent, etc.

We want figures **after** deductions of income tax, national insurance, contributory pension payments and so on. The questions refer to **current level** of income or earnings or, if that is not convenient, to the nearest tax or other period for which the respondent is able to answer. The respondent is given a showcard that enables them to choose between their household’s weekly, monthly or annual income, whichever they find easiest they will then give you the letter that corresponds to the appropriate amount. This system is designed to reassure the respondent about the confidentiality of the information they are giving.

ECONOMIC ACTIVITY OF PARTNER

See ‘Economic Activity’ notes above for details of codes and probing.

SOCIOCULTURAL ORIGINS

This question aims to measure respondents’ ancestries. Up to two ancestries should be recorded that best describe respondents’ ancestries. If a respondent provides an answer that does not appear on card 77, please record their answer in the space provided. Once the first ancestry has been recorded, probe ‘which other’. If no second ancestry is given, this should be recorded as 555555. If more than two are mentioned, ask the respondent to select two. If the respondent is unable to do this, code the first two ancestries mentioned.

INTERVIEWER QUESTIONS (SECTION J)

Your answers to these questions help to give us an idea of how the interview went, and how the respondents reacted to the experience.

These questions refer generally to the interview as a whole.

12 Any queries?

If you have any queries or problems about how to complete the questionnaire, please do not hesitate to telephone a member of the European Social Survey research team at the Head Office. Queries about field arrangements should be raised with your supervisor or Area Manager in the first instance.
Appendix B: ESS Round 7 – Neighbourhood Characteristics – Example photos for housing type (H2)

Single unit 1: Farm

Single unit 2: Detached house
Single unit 3: Semi-detached house

Single unit 4: terraced house
Single unit 5: The only housing unit in a building with another purpose
Multi-unit 6: Multi-unit house, flat (example 1)

Multi-unit 6: Multi-unit house, flat (example 2)
Appendix C: ESS Round 6 – Neighbourhood Characteristics – Example photos for litter and rubbish (H5) / graffiti and vandalism (H6)

1: Very large amount

2: Large amount
3: Small amount

4: None or almost none
1: Very large amount

2: Large amount
3: Small amount

4: None or almost none