

## Fragebogen

### 1 Intro

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Dear National Coordinator,

This questionnaire has been developed by the Fieldwork Team of the CST in preparation for the fieldwork in countries participating in ESS Round 8.

**It is meant to serve as an aid for NCs to enable you to adhere to the ESS Specifications and to help when dealing with (subcontracted) survey agencies. In addition, it aims to support the ESS Fieldwork Team when monitoring national fieldwork plans and flag possible problems early on. The overall aim is to prevent deviations from the ESS Specifications and thus optimise data quality and data comparability.**

Please fill in the questionnaire (or ask someone in your team to fill it in on your behalf - for this purpose you can forward this email with the link) before your contract with the survey agency is signed and your fieldwork plans are finalised. When filling in the questionnaire you will need to consult with the survey agency and possibly national experts. Many of the questions are similar to the ones from the last ESS Round.

Together with each NC we hope to work on and discuss any foreseen problems and agree on a final fieldwork strategy before the start of fieldwork. Once the ESS Fieldwork Team has signed off your fieldwork plans, you will need to make sure that all agreed procedures are actually implemented during fieldwork.

**Please mind, that according to the Specifications the fieldwork questionnaire needs to be signed off at least four weeks before the planned start date of fieldwork.**

Please try to answer all of the questions. If there are questions that you cannot answer or will only be able to answer at a later stage, please indicate this in the comment field at the end of the questionnaire. It is not necessary to complete the questionnaire in one go. You can resume completing the questionnaire at any time. **Please note a technical subtlety, though: Answers on a page are only saved when you click the "Continue"-button on each side.**

Once you have completed filling in the questionnaire, there is a summary page at the end which allows you to save or print a copy of all your answers. At the end of this summary page is a checkbox to send a notice to the ESS Fieldwork Team that you have finished the questionnaire. After this you will still be able to return to the questionnaire if you need to make any amendments.

If you have any questions while filling in the questionnaire, please contact the ESS Fieldwork Team ([fieldwork@europeansocialsurvey.org](mailto:fieldwork@europeansocialsurvey.org)).

Thank you very much for your cooperation.

Kind regards,

The ESS Fieldwork Team

Verena Halbherr, Joost Kappelhof, Roberto Briceno-Rosas, Achim Koch and Ineke Stoop

Our email: [fieldwork@europeansocialsurvey.org](mailto:fieldwork@europeansocialsurvey.org)

#### Short overview of the topics of the fieldwork questionnaire

- A- Contact information
- B- Contract with survey agency
- C- Questionnaire
- D- Pretesting
- E- Fieldwork
- F- Interviewers and briefings
- G- Contact schedule and response rate enhancing procedures
- H- Quality control procedures/Back-checks
- I- Survey costs
- J- Provision of raw data and data protection issues
- K- Comments

*Information about data processing: The questionnaire is hosted by GESIS, a member of the ESS ERIC Core Scientific Team, on behalf of the ESS ERIC. GESIS uses the software EFS UNIPARK by QuestBack to collect and store your answers. Your data is stored in Germany. The purpose of the questionnaire is to collect information on the preparation of fieldwork and on related topics. The retention time of this data is indefinite.*

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### 2 A. Q 1-4: Contact information

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#### A. Contact information

##### 1. Person filling in the fieldwork questionnaire

Name

Organisation

Email address

Country

Albania

Austria

Belgium

Bulgaria

Croatia

Cyprus

Czech Republic

Denmark

Estonia

Finland

France

Germany

Greece

Hungary

Iceland

Ireland

Israel

Italy

Kosovo

Latvia

Lithuania

Luxembourg

Netherlands

Norway

Poland

Portugal

Romania

Russia

Slovakia

Slovenia

Spain

Sweden

Switzerland

Turkey

Ukraine

United Kingdom

## 2. Survey agency / data collector selected for ESS fieldwork

If more than one survey agency carries out the fieldwork, please provide details of the additional survey agency (Q 2 - 7) in the comment field at the end of the questionnaire.

Name of survey agency

Website address

## 3. Project director

By "project director" we mean the person within the survey agency who is responsible for the general management of the ESS fieldwork in your country.

Project director's name

Telephone number

Email address

## 4. Field director

By "field director" we mean the person within the survey agency who deals directly with the organisation of the ESS fieldwork in your country, such as interviewer recruitment, training and coordination.

Field director's name

Telephone number

Email address

## 3 B. Q 5: Contract/agreement with survey agency

### B. Contract/agreement with survey agency

#### 5. Which of the following best describes the planned contractual arrangements with the survey agency for ESS Round 8 in your country?

Please tick **ONE** box only.

- A full contract / proposal specifying how fieldwork will be conducted.
- A contract stating that ESS Specifications will be followed without further detail.

- A letter of intent.
- No written contract.
- Other (please specify)

### 3.1.1 Filter: B. Contract/agreement with survey agency

#### B. Contract/agreement with survey agency

##### 5a. When are you planning to sign / when have you signed the contract? [e.g. 15 May 2016]

##### 5b. Will the ESS Specifications be formally part of the contract / agreement (as annex or as a document mentioned in the contract)?

The Specification for ESS ERIC Member, Observer and Guest countries require that the specifications are formally part of the contract or that the contract has to refer to the ESS Specifications.

- Yes
- No

### 4 B. Q 6-7: ESOMAR and Declaration on Ethics of the International Statistical Institute

#### B. Contract /agreement with survey agency

##### 6. Is the survey agency a member of ESOMAR?

- Yes
- No

**7. The ESS ERIC subscribes to the Declaration on Ethics of the International Statistical Institute (ISI), to which all national teams are asked to adhere (see Specification for ESS ERIC Member, Observer and Guest countries 9.1). Please confirm that your survey agency has taken notice of this declaration and that they will adhere to it.**

- The survey agency adheres to the Declaration on Ethics of the ISI.
- The survey agency does not adhere to the Declaration on Ethics of the ISI.

Please explain why not

### 5 C. Q 8-9: Questionnaire

#### C. Questionnaire

##### 8. What will be the administration mode of the main questionnaire in your country?

Specification for ESS ERIC Member, Observer and Guest countries (10.2.): "The ESS questionnaire is administered to all respondents using face-to-face interviewing by CAPI 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."

- PAPI (paper and pencil interviewing)
- CAPI (computer-assisted personal interviewing)

##### 9. What will be the administration mode of the supplementary questionnaire in your country?

[1] Specification for ESS ERIC Member, Observer and Guest countries (7.1.2.): "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 the two methods above may NOT be used [...]"

[2] Specification for ESS ERIC Member, Observer and Guest countries about Changes foreseen in Round 9 (2.2.): "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)."

- Extension of the main interview questionnaire (conducted by the interviewer)
- Self-completion questionnaire

### 5.1.1 Filter: C. Supplementary Questionnaire administered in self-completion

#### C. Questionnaire

##### 9a. How do you plan to administer the supplementary questionnaire?

Specification for ESS ERIC Member, Observer and Guest countries (10.2.): "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."  
*Please tick ALL that apply.*

- Paper-self completion, interviewer waits
- Paper-self completion, interviewer collects later
- Paper-self completion, returned by post

Other (please specify)

**9b. What is the target response rate (%) for the supplementary questionnaire in your country?**

Specification for ESS ERIC Member, Observer and Guest countries (10.2.): "A target response rate of at least 90% of those who completed the main interview must be aimed at."

**6 C. Q 10-13: Questionnaire**

**C. Questionnaire**



**10. Into which languages will you translate the ESS source questionnaire?**

Specification for ESS ERIC Member, Observer and Guest countries (7.2.): "[...] translations are required for each language used as first language by 5% or more of the population."

**11. Are there any languages that are the first language for 5% or more of the population into which you will NOT translate the ESS source questionnaire?**

- Yes. Please contact [ess@city.ac.uk](mailto:ess@city.ac.uk)
- No

**12. Translation verification will be continued in Round 8.**

'Verification' stands for an independent translation quality check by an external provider. Verification will be undertaken on the basis of your translations BEFORE they go into SQP coding and before your pretest. You need to set aside roughly 4 weeks for the entire process of verification prior to your pretest in your country. The verification process is explained in the ESS Round 8 Translation Guidelines.

**Please specify the date when your translation will be ready for verification (please be as specific as possible). We need an approximate timing for the verification. Please take also into account your pretesting arrangements (see question 16).**

**13. Any country may field additional items (for national rather than multinational use). Do you intend to field any questions in addition to those in the ESS source questionnaire?**

Specification for ESS ERIC Member, Observer and Guest countries (7.1.3.): "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."

- Yes. Please contact [ess@city.ac.uk](mailto:ess@city.ac.uk)
- No

**7 D. Q 14-17: Pretesting**

**D. Pretesting**

**14. Each ESS country must conduct a pretest.**

Specification for ESS ERIC Member, Observer and Guest countries (7.2.3.): "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."

**How many interviews do you plan to pretest the questionnaire with?**

**15. How do you plan to select respondents for the pretest?**

**16. When will the pretest take place? [e.g. 10 - 20 August 2016]**

**17. Do you plan any other form of pretesting besides the standard pretest?**

Specification for ESS ERIC Member, Observer and Guest countries (7.2.3.): "In addition to 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." *Please tick ALL that apply.*

- Tape recording of interviews
- Respondent debriefing

Interviewer debriefing Cognitive interviews Other (please specify) 

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## 8 E. Q 18: Fieldwork: Contact with Sampling Expert

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### E. Fieldwork

#### 18. Have you been in contact with your sampling expert?

Specification for ESS ERIC Member, Observer and Guest countries (8.1.): "Every country will be assigned a contact person from the ESS SEP [Sampling Expert Panel]."

 Yes No

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### 8.1.1 Filter: E. Fieldwork: Sample Design Form

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### E. Fieldwork

#### 18a. Have your sampling plans been signed off?

Specification for ESS ERIC Member, Observer and Guest countries (5.3.): "[...] the sampling design is formally signed off by the ESS sampling panel **before fieldwork starts**". This has to take place in the period from February to June 2016 (see section 6.1., Table 1 of the Specification for ESS ERIC Member-, Observer and Guest countries).

 Yes No

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## 9 E. Q 19-22: Fieldwork

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### E. Fieldwork

#### 19a. When are you planning to start the ESS fieldwork in your country?

Specification for ESS ERIC Member, Observer and Guest countries (10.1.): "The ESS fieldwork period will last at least one month within a four-month period between 1 September and 31 December 2016."

**Fieldwork start date [e.g. 15 Sep 2016]**

#### 19b. When are you planning to end the ESS fieldwork in your country? Fieldwork end date [e.g. 15 Oct 2016]

#### 20. How large is the gross sample you plan to issue in your country?

The gross sample size refers to the number of sample units you selected for fieldwork (n\_gross in your Sampling sign off Form).

#### 21. What is the target response rate in your country? Please note, that the response rate you provide here should be identical to the one provided in the Sampling sign off Form.

Specification for ESS ERIC Member, Observer and Guest countries (10.4.1.): "[...] the minimum target response rate - after discounting ineligibles [...] - 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."

#### 22. If your target response is less than 70% and/or lower than the response rate achieved in ESS Round 7, please explain why.

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## 10 E. Q 23-26: Fieldwork

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### E. Fieldwork

#### 23. What is the target non-contact rate in your country?

Specification for ESS ERIC Member, Observer and Guest countries (10.4.1.): "The proportion of non-contacts should not exceed 3% of all sample units, [...]."

#### 24. If your target non-contact rate is greater than 3%, please explain why.

**25. What is the rate of ineligibles that you expect? Please note, that the rate of ineligibles you provide here should be identical to the one provided in the Sampling sign off Form.**

Please consult section 10.4.1. of the Specification for ESS ERIC Member, Observer and Guest countries for a definition of ineligibles.

**26. How many completed interviews (net sample size) do you aim for in total? Please note, that the target number of completed interviews you provide here should be identical to the one provided in the Sampling sign off Form.**

Please also note, that we ask for the target number of COMPLETED interviews and not for the EFFECTIVE sample size, which might be lower.

## 11 E. Q 27-29: Fieldwork Interviewer updates

### E. Fieldwork

**27. How often do the interviewers have to provide updates about their progress in ESS fieldwork?**

Interviewers have to provide updates to the survey agency / to their supervisor ...

- Daily
- More than once a week, but less than daily
- Once a week
- Every two weeks
- Once a month
- Less often
- Other (please specify)

**28. How do ESS interviewers send this information to the survey agency / to their supervisor?**

Please tick all that apply and feel free to add others.

- By sending completed CAPI-based contact forms for each worked case (via email or other online channel)
- By sending completed paper-based contact forms (via mail)
- By providing a verbal update via telephone or in person
- By providing a written update (via email, via other online channel, or a paper-based update sent by mail)
- Other (please specify)

**29. During the fieldwork period, which information will be provided by your survey agency for progress checking?**

	not available	available every week	available fortnightly	available monthly	Other frequency (please specify in the comment box below)
Number of sample units allocated to interviewer	<input type="radio"/>				
Number of achieved interviews	<input type="radio"/>				
Number of sample units where no contact was attempted as yet	<input type="radio"/>				
Number of non-contacts	<input type="radio"/>				
Number of refusals	<input type="radio"/>				
Number of ineligibles	<input type="radio"/>				
Full breakdown of all available outcome codes	<input type="radio"/>				
Breakdown of outcome codes by region	<input type="radio"/>				
Breakdown of outcome codes by interviewer	<input type="radio"/>				
Breakdown of outcome codes for demographic subgroups of target persons	<input type="radio"/>				
Interim dataset of achieved interviews	<input type="radio"/>				
Interim dataset of contact form data	<input type="radio"/>				
Other (please specify) <input type="text"/>	<input type="radio"/>				

**Comment box for "Other frequency"**

Please indicate the type of information and the frequency.

## 12 F. Q 30-31: Interviewers and briefings

## F. Interviewers and briefings

### 30. How many interviewers (including supervisors doing interviewing) will work on the ESS Round 8?

If you use telephone interviewers in the contacting phase (only after agreement with the CST), please refer to your face-to-face and telephone interviewers separately.

### 31. The following questions refer to the (face-to-face) interviewers the survey agency plans to deploy for ESS Round 8.

For each item, please indicate the relevant percentage of interviewers. The number of (face-to-face) interviewers recorded at question 30 should be used as the denominator to calculate the percentages. We know that some of the questions might be difficult to answer, so if you do not know the exact percentage, please give an estimate.

#### What percentage of interviewers working on ESS Round 8 ...

... are free-lancers (i.e. they are no employees of the survey agency)?

Don't know

... work exclusively for the survey agency responsible for the ESS Fieldwork (i.e. they do not conduct interviews for another survey agency)?

Don't know

... have to be newly recruited to the survey agency to work on ESS Round 8 (including new free-lancers AND new interviewers who become employees of the survey agency)?

Don't know

... are students?

Don't know

... have worked on previous ESS rounds?

Don't know

## 13 F. Q 32-36: Interviewers and briefings

## F. Interviewers and briefings

### 32. The ESS requires ESS-specific personal briefings for interviewers. How long will these personal briefings take in your country?

Specification for ESS ERIC Member, Observer and Guest countries (10.5.): "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."

- 4 hours or less
- More than 4 hours, up to 8 hours
- More than 8 hours
- Other (please specify)

### 33. What will be the average number of interviewers attending a briefing session?

Many survey agencies choose to conduct several briefing sessions. We are interested in the average number of interviewers participating in a single briefing session.

### 34. Who will run or attend briefings?

Please tick ALL that apply.

- The National Coordinator
- Someone else from the National Coordinator's team
- A researcher from the survey agency
- Someone from the field department of the survey agency
- Other (please specify)

### 35. Will any training in refusal avoidance and /or refusal conversion techniques be provided at the briefing?

Please tick ALL that apply.

- Yes, there will be training in refusal avoidance techniques.
- Yes, there will be training in refusal conversion techniques.
- No, there will be no training in refusal avoidance/ conversion techniques.

### 36. Will any training in collecting observable area and dwelling data be provided?

The CST will provide detailed guidelines regarding observable data in Round 8, which should be included in the interviewer briefing in each country. For further information refer to section 10.4. in the Specifications for ESS ERIC Member, Observer and Guest countries Round 8.

- Yes, there will be such training, (probably) including the use of photos and / or videos.
- Yes, there will be such training, but it will (probably) NOT include the use of photos and / or videos.
- No, there will not be training in collecting observable area and dwelling data (please explain why not).

#### 14 F. Q 37-38: Interviewers and briefings: CF

##### F. Interviewers and briefings

###### 37. Will any training in the use of the ESS contact forms be provided at the briefings?

Specification for ESS ERIC Member, Observer and Guest countries (10.5.): "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)."

- Yes, there will be training in the use of the contact forms at the briefings.
- No, there will be no training in the use of contact forms. (please explain why not).

###### 38. Will any training in the procedures to select household members be provided at the briefings?

Please answer this question if you plan to use a sample of households/addresses.

- Yes, there will be training in the selection procedures of household members.
- No, there will be no training in the selection procedures of household members (please explain why not).

#### 15 F. Q 39-40: Interviewers and briefings

##### F. Interviewers and briefings

###### 39. What is the maximum number of sample units (gross) that interviewers will be working on in your country?

Specification for ESS ERIC Member, Observer and Guest countries (10.5.): "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." Sample units can be named individuals, households, or addresses, depending on the sampling design a country uses.

###### 40. We are interested in how and for what interviewers are reimbursed. Which interviewer payment scheme will be used for fielding the ESS Round 8 in your country?

Please tick ALL that apply.

- Per completed interview
- Per hour
- A regular fixed salary
- Bonus payment scheme
- Other (please specify)

#### 15.1.1 Filter: F. Interviewer and briefings: Bonus scheme details

##### F. Interviewers and briefings

###### 40a. Please describe the bonus payment scheme e.g. bonus for response rate, contacting of difficult cases, contacting a certain amount of cases, ...

#### 16 G. Q 41-44: Contact schedule and response rate enhancing procedures

##### G. Contact schedule and response rate enhancing procedures

###### 41. How do you plan to make the first contact with potential respondents?

Specification for ESS ERIC Member, Observer and Guest countries (10.3.): "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 [...]. At least one in person visit to each sample unit is always required in order to collect information on the dwelling and neighbourhood [...]. [...] **interviews may not, under any circumstances, be conducted over the telephone, or by self-completion methods on paper or online (with the exception of the supplementary questionnaire).**"

Please tick ALL that apply.

- By personal visit

- By telephone (Please explain why your sampling frame allows telephone pre-contacting. Please explain how you will ensure that the response rate will not be damaged.)

- Other (please specify)

**42. What is the minimum number of visits that interviewers in your country will have to make to each sample unit before they can return it to the field office / became exhausted / can be accepted as non-response?**

Specification for ESS ERIC Member, Observer and Guest countries (10.6.): "[...] 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)."

**Please specify the minimum number of visits.**

**43. How many of these visits will have to be at the weekend?**

**44. How many of these visits will have to be in the evening?**



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## 17 G. Q 45-46: Contact schedule and response rate enhancing procedures

### G. Contact schedule and response rate enhancing procedures

**45. The CST strongly recommends that countries use the Contact Forms (CF) provided by the CST.**

Specification for ESS ERIC Member, Observer and Guest countries (10.4.2.): "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."

**What kind of Contact Form do you plan to use?**

- The Contact Form provided by the CST
- A country-specific Contact Form (Please contact Geert Loosveldt [Geert.Loosveldt@soc.kuleuven.be]) to discuss how you will 'bridge' your contact form data into the ESS contact form data protocol.
- Other (please specify)

**46. How will you collect the contact form data in your country?**

- PAPI - Paper-based contact forms
- CAPI - Computer-based contact forms
- Both paper-based and computer-based Contact Forms will be used (please specify why)



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### 17.1.1 Filter: G. Contact schedule and response rate enhancing procedures: payment CF comple

### G. Contact schedule and response rate enhancing procedures

**46a. Will the interviewers receive an extra payment for completing the Contact Forms?**

- Yes
- No

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## 18 G. Q 47: Contact schedule and response rate enhancing procedures

### G. Contact schedule and response rate enhancing procedures

**47. Will you be using an advance letter to announce the ESS to potential respondents?**

Specification for ESS ERIC Member, Observer and Guest countries (10.6.): "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 [...]." The ESS recommends using an advance letter, if possible personalised with the individual name of the target person. Please note that a guide for advance letter will be provided by the CST.

- Yes, an advance letter that is personalised with the individual name of the target person.
- Yes, but the advance letter is NOT personalised with the individual name of the target person.
- No, we will not use an advance letter.
- Other (please specify)



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### 18.1.1 Filter: G. Contact schedule and response rate enhancing procedures: advance letter

### G. Contact schedule and response rate enhancing procedures

**47a. Who will send the advance letters?**

- The survey agency

Individual interviewers

Other (please specify)

**47b. Approximately how long in advance of the first contact attempt by the interviewers will the advance letters be sent?**



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## 19 G. Q 48-49: Contact schedule and response rate enhancing procedures

### G. Contact schedule and response rate enhancing procedures

**48. Will you be giving the potential respondents a leaflet / brochure about survey research in general and / or the ESS specifically?**

Please tick ALL that apply.

A general survey research leaflet / brochure

A specific ESS leaflet / brochure (that may also include general survey information)

No leaflet / brochure

Other (please specify)

**49. Will you use any respondent incentives?**

Specification for ESS ERIC Member, Observer and Guest countries (10.6.): "The CST has provided guidance on possible response enhancement strategies such as incentives (see Guidelines for enhancing response rates), [...]. Response enhancement techniques employed should be documented in the National Technical Summary form."

Yes

No

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### 19.1.1 Filter: G. Contact schedule and response rate enhancing procedures

#### G. Contact schedule and response rate enhancing procedures

**49a. What kind of respondent incentives will you use?**

Please tick ALL that apply.

Unconditional monetary incentives paid independently of an interview.

Conditional monetary incentives paid when an interview is completed.

Unconditional non-monetary incentives (including vouchers) paid independently of an interview.

Conditional non-monetary incentives (incl. vouchers) paid when an interview is completed.

Other (please specify)

**49b. Do all people receiving an incentive get the same incentive?**

All people receive the same incentive

People receive different incentives

**49c. We are interested in the rationale used behind the incentives. Please specify further details on your incentive scheme [e.g. the type and value of incentive(s); whether incentives will be used only in certain areas; whether only reluctant people will receive an incentive, etc.].**



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## 20 G. Q 50-51: Contact schedule and response rate enhancing procedures

### G. Contact schedule and response rate enhancing procedures

**50. Some survey agencies choose to allocate all ESS sample cases to interviewers at once, whilst others choose to allocate sample cases in waves or batches: Excluding re-issues, which of the following best describes the approach the survey agency in your country will take for the ESS Round 8?**

Allocate all sample cases at once

Allocate sample cases in waves or batches (please specify)

**51. Do you plan to re-issue (re-contact) unsuccessful sample units (like non-contacts or refusals) after they have been returned to the field office?**

Yes

No

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### 20.1.1 Filter: G. Contact schedule and response rate enhancing procedures

**G. Contact schedule and response rate enhancing procedures****51a. What proportion (%) of unsuccessful sample units do you plan to re-issue?****51b. How will the sample units to be re-issued be selected? Please provide details on the selection process [e.g. what information/criteria will be used to select sample units; who will make the decisions; etc.].****51c. Which interviewers will be used in the re-issue phase?**

Please tick ALL that apply.

**We will mainly re-issue to...**

- ... the same interviewer.
- ... a more experienced interviewer.
- ... an interviewer of the opposite sex.
- ... an interviewer of a different age category.
- ... an interviewer of a different social/ethnic background.
- ... any other available interviewer.

**21 G. Q 52: Contact schedule and response rate enhancing procedures****G. Contact schedule and response rate enhancing procedures****52. Are you planning to use any other response enhancing measures?**

Please tick ALL that apply.

- No, we are not planning to use any other response enhancing measures.
- Yes, we plan to provide a call center / free number / help desk number for target persons.
- Yes, we plan to provide a special website for target persons.
- Yes, we plan to provide an additional letter to target persons during fieldwork.
- Yes, we plan to provide press releases to gain attention.
- Yes, we plan to provide an interviewer newsletter.
- Yes, we plan to provide specific events to motivate interviewers (other than the briefing sessions).
- Other (please specify)

**22 H. Q 53-56: Quality control procedures/Back-checks****H. Quality control procedures/Back-checks****53. What is the approximate percentage (%) of respondents that will be selected for back-check?**

Quality control back-checks must be carried out and documented on at least 10% of respondents. Back-checks should not be confused with refusal conversion although they may result in an interview. For further information refer to section of the 10.7. Specification for ESS ERIC Member, Observer and Guest countries.

**54. How will the respondents be back-checked?**

Please tick ALL that apply.

- In person
- By telephone

**55. What is the approximate percentage (%) of non-respondents, including ineligible, that are to be selected for back-check?**

Quality control back-checks must be carried out and documented on at least 5% of the sample units that did not provide an interview (including ineligible). Back-checks on non-respondents include BOTH a minimum of 5% of back-check on refusals AND a minimum of 5% of back-checks on non-contacts, including ineligible. Back-checks on non-respondents may be carried out in person, by telephone or by mail. For further information refer to section 10.7. of the Specification for ESS ERIC Member, Observer and Guest countries .

**56. How will the non-respondents (including ineligible) be back-checked?**

Please tick ALL that apply.

- In person
- By telephone
- By mail

**23 I. Q 57-59: Survey costs****I. Survey costs**

**57. What is the total amount of money that will be paid to the survey agency for the ESS Round 8 study? Please specify in Euro (gross).**

If you have to pay VAT (value added tax), please indicate the total amount including VAT.

**58. How much VAT (value added tax) is included in this total amount? Please specify your VAT rate in %.**

**59. How much of the total amount of money paid to the survey agency is spent on 'pure' interviewer costs? By this, we mean interviewer salaries, interviewer bonuses and traveling / subsistence expenses of interviewers (excluding training and briefing).**

**Please provide an approximation in Euro (gross amount).**



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## 24 J. Q 60-61 Provision of raw data, verbatim recorded answers and data protection issue

### J. Provision of raw data, verbatim recorded answers and data protection issues

**60. Will raw data be deposited at the ESS Data Archive at NSD?**

Specification for ESS ERIC Member, Observer and Guest countries (9.3.): "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 Data Archive. This is to ensure that copies of the un-edited raw files are saved for possible future use and checks. [...] If national laws and regulations should prohibit the deposit of raw data to the ESS Data Archive, the Survey Agency must commit to safely store and maintain the raw data for a minimum of 10 years. The ESS Data Archive must be notified before any destruction of ESS data."

Please choose one of the following responses:

- Yes, we will deposit ESS 8 raw data at the ESS Data Archive.
- No, we will not deposit raw data (Please contact ESS Data Archive [essdata@nsd.no](mailto:essdata@nsd.no)).
- We have questions on this and need further assistance (Please contact the ESS Data Archive at NSD [essdata@nsd.no](mailto:essdata@nsd.no) for further information).

**61. Will the raw data include verbatim recorded answers?**

The deposited raw data should include verbatim recorded string variables as they appear before they are coded into ISCO, NACE etc. (see the Specification for ESS ERIC Member, Observer and Guest countries, sections 9.3. and 12.2.).

Please choose one of the following responses:

- Yes, the raw data will include verbatim recorded answers.
- No, verbatim recorded answers will not be included in the raw data (Please contact the ESS Data Archive [essdata@nsd.no](mailto:essdata@nsd.no)).
- We have questions on this and need further assistance (Please contact the ESS Data Archive [essdata@nsd.no](mailto:essdata@nsd.no) for further information).
- We will not deposit any raw data at the ESS Data Archive.

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## 25 J. Q 62 Provision of raw data, verbatim recorded answers and data protection

### J. Provision of raw data, verbatim recorded answers and data protection issues

**62. Will the survey agency sign a data handling agreement with the ESS Data Archive at NSD?**

Specification for ESS ERIC Member, Observer and Guest countries (13.1.):

*"Data protection:* Survey agencies and NCs must act according to national data protection laws. [...]

*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 Data Archive, each national team is responsible for checking their data with confidentiality requirements in mind. The NCs will be asked to confirm in their National Technical Summary that all data that will be made publicly available to users have been anonymised in accordance with national or EU regulations (see [ec.europa.eu/justice\\_home/fsj/privacy/](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 Data 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 license subject to the Norwegian Personal Data Act and the 95/46/EC Data Protection Directive."

In order for the ESS Data Archive to handle and store potentially disclosive data under the above described licence, NSD needs to sign data handling agreements with the survey agency in each ESS country.

Please choose one of the following responses:

- Yes, the survey agency will sign a data handling agreement with the ESS Data Archive.
- No, the survey agency will not be able to sign a data handling agreement with the ESS Data Archive (Please contact the Data Archive [essdata@nsd.no](mailto:essdata@nsd.no)).
- We have questions on this and need further assistance (Please contact the Data Archive [essdata@nsd.no](mailto:essdata@nsd.no) for further information).

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## 26 J. Q 63-64 Provision of raw data, verbatim recorded answers and data protection

### J. Provision of raw data, verbatim recorded answers and data protection issues

**63. Does the fieldwork organisation have any routines for checking anonymity and assessing the disclosure risk?**

- Yes (please specify)
- No (please specify why not)

#### 64. Will respondents be informed about relevant issues concerning data protection?

Requirement (please see "Interviewer Manual"): "To ensure that the ESS is in line with European laws and directives on data protection, the following points need to be conveyed to respondents – whether in written or oral form:

- Participation in the European Social Survey is voluntary
- The data will be stored at and made available from the ESS Data Archive, which is currently located at the Norwegian Center for Research Data (NSD). The data will be released for statistical purposes only
- NSD takes all necessary steps to make it impossible for any user to directly identify any of the individuals who supplied the data

Some of these points may already be included in the information provided to respondents, but please make sure to add any points not included. The privacy regulations of some countries require that the duration of data storage is revealed. If this applies, you should make it clear that it is for an indefinite period. Some privacy regulations also require that the full address of the data archive should be provided. If so, the address of the ESS Data Archive at NSD is: Harald Hårfagesgt, 29, 5007 Bergen, Norway. <http://www.nsd.uib.no/nsd/english/index.html> It is up to each country to decide how to convey to respondents any additional information required to meet national data protection requirements."

Please choose one of the following responses:

- Yes, we will convey the required information to the respondents.
- No, we will not be able to convey the required information to the respondents (Please contact the ESS Data Archive [essdata@nsd.no](mailto:essdata@nsd.no)).
- We have questions on this and need further assistance (Please contact the ESS Data Archive [essdata@nsd.no](mailto:essdata@nsd.no) for further information)

#### 64. a. If yes, how will this information be conveyed? Please specify:

### 26.1.1 Filter: Data protection conveyed to respondent

## J. Provision of raw data, verbatim recorded answers and data protection issues

### 27 K. Q 65-66: Comments

#### K. Comments

#### 65. Do you have any remarks regarding questions that you cannot answer yet or that you had problems answering?

#### 66. Do you have any further comments?

## 28 Summary of the FWQ for NCs before sign off-final page for NCs

### Summary of fieldwork plans in ESS Round 8 for #u\_country#

Thank you for filling the questionnaire. On this page you find a summary of all questions and your corresponding answers. If you would like to change any answers, you can go to the relevant section by clicking the "Change answers" button next to the relevant headline.

If you would like to submit the questionnaire to the ESS Fieldwork Team, please check the corresponding option at the bottom and click the "Continue" button. An e-mail will be sent to the ESS Fieldwork Team automatically to inform them that the questionnaire is ready for discussion.

Please note that in questions where more than one answer can be chosen (multiple response questions), all options are listed. These answers that you have ticked are labeled as "1", the others as "0".

In order to document your answers, you can print out this summary by clicking the "Print" button on the bottom of the page or save this website.

## A. Contact and company information

### 1. Person filling in the fieldwork questionnaire