

Fragebogen

1 Introduction

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 9.

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. It also 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. 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. When developing the strategy, we also advise to bear in mind the results from the ESS Quality Report from the previous round.

Please complete as much of the questionnaire as possible, ideally before you sign the contract with the survey agency. You might need to consult with the survey agency and national experts. It might also be helpful to discuss certain fieldwork issues with the Fieldwork Team prior to signing this contract.

Please bear in mind that according to the ESS Specifications the fieldwork questionnaire needs to be signed off by the CST at least two weeks before the planned start date 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 try to answer all 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 sections. It is not necessary to complete the questionnaire in one go. You can resume completing the questionnaire at any time. **Please note that answers on a page are only saved when you click "continue" or "show summary page" at the bottom of the page. Please use the buttons on the page to navigate through the questionnaire.**

Once you have completed the questionnaire, there is a summary page at the end that allows you to save or print a copy of the completed questionnaire. Afterwards you will be asked whether you would like to submit your answers. Submitting your answers will notify 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. Please make sure that you save any changes by clicking 'continue' and to resubmit your answers.

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

Thank you very much for your cooperation.

Kind regards,

The ESS Fieldwork Team

Our email: fieldwork@europeansocialsurvey.org

Short overview of the topics of the fieldwork questionnaire

- A- Contact information
- B- Contract/agreement with survey agency
- C- Questionnaire
- D- Pre-testing
- E- Fieldwork
- F- Interviewers and briefings
- G- Contact schedule, information for respondents, and response rate enhancing procedures

- H- Quality control procedures/Back-checks
- I- Survey costs
- J- Provision of raw data and data protection issues
- K- Further comments

The specific purpose of this questionnaire is to collect information on preparations of fieldwork for ESS Round 9 and on related topics. It is not an instrument to check compliance with any legal requirements. The questionnaire is hosted by GESIS, a member of the ESS ERIC Core Scientific Team, on behalf of the ESS ERIC. The information is only shared between members of the ESS ERIC Core Scientific Team with the purpose of discussing and documenting the preparations of fieldwork for Round 9. GESIS uses the software EFS UNIPARK by QuestBack to collect and store your answers. Your data is stored in Germany. Signed off questionnaires are also stored at NSD in Norway. The retention time of this data is indefinite.

2 A. Q 1-5: Contact information

A. Contact information

1. Person filling in the fieldwork questionnaire

Name

Organisation

Email address

2. Please select your country

-- select ESS 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
- Serbia
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom

▼

3. 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 in the comment field at the end of section B.

Name of survey agency

Website address

4. 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

5. 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

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3 B. Q 6: Contract/agreement with survey agency

B. Contract/agreement with survey agency

6. Which of the following best describes the planned contractual arrangements with the survey agency for ESS Round 9 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)

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3.1.1 Filter: B Q6. Contract/agreement with survey agency

B. Contract/agreement with survey agency

6a. When are you planning to sign / when have you signed the contract?

Please provide the best estimate possible.

Date

6b. 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 requires that the specifications are formally part of the contract or that the contract has to refer to the ESS Specifications.

- Yes
- No
- Please explain why not

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4 B. Q 7-8: ESOMAR and Declaration on Ethics of the International Statistical Institute

B. Contract /agreement with survey agency

7. Is the survey agency a member of ESOMAR, or ISO 20252:2012 certified, or a member of a national market research body?

Yes. Please specify

No

8. 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, section 9.1). Please confirm that your survey agency has taken notice of this declaration and that they will adhere to it.

The survey agency confirms adherence 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

Sections A & B. Do you have any comments regarding questions from section A. Contact Information or section B. Contract / Agreement with Survey Agency?

5 C. Q 9: Questionnaire: mode

C. Questionnaire

9. Will the questionnaire be administered in CAPI mode in your country?

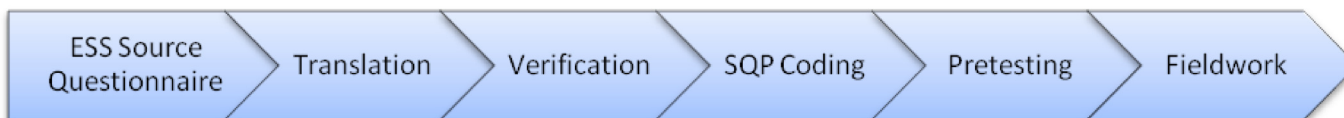
Specification for ESS ERIC Member, Observer and Guest countries (2.1): "Interviewing will be conducted by Computer Assisted Interviewing (CAPI) only. This means that as of Round 9, Paper and Pencil Interviewing (PAPI) will no longer be allowed." And (7.1): "The ESS main questionnaire is administered to all respondents using face-to-face computer-assisted interviewing (CAPI)".

Yes, CAPI (computer-assisted personal interviewing)

No - Please specify the mode (Please contact: ess@city.ac.uk)

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."

Languages

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

No

12. Please specify the date when your translation will be ready for verification (please provide the best estimate possible). Please take also into account your pre-testing arrangements.

'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 pre-test. You need to set aside roughly 4 weeks for the entire process of verification prior to SQP and pre-test in your country. The verification process is explained in the ESS Round 9 Translation Guidelines.

Date

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 (7.1.5.): "Country-specific questions must be inserted after the ESS questionnaire. NCs must consult with the CST before each round if adding country-specific questions. The CST will then decide whether to approve the inclusion of the items. Once this approval is given the Director will then de facto be the Data Controller for those items. 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

No

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7 D. Q 14-17: Pre-testing

D. Pre-testing

14. How many interviews do you plan to pre-test the questionnaire with?

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, 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."

15. Which criteria do you plan to use for selecting respondents for the pre-test?

16. When will the pre-test take place? [e.g. 10 - 20 July 2018]

17. Do you plan any other form of pre-testing besides the standard pre-test?

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

Tape recording of interviews

Respondent debriefing

Interviewer debriefing

Cognitive interviews

Other (please specify)

Sections C & D. Do you have any comments regarding questions from section C. Questionnaire or D. Pre-testing?

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8 E. Q18. Fieldwork: Sample Design Form

E. Fieldwork

18. Have your sampling plans been signed off by the sampling experts of the CST?

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 2018 (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

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 2018." **Please provide the best estimate possible.**

Date

19b. When are you planning to end the ESS fieldwork in your country?

Please provide the best estimate possible.

Date

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 (ngross in your Sample Design Summary).

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 Design Summary.

Specification for ESS ERIC Member, Observer and Guest countries (10.5.1): "[...] a minimum target response - after discounting ineligibles [...] - has been set at 70%. Ideally, all countries should aim for this 70%. Acknowledging - based on previous experiences in the ESS - that reaching this 70% target response rate is very challenging in many countries, all countries are expected to plan and budget fieldwork in order to reach a response rate higher than in the previous round."

22. If your target response is lower than the response rate achieved in ESS Round 8, please explain why.

If the information for Round 8 is not available, please compare it with most recent ESS round in your country.

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10 E. Q 23-26: Fieldwork

E. Fieldwork

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

Specification for ESS ERIC Member, Observer and Guest countries (10.5.1): "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 Design Summary.

Please consult section 10.5.1 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 Design Summary.

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

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11 E. Q 27-28: Contact Forms

E. Fieldwork

27. The CST strongly recommends that countries use the Contact Forms (CF) provided by the CST. What kind of Contact Form do you plan to use?

Specification for ESS ERIC Member, Observer and Guest countries (10.5.2.): "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."

- 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)

28. In Round 9, a few countries will implement the mobile application of the Fieldwork Management System (FMS App) for fieldwork. Will you be piloting the FMS App in ESS Round 9?

- Yes
- No

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11.1.1 Filter E. Q 29b: FMS App info

E. Fieldwork

28a. What back-up arrangements are in place for collecting the contact form data in case there is a problem with the FMS App?

- Other CAPI - Computer-based contact forms
- PAPI - Paper-based contact forms
- Other (please specify)

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11.2.1 Filter E. Q 29-32: Fieldwork Updates and FMS Portal

E. Fieldwork

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

Specification for ESS ERIC Member, Observer and Guest countries (10.5.2.): "Where possible the CST strongly recommends that the CFs are programmed and added to the CAPI program or some other means of digital collection. The information can then be used during fieldwork and centralised keying of the paper forms is not required."

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

30. Please specify via which mean(s) and how often interviewers will provide updates about their progress in ESS fieldwork.

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

	Daily	Several times a week	Once a week	Less than weekly (not conform with Specifications, please explain why below)	Not applicable
By submitting CAPI-based Contact Form data electronically	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
By sending paper-based Contact Forms by post	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
By providing a verbal update via telephone or in person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
By providing a written update (via email, via other online channel, or per post)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comment box for "Less than weekly"

Please explain why interviewers will provide fieldwork updates less than weekly.

31. For Round 9, countries are being asked to upload their fieldwork progress information through the web portal known as the FMS Data Upload Portal. Who will be responsible for uploading the case-level progress information to the FMS Data Upload Portal?

Specification for ESS ERIC Member, Observer and Guest countries (2.1) "(...) as of Round 9 fieldwork progress updates will have to be provided to the CST at least weekly. In addition fieldwork progress information will need to be provided at a case level rather than at an aggregate level and using a pre-defined standard template."

The survey agency

The NC team

Other (please specify)

32. Will it be possible to upload case-level progress information to the FMS Data Upload Portal weekly?

Specification for ESS ERIC Member, Observer and Guest countries (10.7.2.): "Monitoring and progress reports. (...) In Round 9 the following monitoring standards will be in place.

- Countries to provide weekly fieldwork progress information (independent of the length of fieldwork);
- Fieldwork progress information will need to be provided at a case level rather than at an aggregate level using a pre-specified template;
- Fieldwork progress information will need to be provided weekly in the form of a dataset"

Yes

No (Please specify why)

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12 E. Q 33-34: Fieldwork Monitoring

E. Fieldwork

33. During the fieldwork period, will your survey agency provide interim datasets of achieved interviews for quality checks?

Yes (please specify when and how often)

No

34. Which strategies will the survey agency use to ensure and check the correct interviewer behaviour during fieldwork?

Please tick all that apply.

Check interview paradata (e.g. interview date and time, duration and speed)

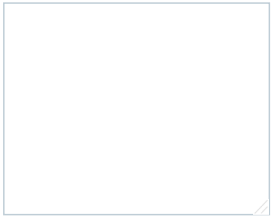
Check response patterns (e.g. item duplication, straightlining, item non-response)

Check response content from survey data (e.g. plausability, consistency)

Check selection of respondent in household (if applicable)

Other (please specify)

Section E. Do you have any comments regarding questions from section E. Fieldwork?



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13 F. Q 35-36: Interviewers and briefings

F. Interviewers and briefings

35. How many interviewers (including supervisors doing interviewing) will work on ESS Round 9?

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.

36. The following questions refer to the (face-to-face) interviewers the survey agency plans to deploy for ESS Round 9.

For each item, please indicate the relevant percentage of interviewers. The number of (face-to-face) interviewers previously reported should be used as the denominator to calculate the percentages. If you do not know the exact percentage, please give an estimate.

What percentage of interviewers working on ESS Round 9 ...

... 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 9
(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

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14 F. Q 37-41: Interviewers and briefings

F. Interviewers and briefings

37. 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 (10.3.): "All interviewers must be personally briefed by the NC or Survey Agency upon being hired for ESS Round 9 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)

38. 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.

39. 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)

40. 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.

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

The CST will provide detailed guidelines regarding observable data in Round 9, which should be included in the interviewer briefing in each country. For further information refer to section 10.5 in the Specifications for ESS ERIC Member, Observer and Guest countries Round 9.

- 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).

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15 F. Q 42-43: Interviewers and briefings: Contact forms

F. Interviewers and briefings

42. 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 (10.3): "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).

43. 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).

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16 F. Q 44-45: Interviewers and briefings

F. Interviewers and briefings

44. 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 (10.3): "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 agreed with the CST in advance." Sample units can be named individuals, households, or addresses, depending on the sampling design a country uses.

45. We are interested in how and for what interviewers are reimbursed. Which interviewer payment scheme will be used in ESS Round 9 in your country?

Please tick ALL that apply.

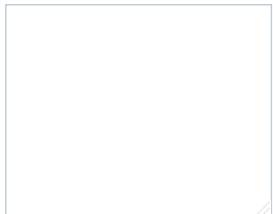
- Per completed interview
- Per hour
- A regular fixed salary
- Payment for contact form / timely reporting of contact attempts
- Bonus payment scheme
- Other (please specify)

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16.1.1 Filter: F. Q45a Interviewer and briefings: Bonus scheme details

F. Interviewers and briefings

45a. Please describe the bonus payment scheme e.g. bonus for response rate, contacting of difficult cases, contacting a certain amount of cases, ...

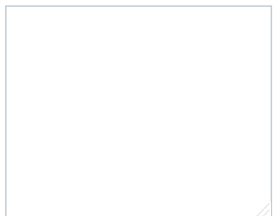


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17 F. Section comments

F. Interviewers and briefings

Section F. Do you have any comments regarding questions from section F. Interviewers and Briefings?



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18 G. Q 46-49: Contact schedule, respondent information and response rate enhancing proc

G. Contact schedule, information for respondents, and response rate enhancing procedures

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

Specification for ESS ERIC Member, Observer and Guest countries (10.4): "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.**"

Please tick ALL that apply.

- By personal visit
- By telephone (Please explain why your sampling frame allows telephone pre-contacting and how you will ensure that this will not negatively affect response rate.)

Other (please specify)

47. What is the minimum number of visits that interviewers in your country will have to make to each sample unit before the sample unit can be returned to the fieldwork office (as non-response due to non-contact)?

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.

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

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

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19 G. Q 50: Survey information for respondents and data protection

G. Contact schedule, information for respondents, and response rate enhancing procedures

50. Under the General Data Protection Regulation (GDPR) it is a requirement that all sample units are provided with a respondent information sheet in advance of first contact outlining what data will be collected, how it will be used and where it will be stored. Please confirm how you will make this information sheet available to respondents:

Please tick all that apply

Mailed out with an advance letter

Made available by interviewer on doorstep

Other (Please specify)

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20 G. Q51: Advance letter

G. Contact schedule, information for respondents, and response rate enhancing procedures

51. 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 drafting an 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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20.1.1 Filter: G Q51a-b. Advance letter

G. Contact schedule, information for respondents, and response rate enhancing procedures

51a. Who will send the advance letters?

- The survey agency
- Individual interviewers

Other (please specify)

51b. Approximately how long in advance of the first contact attempt by the interviewers will the advance letters be sent?

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21 G. Q 52-53: Additional respondent information and respondent incentives

G. Contact schedule, information for respondents, and response rate enhancing procedures

52. In addition to the information required by the GDPR, 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)

53. 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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21.1.1 Filter: G. 53a-c Respondent incentives

G. Contact schedule, information for respondents, and response rate enhancing procedures

53a. 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)

53b. Do all people that receive an incentive get the same incentive?

- All people receive the same incentive
- People receive different incentives

53c. We are interested in the rationale used behind your incentive scheme. 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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22 G. Q 54-55: Allocation and re-issuing of cases

G. Contact schedule, information for respondents, and response rate enhancing procedures

54. 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 9?

- Allocate all sample cases at once
- Allocate sample cases in waves or batches (please specify)

55. 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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22.1.1 Filter: G. Q55a-c. Re-issuing of cases

G. Contact schedule, information for respondents, and response rate enhancing procedures

55a. What proportion (%) of unsuccessful sample units do you plan to re-issue?

55b. 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.].

55c. 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.

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23 G. Q 56: Other response rate enhancing procedures

G. Contact schedule, information for respondents, and response rate enhancing procedures

56. 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 centre / 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 organise specific events to motivate interviewers (other than the briefing sessions).
- Other (please specify)

Section G. Do you have any remarks regarding questions from section G. Contact schedule, information for respondents, and response rate enhancing procedures?

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24 H. Q 57: Quality control procedures/Back-checks

H. Quality control procedures/Back-checks

57. What is the approximate percentage (%) of respondents that will be selected for back-checks?

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 10.7. of the Specification for ESS ERIC Member, Observer and Guest countries.

57a. How will the respondents be back-checked?

Please tick ALL that apply.

- In person
- By telephone

57b. When will the back-checks of respondents be conducted for ESS Round 9?

Please select the option that best applies for most of the respondent back-checks.

- Up to a week after the interview has been completed
- One week to one month after the interview has been completed
- More than one month after the interview has been completed but before the completion of fieldwork
- After fieldwork is completed
- It varies from case to case
-

Other (please specify)

57c. Does back-checking of interviews involve the following?

	Yes	No	Don't know	Not applicable
Checks on the selection of respondents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checks on whether an interview was indeed conducted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checks if showcards were used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Checks that a device, such as a laptop, was used	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The approximate length of the interview according to the respondent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please specify) <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

57d. Will there be at least one respondent back-checked from each interviewer?

- Yes
- No
- Don't know

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25 H. Q 58: Quality control procedures/Back-checks

H. Quality control procedures/Back-checks

58. 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 .

58a. How will the non-respondents (including ineligible) be back-checked?

Please tick ALL that apply.

- In person
- By telephone
- By mail

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26 I. Q 59: Survey costs

I. Survey costs

**59. What is the total amount of money that will be paid to the survey agency for the ESS Round 9 study?
Please specify in Euro (gross).**

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

**59a. How much VAT (value added tax) is included in this total amount?
Please specify your VAT rate in %.**

**59b. 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).**

Section H & I. Do you have any comments regarding questions from section H. Quality Control or section I. Survey Costs?

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27 J. Q 60-61 Provision of raw data and verbatim recorded answers

J. Provision of raw data and verbatim recorded answers

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 at NSD, Norway. 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 in countries outside the EU/EEA 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 ERIC HQ must be notified before any destruction of ESS data."

Please choose one of the following responses:

- Yes, we will deposit ESS 9 raw data at the ESS Data Archive.
- No, we will not deposit raw data at the ESS Data Archive (Please contact ESS Data Archive : essdata@nsd.no).
- We have questions on this and need further assistance (Please contact ESS Data Archive : essdata@nsd.no).

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.).

- Yes, the raw data will include verbatim recorded answers.

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

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28 K. Q 62: Further comments

K. Further Comments

62. Do you have any further comments on the fieldwork plans for Round 9 or on the questions of the FWQ?

Continue to the summary page where you can review your answers.

- If you would like to submit your answers to the FWQ for review, please check the notification box at the bottom of the summary and press continue.
- If you would like to edit your answers, you can use the hyperlinks in the summary page to go back to a specific section of the questionnaire.

29 Summary of the FWQ for NCs - Final page before submitting answers to FW Team

Summary of fieldwork plans in ESS Round 9 for #u_country#

Thank you for completing 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.

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.

If you would like to submit the questionnaire to the ESS Fieldwork Team, please continue to the next page.

A. Contact and company information [change answers in section A](#)

1. Person filling in the fieldwork questionnaire

Name

#v_2#