European Social Survey

European Social Survey, Round 8
June 2015

Round 8 Survey Specification for ESS ERIC Member, Observer and Guest countries

These specifications have been developed by the European Social Survey European Research Infrastructure Consortium (ESS ERIC) Director, in collaboration with the Core Scientific Team (CST).

They outline the national requirements for each ESS ERIC Member (or Observer) participating in the eighth round of the ESS, in accordance with Article 5.c.i in the ESS ERIC Statutes (or the procedure for Guest countries), and drawing on experience from the previous rounds of the ESS.

Contents

1. Introduction

The European Social Survey (ESS) is a biennial cross-national survey run by the ESS European Research Infrastructure Consortium (ESS ERIC).

The ESS ERIC Headquarters are located at City University London, UK. The ESS ERIC has a Core Scientific Team (CST) that comprises Headquarters and six other institutions:

- Norwegian Social Science Data Services (NSD), Norway
- GESIS Leibniz Institute for the Social Sciences, Germany
- The Netherlands Institute for Social Research/SCP, The Netherlands
- University Pompeu Fabra, Spain
- KU Leuven, Belgium
- University of Ljubljana, Slovenia

Headquarters and the six CST institutions will henceforward be referred to as the CST.

According to the Statutes of ESS ERIC[1] its principal object and task are to establish and operate a research infrastructure with the following main objectives:

"(a) assembling, interpreting and disseminating via the European Social Survey or otherwise rigorous data on Europe's social condition, including the shifting attitudes, values, perceptions and behaviour patterns among citizens in different countries;
(b) providing free and timely access to its accumulated data to professional users and members of the public;
(c) furthering the advancement of methods of quantitative social measurements and analysis in Europe and beyond".

The present document outlines the tasks and responsibilities of the ESS ERIC members, observers and guests with regard to conducting the eighth round of the European Social Survey (ESS Round 8). The structure of these Specifications differs from previous editions in two ways. Firstly, it distinguishes more clearly than before between the tasks of the Survey Agency and the tasks of the National Coordinator (NC). Secondly, requirements, guidelines and rationales are integrated wherever possible. This has been done to communicate the raison d'être of the guidelines, to explain what the aims are. It is expected that a clearer communication of rationales will result in closer adherence to the guidelines.

The ESS ERIC subscribes to the Declaration on Ethics of the International Statistical Institute (ISI, https://www.isi-web.org/index.php/activities/professional-ethics/isi-declaration), to which the Survey Agencies that conduct the data collection will be asked to adhere, in addition to any co-existing national obligations that they may have.

2. Changes over time

2.1. Major substantive changes compared to Round 7

Although the structure of the Specifications has changed in Round 8, the design of the survey (and thus also the costs) has remained largely identical compared to Round 7.

[1] www.europeansocialsurvey.org/docs/about/ERIC-ESS-OJ-30-November-2013.pdf

Substantive changes:

- Many of the CST documents will be made available earlier to NCs than in Round 7 (section 6.2).
- As anticipated the source questionnaire will comprise 8 additional items that will have to be translated and tested (section 7).
- Within the TRAPD scheme, more focus will be put on enhancing the national pre-tests ('P' in the TRAPD scheme) (section 7.2).
- The final, fieldwork-ready country versions of the questionnaire and showcards must be uploaded to the ESS Round 8 NC Intranet right before fieldwork starts (section 7.3).
- More attention will be given to standardised interviewer training and briefing (section 10.5) than in previous rounds.
- Weekly fieldwork progress reports are required if planned duration of fieldwork is 10 weeks or less (section 10.7) instead of fortnightly reports.
- Inclusion of one Field Directors' Meeting (attendance to be costed in the national budget).
- Ancestry may or may not be part of the Round 8 questionnaire, depending on the results of Round 7. Inclusion of Ancestry should be costed to cover the coding (noting this may be one of the new 8 core items).

In addition the CST highly recommends:

- Using Computer Assisted Interviewing (CAPI) for fieldwork
- Completing the contact forms electronically (section 10.4.2)
- The NC providing weekly updates of fieldwork progress independent of the planned duration of fieldwork
- Administering the supplementary questionnaire as part of the main questionnaire in the face-to-face interview
- Administering a survey among interviewers (section 10.5) if feasible

The CST emphasises that all relevant ESS documents for Survey Agencies and National Coordinators will eventually be made publicly available on the ESS website. An example is the (Translation and) Verification Follow-up Forms documenting the whole translation history for the different language versions. These will be put online for transparency reasons, so that the research community can consult them for any translation-related information they may seek.

2.2. Changes foreseen in Round 9

Although the ESS aims for substantive and methodological continuity, changes become necessary across rounds that reflect new experiences, changes in the environment, technological innovations, best practices and lessons learned from similar studies, and the need to improve. Two changes are foreseen for Round 9.

First, fieldwork will be conducted by CAPI only. This means that as of Round 9, Paper and Pencil Interviewing (PAPI) will no longer be allowed. Empirical comparisons have shown that CAPI interviewing results in a more standardised interviewer process, as evidenced by lower interviewer effects, lower item nonresponse, and higher data quality. In addition, using CAPI makes it easier to monitor the flow of the interview and allows collection of paradata, or process data, that allow analysing and optimising the interviewing process.

A second change is that as of Round 9 fieldwork progress updates will have to be provided at least weekly and be more detailed. This will facilitate closer monitoring of fieldwork processes and, if necessary, adaptions of the fieldwork design and strategies.

A third change is also be considered namely that the supplementary questionnaire will always be administered in the same mode as the main questionnaire (ie face-to-face).

This will improve consistency between the answers to questions in both parts, and minimise item nonresponse on the supplementary questionnaire.

3. Key information on the survey

The ESS is an academically driven cross-national survey, founded in 2001. It has three key aims:

- to measure changes in public attitudes and behaviour patterns both over time and across nations,
- to improve the quality of comparative quantitative measurement in Europe and beyond, and
- to establish robust attitudinal indicators to stand alongside existing behavioural and factual indicators of national well-being.

Since 2013 the ESS has been legally established as a European Research Infrastructure Consortium (ERIC). The Director of the ESS ERIC is Rory Fitzgerald and the ESS ERIC headquarters (HQ) are at City University London. The Core Scientific Team (CST, see section 1) comprises HQ and six other institutions.

Survey data are collected biennially. The survey aims for optimal comparability, standardised approaches across countries and detailed documentation. Key characteristics of the survey are:

- Rigorous sampling procedures (section 8) and high target response rates (section 10) ensuring that the target population is adequately represented.
- Innovative questionnaire design and translation procedures followed by thorough assessment, ensuring optimal comparability across countries (section 7).
- Standardised fieldwork approaches, extensive monitoring and emphasis on training and briefing of interviewers, also ensuring optimal comparability across countries (section 9 and 10).
- Face-to-face survey administration (preferably CAPI) ensuring that (almost) everybody can participate.
- Detailed documentation of processes, fieldwork, and outcomes, disseminated freely via the ESS ERIC website.
- Provision of national context to help interpreting survey outcomes (section 11).
- Provision of support to NCs through expert teams and country contacts.
- Adherence to international quality procedures.
- Rigorous processing of data and metadata and adherence to national and European data protection regulations.
- Free and equal access to data and metadata.

The ESS ERIC Director will assign each country a ‘country contact’ (CC) to oversee the fieldwork preparation and implementation process and monitor progress. The goal is to have a global view of each country’s achievements and challenges to identify areas where comparability might be failing and to facilitate round-to-round improvement in each country.

4. Information for the General Assembly

Members, observers and guests of ESS ERIC should ensure that the national costs for Round 8 of the ESS take into account the following:

The tasks of the National Coordinator (section 7, 8, 11, 12)
- Communicating with the CST and attending NC Forum meetings.
- Selecting and liaising with the Survey Agency.
- Participating in questionnaire development, translation and testing.
- Discussing sampling procedures with Sampling Expert Panel (SEP).
- Preparing and monitoring fieldwork in collaboration with the CST.
- Depositing data and other deliverables to the ESS Archive, and communicating with the ESS Archive.
- Ensuring data protection, anonymity and confidentiality.
- Disseminating ESS outcomes.
- Describing the media landscape, and collecting and coding media claims.

The tasks of the Survey Agency (section 9, 10, 11, 12)
- Conducting the national pre-test.
- Printing or programming the questionnaire and other survey material (showcards).
- Attending a Field Directors' Meeting.
- Briefing and training interviewers.
- Preparing for, planning, and monitoring fieldwork.
- Conducting fieldwork resulting in a sufficient (effective) sample size and an agreed upon response rate.
- Preparing deliverables.

For some sections there is overlap between the responsibilities of the NC and the Survey Agency. Both parties should conduct their activities within the timeframe outlined in section 6.

In the next sections Members, Observers and Guests of ESS ERIC will be referred to as ESS ERIC members, given that observers and guests have exactly the same obligations as members with regard to fieldwork and data delivery.

5. National Coordinators

5.1. Introduction

According to the Statutes of the ESS ERIC (art. 13.6) each member shall appoint and finance a National Coordinator (NC). The selection process of the National Coordinator will vary between countries according to local circumstances and conventions. The CST can advise on or assist in the selection process if required but must be consulted with sufficient time to ensure that the appointments comply with the ESS ERIC timetable.

The National Coordinator will:

- Be a person of standing within the social science community of their country,
- Be familiar at first hand with survey methodology and procedures,
- Be knowledgeable about past national or sub-national studies of a similar nature,
- Be fluent in spoken and written English,
- Have experience of cross-national research,
- Be accepting of the ESS Specifications.

Although most of the work will have to be done after March 2016, the NC should be appointed in time for them to make a general planning of the survey, (to help) to select the Survey Agency, and to comment on the question module design process between November 2015 and March 2016. The NC should not have any other key role within the ESS ERIC organisational structure.

In many countries there will be a National Coordinating team. As the NC is ultimately responsible for overseeing and coordinating the activities we will simply refer to 'NC' in the following text.

The NC MUST ensure that national data (including summary outcomes and overviews) are not published or reported in any way before the release of the harmonised data file comprising their national data (sections 12.3 and 13.3).

5.2. NC workload and time budget

The workload of the NC will vary over the period of the survey. From previous rounds, it is clear that the bulk of the work takes place during three periods for Round 8: 1) preparation of fieldwork and country questionnaires (March – August 2016), 2) start of fieldwork and fieldwork monitoring (September – December 2016) and 3) data preparation and processing (January – October 2017).

The number of person-months required by a NC will depend on national conditions, such as the number of languages to be fielded, tasks delegated to the Survey Agency, and the experience of the Survey Agency with random sampling, face-to-face interviewing, and fieldwork monitoring. It will also depend on the individuals' previous experience in conducting the ESS.

It is anticipated that a NC will need to spend about 6 months full-time equivalent on their tasks in one round (over 24 months), if they were involved in previous rounds. New NCs will require considerably more time; countries that participate for the first time – or after missing one or more rounds – will need approximately 10 months full-time equivalent to perform their tasks.

5.3. NC Activities

A detailed overview of NC activities before, during and after fieldwork is given in the next sections. The key roles of the NC are to coordinate activities of the ESS ERIC at a national level and assure national compliance with the present specifications. In addition they are expected to contribute to discussions about the ESS methodology and questionnaire design. The list of activities below is not intended to be exhaustive but provides a summary of the main tasks and responsibilities of the NC when preparing and overseeing implementation of the ESS in each country.

Communication
The ESS ERIC Director will assign each NC a *country contact* (CC), a member of the CST who oversees the entire national survey life cycle, and in particular monitors the progress of fieldwork, for that country. NCs will liaise directly with the different work packages, but also with country contacts on cross-cutting issues. Country contacts should be copied into all correspondence with CST work packages.

The NC will:
- serve as the link between the national ESS ERIC Member, the national Survey Agency, the CST and the Country Contact (CC),
- be the primary point of contact with the CST/CC on all aspects of the ESS in their country for the current round for which they are appointed as well as for previous rounds in which their country participated,
- attend meetings of the ESS ERIC NC Forum (expected to take place in November 2015, April 2016, (possibly November 2016), and April 2017),
- possibly represent the NC Forum in other committees (e.g., CST).

Implementation
The NC will ultimately be responsible for ensuring the implementation of the rigorous, standardised set of procedures and methods according to the pre-specified design and timetable outlined throughout this document. Certain tasks will be carried out by the NC, independent of the Survey Agency, whilst others can be carried out in cooperation with the Survey Agency. NCs key tasks will include (but are not limited to):

Source question design (section 7.1)
- Meet with and advise 'ESS question module design teams' (QDTs) on question content and construction and provide detailed comments on two or more drafts of the question modules,
- Liaise with the CST on question adaptation and consultation processes as required (e.g. on measures of partnership status, education, religion, income and possibly ancestry).

Production country questionnaires (sections 7.2 and 7.3)
- Translate the English source questionnaires according to the ESS procedures,
- Follow translation assessment steps: 1) team review and adjudication, 2) external assessment (verification), 3) consideration of the harmonisation of formal characteristics of the question using SQP coding within a functional equivalence framework, and 4) co-ordination and interpretation of national pre-tests to check the country questionnaire, CAPI programming and routing (CAPI and PAPI) **before fieldwork** starts,
- Discuss possible changes to existing translations, queries about new translations and possible adaptations with the ESS translation team,
- After formal sign-off of the translations, provide the CST with the final Translation and Verification Follow-Up Form (T)VFF, including information on follow-ups and documentation,
- Deposit the final questionnaire to the ESS Round 8 NC Intranet right before fieldwork starts.

Sampling (section 8)
- Discuss with and advise their assigned expert from the ESS SEP on appropriate local procedures to comply with ESS sampling requirements, including maximising the effective sample size and ensuring that the sampling design is formally signed off by the ESS sampling panel **before fieldwork starts**,

- Deposit the Sample Design Data File (SDDF) to the ESS Archive at NSD so that the design weights can be produced and the national data can be included in the combined data set,
- Provide national population estimates for demographic variables so that the post-stratification weights can be produced, and liaise with the CST when issues arise preparing those.

Fieldwork preparation (sections 9 and 10)
- Select the Survey Agency (if necessary),
- Explain and discuss ESS procedures and their rationale with Survey Agency (including the completion and use of the Contact Forms),
- Complete an online Fieldwork Questionnaire (FWQ) and discuss matters arising with the Fieldwork Questionnaire Team; ensuring sign-off at least **four weeks before fieldwork** starts,
- Send fieldwork projections to the CC at least **two weeks before fieldwork** is planned to start,
- Play a key role in the design and the delivery of face-to-face fieldwork briefings for interviewers, focusing on respondent recruitment, the conducting of the interview and recording contact attempts.

Fieldwork monitoring (section 10)
- Monitor fieldwork to ensure contract compliance and optimum response,
- Provide the CC with weekly updates of fieldwork progress (if the planned fieldwork duration exceeds 10 weeks fortnightly updates are allowed),
- Ensure interviewers collect data about all contact attempts during fieldwork and record complete contact form data.

Data preparation & deposit (section 12)
- Monitor data preparation activities,
- Check the data files as specified in the ESS Data Protocol, preparation for public use and quality control analysis aimed at improving ESS data collection in future rounds (not for analytical purposes).
- Liaise as necessary with the CST about the calculation of post-stratification weights.
- Provide the CST with all electronic deliverables (including data and documentation) as specified in the ESS Data Protocol, and listed in section 12.1.
- Provide the name and email address of a contact person at the Survey Agency to the CC and NSD. This person will only be included in correspondence directly related to deliverables and processing of data and documentation,
- Liaise as necessary with the ESS Archive about data deposit and data processing queries, including advising on post-stratification of national data and any weighting required,
- Act as the first national point of contact for queries relating to earlier waves of ESS data collection regardless of whether they were the NC at that time.

Media claims (NC) (section 11)
- Code media claims for 10 weeks starting **one week before the start of fieldwork**, and provide the CST with an overview of the national media landscape and media claims data.

Dissemination
The NC will be responsible for promoting the use of ESS data within their country and reporting to the CST on these activities. National and international dissemination activities will contribute to the ESS ERIC's ultimate goal to make the ESS (and its data) as widely used among academics, policy makers and other relevant communities as possible. Dissemination activities can be related to national websites, national launch events, booklets, national toplines, etc.

6. Time table of ESS activities and background documents

6.1. Overview of actions required before, during and after fieldwork

Table 1: ESS Round 8 Project Timetable (May 2015-October 2017)

Month/Date	Action	Section
May '15	ESS ERIC Round 8 Specifications for General Assembly (members, observers and guests), NCs and Survey agencies available	1
May–June '15	ESS Round 8 pre-testing of questions for items from rotating modules in the source questionnaire – including omnibus testing (organised by ESS ERIC HQ) and cognitive interviewing (in a small number of selected countries)	7
Sep '15-March '16	Appointment of NCs and Survey Agencies	5, 9
Nov '15	Advance Translation (1 country) (rotating modules & new core items) Pilot Fieldwork (2 countries) (rotating modules & new core items)	7
Feb '16	Penultimate draft source questionnaire sent to NCs for comment; NCs asked to highlight possible translation problems	7
Feb-June '16	Sample design plans discussed between NCs and assigned sample panel member & signed off by sampling panel	8
March '16	Link to Fieldwork Questionnaire (FWQ) sent to NCs	10
March-July '16	FWQ completed by NCs and signed off by ESS Fieldwork Questionnaire Team	10
March '16	ESS Round 8 NC Intranet area opens for NCs	7
	ESS Round 8 Source Questionnaire distributed	
April-Sep '16	Question adaptation and consultations with CST start	7
April – August '16	Translation, Team review and adjudication, External assessment (Verification), Harmonisation of formal characteristics of the questions using SQP Coding, and country specific pre-tests (to assess translated questionnaires in each country)	7
June '16	ESS8 2016 Data Protocol and dictionaries distributed	12
July '16	Fieldwork projections to be sent to the CC	10
August '16	Interviewer Briefings NCs to forward Media Landscape to the CST	10, 11
Sep '16	National Technical Summary (NTS) made available	12
	ESS Round 8 Fieldwork starts	
Sep -Dec '16	Monitor fieldwork Send weekly reports to the CC (fortnightly is allowed if the planned fieldwork takes longer than 10 weeks) Collect media claims	10,11
31 Dec '16	ESS Round 8 Fieldwork ends	10
28 Feb '17	Data delivery to the archive	12
March – Oct '17	Data processing and Archiving b) Preparation of Sample design data file (SDDF)	8, 12
Oct '17	1st data release expected	

a) Note that the timing for translation, translation verification, SQP coding, country pre-testing of translations, interviewer briefing, fieldwork, etc. will vary depending on individual country timetables.

b) The ESS Archive at NSD will check and merge the national datasets into a combined multi-nation dataset that will be released publicly as soon as it is signed off by the CST. This initial release may, however, have to exclude any national dataset that arrives after the deadline of 28 February 2017, or for which the data and/or technical documentation is late or incomplete. A final release will be made after all countries that have met the requirements in section 12 have submitted data and documentation.

The flow diagrams below illustrate the ESS life cycle; the different tasks and primary responsibilities of the CST are indicated by pink boxes and NCs indicated by blue boxes.

Figure 1 – ESS life cycle

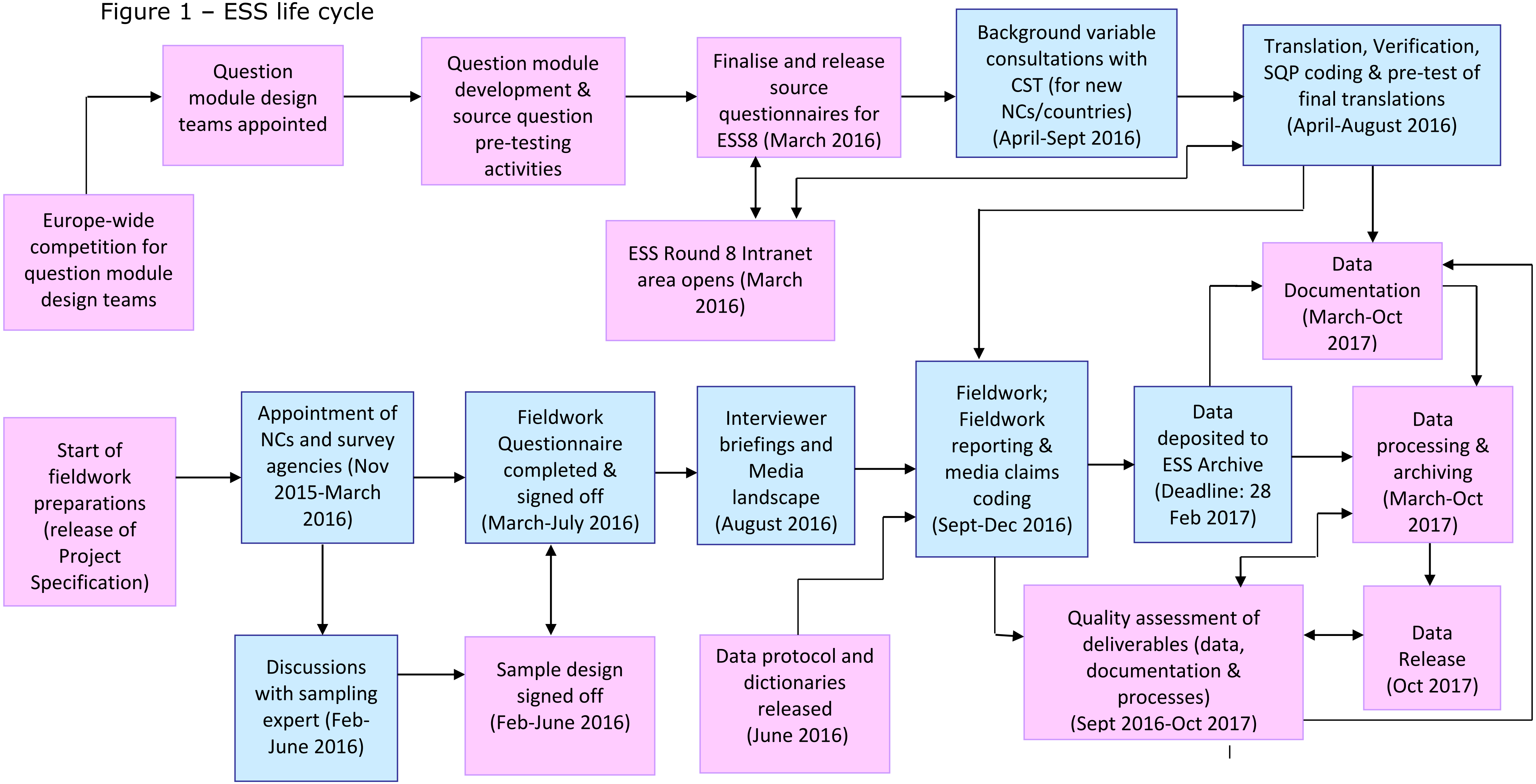


Figure 2 – Source questionnaire Development and Pre-testing

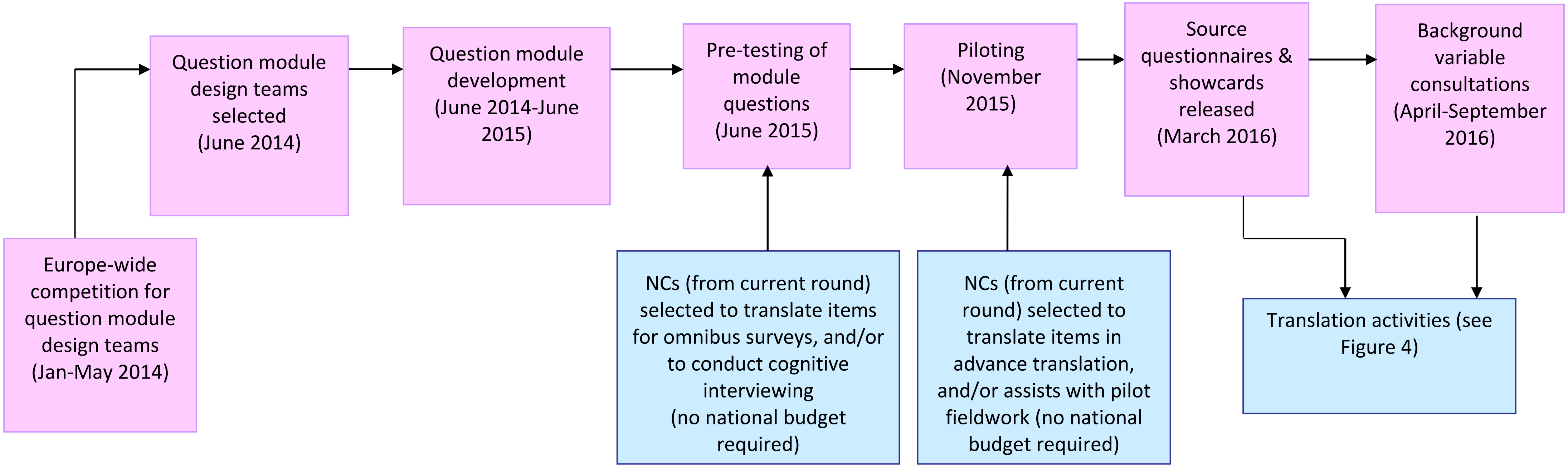


Figure 3 - Sampling and Fieldwork

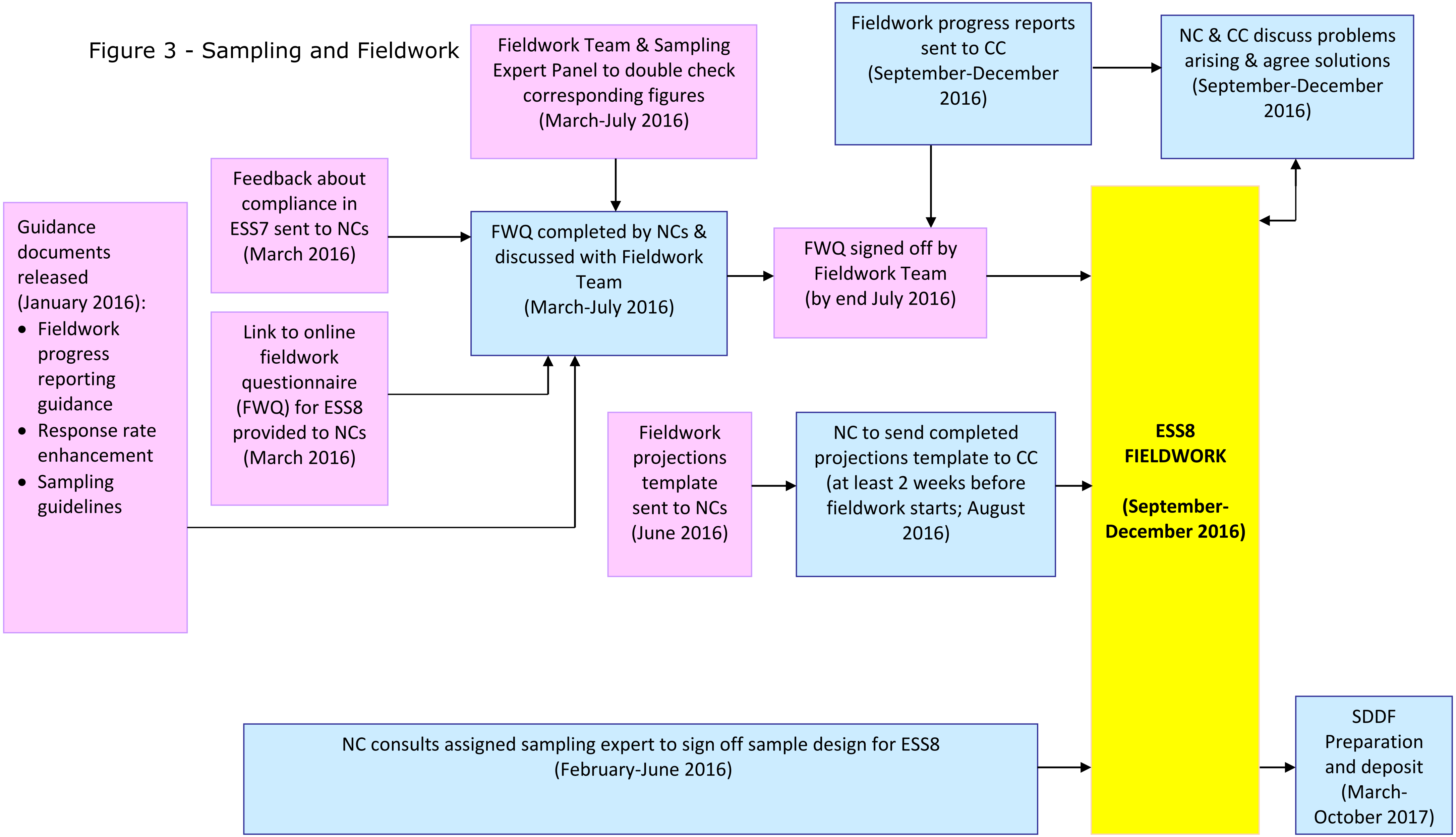


Figure 4 - Producing Country Questionnaires: Translation, External Assessment, Harmonisation of formal characteristics of the questions and Pre-testing

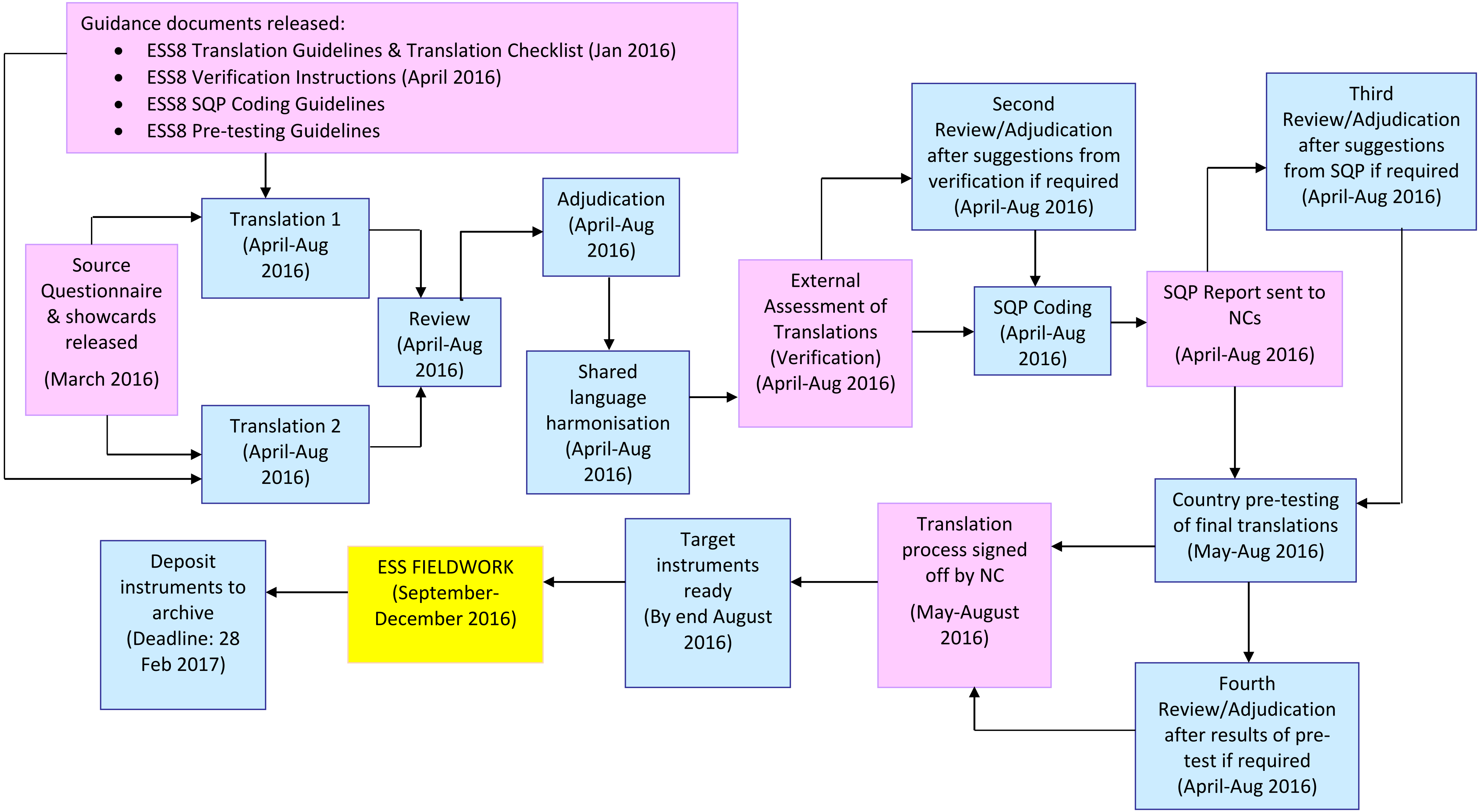
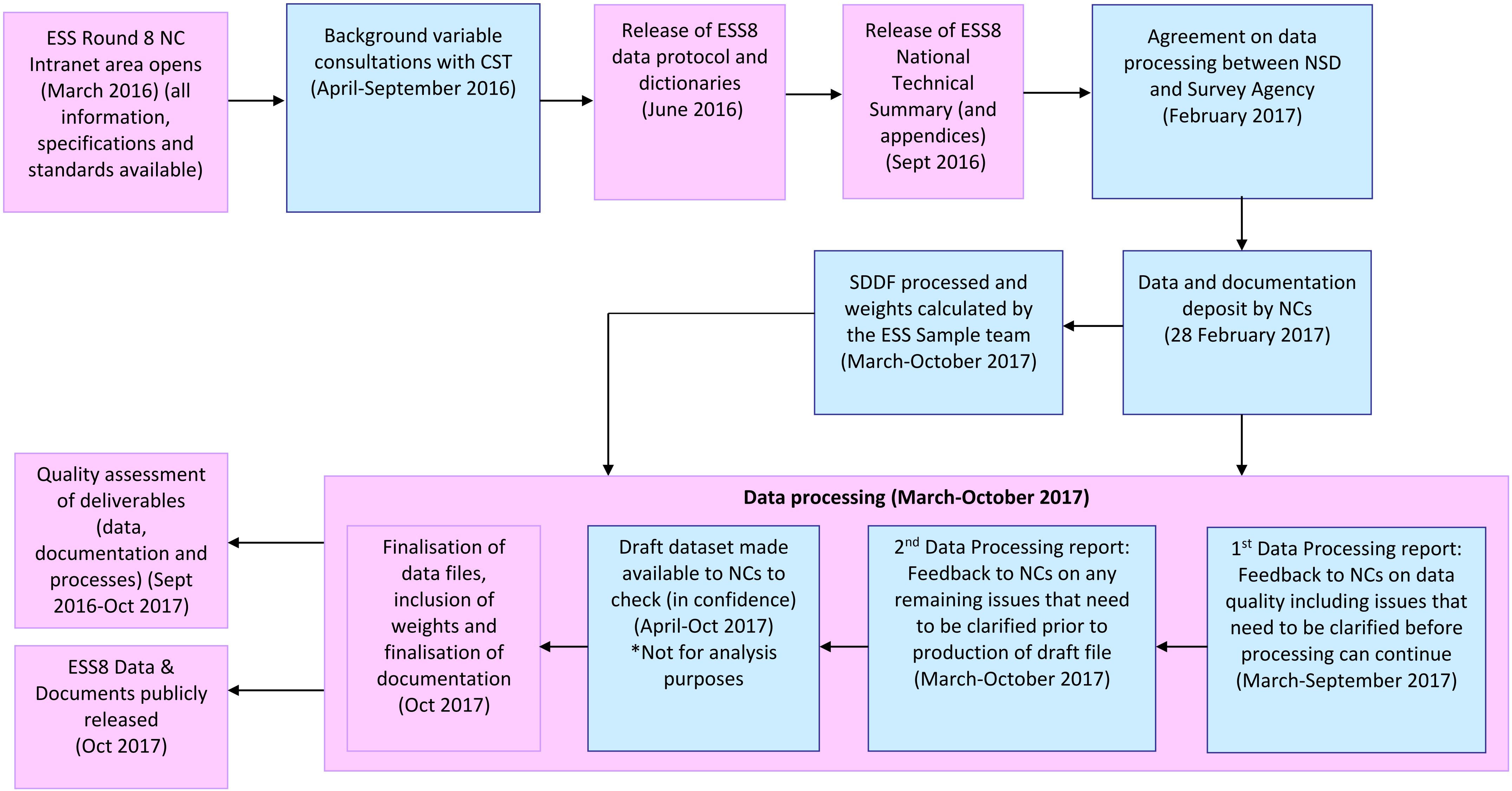


Figure 5 - Data Preparation, Processing and Archiving



6.2. Key documents

All the key documents from Round 7 are included in the zipped file ('ESS Manual Round 7') that accompanies the Specifications. This will serve as a point of reference to NCs. The Round 8 versions will be made available on the dates specified below. The username and password for the ESS Round 8 NC Intranet will be provided to all NCs when it opens in March 2016.

Table 2: Key documents

Document name	*Section*	*Round 8 Publication date (2016)*	*Source*
Sampling Guidelines	8	January	ESS Round 8 NC Intranet
Fieldwork progress reporting guidance	10	January	By email, then ESS Round 8 Intranet
Guidelines for enhancing response rates and minimising nonresponse bias	10	January	By email, then ESS Round 8 NC Intranet
Fieldwork questionnaire (FWQ)	10	March	Link to online FWQ will be sent to NCs by email
Source Questionnaire and showcards	7	March	ESS Round 8 NC Intranet
Translation Guidelines Translation Quality Checklist	7	January	ESS Round 8 NC Intranet
Project Instructions (CAPI and PAPI)	10	April	ESS Round 8 NC Intranet
Supplementary Questionnaire (face-to-face and self-completion) and showcards	7	April	Available on request from HQ
SQP Guidelines and SQP Codebook	7	April	ESS Round 8 NC Intranet
Pre-testing Guidelines (new in Round 8)	7	April	ESS Round 8 NC Intranet
(Translation and) Verification Follow-up Form (T)VFF Verification Instructions	7	April	ESS Round 8 NC Intranet
Example Contact form	10	April	Available on request from HQ (different versions depending on the sample design)
Guidelines on completing ESS contact forms Guidelines on collecting observable data	10	April	ESS Round 8 NC Intranet
Media Claims Guidelines Media Claims Training Package	11	May	ESS Round 8 NC Intranet
ESS Interviewer Briefing and Training Materials Scripted ESS practice interviews	10	May	ESS Round 8 NC Intranet
Fieldwork Projections Template	10	June	ESS Round 8 NC Intranet
ESS Data Protocol and dictionaries	10	June	ESS Round 8 NC Intranet
National Technical Summary & appendices	12	September	ESS Round 8 NC Intranet

7. Preparing the questionnaires

7.1. The ESS source questionnaire

The ESS source questionnaire consists of three parts:
- Main questionnaire (core questionnaire and rotating modules),
- Supplementary questionnaire (an extension of the main interview or to be completed afterwards),
- Interviewer questionnaire (to be completed by the interviewer after each interview).

An Overview of the ESS Source Questionnaire Design

The ESS questionnaire is the responsibility of the CST. Rotating modules are developed in conjunction with the Question Module Design Teams (QDTs).

NCs are expected to:
- meet with and advise QDTs on question content and development, providing detailed comments on two or more drafts of the question modules,
- liaise with the CST on question consultation processes as required (e.g. on measures of partnership status, education, religion, income and possibly ancestry).

NCs are also responsible for:
- production and assessment of the national (translated) questionnaire according to the procedures outlined by the CST including:
    - translation of the English source questionnaires
    - team review and adjudication
    - external assessment (verification) and harmonisation of formal characteristics of the questions using SQP coding
    - co-ordination and interpretation of national pre-tests, CAPI programming and routing (CAPI and PAPI).

All these procedures are to be completed and signed off by the CST before fieldwork starts.

NCs may add country specific questions to the questionnaire, but only after discussion and sign-off by the CST.

The ESS questionnaire is administered to all respondents using face-to-face interviewing. If the supplementary questionnaire is part of the face-to-face interview, the total interviewing time in British English will take about 55 minutes (excluding optional country-specific questions, the interviewer questions, and general administration of the contact procedures).

Ideally the interview will be conducted as a CAPI. Where this is not possible it is acceptable for it to be administered as a PAPI. CAPI is strongly recommended as this streamlines the interview process, makes it possible to include time stamps, ensures a standard handling of Don't Knows, and in general promotes standardised interviewing. Countries intending to field a PAPI questionnaire should discuss this with the Fieldwork Questionnaire Team.

Note that in future rounds PAPI will not normally be allowed in the ESS and therefore countries should try and transfer to CAPI at the earliest opportunity.

7.1.1. The main source questionnaire

The ESS source questionnaire contains a 'core' module, which largely remains the same each round (www.europeansocialsurvey.org/methodology/questionnaire/). In each round, there are also two short 'rotating' modules, which are developed by competitively-selected, multinational questionnaire design teams in collaboration with the CST. In Round 8 these modules focus on:

- Public Attitudes to Climate Change, Energy Security and Energy Preferences, (*new*)
- Welfare Attitudes in a Changing Europe: Solidarities under Pressure (*repeat module with a number of new items).*

In Round 8 the core questionnaire will also comprise 8 additional new items compared to Round 7.

The final Round 8 source questionnaire and showcards will be available to NCs at the end of March 2016.

7.1.2. The supplementary source questionnaire

The first part of the supplementary questionnaire contains 21 questions on human values, which are asked to all respondents. The second part contains repeat measures from the main interview questionnaire that are asked here in a slightly modified form to facilitate quality assessment of ESS questions. Repetition is necessary in order to determine measurement errors and the reliability of the items. In order to allow sufficient questions to be tested in this way without overburdening respondents, the sample will be split into subgroups, each group getting a different set of questions.

Mode of the supplementary questionnaire

To be able to assess measurement errors and the reliability of items it is necessary that within each country the supplementary questionnaire is administered in **either one** of the following ways:

1. as an extension of the face-to-face interview questionnaire

OR

2. as a self-completion questionnaire

A combination of these two methods above may **NOT** be used for the supplementary questionnaire, because this would result in a mix of modes that could interfere with the effects we are trying to measure.

7.1.3. Adding country-specific questions

Country-specific questions must be inserted after the supplementary questionnaire. If the supplementary questionnaire is self-administered, the country-specific questions can be asked after the main face-to-face interview is finalised. NCs must consult with the CST before each round if adding country specific questions. The CST reserves the right to refuse a request if the length or topic are detrimental to cross-national quality or the reputation of the survey.

Risks of Adding Questions to the ESS Questionnaire

- The questionnaire may become too long.
- The additional questions may clash with content of the questionnaire, be sensitive or be intruding.

Therefore, the number, duration and content of any additional questions must be discussed in advance with the CST to ensure that the inclusion of additional questions does not compromise overall response rates.

7.2. Producing country questionnaires

Producing country questionnaires that are comparable (functionally equivalent) to the source questionnaire is of great importance. A key to achieving this is to carry out careful translation and adaptation procedures. The ESS translation procedures have been developed to optimise comparability across languages, to minimise the probability of errors, and to maximise the chances that concepts in the source questionnaire will be the same in every language after translation.

Languages and Target Population

The ESS target population includes all residents in each country, regardless of whether they can speak the main language(s) comfortably. Therefore, to ensure that the populations of the participating countries are optimally covered, translations are required for each language used as first language by 5% or more of the population.

NCs may wish to consider producing ESS questionnaires in languages used as a first language by less than 5% of the population in order to be inclusive, increase representativeness and boost response rates. Note that all language versions must be produced according to the ESS committee approach for translation and interviewer implementation issues discussed with the CST fieldwork team.

The translation protocol requires the following steps – based on the TRAPD process[2]:

- Questionnaire translation using a committee or team approach ('TRA' in TRAPD), including shared language harmonisation if applicable;
- External translation assessment by linguistic experts of all translated language versions; for Round 8, this will be carried out in the form of 'translation verification' by the external service provider cApStAn (http://www.capstan.be);
- Harmonisation of formal characteristics of the questions using SQP coding to compare formal characteristics of the translated questions with those in the source language;
- National pre-testing ('P' within the TRAPD scheme);
- Sign-off on translations and documentation of the translation process ('D' in TRAPD).

Guidance Documents for Translation Procedures

Detailed descriptions of the translation procedures and requirements, harmonisation across shared languages, verification, and the choice of suitable personnel referred to in section 7.2 are available in the ESS Translation Guidelines (ESS-TG)

Other steps to be followed are outlined in the following documents:

- ESS Round 8 Translation Quality Check List
- ESS Round 8 Verification Instructions
- ESS Round 8 (Translation and) Verification Follow-up Form (T)VFF)
- ESS Round 8 SQP Coding Guidelines
- ESS Round 8 SQP Codebook
- ESS Round 8 Pre-testing Guidelines

[2] The ESS translation procedures for Round 1 were developed by Janet Harkness. See: Harkness, J.A. (2003). Questionnaire translation. In J. A. Harkness, F. J. R. van de Vijver & P. P. Mohler (Eds.), Cross-cultural survey methods (35-56). New York: Wiley.

7.2.1. Translation procedures (TRA in TRAPD)

Each country translates the source questionnaire into those languages spoken by 5% or more of the population. NCs are required to find suitable individuals to fulfil the three key roles in the approach: translators, reviewer, and adjudicator.

If applicable, countries should engage in shared language harmonisation (for example, for French in Belgium, France, and Switzerland). Each country will prepare their own draft version and will then consult each other about appropriate translation and possible harmonisation of question wording. However, each country is responsible for ensuring the functional equivalence of its own translation(s). The different options recommended for this 'shared language harmonisation' step are outlined in the ESS Translation Guidelines.

Consistency Across Rounds
One of the aims of the ESS ERIC is to chart changes in attitudes over time. This will be difficult if question texts change over time. For this reason, changes to question wording should be avoided if possible. Countries that have participated in previous rounds of the ESS should note that **changes to their translations of questions in the core questionnaire and of repeated questions from repeat rotating modules must not be implemented without approval from the ESS translation team at GESIS and ESS ERIC HQ.**

One advantage of pursuing consistency is that, for countries that participated in earlier rounds, a substantial part of the translation work will already have been carried out.

7.2.2. Expert evaluations

All translated language versions are subject to two expert evaluation procedures: a linguistic, pragmatic and semantic quality assessment (verification) by the external service provider cApStAn, and harmonisation of formal characteristics of the questions to detect inconsistencies as compared to the source questionnaire and eliminate these where possible.

NCs should set aside approximately 4-5 weeks for the entire translation verification process. Translation verification is described in more detail in the ESS Translation Guidelines and in the Verification Instructions.

NCs will be asked to participate in an evaluation of 'formal differences' between their national language versions and the source version for a sample of items. Using the coding system implemented in the Survey Quality Prediction (SQP) platform, NCs will assign codes to describe the item characteristics. CST members will have completed coding of these items in the source version, and will compare the resulting codes to those submitted by the NC in each participating country. The CST will then send a report to the NC providing information and suggestions for harmonisation that are meant to help improve the comparability across all ESS country versions in Round 8 and in the future.

SQP Coding by the NC may take up to 10 hours in total (7 hours for coding, 1 for commenting on suggestions and 2 for making corrections).

Harmonisation of formal characteristics of the questions using SQP
The objective of this process is to prevent unnecessary deviations between the source questionnaire and the country versions by comparing a number of formal characteristics of the items. SQP coding is also meant to improve language versions by making NCs more aware of the choices that are made in translation, and the impact these choices can have on comparability, validity, and reliability of the questions.

7.2.3. National Pre-testing (P in TRAPD)

All translated questionnaires must be pre-tested following the completion of external assessment (verification) and SQP Coding. The key aims of the pre-test are to check the lay-out of CAPI programming and routing (as well as paper questionnaires) and to check whether questions and answer scales are clear, complete and correct. The pre-test is not an opportunity to amend the source questionnaire but it may lead to changes to the translations, which should be discussed with the Translation Team.

The pre-test is to be conducted by the **Survey Agency** that will conduct the fieldwork.

A quota-controlled, demographically-balanced sample of at least 30 people should be used.

Pre-testing Techniques
In CAPI countries time stamps could be added in the questionnaire, making it possible to analyse the duration of questions blocks and identify problem areas.

In addition to the regular pre-test, countries are strongly encouraged to tape record interviews, conduct respondent and/or interviewer debriefs and use cognitive interviews during the pre-test. This will provide additional information on the understandability of the translated questions and their equivalence to the core questionnaire.

As part of the TRAPD scheme, pre-tests have an important function for testing whether translations are correctly and easily understood by the target populations. From Round 8 on, this step will be set up and analysed more systematically, given its importance for the translation process. More details on the requirements for the national pre-tests will be circulated in 2015 to allow national teams enough time to plan for this step.

7.3. Translation sign-off and documentation (D in TRAPD)

After completion of all translation steps, external assessment (verification), harmonisation of formal characteristics of questions using SQP, and pre-testing, NCs are asked to submit their translations for sign-off and to document the process of producing the country questionnaire(s).

After formal sign-off of the translations, NCs are asked to provide the CST with the final (T)VFF including:

- Discussion of the verification results,
- Discussion of on SQP Coding results,
- Discussion of shared languages harmonisation, if applicable,
- Discussion of pre-testing results, if applicable,
- Any changes made to existing translations, and
- Documentation of the role and qualifications of the different people involved in the translation, review and adjudication process: translator 1, translator 2, reviewer, adjudicator, and any other people involved, if applicable.

The final, fieldwork-ready country versions of the questionnaire and showcards must be uploaded to the ESS Round 8 NC Intranet right before fieldwork starts.

To make documentation available to data users, analysts and other researchers who wish to learn about the ESS procedures, the final (T)VFF, the final country questionnaires (for main and supplementary parts) and the showcards will be uploaded to the ESS Round 8 NC Intranet and later shared on the ESS website.

8. Sampling

8.1. Sampling principles and procedures

High quality probability based sampling is the core of survey representativeness. Scientific sampling procedures will ensure that every member of the population under study has a known probability greater than zero to be part of the survey. Effective sampling will ensure that fieldwork efficiency is maximized.

Every country will be assigned a contact person from the ESS SEP. The NC, the sampling expert, and possibly a representative of the Survey Agency will provide the optimum sampling design for each participating country.

The ESS will be representative of all persons aged 15 and over (no upper age limit) resident within private households in each country, regardless of their nationality, citizenship or language. Potential under-coverage of certain areas, because of sampling frame deficiencies or for any other reason, must be discussed with the SEP/contact person at SEP prior to deciding on the final sampling method, so that the problem can be remedied if at all possible.

Oversampling
Oversampling of geographic areas within countries, e.g., Northern Ireland or Eastern Germany, is allowed to be able to analyse small groups. Appropriate weighting procedures will adjust for unequal inclusion probabilities.

Oversampling of potential low response groups is not recommended, however. Oversampling of potentially underrepresented groups will result in a larger sample size and a larger precision, but could increase nonresponse rates. Because of the risk of nonresponse bias, thus, oversampling might not increase overall accuracy. Instead of oversampling it is recommended to make additional efforts in low response areas.

The sample is to be selected by strict random probability methods at every stage. The relative selection probabilities of every sample member must be known and recorded. **Quota sampling is not permitted at any stage, nor is substitution of non-responding households or individuals (whether 'refusals', 'non-contacts', 'not able' or 'ineligibles').**
The SEP strongly recommends using stratification - at least of primary sampling units (PSUs). This is expected to increase the effective sample size.

Sampling frames
Where a sampling frame of individuals is not available, or lacks sufficient coverage, countries may use a sampling frame of households or of addresses. In these cases, procedures for selecting a household from a multi-household address (where appropriate), and an individual within a household, will be specified and agreed in advance with the sampling panel.

If an area sample based on a random-route procedure is applied, it must be ensured that a pre-listing of at least twice as many addresses as needed for the gross sample is performed from which the required number of addresses will need to be selected by the Survey Agency. The person who produces the pre-listing (the enumerator) **should under no circumstances be the same person as the interviewer**. Enumeration should take place before the start of fieldwork.

Non-coverage, that is, specific groups being excluded from the sampling frame, should be discussed with the SEP well in advance of fieldwork.

8.2. *The sample*

8.2.1. *Effective sample size*

The minimum 'effective achieved sample size' (n_{eff}) must be 1,500, or 800 in countries with ESS populations (aged 15+) of less than 2 million after discounting for design effects. With the help of the SEP, each country should determine the appropriate size of its initial issued sample by taking into account the realistic predicted impact of clustering, variation in inclusion probabilities (if applicable), eligibility rates (where appropriate), and response rate. The SEP will assist in the calculation of the gross sample size required in order to achieve an effective sample size of 1,500 (800) interviews. Note that in some cases (e.g. complex multi-stage sampling design, low expected response rate, etc.) this might require a larger gross sample and this needs to be considered when setting the budget for the survey. After the SEP has agreed on and signed off a sampling design, the number of cases in the gross sample must be issued without amendment.

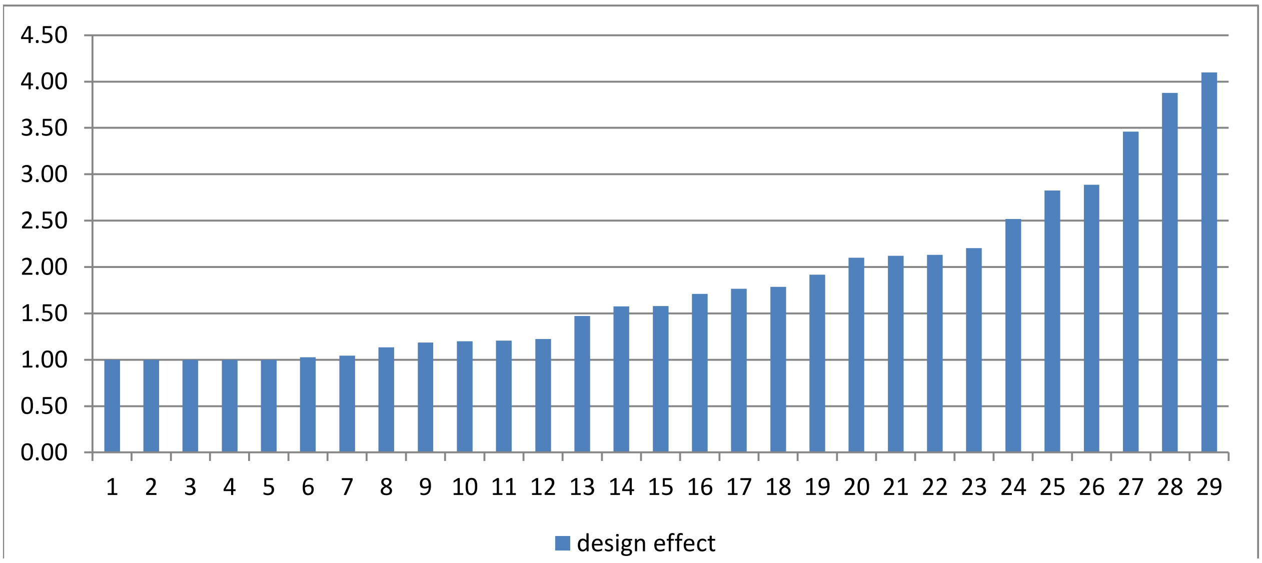
Number of interviews and effective sample size

The effective sample size is a function of the number of interviews, a correction for household size (for samples of households and addresses), and a correction for intra-class correlation within Primary Sampling Units (PSUs). Information from ESS Round 6 (see graph below) shows that in a number of countries the design effect is 1. This means that 1,500 interviews result in an effective sample size of 1,500. In other countries the design effect is close to 4. This means that 1,500 interviews results in an effective sample size of 375, or – alternatively – that 6,000 persons have to be interviewed to achieve an effective sample size of 1,500.

There are four ways to minimise the design effect:

1. If possible, move to an individual sampling frame;
2. Increase the number of PSUs, and thus decrease the number of units within a PSU;
3. Deploy different interviewers within the same PSU;
4. Improve interviewer training and briefing to decrease interviewer effects.

See the Sampling Guidelines at the ESS Round 8 NC Intranet (available in January 2016).



Where a country fails to meet the effective sample size in the most recent round of fieldwork efforts must be made to meet this in the next round and the cost implications should be considered by the funder.

8.3. Documentation of sampling procedures

The precise sampling procedures to be employed in each country, and their implications for representativeness, must be documented in full and submitted in advance of fieldwork to the SEP for 'signing off'. This form must subsequently be sent to the CST for future reference. This precaution is to ensure that all countries within the ESS have defensible (and equivalent) national probability samples of their resident (aged 15 and over) populations.

A sample design data file (SDDF) must be produced by each country and delivered to the CST. It must contain all information about the sample design, such as inclusion probabilities at each stage, information on clustering and stratification. A full and detailed specification of the SDDF is provided in the ESS Data Protocol. Failure to deliver the SDDF will be considered an irreparable compromise to quality (see section 14).

The final sample design will also be fully documented by each NC. This documentation will be translated into one or more variables within the national data file to indicate the relative selection probabilities of cases and to enable appropriate weighting strategies to be calculated. See 13.1 for information about data protection assured by the ESS Archive at NSD.

Sampling information required

The following details will be required before the SEP can 'sign off' a country's sample design:

- A description of the target population and of any systematic exclusions due to frame imperfections;
- A description of the sampling frame and of the units it comprises at all stages of the design (including information on units that might be used either to stratify the sample or to vary probabilities of selection for certain subgroups, and estimates of any likely under-coverage, over-coverage and ineligibles);
- For those using multi-stage samples: a description of how the units at each stage will be selected to result in a random sample of individuals, plus the inclusion probabilities of units at each stage of selection;
- Details of whether and how the sample is to be clustered geographically, and how the initial clusters are to be selected;
- Full details of any stratification to be employed;
- The calculations on which the predicted effective sample size has been based;
- Realistic and reliable predictions of design effects (due to clustering and due to unequal inclusion probabilities), response rates, the rate of ineligibles and the required number of interviews as well as the required number of elements to draw the initial sample (gross);
- Additional information in case a reserve sample is being considered (see above).

9. Specification for Survey Agency

9.1. Requirements and key tasks

The Survey Agency appointed in each country must be capable of, and have a track record in, conducting national probability-based surveys to the highest standards of rigour by means of face-to-face interviewing. Survey agencies that can conduct the survey using CAPI should be preferred. All contenders will have to submit proposals and budgets according to the specifications outlined in the next section of this document. The NC will ensure that the agency is made aware that they may have to change or adapt some of their routine procedures and methods for the ESS in order to ensure cross-national comparability and equivalence.

The key tasks of the Survey Agency are preparing, conducting and monitoring of fieldwork as described in section 10, and processing data and preparing deliverables as described in sections 12.1 and 12.2.

The Survey Agency will be asked to adhere to the Declaration on Ethics of the International Statistical Institute (ISI, https://www.isi-web.org/index.php/activities/professional-ethics/isi-declaration) (in addition to any co-existing national obligations that they may have).

The Survey Agency must sign the Agreement on handling of indirectly identifiable data with NSD (see Appendix).

9.2. Communication

The Survey Agency will have to discuss fieldwork procedures, progress and outcome with the NC in every phase.

Before the start of fieldwork a Fieldwork Questionnaire (provided by the CST) must be completed by the NC. The fieldwork questionnaire is meant to serve as an aid for NCs/Survey Agencies to enable them to adhere to the present ESS Specifications. The Fieldwork Questionnaire must be discussed with CST and signed off by them at least 4 weeks before the start of fieldwork. ***In many cases input from the Survey Agency will be required.***

Survey Agencies will have to closely monitor fieldwork progress to allow the NC to provide at least weekly information to CC on fieldwork progress (#interviews in the field, #refusals, #ineligibles, #not yet contacted, etc.), alert these when something untoward happens, help them preparing deliverables and provide information requested by the ESS data archive at NSD. For countries with long fieldwork periods planned (more than 10 weeks) information on fieldwork progress may be provided fortnightly.

Field directors from survey agencies are expected to attend one Field Directors' Meeting. **The costs for attending this international meeting must be met by the national funders.**

9.3. Raw data and agreement on handling indirectly identifiable data

In recognition of the large amount of resources put into the collection of the ESS data, it is required that the participating countries deposit raw, unedited data and verbatim recorded answers to the official ESS Archive at NSD. This is to ensure that copies of the un-edited raw files are saved for possible future use and checks.

Since raw data may be considered as indirectly identifiable, the Survey Agency and NSD must set up a bilateral agreement on handling such data. NSD will distribute the agreement to the NCs prior to the deposit of data (see Appendix 2). Note that this agreement has to be directly with the Survey Agency and cannot be with the NCs organisation (unless these are the same).

If national laws and regulations should prohibit the permanent deposit of raw data to the ESS Archive, the Survey Agency must commit to safely store and maintain the raw data for a minimum of 10 years. The ESS Archive must be notified before any destruction of ESS data.

10. Specification for fieldwork

Fieldwork responsibilities

The NC is responsible for the national implementation of fieldwork, the monitoring of fieldwork and the deliverables. The Survey Agency will conduct fieldwork according to the specifications in this section, and according to the national elaboration and details of the fieldwork plan. The Survey Agency will also have to provide information on the progress of fieldwork, to make monitoring by the NC and the CST possible, and play a supporting role in the preparation of deliverables (section 12).

The tasks of the Survey Agency will have to be clearly specified in each country. In some cases there can be a division of labour between NC and Survey Agency. In all cases, close communication with the NC is required.

10.1. Summary of tasks

The Survey Agency will conduct ESS fieldwork according to the present Specifications. The ESS fieldwork period will last at least one month within a four-month period between 1 September and 31 December 2016 (see timetable in section 4).

Tasks of the Survey Agency include, but are not limited to, the following activities:

- Programming (or designing and printing) the questionnaires and other fieldwork materials (contact forms, showcards, etc.),
- Testing routing and completeness of questionnaires,
- Pre-testing the translated questionnaire(s),
- Interviewer training, briefing, and monitoring,
- Preparing and sending advance material (advance letters, brochures),
- Sampling implementation (samples of individuals, households or addresses),
- Developing measures to enhance response rates (e.g. incentives),
- Data collection: conducting interviews, completing contact forms and interviewer questionnaires,
- Monitoring interviewers' and fieldwork progress, to allow the NC to provide reports to the CST:
    - at least weekly if the planned fieldwork duration takes 10 weeks or less,
    - at least fortnightly if the planned fieldwork duration takes more than 10 weeks,
- Cleaning and editing data files,
- Coding and classifying data,
- (helping) Prepare data files and documents.

10.2. Preparing the questionnaire

The ESS questionnaire has been prepared by the CST in cooperation with Questionnaire Design teams (QDT) and the NCs. A key task of the Survey Agency is to program the CAPI questionnaire, or to design and print the paper questionnaire, and prepare all other fieldwork documents (advance letters, contact forms, showcards, etc.).

Preceding fieldwork translated questionnaires must be pre-tested (see also section 7). The key aims of the pre-test are to check the CAPI programming (or lay-out of paper questionnaires) and routing, and to check whether questions and answer scales are clear, complete and correct. **The pre-test is not an opportunity to amend the source questionnaire.** A quota-controlled, demographically-balanced sample of at least 30 people should be used.

Administration of the ESS questionnaire

The ESS questionnaire is administered to all respondents using face-to-face interviewing by CAPI i or, if necessary, by PAPI. CAPI usually leads to higher data quality and offers more possibility for process monitoring. For this reason PAPI should be avoided, and is only allowed if the country infrastructure is not adequate. As of Round 9, PAPI will no longer be allowed except in exceptional circumstances. From Round 10 PAPI will not be allowed.

The interviews will be conducted in respondents' homes, although – where requested by the respondent, the interview may be conducted at a respondent's work or elsewhere outside the home.

If the supplementary questionnaire is to be administered as a self-completion questionnaire, the CST strongly advises that it is completed whilst the interviewer waits. If this is not possible, the respondent should be advised to complete the supplementary questionnaire within one week of completing the main questionnaire. These procedures will help to increase measurement reliability since the responses given to attitude questions can vary relative to the context that they are measured in. The interviewer should not assist the respondent to fill in the questionnaire in any way. A target response rate of at least 90% of those who completed the main interview must be aimed at.

10.3. Respondent recruitment

The first contact with potential respondents, following a possible advance letter and brochure, will be face-to-face. Once contact with a household has been established, or after four unsuccessful personal visits, interviewers may make (or change) appointments by telephone.

The one exception to this is for countries with sample frames of named individuals with telephone numbers. Here the first contact may be made by telephone, in order to make appointments to visit the respondent. However, the country has to provide acceptable evidence to the CST that the response rate will not be damaged. Sampled individuals without a listed phone number should be contacted face-to-face. Where those with telephone numbers cannot be contacted by phone the same number of in person visits is still required (4 before it is considered a permanent non-contact). At least one in person visit to each sample unit is always required in order to collect information on the dwelling and neighbourhood (e.g. even in the event of a telephone hard refusal).

Survey research has shown that the effect of survey modes on the measurement can be large. Substantial differences can be expected between administration of a questionnaire by telephone and in a face-to-face situation. For that reason, **interviews may not, under any circumstances, be conducted over the telephone, or by self-completion methods whether on paper or online (with the exception of the supplementary questionnaire).**

Interviews may only be conducted with the sampled individuals: substitution (replacing a respondent) or proxy (someone answers on behalf of the respondent) interviews are not allowed. When no list of named individuals or named households is available for sampling, it should be ensured that the enumerator, i.e. the person who selects the households in the field, is not the same person as the interviewer. Enumeration should take place before the start of fieldwork.

Interviewers should be thoroughly briefed on selection methods and be informed that the correct selection is vital to ensuring the selection probabilities of the respondent are known.

10.4. Response rates: targets, calculation and contact forms

10.4.1. Target response rates

The proportion of non-contacts should not exceed 3% of all sample units, and the minimum target response rate - after discounting ineligibles (as defined by the CST - see text block "Calculation of ESS response rates" below) - should be 70%. All countries are expected to aim for the 70% response rate or – where this is considered highly unlikely – plan for a higher response rate than in the previous round.

NCs will discuss with the SEP which national target response rate will be used in designing the sample and preparing fieldwork. This national target response rate will be based on response rates in previous rounds, and feedback from the fieldwork team on past deviations in fieldwork, and may require increased efforts and improvements in the fieldwork design. Survey agencies should cost their surveys with this response rate in mind and consider what steps may be required to achieve it.

Calculation ESS response rates, and final disposition codes

The ESS response rate is calculated as shown below:

$$Response\ rate = \frac{number\ of\ achieved\ complete\ interviews}{number\ of\ individuals, households, addresses\ selected\ MINUS\ ineligibles}$$

For the calculation of this response rate, **ineligibles** comprise:

For samples of individuals
- Respondent deceased,
- Respondent emigrated/left the country long term (for more than 6 months),
- Respondent resides in an institution.

Note that 'address not occupied by respondent' is no longer included here compared to Round 7.

For samples of households or addresses
- Address not occupied at all/demolished premises,
- Address not yet built/under construction,
- Non-residential address (e.g. used solely for business / industrial purposes or as an institutional address e.g. a prison, a nursing residence, or a boarding school),
- Address occupied, but no resident household (e.g. weekend or second homes),
- Address occupied by resident household, but no eligible respondent (no one aged 15 +).

Reporting of the ESS response rate will be calculated according to a pre-specified standard format, which will include at least the following mutually-exclusive categories:
A. Total issued addresses (or other sample units)
B. Units not eligible, and why (as defined above)
C. Total eligible sample (A-B)
D. % no contact (after 4+ visits, or if fewer visits made, why)
E. % personal refusal, and why (pre-specified categories)
F. % too ill or incapacitated
G. % household (or proxy) refusal, and why (pre-specified categories)
H. % achieved complete interview
I. Total per cent response rate (H/C)

SAS/SPSS syntaxes will be provided on the ESS Round 8 NC Intranet in order to calculate response rates (and also refusal rates, noncontact rates, others) from processed Contact form data.

10.4.2. Contact forms

Outcomes of all contact attempts and contacts, whether by telephone or in-person visits, to addresses, households and individuals in the sample will be defined and recorded on so-called Contact Forms (CFs) according to a pre-specified set of categories that distinguish ineligibility, interview, non-contact, refusal, other contact (but no interview) and other types of nonresponse.

Interviewers are asked to record the following information in the contact form:

- Interviewer number,
- Date, time and outcome of all contact attempts and contacts,
- Household and respondent selection procedure (non-individual sampling frame countries),
- Interviewer's judgment of future cooperation of initial refusers,
- Demographic information of the initial refusers,
- Information on dwelling and neighbourhood.

The purpose of the contact form is to document all stages of interviewers' attempts to make contact with every selected sample unit, to identify non-response units, to assist in improving response rates through converting initial refusers and to facilitate the detection of potential nonresponse bias. Given the nature of the contact procedures during ESS fieldwork, it is recommended that interviewers are remunerated additionally (or separately) for completing the contact form.

The CST provide model CFs, which must be requested from ESS ERIC HQ, for translation and use by national teams. It is preferable that these model CFs are used by all countries. However, if this is not possible, country-specific contact forms may be used but countries must show how they will 'bridge' their CF data into the ESS CF Data Protocol. This process will need to be agreed with the CST prior to fieldwork. Where possible the CST recommends that the CFs are programmed and added to the CAPI program. The information can then be used during fieldwork and centralised keying of the paper forms is not required.

In addition, the Survey Agency should provide information on the interviewers' age group and gender, and, if possible, on the interviewers' years of experience (in classes). This information should be delivered as administrative variables in the Main data file to be deposited to the ESS Archive at NSD.

Detailed guidance on interviewer tasks and the completion on contact forms can be found in:
- Project instructions (PAPI/CAPI),
- Guidelines on completing ESS contact forms
- Guidelines on collecting observable data.

10.5. Interviewer briefing and workload

In each country, a sufficient number of interviewers should be engaged to conduct the ESS interviews. Ideally, all ESS interviewers conduct multiple interviews to make briefing cost effective. However, even well trained interviewers can influence the quality of the collected data, and research has shown that higher workloads are positively related to larger interviewer effects. Therefore the workload per interviewer will be limited to a maximum of 48 sample units (i.e., respondents and non-respondents) throughout fieldwork. Any proposed deviation in this area must be discussed with the CST in advance.

All interviewers working on ESS are expected to have experience with face-to-face interviews among random samples. They are also expected to have been trained in conducting such interviews, i.e., they must have received instruction about effective doorstep interaction and standardised interviewing and they must have a sound grasp of both positive and negative effects of interviewer behaviour on data quality. If interviewers have not received such training prior to being hired for ESS work, the Survey Agency should ensure that a training session takes place before the briefing session.

ESS interviewer training and briefing

ESS interviewers must be trained (task specific) and briefed (project specific).

The CST will provide a series of pre-structured slides and related materials to be used as the basis for briefing sessions. Each key part of the briefing will be outlined with the explicit expectation that NC team will then adapt it to their local circumstances. The materials include, among other documents,

- Guidelines on completing ESS contact forms (see 10.4),
- Guidelines on collecting observable data (SEE 10.4),
- Scripted ESS practice interview,
- Guidelines on training as well as briefing.

NCs are expected to deposit the slides that are used during the interviewer briefings in their country to the ESS data archive when they deposit their data. NCs also fill out a short questionnaire about interviewer selection and briefing.

Briefing is different from training in that it is project specific, i.e., it describes the ESS project, the ESS questionnaire, and ESS rules. All interviewers must be personally briefed by the NC or Survey Agency upon being hired for ESS Round 8 and before carrying out their assignment. Their briefing must cover in detail how to code observation data, how to follow contact procedures and complete the contact forms, and how to follow respondent selection procedures (if applicable). The CST will provide materials that serve as the basis for this briefing. It will also provide a practice interview which must be administered in full during the briefing so interviewers can practise asking questions from the survey.

Survey among interviewers

Previous rounds of the ESS have revealed substantial interviewer effects on various aspects of survey quality, such as participation rates, response styles, and item nonresponse. An interviewer survey can provide information to help understand these issues.

The purpose of the survey among interviewers is to identify interviewer characteristics that can partially explain such interviewer effects. Questions will refer to relevant background characteristics such as experience and workload, and about interviewers' attitudes towards working as an interviewer, surveys in general, and some of the core topics of the ESS main survey. As such the survey can also give NCs more insights into the profile of the interviewers that they are working with, and the results can be informative for future rounds of the ESS. Importantly, the survey is not intended to evaluate individual interviewers or survey agencies.

At present the CST is planning a questionnaire for interviewers. It may take place subject to ethical and organisational approval, and participation will be voluntary. More details will be provided to NCs in good time before fieldwork starts.

10.6. Response rate enhancement

The ESS aims for a response rate of 70% and a maximum noncontact rate of 3%. To pursue this interviewers have to make at least four personal visits to each sample unit before it is abandoned as non-productive

- on different days of the week and times of day,
- of which at least one must be at the weekend and one in the evening,
- spread over at least two different weeks (14 days).

Similarly, to allow difficult-to-contact people to be located, the fieldwork period should not be less than 30 days.

All potential survey agencies must suggest a range of techniques that they believe would enhance the final response rate. Such techniques may include advance letters and brochures, toll-free telephone numbers for potential respondents to contact, links to national ESS websites, extra training of interviewers in response-maximisation techniques and doorstep interactions, implementing refusal avoidance and conversion techniques, re-issuing of refusals and non-contacts, and many others not listed here.

Refusal conversion, i.e. obtaining the cooperation of initially reluctant sample persons, should not be confused with the quality back-checks specified in section 10.7. However, there is often some overlap because a back-check may result in a successful interview with a previously non-contacted or temporarily refusing sample person. Many countries choose to combine their reissuing and quality back-check procedures.

In pursuing high response rates one should be mindful of the need to maximise response amongst all groups of the population and to bring response rates to a consistent level among subgroups. Based on experiences from previous rounds groups can be identified that are harder to reach or less willing to participate, e.g. apartment dwellers, inner-city residents. In designing the survey special efforts should be made to include these groups, e.g. by making more (evening) calls, through interviewer bonuses or respondent incentives.

The CST has provided guidance on possible response enhancement strategies such as incentives (see Guidelines for enhancing response rates), whilst recognising that the effectiveness of different approaches may well vary between different countries, with different norms, cultural settings, geography, and so forth. Response enhancement techniques employed should be documented in the National Technical Summary form.

10.7. Monitoring, progress reports and quality control back-checks

Fieldwork projections and fieldwork monitoring by NC

Fieldwork projections are forecasts of weekly production/response rates based on experience from previous rounds and current interviewer staffing. NCs are expected to submit fieldwork projections **at least two weeks** prior to the start of fieldwork to the CST. The fieldwork projections will be based on experiences from previous rounds, the design of the present fieldwork and discussions with the Survey Agency.

NCs are also expected to monitor the progress of fieldwork, based on information provided by the Survey Agency.

Survey agencies should closely monitor the progress of fieldwork and should provide information to the NC to allow reporting to the CST on at least a weekly base (fortnightly if fieldwork takes longer than 10 weeks according to the planning) and provide this to the NC. This includes detailed information on fieldwork outcomes, response rates in different regions, among different subgroups (where possible), and by different interviewers. They should also collect information on the average length of interview for each interviewer and investigate interviewers who are outliers in case this indicates quality problems.

Quality control back-checks are a standard tool to monitor the performance of interviewers. Survey agencies should make quality control back-checks to respondents, noncontacts, refusals and ineligibles. In the case of respondents they involve a short interview (whether by telephone or in person) including:

- Checks on the respondent selection,
- Checks on whether an interview was indeed conducted,
- Checks if showcards were used,
- Checks that a laptop was used (if applicable),
- The approximate length of the interview,
- Whether the Supplementary Questionnaire was administered by the interviewer or completed by the respondent,
- (optionally) some of the ESS questions where change would be unlikely could be repeated (e.g., age, job title).

Quality control back-checks of respondents, nonrespondents and ineligibles should be conducted across all interviewer assignments. Ideally an interviewer or supervisor should be sent to check these cases in person. 'Respondent died' cases should not be checked.

Table 3: Permissible methods and proportions required for quality back-checks

	Interviews	Refusals	Noncontacts and ineligibles
% to be achieved	10%	5%	5%
In person	YES	YES	YES
By phone	YES	YES	YES
By mail (only in exceptional circumstances)	NO	YES	YES

An alternative for non-respondents and ineligibles is to send postal mail to these persons, households or addresses. Households or named individuals can then be asked to return a pre-paid card requesting that they confirm if an interviewer attempted to make contact. This can also be used to check interviewer claims that 'addresses do not exist' and 'address derelict' if a system exists reporting that mail was undelivered. However, the response rate amongst these cases is likely to be extremely low and postal methods should only be used in exceptional circumstances.

Back-checks should not be confused with refusal conversion although they may result in an interview. If the sample person appears to be willing to be interviewed after all, the interview must be conducted face-to-face.

11. Media claims coding

During fieldwork NCs should collect information on events reported by national newspapers. For this purpose the ESS Media Claims reporting tool has been developed.

In the ESS a media claim is the expression of a political opinion in a newspaper article, regardless of the form this expression takes (statement, violence, repression, decision, demonstration, court ruling, etc.) and regardless of the nature of the actor (governments, social movements, NGOs, individuals, anonymous actors, etc.). Decisions and policy implementation are defined as special forms of claim-making, namely ones that have direct effects on the objects of the claim. Media claims are recorded if they are related to the content of the ESS questionnaire. The main goal of media claims reporting is to give an independent measure of the social, political, economic and cultural climate of a country which may then be used alongside the survey data to better understand the drivers of cross-national differences in attitudes and behaviour.

NCs will have to provide the CST with an overview of national newspapers in their country according to a format available from the ESS Round 8 NC Intranet. They also have to select two national newspaper they will use for media claims coding and identify the relevant sections. During at least 10 weeks (starting one week before fieldwork) on weekdays, claims have to be identified in newspaper articles directly referring to topics included in the ESS core questionnaire. These claims have to be coded according to a pre-specified format and recorded in an SPSS data template.

Two documents have been developed by the CST for Media claims coding: Media Claims Guidelines, and Media Claims Training Package. These will be updated for Round 8.

12. After fieldwork: Data preparation

12.1. Deliverables

The ESS Data Protocol provides the complete list of deliverables to be deposited to the ESS Archive at NSD. All details on how to present the deliverables as well as the procedures to be applied in the production of the national ESS data and metadata are described in this protocol. All NCs should adhere to the specifications provided in the ESS Data Protocol and dictionaries. The ESS Data Protocol for Round 8 will be made available from the ESS Round 8 NC Intranet in June 2016.

ESS deliverables:

Data files

a) Data from Main questionnaire
b) Data from Supplementary questionnaire
c) Data from Interviewer questionnaire
d) Contact form (CF) data
e) Sample design data file (SDDF)
f) Raw data
g) Parents' occupation (POCC)
h) Verbatim recorded answers
i) Verbatim recorded Ancestry (if asked in Round 8)
j) Media Claims data

Documents

a) National Technical Summary (NTS) with appendices (education, income, political parties, marital and relationship status and ancestry)
b) Population statistics
c) Main questionnaire (all language versions)
d) Supplementary questionnaire (all versions and language versions thereof)
e) Interviewer questionnaire
f) Contact form
g) Showcards (from main and supplementary questionnaire)
h) Interviewer and fieldwork instructions
i) Interviewer briefing and training material
j) NCs' responses to a short questionnaire about the interviewer training and briefing
k) Advance letters, brochures and other written information to the respondents
l) Media landscape
m) Final (T)VFF
n) If CAPI: CAPI programs

All electronic deliverables are to be uploaded to the ESS Round 8 NC Intranet by the end of February 2017. Prior to deposit of data, each NC is responsible for checking their data to ensure confidentiality is not breached (see section 13).

If the content and quality of the electronic deliverables do not adhere to the specifications in the Data Protocol and the standards available from the ESS Round 8 NC Intranet, the Archive reserves the right to ask for new deliverables.

12.2. Coding

The following socio-demographic items will be recorded verbatim and subsequently coded by the Survey Agency according to international standard classifications. These items include:

- Occupation: four digit ISCO code for respondent and partner,
- Industry: two digit NACE code for respondent,
- Country: two character ISO 3166-1 code for respondent's citizenship and country of birth, mother's country of birth and father's country of birth,
- Language: three character ISO 639-2 code for first and second language spoken at home, and language of interview.

Further items in the questionnaire require country-specific variables to be bridged into the following standards:

- Education: country-specific question(s) to be bridged into a detailed ISCED coding frame for respondent, partner, father and mother,
- Religion: country specific questions on current or past religious belonging to be bridged into ESS coding frame.

At present it is not yet known whether ancestry of the respondent will be asked. If Ancestry of respondent (question F61 in ESS Round 7) is asked in ESS Round 8, the verbatim recorded answers in the "Other" category must be coded into the ESS coding frame for ancestry. The coding of Ancestry should be included in the costings.

NCs are also expected to liaise with the CST concerning the calculation of post-stratification weights.

Further details regarding standards and bridging will be available in the ESS Data Protocol and from the ESS Round 8 NC Intranet. To ensure optimal comparability the standards that are provided on the ESS Round 8 NC Intranet must be used.

12.3. Processing and dissemination

Throughout the ESS Archive's processing of the national files, the NCs have full access to all programmes, files and listed output from the ESS Round 8 NC Intranet. It is important that the NCs are available for consultation during the Archive's data processing period.

The processing is organised in two main steps, each leading up to standardised reports. The reports contain a summary of the programmes, files and output produced during the processing as well as queries that the Archive will need feedback on to produce the national files that will later be integrated into the international data file for Round 8.

When the Archive has completed the processing of the national data file, a draft file will be provided for NCs to approve of the processing carried out by the Archive. All NCs are responsible for the validity of their national data. All national files will be subject to further quality checks by the CST and the QDTs when a draft international file is available.

A complete deposit of all deliverables is a prerequisite for a country to be included in the integrated released file.

No national data (or interpretations of such data) can be released, published or reported in any way until the data has been officially released by the ESS Archive at NSD. Thereafter, the data will be available without restriction for non-commercial use, scientific research, knowledge and policy making in all participating countries and beyond to quarry at will. In respect of use of the ESS ERIC's intellectual property for commercial purposes this shall be handled on a case by case basis.

13. Data protection, data transfer and data access

13.1. Data protection

Survey agencies and NCs must act according to national data protection laws. They must report incidents and breaches to their relevant national authorities.

Anonymised data
In accordance with data protection regulations in participating countries, only anonymised data will be made publicly available to users. Before depositing data to the ESS Archive at NSD, each national team is responsible for checking their data with confidentiality requirements in mind. NCs will be asked to confirm in their National Technical Summary that all data that will be made publicly available to users has been anonymised in accordance with national and EU regulations (see http://ec.europa.eu/justice_home/fsj/privacy/).

Indirectly identifiable data
Specific files like the raw data or the sample design data can – in combination with interview data – contain indirectly identifiable information. The ESS Archive at NSD is licensed by the Norwegian Data Inspectorate to store and process such data according to the Norwegian Personal Data Act and the 95/46/EC Data Protection Directive. Data that could possibly indirectly identify individuals will not be released to the public from the ESS website, but will be stored in a safe environment not connected to any internal or external networks, in accordance with NSD's licence subject to the Norwegian Personal Data Act and the 95/46/EC Data Protection Directive. Deposit of raw data, and in some cases sample design data, requires an Agreement on handling of indirectly identifiable data between the ESS Archive and the Survey Agency. The agreements are administered by the ESS Archive at NSD (see section 9.3).

Data Breeches

Breaches of data protection at national level constitute matters for national authorities to address. Provisions of national law and practice should be followed. Should a breach occur, the ESS ERIC Director should be informed within 3 working days. In addition the National Coordinator must report details in writing to the ESS HQ and the ESS Archive. The treatment of the data, including the inclusion of the country file in the integrated data file, will be made on a case by case basis.

13.2. Data transfer

The data, meta-data and para-data resulting from the data collected for the ESS in participating countries shall be transferred to the official ESS Archive at NSD.

All rights connected to the transferred material are subject to the provisions of the ESS ERIC statutes and related Standing Orders as decided by the General Assembly.

13.3. Access

According to art. 23 of the Statutes, the ESS ERIC shall where practicable seek to own the intellectual property rights in its work. It shall grant a royalty free non-exclusive licence over its intellectual property rights to any person for non-commercial purposes. In respect of use of the ESS ERIC's intellectual property for commercial purposes this shall be handled on a case by case basis.

The ESS ERIC shall allow free access to all data of the European Social Survey by the scientific community. There shall be no privileged access rights by any person to such data except during its processing and preparation for public use.

14. Quality, comparability and compliance

The ESS is a cross-sectional time series survey that also aims to improve standards of social measurement. As such, it aims to achieve the highest methodological standards in all participating countries, as users need to have confidence in the data collected and published by the ESS. This means that high quality standards pertain to the instruments, fieldwork and resulting data of the ESS; it means that serious efforts are made to produce comparable data both across countries and over time; and it also means that compliance with ESS rules, regulations and procedures needs to be achieved to promote quality and comparability.

There are four groups of compliance issues that can compromise the quality and comparability of ESS data and thus seriously limit the value for users.

The first group of compliance issues are particularly central. Therefore, all members, observer countries and guests are asked to ensure that they:

- field the complete ESS Round 8 questionnaires,
- deliver a Sample Design Data File (SDDF) which allows the calculation of inclusion probabilities,
- make a complete delivery of ESS Round 8 data (including the contact form data) and documentation to the ESS Archive at NSD within 18 months after the official deadline for submitting deliverables to the archive.

In the past, significant deviations from these requirements have led to exclusion of the data from the integrated data file and are likely to do so in future.

The second group of compliance issues relate to the quality assurance procedures imposed by the CST. In particular, a country has to finalise the following **before fieldwork starts**:

- Translation, verification and SQP procedures for the ESS Round 8 questionnaire,
- Sign-off procedure for the sampling design,
- Sign-off procedure of the fieldwork questionnaire (FWQ).

The third set of compliance issues arise if quality control analyses performed by the CST reveal serious doubts as regards data quality. This may, for instance, include indications of very high design effects or interviewer effects, indications of very large nonresponse bias or very low measurement quality (reliability/validity) of the data, including large amounts of missing data. Respondent substitution and interviewer fraud are also serious threats to data quality.

The fourth area of compliance relates to data release. ESS data is a public good. NCs must ensure that no national data is released until the official data release via the ESS archive. This allows the data to be properly checked prior to release and ensures equal access to the data for all.

In the event of a breach of any of these four key compliance considerations, the CST reserves the right not to include the country data in the integrated file. In these cases, the representative for that country in the ESS ERIC General Assembly will be informed of this decision, which shall be final.

Appendix 1. Glossary and abbreviations

Term	Abbr.	Explanation
Country contact	CC	CST member, assigned by the Director, who oversees the entire national survey life cycle, and in particular monitors the progress of fieldwork, for that country.
Computer Assisted Personal Interviewing	CAPI	Data obtained from the interview is directly entered into a computer programme instead of first using paper forms.
Contact file	CF	Form on which interviewer records outcomes of all contact attempts and contacts, whether by telephone or in personal visits, to addresses, households and individuals, for all sample units (respondents and nonrespondents) according to a pre-specified set of categories that distinguish ineligibility, interview, non-contact, refusal, other contact (but no interview) and other types of non-response.
Core Scientific Team	CST	Team comprising HQ and six other institutions in charge of managing and coordinating the survey. A committee of the Director.
Country questionnaire		The source questionnaire translated in the national languages in which the ESS is fielded in every participating country.
Data protocol		Guide to the production of the ESS data files and documentation. It contains detailed descriptions of the required deliverables and also includes a complete list of variable definitions.
ESS Archive		ESS Archive at the Norwegian Social Science Data Services (NSD), Norway
European Research Infrastructure Consortium	ERIC	The principal task of the ERIC is to establish and operate the ESS research infrastructure on a non-economic basis.
European Social Survey	ESS	European Social Survey
Field Directors' Meeting	FDM	Meeting of Field Directors and CST members aimed at discussing ESS requirements and national experiences
Fieldwork projections		Forecasts of weekly production/response rates based on experience from previous rounds and current interviewer staffing. To be delivered 2 weeks before the start of fieldwork at the latest.
Fieldwork Questionnaire	FWQ	Questionnaire developed by the Fieldwork Questionnaire Team of the CST to monitor fieldwork plans. It is an instrument to help decide upon, discuss and document major fieldwork decisions and parameters (timing of fieldwork, number of interviewers, etc.).
Fieldwork Questionnaire Team		Members of SCP and GESIS who discuss with NCs the fieldwork plan of each country as laid down in the Fieldwork Questionnaire
General Assembly	GA	The body representing all the Members of the ESS ERIC.
Headquarters	HQ	Headquarters of the ESS ERIC, home of the Director.
International Standard Classification of Education	ISCED	Standard Classification developed by UNESCO to facilitate comparisons of education statistics and indicators across countries on the basis of uniform and internationally agreed definitions
International Standard Classification of Occupations	ISCO	International Standard Classification of Occupations is a tool for organizing jobs into a clearly defined set of groups according to the tasks and duties undertaken in the job. The ILO is responsible for ISCO.
International Standard for Country Codes	ISO	ISO 3166 is the International Standard for country codes and codes for their subdivisions.
Media claims		The expression of a political opinion in a newspaper article, regardless of the form this expression takes (statement, violence, repression, decision, demonstration, court ruling, etc.) and regardless of the nature of the actor.
Media landscape		National document providing a short description of the newspapers used for coding media claims (two broadsheet (quality) daily national newspapers, preferably one left- and one right-orientated). This document should include (1) Name of the newspaper (2) Left or right leaning/ political orientated (3) Average daily circulation (year/month) (4) Founded in the year (5) Headquarter (location) (6) Source (of information media landscape)
National Coordinator	NC	NCs coordinate the activities of the ESS ERIC at a national level and assure its compliance with the specifications. In many countries there will be a National Coordinating team. NCs and their teams are jointly called 'NCs'.
National Coordinators' Forum	NC Forum	The NC Forum comprises the National Coordinators of each Member, the Director and Deputy Directors. They assist the Director.

National Technical Summary	NTS	Overview of the metadata of the survey for each country and each round of the ESS. The NCs have a central role in the production of such documentation.
Paper and Pencil Interviewing	PAPI	Data obtained from the interview is filled in on a paper form using a pencil.
Project instructions		Guidelines for producing the interviewer and briefing instructions in each country (including data protection procedures). Separate versions for PAPI and CAPI.
Question Module Design Team	QDT	External team selected by the SAB from applications received following an international competition, assisting the Director in developing a Question Module.
Sample design data file	SDDF	File to be produced by each country and delivered to the CST, containing complete information about the sample design, such as inclusion probabilities at each stage, information on clustering and stratification.
Sampling Expert Panel	SEP	Team of sampling experts advising NCs on the optimal sampling design. The SEP must sign off the sampling design well before fieldwork starts.
Statistical Classification of Economic Activities in the European Community	NACE	The Nomenclature of Economic Activities is the European statistical classification of economic activities. NACE groups organizations according to their business activities.
Survey Agency		The survey agency appointed to conduct the ESS Round 8 fieldwork in a participating country.
Survey Quality Predictor	SQP	SQP coding aims at preventing unnecessary deviations between the source questionnaire and the country versions by comparing a number of formal characteristics of the items. SQP coding is meant to improve language versions by making NCs more aware of the choices that are made in translation, and the impact these choices can have on comparability, validity, and reliability of the question.
Translation Guidelines	TG	Detailed descriptions of the translation procedures and requirements, shared languages and verification, and the choice of suitable personnel
Translation, Review, Adjudication, Pre-testing and Documentation	TRAPD	The translation protocol requires the following steps (1) Questionnaire translation using a committee or team approach (**TRA**PD), including shared language harmonisation if applicable; (2) External linguistic expert check of all translated language versions in the form of 'translation verification' by the external service provider CApStAn; Comparing formal characteristics of the translated questions with those in the source language (SQP coding); (3) National pre-testing (TRA**P**D); (4) Sign-off on translations and documentation of the translation process (TRAP**D**).
(Translation and) Verification Follow-Up Form	(T)VFF	National document including, if possible, the entire translation history of one language version. This includes the translation/review/adjudication and, if applicable, shared language harmonisation steps (TRA); these steps will only be included in the (T)VFF if the national team used the (T)VFF also for their full translation. In all cases it should, however, include the following information: (1) follow-up on the verification results, (2) follow-up on SQP Coding,(3) follow-up on shared languages reconciliation, if applicable, (4) any changes made to existing translations (5) documentation of the role and qualifications of the different people involved in the translation, review and adjudication process (translator 1, translator 2, reviewer, adjudicator, (and any other people involved, if applicable).

Appendix 2. Agreement on the Handling of Indirectly Identifiable Data

Norsk samfunnsvitenskapelig datatjeneste AS
NORWEGIAN SOCIAL SCIENCE DATA SERVICES

Harald Hårfagres gate 29
N-5007 Bergen
Norway
Tel: +47-55 58 21 17
Fax: +47-55 58 96 50
nsd@nsd.uib.no
www.nsd.uib.no
Org. nr. 985 321 884

Agreement
between
[Legal name of institution/firm actually conducting the survey],
[country]
and
Norsk samfunnsvitenskapelig datatjeneste AS
(Norwegian Social Science Data Services)
on
the Handling of
Indirectly Identifiable Data (IID)
in the European Social Survey (ESS)

1. In this agreement "Indirectly Identifiable Data in the ESS" includes one or more of these data types:
   a. Raw data from ESS Main, Supplementary and Interviewer questionnaires, i.e. data as they were keyed, either in capi systems or from the questionnaires.
   b. Verbatim recorded answers, if available in electronic format.
   c. Sampling Design Data
   d. Geographical codes

2. [Institution/firm actually conducting the survey] confirms that
   a. Norsk samfunnsvitenskapelig datatjeneste AS is recognised as Data Controller, as specified in the attached *License to process personal data.pdf.*
   b. The processing of ESS data in [country], including dissemination, has been in accordance with national laws and regulations on data protection and privacy in [country].
   c. The information conveyed to the respondents, either orally or in writing, has been in accordance with the specification in the attached *Information conveyed to the respondents.pdf.*

3. Norsk samfunnsvitenskapelig datatjeneste AS confirms that
   a. All IID in ESS are transported on the Internet under SSL protocols and are stored in a protected environment disconnected from any network, internally or externally.
   b. Safe back-ups and storage of IID are secured.
   c. The processing of IID in ESS, including dissemination, will be in accordance with national laws and regulations on data protection and privacy in Norway, as well as directive 95/46/EC "On the Protection of Individuals with regard to the Processing of Personal Data", as specified in *License to process personal data.pdf.*

Bergen,	[Place, date]
	[sign.]
Bjørn Henrichsen	[Name]
Director	[Title]
Norsk samfunnsvitenskapelig datatjeneste AS	[Institution/firm actually conducting the survey]

[Stamp]