

European Values Study (EVS) 2017: Methodological Guidelines

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European Values Study (EVS)
2017

Methodological Guidelines

European Values Study (EVS)

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European Values Study (EVS) 2017
Methodological Guidelines

European Values Study (EVS)

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1 Methodological Guidelines

1.1 Sampling

Specifications of survey sampling

The EVS Methodology Group (EVS-MG) assumes that the Program Director will appoint a **Sampling Director** (or accept the function by himself/herself) who will be operatively responsible for sample design and operative performance of sampling tasks and providing documentation on sampling procedures.

Sampling documentation consists of sampling plans, sampling frames and description of field-work procedures related to sampling, as well as data relevant for calculation of sampling weights.

The **Sampling Director** will consult the EVS-MG about the sampling plan and refer every deviation during data collection that might affect the probabilistic properties of the sample.

Sampling strategy

EVS-MG expects that each country proposes a sampling strategy that belongs to the class of probabilistic samples.

Substitutions of any kind (addresses or individuals) are not allowed.

Target population

The target population is defined as: individuals aged 18 or older (with no upper age limit) that have address of residence (not residential) in [country] within private households at the date of beginning of fieldwork (or in the date of the first visit to the household, in case of random-route selection).

Sampling frame

The sampling frame should comply with the definition of target population and avoid non-coverage of territorial, ethnic or social groups or persons with special legal status (non-citizens). The use of population registers is encouraged, where available¹.

In case of multistage sampling, a sampling frame for each stage is expected. In case of field sampling, post-field documentation about choice probabilities of each respondent is expected.

Sample design

The national team can use sampling designs that are compatible with their endowments to select probabilistic samples from the target population (see Appendix I).

Single stage sampling is preferable, because of its low complexity and its relative higher statistical precision due to the absence of cluster effects.

¹ For an overview on availability and accessibility of population registers, see Scherpenzeel et al. (2016). Report on the use of sampling frames in European studies. Deliverable 2.1 of the SERISS project funded under the European Union's Horizon 2020 research and innovation programme GA No: 654221. Available at: www.seriss.eu/resources/deliverables

Multistage sampling is acceptable, but the national team must calculate appropriate average design effects on which bases the required number of individuals in the net sample can be calculated to obtain the required effective sample size.

It has to be possible for the Sampling Director to calculate or reasonably approximate the inclusion probabilities of the planned sampling design.

Sample size

Sample size is set as **effective** sample size:

- 1200 for countries with population over 2 million,
- 1000 for countries with population less than 2 million.

The **gross** sample size is planned in accordance to the sample design and the expected response rate.

Organizational issues

Sample design and other relevant information about sampling will be reviewed by the EVS-MG and approved prior to contracting of fieldwork agency or starting of data collection. In case of on-field sampling EVS-MG will propose necessary protocols for documentation of choice probabilities for each respondent.

The sampling has to be documented, using the Sampling Design Form (SDF) delivered by the national team (see Appendix I). The SDF includes the description of the sampling frame and each sampling stage as well as the calculation of the planned gross and net sample size to achieve the required effective sample. The SDF will also include the analytical description of the inclusion probabilities of the sampling design that are used to calculate design weights. Based on this definition the Sampling Director has to collect the necessary data to calculate the inclusion probabilities.

The SDF template will be made available on the EVS Portal.

1.2 Translation²

The observation of rigorous criteria during the translation process is fundamental to guarantee the comparability of the instrument between all the languages. The master questionnaire is provided in English and each PD must ensure that the questionnaire is translated into all the languages spoken by 5% or more of the population in the country. A central team will monitor the translation process, most likely by means of the Translation Management Tool (TMT), developed by CentERdata (Tilburg)³. Further information on the translation process will be provided.

² Refer to Chapter 3 “Translation Guidelines” for more detailed information.

³ See Dorer, B. (2016). Report on Testing specifications for real-time testing of Translation Management Tool (TMT) in ESS Round 8. Deliverable 4.3 of the SERISS project funded under the European Union’s Horizon 2020 research and innovation programme GA No: 654221. Available at: www.seriss.eu/resources/deliverables.

1.3 Modes⁴

Basis

The main mode is face to face. An alternative self-administrated form is possible to consider but this is a parallel mixed-mode, i.e. there is no choice for the respondent between modes: either s/he is assigned to face-to-face; either s/he is assigned to web or web/mail format. This is what is meant in this text by “mixed-mode”: a parallel mixed-mode strategy between interviewer-administrated and self-administrated conditions in the realization of the survey in one particular country.

Mixed-Modes

In the case of mixed-modes, the main alternative mode to face to face will be web (or web and mail as in many countries the coverage of web is not complete and/or respondents do not like to answer on screen). The software to be used for the web component must take into account that:

- a) A similar software will be used as far as possible in the different countries, in order to avoid uncontrolled effects of the format and presentation on the answer possibilities. This is also valid in case of mail in complement to web. Telephone survey is excluded.
- b) It is expected to have the half of the required size of sample in face to face in order to be able to compare the possible modes effects. It is recommended that the web/mail format use a size bigger than the minimal requirements, even more if a particular design is used. In any case this has to be fixed with the methodological committee before the field.

Practical path in case of mixed-mode

For the practical realization, the proposed sequence is the following. Of course, in some countries, some alternatives can be proposed but the idea is to stay close of a “Tailored Design Model” as proposed by Dillman⁵.

1. send⁶ the link to the questionnaire, ideally with an unconditional cash incentive;
2. send a recall with once again the link;
3. send a paper questionnaire with a prepaid response envelope;
4. send a last recall.

Sampling

The sampling must be the same as for the main face-to-face survey: the ideal is of course a sample of names, but we can consider a sample of addresses or households as long as rules are fixed in order to select the respondent. In such a case, we have to take into account that the effective sample size will decrease.

⁴ Refer to Chapter 4 “Mixed-modes” for more detailed information.

⁵ Dillman, D. A., Smyth, J. D., & Christian, L. M. (2014). *Internet, phone, mail, and mixed-mode surveys: the tailored design method*. John Wiley & Sons.

⁶ In most countries, there is no sampling frame related to emails. That means that a contact by letter is probably optimal. A handwritten envelope, even more with an unconditional cash incentive, is probably also more “remarkable” than an email lost between many other emails. The identity and the visibility of the sponsor is probably part of the story in order to higher response rates. This is however to the countries to adapt the best strategies according their local conditions.

Matrix design in Web survey

A long questionnaire will be difficult to administer in one-step. That means that a matrix design is a solution to envisage, multiplying the number of units to obtain.

In any case, a mixed-mode design is to be discussed with the EVS-MG before implementation and as soon as possible.

Delivery of data and quality checks

The data collected with a mixed-mode strategy must be distributed as the data collected in face to face, but the mode must be tagged in the dataset.

1.4 Fieldwork

Specifications for the survey organization

The **Program Director** is the main interlocutor to the EVS Methodology Group (EVS-MG).

The **Program Director** commits to conduct a national probability-based survey according to the sampling and fieldwork guidelines produced by the EVS.

The **Program Director** has to complete a checklist developed by the Methodology Group before agreeing/signing off the fieldwork contract; the sampling team (of the MG) signs off the sampling plan. The checklist will be made available on the EVS Portal.

The **Fieldwork Director** signs a contract based on the Fieldwork Specifications and the Sampling Plan

The **Program Director** ensures that the **Fieldwork Director** is carrying out the fieldwork according to the contract and informs the EVS-MG immediately when deviations are being observed. This information should be given in time so that the EVD-MG is able to support the Program Director to find a proper solution.

Survey modes

The options concerning the use of mixed-modes will be part of the sampling plan. So, before signing off the sampling plan with the sampling team the **Program Director** establishes the mode or modes in which the survey will be conducted and the percentage of each mode in the total number of interviews.

Interviewer selection and training

Interviewers should receive training on interviewing techniques in general and the EVS questionnaire in particular. The EVS-MG will provide General Guidelines for interviewers' training, which will be made available on the EVS Portal (see Appendix II).

The **Program Director** or someone from the research team appointed by him/her should be actively involved in the Training process.

Fieldwork: response rates, refusals and non-contact

In order to achieve samples that are representative of the country's population countries must achieve high response rates and ensure that the non-contacts are relatively few. This implies that strong efforts should be made by the Fieldwork Organisation to contact the selected individual or household (depending on the sampling frame).

When there is no individuals' lists available and random-route procedure is the only solution for sampling selection, this task must be done prior to the interviewing process and by a different person, i.e., selection and interview are two separate steps.

Different contact attempts should be made in order to guarantee that all possibilities of finding someone at home were used. So, a minimum of 4 visits is requested, being one of them after 6pm and one during the weekend. The first contact has to be personal; following contacts can be made by phone, for instance to make appointments with the selected respondent.

Fieldwork: fieldwork projections and fieldwork reports

Before signing the contract with the Fieldwork Organisation, the **Program Director** delivers to the EVS-MG the Fieldwork Scenario with the expected number of interviews by week.

Based on the Fieldwork Scenario the **Program Director** delivers to the EVS-MG a weekly report with an update of the fieldwork. This report should include information such as: number of interviewers working; number of interviews conducted; number of refusals; number of non-contacts. The final format of the Fieldwork Report, in excel format, will be provided by the EVS-MG and made available on the EVS Portal (see Appendix III).

Fieldwork: contact forms

In order to monitor the progress of fieldwork, interviewers must fill in contact forms for all sample units. All attempts of contact, independently of the outcome (non-contact, refusal, interview, address non-eligible, etc), should be registered in the contact forms. There will be contact forms available for different fieldwork modes (see Appendix IV for the face-to-face contact form).

Fieldwork: monitoring

The Fieldwork Director must ensure that 10% of the interviews are back-checked, covering all interviewers. When a fraud is detected (substitution of household or respondent, for instance, without any explanation from the interviewer) the whole work of the interviewer must be back-checked before taking a decision on the validity of his/her work. The **Program Director** must agree with the **Fieldwork Director**, before fieldwork starts, upon the consequences of back-checks. This should be part of the Fieldwork Contract. Refusals and non-contacts must also be object of back-checks.

Back-checks will be done either in person or by phone.

1.5 Data Processing and Archiving⁷

Roles and Responsibilities

The **EVS Data Archive** is responsible for integrating all EVS 2017 country data files and corresponding documentation into an international analysis file.

The **Program Director** has the full and exclusive responsibility to provide national data and documentation for inclusion in the EVS 2017 integrated data file.

The **Program Director** commits to follow the data processing and depositing guidelines for EVS national data sets that have been agreed by the EVS Methodology Group, and to deposit the national data set with all specified documentation to the EVS Archive within the set schedule.

Failure to meet deadlines or EVS quality criteria may lead to the exclusion of national data sets from the international analysis file, after appraisal through the EVS Methodology Group.

The processing and depositing guidelines, to be prepared in various more detailed documents, will cover the following areas, to be detailed below:

1. Data publication concept, including property rights and usage licences for national and integrated EVS 2017 data;
2. Anonymisation of data to achieve compliance with national and EU data protection regulations;
3. Data processing and cleaning;
4. Data and methods documentation (List of deliverables).

Data Publication⁸

Data publication for EVS 2017 is foreseen to be conducted for the following distinct data products:

1. The integrated international analysis file of EVS 2017 plus full documentation (IDS), in the **Off-site Scientific-Use File** (all potentially disclosive information removed). To be available for unrestricted download from EVS Data Archive after registration. Two or three, increasingly complete releases planned.
2. File as described above, plus more detailed demographic information (IDS+), as a **contracted Off-site Scientific-Use File**, or **On-site Scientific-Use File** to be accessed through the Secure Data Center at GESIS. Only the final release to be disseminated in this way.
3. Unprocessed national ‘raw’ data files for all EVS 2017 countries (ODS), with lower anonymisation degree, for On-Site Scientific-Use at the Secure Data Center at GESIS.
4. Optionally, at the discretion of individual Program Directors, they may disseminate their respective national data files through their own channels, provided that this is not done before the official release of the IDS.
5. Anonymized contact and interviewer data shall be provided in an EVS 2017 para data file (PDS).
6. Longitudinal EVS files (across wave-cumulations) and integrations EVS-WVS will be prepared last, with lower priority and depending on capacity.

All international integrated data for open Off-Site use will be made available free of charge, for all non-commercial academic and research uses.

The EVS Group is the producer of the various integrated international data files resulting from the EVS 2017 survey. The Program Directors grant the EVS Group the right to include the national data

⁷ Refer to Chapter 5 “Data processing” for more detailed information.

⁸ Refer to Chapter 6 “Data publication concept” for more detailed information.

sets and documentation into the international analysis files for public dissemination. They agree that all dissemination of the international data files is exclusively handled as agreed between EVS Group and EVS Data Archive.

The dissemination rights for national data files remain with the respective Program Directors, with the exemption of a non-exclusive dissemination right for the EVS Archive.

Anonymisation

For EVS 2017, an explicit strategy will be employed to grant compliance with privacy protection regulations. This will require active participation of Program Directors, who will be responsible for meeting any national privacy protection regulations pertaining to their national data.

Cornerstones will be the use of explicit consent forms for respondents (and interviewers, for the production of para data), the ex-ante-decision of demographic details to be included in openly available dataset versions, and the provision of protected analysis conditions for dataset versions with remaining disclosure risks (see above: Data Publication). Direct identifiers (names, addresses...) must never be transferred to the EVS Archive. Specific guidelines and templates for consent forms and anonymisation steps are currently being drafted.

The main difference between public and restricted-access versions of integrated files will be in the degree of detail for a) regional identifiers, specifically NUTS3-codes to be reserved for restricted files, b) occupational titles, specifically ISCO being available in full resolution only in restricted files, c) possibly, coarsened municipality-size information.

Data Processing and Cleaning

Program Directors will be required to deposit both a 'raw' data file (as close to the direct result from the fieldwork as possible), a pre-processed data file, with lower anonymisation degree, and the anonymisation concept, adapted, if necessary, to national data protection requirements to the EVS archive. Guidelines and standardization templates will be provided in order to facilitate data cleaning, editing, and harmonization.

Some questions in the field questionnaire require country specific variables to be bridged into international standards or EVS coding frames. Information on classifications for harmonization of variables has to be supplied to EVS. Coding standards and coding frames will be provided by the EVS.

The EVS archive will check on national cleaning outcomes, conduct further harmonization where required, technically integrate all available national files into the international analysis files, and initiate ultimate quality checks.

Data and Methods Documentation

Any deposit of national data to the EVS Archive will need to be fully documented, i.e. documentation is regarded to be an integral part of the data deposit.

A draft list is provided (to be supplemented as required by Methodology Group).

2 Classification guidelines

2.1 EVS 2017 National classifications: guidelines

This document is intended to provide the general rules applying to the national classifications comprised in the EVS 2017 questionnaire.

By National classifications we mean all the questions that have to be adapted to the country's situation and later harmonized to provide a standardized measure, comparable across different contexts.

Each country team, once secured funding, will receive an excel sheet with the existing national classifications. When possible, the material from the EVS 2008 has been retrieved: it can serve as a basis for the 2017 classifications. In the case of Education, for most of the countries it has been possible to retrieve the material from the ESS (rounds 5,6,7)⁹.

Please check everything carefully and update the information when needed.

Amendments to the existing classifications are possible: please highlight them in yellow and provide an explanation for the suggested change. Comments can be inserted in the provided Word template.

Please also:

- provide translations and, when asked, description of the national categories;
- check and fill in missing information.

Any doubt or question can be discussed with the Methodology Group by sending an email to the EVS MG. Issues about education will be also discussed with Verena Ortmanns at GESIS, in Mannheim.

2.2 National educational classification with main school types¹⁰

To be used in questions:

- Q81. *What is the highest educational level that you have attained?*
- Q89. *What is the highest educational level that your spouse or partner has attained?*
- Q99. *What is the highest educational level that your father has attained?*
- Q100. *What is the highest educational level that your mother has attained?*

What is new in EVS 2017?

Firstly, EVS wave 5 aims to optimize the comparability and analytic potential of its measures of educational attainment. Given the comprehensive overhaul of comparative education measurement in the European Social Survey 2010, EVS can benefit from those improvements at fairly low costs. This affects both the international target variables as well as the country-specific measurement instruments. Secondly, since some countries will collect EVS data not using personal interviews but using web questionnaires or mixed-modes, it may be necessary to adapt measurement instruments to this new requirement. This section describes all three aspects regarding the measurement of education in EVS wave 5.

⁹ The advantage in this case is that the harmonization for the available categories has been already done.

¹⁰ Written with the contribution of Silke Schneider and Verena Ortmanns.

New detailed harmonized education variable and derived variables

Survey data collected for many data users and research questions best collect data that do not only fit just one theoretical framework. For the measurement of educational attainment, this means that the internationally harmonized education variable best reflects various aspects of educational attainment, and not just the length of schooling.

This can be achieved by employing a detailed yet flexible coding scheme going beyond broad educational levels. Two such detailed schemes are currently available: The ISCED 2011 classification, providing a three-digit coding scheme with 32 categories, and the ESS education coding scheme (variable 'EDULVLB'), which is closely related to but not identical with ISCED 2011, with 27 categories.¹¹ The ESS coding scheme relies on ISCED definitions of education levels (e.g. primary education, upper secondary education etc.). The latter scheme was specifically developed for cross-national surveys and for Social Science research rather than official statistics: it better reflects some institutional differentiations in education ignored by official ISCED, and aims to maximize comparability across countries, even when this implies some deviations from the official ISCED mappings (which sometimes result from a political process rather than strictly applying ISCED classification criteria). Given the experience from 3 rounds of ESS data collection since its implementation, it is also tried and tested, ready to be implemented in other surveys. It is thus the education coding scheme of choice for EVS.

Appendix 2A gives further details on the ESS education scheme. The following less detailed variables will be derived from ESS education scheme: ISCED 2011 main levels, ES-ISCED and EVS-specific educational levels.

Build on comprehensive country consultations in the European Social Survey

In order to implement the ESS coding scheme, the ESS has run a comprehensive consultation process in 2009 prior to 2010 data collection to develop (usually more detailed than previously) country-specific measurement instruments and mappings to the new ESS education scheme. Whenever a new country joins the ESS, the consultation is done also for this new country since then.

The easiest way to implement the detailed ESS education scheme in the EVS is therefore by adopting the country-specific measurement instruments from the ESS as much as possible. Since no instrument is ever perfect, the ESS country-specific response categories for education and their mapping to the ESS education scheme will be made available to EVS country teams by the EVS coordinators for checking. Country teams thus have the opportunity to provide feedback and suggest changes if they see ways for improving the instrument. This feedback will be reviewed centrally at GESIS, and either adopted or further discussed with EVS country teams. Like in the ESS, it is aimed for a consensual process, with final decision-making power on the side of the EVS country team.

Country teams are required to provide the English translation of each response category. For countries having questionnaires in more than one language, categories have to be available in each language. If new categories are proposed in addition to the ones listed, please also provide a

¹¹ Because ISCED 2011 was finalized after the ESS education scheme was developed, the codes are not the same even when the concepts are. This is also the reason why often ISCED 1997 category names such as "ISCED 5A" are found in the documentation of the ESS education scheme. Also, this means that ISCED 1997 mappings were applied for the development of the ESS education harmonization. While ISCED 2011 mappings are now available, applying these for the purposes of the EVS would be very costly (and imply inconsistencies between ESS and EVS education data).

description of the educational level, indicating the length of the study, its features (vocational, general) selectivity and destination.

Country teams are also required to supply a concise description of the national educational system (and important historical changes); if already available in the methodological report from EVS 2008, country teams should make sure that the description is up-to-date.

Adapt education items to web and mixed-mode questionnaires

During this process, countries intending to use web or mixed-mode questionnaires should pay particular attention to potential adaptations to these new modes. The ESS runs as a personal interview survey in all countries, and the education items have not been implemented in web or mixed-mode settings yet. We are aware that the long lists of response options may be suboptimal for administration in web mode since they will make vertical scrolling necessary. Potential improvements that EVS country teams could consider might entail:

- splitting the education response categories into two sets, thus using two rather than just one education question, each with shorter lists of response options. Depending on the educational system and the ways respondents think about education in the country, this may be quite straightforward (in Germany for example, surveys always have a separate questionnaire item for school-leaving certificates and another for post-school qualifications).
- If this is not feasible, education categories that are quite similar in the ESS instrument can be merged together, and the distinguishing element could be asked about in a subsequent question. This may make sense e.g. in countries where upper secondary school-leaving may happen with or without matura, so that only the second question would ask about matura.
- Further ideas by EVS country teams are very welcome!

Next steps and procedures

1. EVS coordinators to supply EVS country teams with country-specific ESS education categories in Excel format, together with this document.
2. EVS country teams to check country-specific ESS education categories and provide feedback to the EVS coordinators. Comments on specific education categories are best made directly in the Word template¹² and will be forwarded to GESIS.
3. GESIS to respond to country feedback either signing off suggestions or discussing problematic cases further with EVS country team until a consensual solution is found (with EVS coordinators in cc)
4. EVS country teams to derive education response list and show card (if using CAPI/PAPI mode) from Excel file. Make sure to use the country-specific response codes indicated in the Excel file to ensure consistency between measurement and harmonization. Formatting requirements will be communicated later.

¹² Country teams who also would like to check the mapping to official ISCED are invited to do so. You can find them here: <http://uis.unesco.org/en/isced-mappings>. Often ISCED 2011 mappings will still contain the ISCED 1997 information used for developing the mapping for the ESS, but minor differences are quite possible because these files are not versioned. The specific mappings used in the consultation for the ESS have unfortunately disappeared from the Eurostat and UNESCO websites.

2.3 List of national political parties

To be used in questions:

- Q49 Which (political) party appeals to you most?
- Q49a Is there another party that appeals to you?

Please note: the wording of the question has changed since 2008.

- Locate the position of every listed political party in your country on a 10-point left to right scale:

1	2	3	4	5	6	7	8	9	10
Left					Right				

- Describe the political parties in detail, including their foreseen political alliances at the time of survey.
- Provide us with a concise description of the electoral system (and important historical changes); if already available in the methodological report from EVS 2008, please make sure it is up-to-date.

2.4 List of religious denominations

To be used in question;

- [IF Q13 Do you belong to a religious denomination? = Yes] Q13a. Which one?
 - Please provide with (or update) a detailed list of the most common religious denominations in your country; pay also attention to the different Christian denominations. Provide correspondence with standardized EVS category:
 - 1 roman catholic
 - 2 protestant
 - 3 free church/ non-conformist/ evangelical
 - 4 jew
 - 5 muslim
 - 6 hindu
 - 7 buddhist
 - 8 orthodox
 - 9 other

2.5 List of net household income categories

To be used in question:

- Q98 Here is a list of incomes and we would like to know in what group your household is, counting all wages, salaries, pensions and other incomes that come in. Just give the letter of the group your household falls into, after taxes and other deductions.
 - We will use deciles of the net household income distribution [Approximate WEEKLY, Approximate MONTHLY, Approximate ANNUAL]¹³;
 - If currency is different from €, provide the exchange rate to € and the reference date;

¹³ You may find the ESS documentation useful, as they use the same categorization. See for instance http://www.europeansocialsurvey.org/docs/round7/survey/ESS7_appendix_a2_e03_1.pdf.

- Use the annual income as a base and compute the corresponding monthly income (annual income divided by 12) and weekly income (annual income divided by 52) and round off.

2.6 Classification for regions: NUTS-1-2-3

To be used in question:

- Q105 *Region: Write in:*

NUTS level 1-2-3 codes are available for the 27 EU countries, four EFTA countries (Iceland, Liechtenstein, Norway, and Switzerland) and two candidate countries (Croatia and Turkey).

Please check the classifications retrieved from the material of EVS 2008 (see sheet “Geographical codes” in the Excel classifications package) and inform us if any amendment has to be made. The most recently updated version of NUTS-classification (2016) is available.

When no NUTS-codes are available for your country, please create your own code based on the regional classifications approved by the Methodology Group. The code should resemble NUTS as much as possible.

- The CODE should start with the ISO-code for your country, e.g. RU for Russia.
- Zip and postal codes should be made available (but these will not be published in the data) and then recoded in regions resembling NUTS-1-2-3 (see Official classification for EVS 2017).
- Please also provide us with national statistics regional codes that resemble NUTS as much as possible.

If already available, please check the classifications retrieved from the material of EVS 2008 (see sheet “Geographical codes” in the Excel classifications package) and inform us if any amendment has to be made.

2.7 Other harmonized classifications which are not country-specific are:

Nationality (ISO 3166-1 and ISO 3166-3)

To be used in questions:

- Q66 *In which country where you born?*
- Q69 *In which country was your father born?*
- Q71 *In which country was your mother born?*
- Q88a *In which country was your spouse/partner born?*
 - See the document Official classification for EVS 2017.

Languages (ISO 639-1)

To be used in questions:

- Q110 *In which language was the interview conducted?*
 - See the document Official classification for EVS 2017.

Occupations (ISCO08)

To be used to recode the open field in questions:

- Q84a *In your main job, what kind of work do/did you do most of the time?*
- Q92a *In his or her main job, what kind of work do/did your partner most of the time?*
 - See the document Official classification for EVS 2017.

Appendix 2A: ESS education scheme 'EDULVLB'¹⁴

EDULVLB has a 3-digit hierarchical coding scheme which is closely linked to ISCED 2011.

EDULVLB digit 1: duration of educational career in levels

The first digit of EDULVLB indicates the highest ISCED 2011 level successfully completed. These levels mostly reflect the duration of the educational career and can thus be regarded as ordinal. Table 1 shows how ISCED 2011 main levels relate to ISCED 1997 main levels.

Table 1: ISCED 2011 first digit and correspondence with ISCED 1997

First digit ISCED 2011	ISCED 2011 Label	Corresponds to ISCED 1997 level...	ISCED 1997 Label
0	Less than primary	0	Pre-primary
1	Primary	1	Primary
2	Lower secondary	2	Lower secondary
3	Upper secondary	3	Upper secondary
4	Post-secondary non-tertiary	4	Post-secondary non-tertiary
5	Short-cycle tertiary	5	First stage of tertiary
6	Bachelor level or equivalent	5	First stage of tertiary
7	Master level or equivalent	5	First stage of tertiary
8	Doctoral or equivalent	6	Second stage of tertiary

EDULVLB digit 2: vocational and general orientation

The second (categorical) digit reflects programme orientation from ISCED 2011 levels 2 (lower secondary education) to 5 (below the degree level).

1. *General education* represents educational programmes that are designed to develop learners' general knowledge, capabilities and literacy and numeracy skills, often to prepare participants for further education at the same or a higher level. These programmes are typically school-based. (ISCED 2011 uses code 4 for this rather than 1.)
2. *Vocational programmes* are designed for learners to acquire the practical skills, know-how and understanding necessary for employment in a particular occupation or trade or class of occupations or trades. Vocational educational programmes may be school- and/or work-based. Successful completion of such programmes leads to a labour-market relevant vocational qualification. Vocational programmes may involve substantial amounts of content also taught in general programmes. Therefore, programmes that combine general and vocational education would be considered vocational if they conclude with a labor-market relevant qualification. (ISCED 2011 uses code 5 for this rather than 2.)

A similar kind of differentiation is more difficult to achieve within tertiary education (ISCED 5A in ISCED 1997 and ISCED levels 6 and 7 in ISCED 2011) and thus not reflected in ISCED.¹⁵ From a social

¹⁴ This document is largely based on the ESS documentation (http://www.europeansocialsurvey.org/docs/methodology/ESS_guidelines_for_the_measurement_of_educational_attainment_ed2.pdf). The cooperation between EVS and ESS was made possible by the SERISS project funded under the European Union's Horizon 2020 research and innovation programme GA No: 654221.

¹⁵ The available distinction in ISCED 1997 between 5A and 5B has not been well implemented by OECD countries (which largely overlap with ESS countries) since 5B is only used for post-secondary 2-3 year vocational programmes, but not for longer applied university/polytechnic programmes. These latter were equal-

science research perspective, it is however important to reflect differentiation in higher education (see e.g. Arum et al. 2007). The ESS education scheme EDULVLB thus makes this additional distinction:

1. In those countries that have a binary or diversified system of higher education with different tertiary education institutions providing more selective academic or research oriented programmes on the one hand and less selective vocational or application oriented programmes on the other, code 1 on the second digit is used to denote vocationally oriented or applied programmes and degrees/qualifications ('lower tier'),
2. Code 2 to denote academically oriented degrees/qualifications ('upper tier'), awarded by universities 'strictly speaking'. In countries with a unified system of higher education, i.e. where all tertiary education is provided by the same kind of institution, all programmes are coded 2 on the second digit ('single tier'); code 1 is irrelevant in those countries.

EDULVLB digit 3: selectivity and destination

The third digit reflects combinations of the complementary dimensions 'programme destination' and 'programme duration' at ISCED levels 2 to 4. This to some degree reflects selectivity in the educational system.

1. Qualifications from educational programmes that do not give access to a higher ISCED level but are sufficiently long to be considered as completion of this level (terminal or dead-end programmes). (ISCED 2011 uses code 3 for this rather than 1.)
2. Qualifications from educational programmes that give access to vocational (technical/applied/lower tier¹⁶) programmes at a higher ISCED level, but not to general (academic/upper tier) programmes (e.g. pre-vocational programmes).
3. Qualifications from educational programmes that give access to general (academic/upper tier) *or all*, i.e. vocational *and* general or single tier programmes at a higher ISCED level (academically oriented or comprehensive programmes). (ISCED 2011 uses code 4 for this rather than 2 and 3.)
9. Qualifications from short educational programmes classified at the next higher level that are however too short for the resulting qualification to be considered as completion of that level. For example, a qualification from a vocational one-year programme following completion of ISCED level 2 is not advanced enough to be considered as completion of ISCED level 3 and thus classified at ISCED level 2, despite the fact that it requires completion of ISCED level 2 for entry.

Although this looks like a large number of possible codes, many of them are implausible and do in fact not exist at all. At ISCED 1997 levels 1, 5 and 6 (levels 1 and 5 to 8 in ISCED 2011 and EDULVLB), the third digit is not used. Trailing zeroes are added to complete the three-digit code. The scheme only uses 27 different codes for educational qualifications. Also, not all types of qualifications exist in all countries, resulting in empty categories. To illustrate, Figure 1 shows the 'classification tree' and associated codes for coding educational certificates into the ESS education scheme EDULVLB.

ised with research oriented university programmes despite the fact that they often prepare for specific occupations and usually do not give access to ISCED 1997 level 6. ISCED 2011 has not attempted to remedy this situation.

¹⁶ Because the upper secondary level is sometimes differentiated by access to the different tiers of higher education (but both classified as ISCED 3A in ISCED 97), this additional distinction needs to be reflected in the destination criteria of upper secondary education, too. Countries with a unified system of higher education use the respective 'upper/single tier' category (code 3 on the third digit) in secondary education; code 2 is irrelevant in those countries.

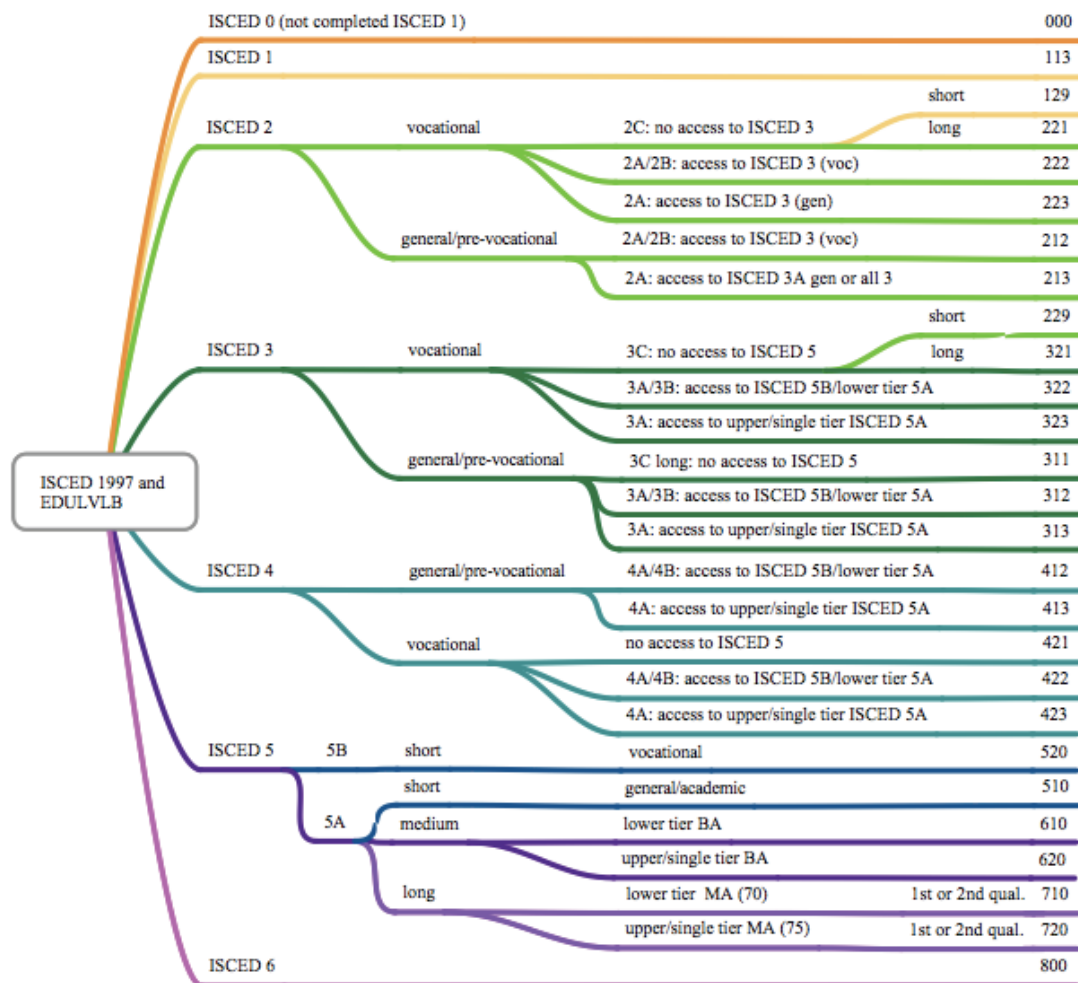


Figure 1: Coding educational certificate into ISCED (amended) for the ESS, using ISCED 97 terminology

3 Translation guidelines

3.1 General comments

Translation in the Methodological Guidelines of the EVS is summarized as follows:

„The observation of rigorous criteria during the translation process is fundamental to guarantee the comparability of the instrument between all the languages. The master questionnaire is provided in English and each PD must ensure that the questionnaire is translated into all the languages spoken by 5% or more of the population in the country. A central team will monitor the translation process. Further information on the translation process will be provided.”

These Translation Guidelines provide further information on the translation process. They are based on the ESS Translation Guidelines, widely regarded as a benchmark in survey translation, containing many best-practice solutions that could be successfully adopted in the translation of the European Values Study questionnaire. The ESS Round 8 Translation Guidelines¹⁷ can be found under [the following link](#).

It is important to read the entire text of these EVS Translation Guidelines to ensure consistency across participating countries and avoid errors.

3.2 Translation Management Tool (TMT)

In the past, the WebTrans tool was used for translation of the EVS questionnaire. For the EVS 2017, the TMT – Translation Management Tool – will be used, as developed in the framework of SERISS¹⁸.

A separate instructions document will be provided to countries.

Existing translations – re-use and review

The EVS Master Questionnaire (2017) contains identical or modified items from EVS 2008 and WVS waves as well as new items. Thus, for countries which participated in previous EVS and WVS waves, a considerable part of the questionnaire already exists having been translated before. This means that existing translations can be re-used and **only the new and/or modified parts** of the EVS Master Questionnaire (2017) will need to be translated.

However, as errors and omissions have been detected in some of the existing translations, countries are asked to conduct a **review** of the existing EVS are included in the current EVS Master Questionnaire. Existing translations are automatically imported into the EVS Translation Management Tool (TMT). For more information on the TMT, please consult the separate TMT instructions.

As a result of such review, countries should modify their translations (questions, battery items) where a **serious** translation error occurred. A ‘serious error’ generally means a deviation which will lead to asking a different question (such errors include, for instance, an omitted item in a battery, an unfounded and meaning-changing addition, or a distorted meaning).

¹⁷ European Social Survey (2016). ESS Round 8 Translation Guidelines. London: ESS ERIC Headquarters. http://www.europeansocialsurvey.org/docs/round8/methods/ESS8_translation_guidelines.pdf (29 March 2017).

¹⁸ <http://seriss.eu/about-seriss/work-packages/wp3-maximising-equivalence-through-translation/>

Decision about any changes to existing translations should be made with **extreme caution** and only where absolutely necessary and only when a well-founded rationale exists, given the fact that the EVS is a replication survey and consistency must be preserved in its time series.

Countries that, in 2008, ‘shared a language’ with another country should prior to proposing any change contact the respective country/countries and discuss the general and/or country-specific need of the desired change.

Any proposed changes to an existing translation should be entered in the TMT tool, along with a rationale, and a subsequent decision will be jointly done with Tilburg University. More information on the process can be found in the TMT instructions.

[Appendix 3A](#) provides some examples of errors and deviations that got detected during data processing and documentation or were reported by program directors or data users.

Translation procedure for new and modified trend items

The current best practice in survey translation is the so-called ‘team approach’ (or ‘committee approach’), which means that questionnaire translation is prepared by a team of people.

This approach helps to avoid errors resulting from subjective choices, individual style and preferences, as well as errors caused by careless reading or misunderstanding of the original text by an individual person.

The team approach is also known as the TRAPD procedure, successfully used in many other survey translation and assessment endeavours (see Harkness, 2013¹⁹). The TRAPD acronym is made up of words which describe the subsequent stages of the process: **T**ranslation, **R**eview, **A**djudication, **P**retest and **D**ocumentation. Figure 2 depicts the process.

¹⁹ Harkness, J. (2003). Questionnaire Translation. In J. Harkness, F. J. R. van de Vijver & P. Ph. Mohler (Eds.), *Cross-Cultural Survey Methods*, (pp. 35-56). Hoboken, NJ: Wiley.

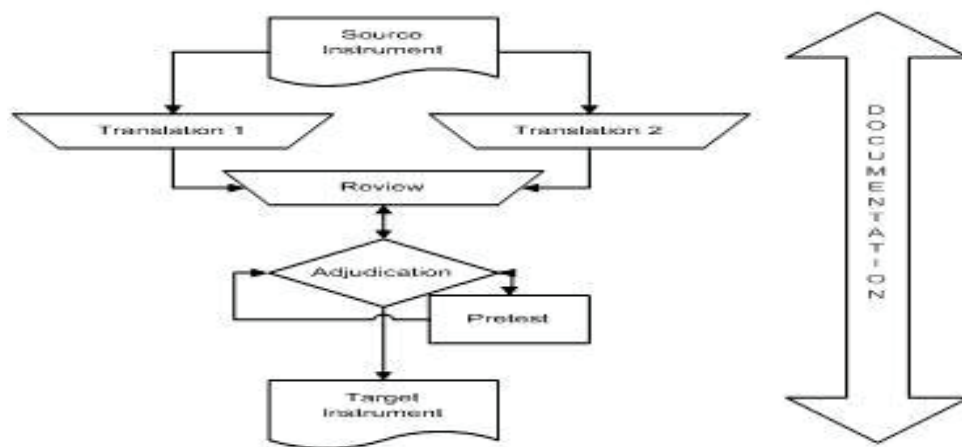


Figure 2: The TRAPD translation process²⁰

Translation involves two parallel translations of the same questionnaire prepared independently. Translators may also be asked to make comments on their choices or issues spotted.

Review means that the translators and a reviewer (and other experts, as needed) go through the entire questionnaire (set of questions), discussing different versions and agreeing on a final version.

Adjudication means that an adjudicator assesses the final version vis-à-vis the original document, considering the two original translations, the final version and any comments made in the process.

The stages of review and adjudication are often merged, and the reviewer then simultaneously acts as an adjudicator during the review meeting.

After adjudication, the translated questionnaire is carefully copy-edited (layout, spelling, omissions) and prepared for a pretest.

Pretest means that the translated version is applied in a small-scale quantitative or qualitative study, and the feedback from the pretest is used to correct/modify the translated questionnaire. Ideally countries set aside a small budget for pretesting in one or the other form.

Documentation means that all stages of the process are duly documented. This includes the parallel translations, the results of the review meeting, the adjudicated version, adaptations made, any remaining issues, comments for subsequent rounds of the survey, communication with item developers, pretest results and modifications made after the pretest, the final version of the questionnaire which was actually fielded, etc. All documentation should be prepared **in English** to ensure access for anyone interested. The Translation Management Tool (TMT) used for translating the EVS 2017 will help to document the translation.

For the documentation of the overall translation process adopted (processes, persons involved), please fill in see the Methodological questionnaire for EVS 2017 accordingly.

²⁰ Mohler, P., Dorer, B., de Jong, J., Mengyao Hu, M. (2016). Translation: Overview. Guidelines for Best Practice in Cross-Cultural Surveys. Ann Arbor, MI: Survey Research Center, Institute for Social Research, University of Michigan. Retrieved April, 25, 2017, from <http://www.ccsr.isr.umich.edu/>

It is important to allocate **sufficient time** for the two translations to be prepared and the review (adjudication) discussion. This will help to avoid many problems such as careless reading, hasty translation without considering various options, errors in the translated text, etc. The recommended time for the translation of the EVS 2017 Master Questionnaire is a minimum of two full weeks.²¹

[Appendix 3C](#) provides an evaluation grid with a summary of issues to consider in questionnaire translation.

3.3 Translators, reviewers, adjudicators

Translations in cross-national surveys are usually prepared by team members and/or professional translators. **Translators** should be native speakers of the target language, have an excellent knowledge of English (preferably confirmed by a university degree, a language certificate, etc.) and experience in translation, ideally in questionnaire translation. The translators should also be familiar with the nature of survey research and characteristics of questionnaires; if translators seem suitably skilled but lack experience in questionnaire translation and knowledge in survey research, they may undergo briefing by the national team prior to the translation, or alternatively they may be ‘trained’ in these regards during the review discussion itself. We strongly recommend including at least one professional translator or linguist in the process in order to cover the needed translation competence. Places to find and recruit professional translators from may be translator associations in each country²² or institutions of higher education where translation is taught.

Reviewers and **adjudicators** should also be native speakers of the target language and have a strong command of English as well as knowledge of survey research. Often, the program director serves as a reviewer (and/or adjudicator).

Translators and everyone involved should receive these translation guidelines in advance to the process.

3.4 Language harmonisation for ‘shared-language’ countries

As is the case with many other major cross-national surveys, some EVS participating countries share the same language, that is, they translate into the same language, such as French (Belgium, France, and Switzerland). In such cases, the translation of the EVS questionnaire should follow a specific procedure.

In the past, the translation of EVS questions was **centralised** in cases where a few countries shared the same language. It is recommended that the centralised translation procedure is also followed for the EVS 2017 questionnaire. This will help to avoid situations from the past, where *different* concepts or wordings were adopted by countries sharing the same language.

[Appendix 3B](#) provides a graph systematising the languages in EVS 2008. In this graph, the countries in **bold and italics** provided their translations to other countries which shared the same language and which then adapted the version in linguistic and cultural terms to their own situation. This

²¹ Experience shows that translators, when carefully translating and commenting, require on average 4 hours for 20 items; the same applies to a review discussion.

²² Professional translation associations: <https://inboxtranslation.com/resources/professional-associations-translators-interpreters/> // see also further stimulating ideas for hiring translators: <https://ccsg.isr.umich.edu/chapters/translation/team/>

graph may be used as a starting point for contacting co-sharing countries in 2017. The guiding principle for adaptation should be: '*Identical if possible, different if needed*'. Linguistic and cultural adaptations should be thoroughly discussed in the adopting countries and documented.

Countries 'sharing a language' should contact each other as soon as possible and clarify 'sharing options'.

A) Cooperation – if countries can produce their translations at around the same time (preferred option)

- 1) 2 translators translate the new items independently from each other (that is, 2 translations for all countries in total participating in the 'sharing' approach are produced).
- 2) Each country participating in the sharing approach receives these translations in advance to a review meeting to allow enough time for preparation.
- 3) There will be a joint review meeting with participants of each country, including both survey/substantive experts and translation experts.
 - a. Video conference(s) with 'shared screen' OR
 - b. Face-to-face meeting
- 4) Guiding principle for decisions: *Identical if possible, different if needed*. Differences between the countries should be documented in the TMT.

B) Adapting existing version – if countries have different timetables

- 1) If a translation in a shared language already exists when a country commences preparations for fieldwork, this translation should serve as a starting point for linguistic and cultural adaptations. This process should also include a team consisting of survey/substantive experts and at least one translation expert.
- 2) Guiding principal for decisions: *Identical if possible, different if needed*. Differences between the countries should be documented in the TMT.

The TMT instructions for the Translation Management Portal will explain some more sharing processes for 'language-sharing' countries.

3.5 Language harmonisation for countries translating into several languages

Countries translating into several languages will have the opportunity to compare their (pre)final versions in the different languages on one screen and fine-tune and harmonize any decisions in terms of intra-country comparability. The TMT tool allows this. Instructions will be provided in the TMT instructions.

3.6 Adaptation to different modes

The master questionnaire includes different sets of instructions for different modes (face-to-face, web, paper) so that countries can translate along the master questionnaire version that fits their chosen survey mode.

3.7 General rules of translation

Translated questionnaires should enable the EVS team to **'ask the same question'** in all countries and languages. This general principle should be kept in mind when preparing the translated versions.

Another general rule of questionnaire translation is that this **should ensure translation of meaning (the so-called functionally equivalent translation)**. Translation of meaning means that in quite a few instances the structure of the original sentence will need to be modified, the word order changed, etc. Thus, one should, of course, *not* stick to word-for-word translation or literal translation where this does not make sense or sound unnatural and awkward in a language. The further languages and cultures are apart from the English language and culture, the more changes on the "formal" or "surface" level will be needed.

Like many other general population surveys, the EVS is addressed to the **general public**. Therefore, care should be taken to **avoid overcomplicated** terms, phrases and structures and to make sure that the translated text is clear and understandable to respondents of different age and educational groups. Reading aloud the translation in the process of finalizing it helps to identify whether it is clear, has a good flow, and can also be easily administered by interviewers.

It is recommended that the translations use **standard forms of politeness** and **ways of addressing respondents** in the target country to ensure smooth administration.

Care should be taken to **avoid omissions and unnecessary additions** in the translated versions.

Consistency is another important rule – the same phrases and/or scales should be translated in the same way whenever possible. This also applies in comparison to questions from previous waves.

Layout of scales is very important – it should be preserved. The order of response categories *should not* be reversed, a horizontal scale *should not* be changed into a vertical scale, etc.

For other tips on specific translation issues, please refer to Part B of the previously mentioned ESS Round 8 Translation Guidelines.

3.8 Instructions for specific questions

Translation instructions regarding the translation of specific questions will be prepared in order to assist countries/teams with their translation work.

Amongst others, also changes of trend items are specified; at the same time, please compare your resulting modified translation carefully against the modified trend item (master version) to make sure that all changes are taken on board.

If countries are uncertain about the meaning of items, terms, etc., please contact the EVS. It is likely that other countries face similar challenges when items are problematic, so a clarification for all countries will enhance the comparability in the survey.

Appendix 3A: Some sources of error

Source: https://info1.gesis.org/EVS/Translation/EVS_Table_Translation2008.html

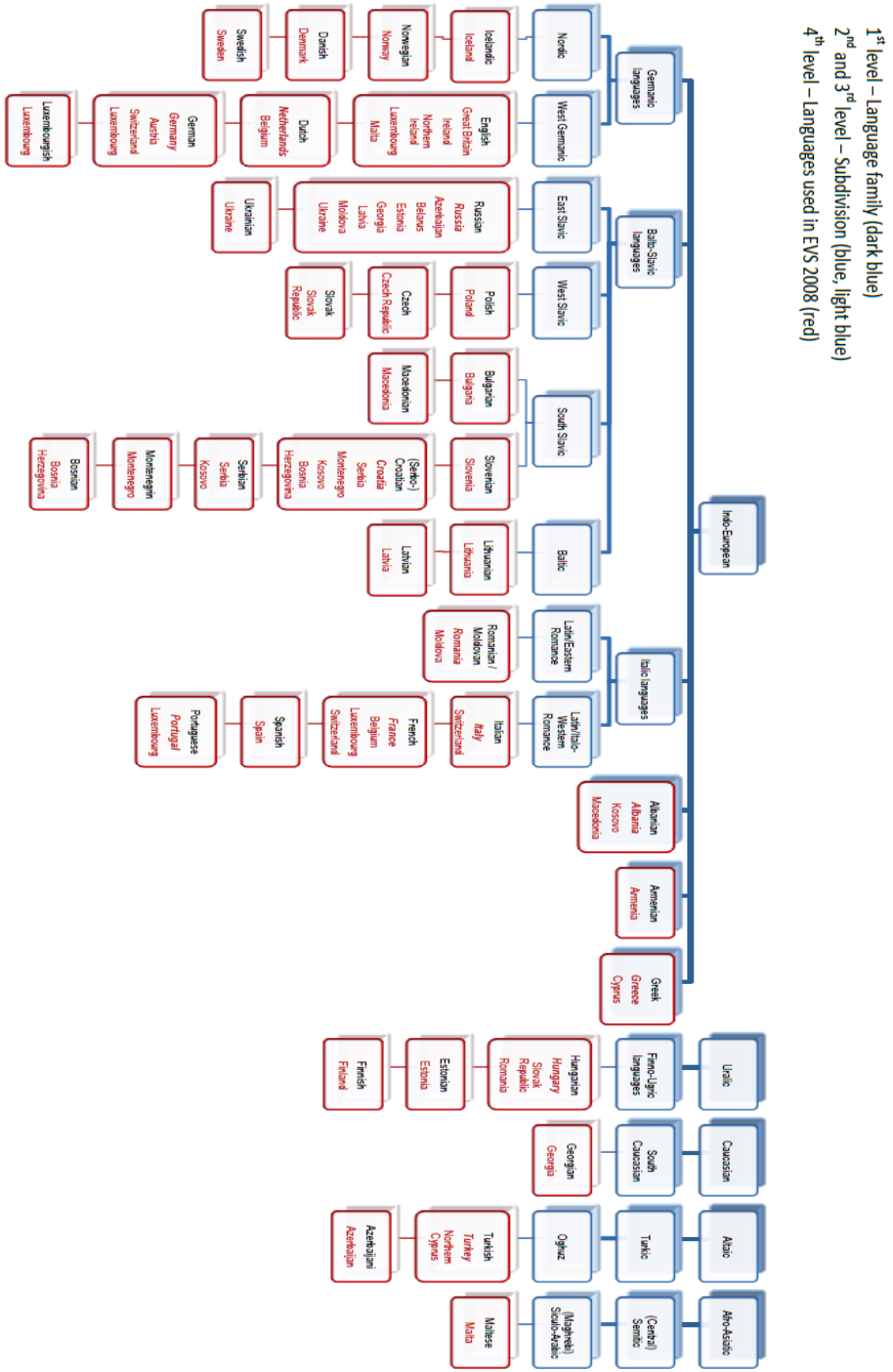
Misunderstanding of source text

- v367_EVS2008: Parents had problems replacing broken things
 - Translated as 'My parents had problems bringing balance back into their relationship'.
- V83_EVS2008: Here are some aspects of a job that people say are important - Family friendly
 - In some languages item “family friendly” seems to be translated in terms of ‘a familiar, friendly work’ instead of “work-life balance”.
- **Remedy:**
 - Include skilled translation practitioners with excellent knowledge of the English language;
 - take into account the concept when making translation decisions;
 - ask when the concept is unclear.

Careless reading

- V154: Homosexual couples - adopt children (Q47C)
 - Question in Master Questionnaire 'Homosexual couples should be able to adopt children' is translated as 'Homosexual couples should *not* be able to adopt children'.
- **Remedy:**
 - Parallel translation;
 - copy-editing prior to finalization of translation.

Appendix 3B: Languages and shared languages in EVS 200823



Red boxes contain EVS languages and the country/countries in which they were used. Some languages are shared in several countries (e.g. Italian in Italy and Switzerland). Countries providing their field questionnaire as source for adaptation of the translation are marked with **bold and italic font** (e.g. the field questionnaire of Italy in Switzerland). Countries using English field questionnaire adapted the EVS Master Questionnaire.

²³ <https://europeanvaluesstudy.eu/methodology-data-documentation/previous-surveys-1981-2008/survey-2008/data-and-documentation-survey-2008/compare-question-texts-in-evs-2008/> - source of language classification: GEO Wissen - Die Welt verstehen. Das Geheimnis der Sprache. Wie kam das Wort zum Menschen? Gruner + Jahr AG & KG, No. 40. www.geo.de

Appendix 3C: Evaluation grid

Evaluation grid –Guidelines for the Evaluation of Questionnaire Translations²⁴

Note: Depending on language combination and survey context it may not be possible to meet all the provided “guidelines”; rather it may be necessary to make trade-off-decisions.

Checking of meaning

Possible sources of error:

- Obvious misinterpretations of the source questionnaire
- Shifts in meaning (e.g. formulation is too narrow or too wide)
- Unsuitable connotations
- Unclear meaning
- Ambiguity or potential misunderstanding
- Omitting of meaningful text elements (e.g., “in general”)
- Unnecessary adding of text elements

Checking of cultural adequacy

- Concerning the cultural background (behaviour, traditions, customs, relevant knowledge, ...) → **cultural adaption necessary?**
- Concerning the socio-political background (political system, economic system, etc.) → **cultural adaption necessary?**

Checking of style and register

- Short, simple and clear sentence structure
- Simple words and formulations
- Adequacy of language for the target population considering age, education and other relevant socio-demographic characteristics
- Adequacy of (technical) terms for the target population
- Adequacy of the translation for the mode (*oral* communication face-to-face or by telephone, *written* communication paper-based or computer-based)
- Adequacy in terms of typical question formulations and questionnaire conventions (e.g., when addressing men/women if languages differentiate in this regard)
- Complying with cultural conversational conventions (politeness, form of address, speech acts, etc.)

Checking of scales

- Semantic comparability to the original, that is, paying attention to the dimension and the quantification/negation of the scale
- Symmetry or equal distance between scale points if existing in original
- Disjunct answer categories (= excluding each other, especially relevant for numerical scale points)
- Idiomatic and linguistic fitting between modal adverbials (very, quite, etc.) and the corresponding adverbs/adjectives
- (Grammatical) fit between question and scale

²⁴ Based on Behr (2009), see also Pan und de la Puente (2005)

Checking of linguistic correctness

- Spelling
- Punctuation
- Syntax and grammar
- Collocation (= typical combinations of words)
- Correct usage of tenses

Checking of consistency

- Consistency between different waves of a study (replication)
- Consistency of repeated elements in a questionnaire, e.g.
 - o Instructions
 - o Core concepts
 - o Scales
 - o Almost identical questions
 - o Scale, anticipated in question text, and the corresponding answer scale

Checking of layout/ presentation

- Equivalent text formatting (bold, underlined, etc.)
- Taking over the layout of the scale
- (If applicable) Cultural adaptations (colours, text boxes, writing direction, etc.)

4 Mixed-modes

4.1 Introduction

The general rules of EVS, described in the Methodological Guidelines, have opened the possibility of a web survey, in parallel to the Face to Face survey, on a couple of conditions, the most important being the sampling frame, that has to be the same as for the Face to face form.

For some countries, a mail format, after the web component, could be needed to increase the response rate and the diversity of respondents. As a general rule, if the response rate to the web part is expected to be lower than 40%, some measures in order to increase the final response rate have to be implemented. Of course, this written format has to be as close as possible to the one used for the web.²⁵

However, the questionnaire has to be adapted as it is usual in a mixed-mode survey. The goal of this document is to give rules and advices about such adaptation as well as link to examples of implementation in order to help the countries in implementing a web survey

4.2 Software

There is plenty of software that can be used for a web survey and it is impossible for the EVS Methodology Group to support them all. An example has been implemented in LimeSurvey, which is open source and easy to install on a local server, but each country will be responsible for its implementation as well as translation in local languages.

Some points are important in the implementation process, independently of the software used:

- It is important to check that the server is secure and that the privacy of the respondent respected.
- It is important also to know where the servers are located and to be sure that the national laws about data protection are respected even if the servers are not physically located in the surveyed country.
- The software must be able to handle interruptions in the survey's response process and the respondent must be able to restore the session easily.
- The possibility to import a questionnaire, to export the one used, to produce eventually directly the mail version from the software.
- The format and modalities of exportation of the data are to be checked before the implementation.
- Counters of the time taken by parts of the questionnaire have to be implemented, details will be given later.

²⁵ It depends of course of the management system used by the countries but to keep one version able to generate both the mail and the web format is wise, even more if different versions are foreseen: translation or matrix design to mention some elements.

4.3 Design

Some general rules have to be observed:²⁶

- Progress indicators are not allowed
- A “Back” button has to be provided, near the “Next” one.
- It must be possible to do the survey on a mobile device as a tablet or a smartphone and the design developed for a device in a “portrait” position. Paradata have to be collected, so as to detect the device used.
- Each question must be placed on a page and scrolling must be avoided as far as possible in order not to have primacy effects.
- “Batteries of questions” have to be avoided and replaced by “simple questions”. In this case, consider visually maintaining the constant part and modifying only the part for each item. This is of course needed for mobile devices but could also be recommended in order to avoid lining or satisficing in the PC version. This should also be respected for the mail version. A few exceptions, in which grids have to be presented, will be pointed out.
- Use a simple and clear design and avoid underlining that can be confused with hyperlinks.
- The questionnaire must not propose explicitly a “Non-response” option but must provide a reminder if a respondent does not answer a question.²⁷

4.4 Length of the survey

With some 280 ticks, the EVS is a rather long survey for the web. It is therefore advised to make sure that it could be interrupted as needed by the respondents. Furthermore, if it is applied in its full length, advance letters have to mention this aspect. Finally, specific recalls have to be prepared for people interrupting the answer process and not coming back after a decent delay. A file containing the history of contacts has to be provided.

As an alternative, Switzerland, and we encourage other countries to do the same, will choose a “matrix design”. Let us consider the following design, dividing the survey into 4 blocks, aiming at overall around 2000 respondents, divided into 6 situations, S1 to S6 (see Table 2).

²⁶ We use here the elements proposed for the Cronos web panel. Thanks to this initiative for providing these, also in the context of the SERISS project.

²⁷ We propose a version inspired by Cronos: “We noticed that you did not answer this question. We would be very grateful if you answered to the best of your knowledge, even if you are not completely sure. But if you prefer not to answer to the question, you can continue the questionnaire.”

Table 2: Example of matrix design

Groups	Background	A	B	C	D
S1	333	333	333		
S2	333	333		333	
S3	333	333			333
S4	333		333	333	
S5	333		333		333
S6	333			333	333

2000 respondents overall

1000 respondents for each substantive question

At least 333 respondents for each binary combination of questions.

In such a design, each block will be answered by 1000 respondents and at least 333 answers could be mobilised for analysis between blocks.

A complementary approach that will be used in Switzerland, is to use a “mini-panel”, coming back to the respondents of the matrix survey and asking them to fill in a second wave, the part that was not filled in the first wave.

For the countries choosing these options, an exchange of experiences will be organised. The format is function of the number of countries concerned.

4.5 Procedure

If you plan to use a mixed-mode strategy in your country, please inform the Methodology Group as soon as possible.

5 Data processing

The EVS 2017 Data processing guide provides an overview of specifications and procedures that are applied during the production of EVS 2017 data sets and documentation. It gives information on the data processing workflow and the delivery of data and documentation. These guidelines were partly based on experiences of other survey projects, especially procedures designed for the European Social Survey accessible at <http://www.europeansocialsurvey.org/>.

Collaboration and information transfer between the Central Teams at Tilburg University and at GESIS-DAS and the National Teams will be supported by the myEVS portal at <https://seriss.gesis.org>. It is part of the technical infrastructure of GESIS-DAS, provides a virtual collaborative workspace for EVS Planning Groups and National Teams, and guarantees secure transfer of data and documentation.

Please note that this processing guide may be subject to updates in order to reflect feedback, practical experiences, and any relevant decisions of the EVS Planning Groups. New versions will be announced and made available through the myEVS portal.

The official EVS 2017 data and documentation will be released on both the EVS website at [EVS Surveys](#) and the GESIS-DAS website at [European Values Study](#). For further details, please see the EVS 2017 Publication concept.

- Section 1 describes the communication between the Central Teams and National Teams on the myEVS portal.
- Section 2 provides information on the collaborative data processing workflow.
- Section 3 refers to the data processing steps in the responsibility of the National Teams and the survey and paradata files to be created.
- Section 4 relates to subsequent data processing steps of the Central Teams focusing on verification, standardization/harmonization, and integration of survey data and paradata.
- Section 5 describes the documentation of survey data and paradata to be created by the Central Teams.
- Section 6 pays attention to the data anonymisation workflow combining anonymisation measures and different modes of data access.
- Section 7 refers to secure data and documentation transfer and storage.
- Section 8 summarizes the main steps to be taken by National Teams.
- Section 9 gives an overview of data and documents the National Teams are required to deposit to myEVS and short information on the SPSS Standard Setup.

5.1 The myEVS project management portal

MyEVS is a virtual work environment providing access to pertinent information on the EVS 2017 Survey created during the data planning phase, fieldwork period, and data processing phase. It is featured by project planning and production tools allowing members of National Teams and Central Teams to collaborate and making data creation and processing as transparent as possible.

Access to myEVS at <https://seriss.gesis.org/> and necessary login information will be provided by the EVS-MG and GESIS-DAS. If further co-workers of the National Teams need access to the portal, the PDs are asked to communicate names and email addresses to the EVS-MG and the myEVS team.

The portal can be used with differing intensity. The National Teams are asked to access the portal and use the features making sure to receive necessary EVS 2017 information from the Central Teams and to deliver required data and documentation in due time. Furthermore, cross-country information on the status of work in the participating countries may feature the exchange of experience between the National Teams.

The screenshot shows the landing page of the myEVS project management portal. The page is titled "Welcome to the myEVS portal" and provides a comprehensive overview of the survey lifecycle. The main content is organized into five sequential steps, each with detailed instructions and workspace-specific tasks:

- Access EVS 2017 Guidelines:** See all documents on web page (EVS 2017 Survey, Version History of EVS 2017 documentation). In your workspace: Documents: Folder EVS 2017 Guidance documents.
- Pass through consultation process:** Provide Classifications, Field Questionnaire, Sampling design. In your workspace: Tasks: Three consultation tasks; Documents: Folder Consultation; Calendar: Before FW.
- Report on FW progress:** Provide FW projections and outcome codes (online form). In your workspace: FW Reporting tab; Task: FW Reporting; Calendar: Enter FW period and reporting dates.
- Deposit data & documentation:** Use online forms for files & method information. In your workspace: Tasks: Data deposit tasks; Documents: Folder Data Deposit; Calendar: Deposit dates.
- Pass through data verification process:** Check and approve draft data & documentation. In your workspace: Tasks: Processing; Documents: Folder Data Processing; Calendar: Release dates.

Additional features include a "Perform tasks during the survey lifecycle" section with links to "EVS 2017 Survey" and "EVS 2017 Survey Checklist", a "Quick Helps" section with links to "myEVS portal guides", "Introduction to myEVS", "Document management", and "Tasks", and a "Quick Search" tool for finding documents, people, events, and tasks.

Figure 3: Landing page of the myEVS project management portal

The minimum requirements for the use of myEVS are defined below. They shall guarantee similar workflows and comparable outputs across countries and save efforts. After logging in, you will enter the myEVS landing page. It provides introductory information and guides, and gives access to two sections you may visit frequently:

- **EVS 2017 Survey** in the left navigation is a web page providing the guidance documents via links for download. Child page 'Version History' allows tracking amendments to the final versions of guidelines; child page 'Fieldwork Checklist' describes the main steps during the EVS 2017 project. The **Calendar** will keep you informed about central events and EVS 2017 deadlines.
- **Workspaces** are available for the National Teams and EVS Planning Groups. They are private, so information and documents are visible or accessible to the members of a workspace only. All workspaces are featured by a set of applications focusing on collaboration within and between the teams. Task items in the Task feature and the folder structure in the Documents ap-

plication are predefined following the lifecycle of the EVS 2017 Survey. Online forms will be available supporting the National Teams in depositing data and documentation.

All workspaces are featured by the same Applications such as Activity Streams, Tasks and Documents. Especially the predefined folder structure in the Documents application eases access to and transfer of files.

- [EVS 2017 Guidance documents folder](#) provides access to all guidelines, templates, and standards.
- [Consultation folder](#) features the ‘Sign off’ process of Classifications, Sampling, and Field Questionnaire.
- [Data Deposit folder](#) will be used for the storage of the national data and documentation.
- [Data Processing folder](#) will feature the collaborative data processing and verification workflow.

Additionally, there are three online Forms to support National Teams in fieldwork reporting and depositing data and documentation.

- [Fieldwork Reporting table](#) for entering fieldwork progress information in agreed reporting periods.
- [Data Deposit form](#) for uploading the national data and documentation.
- [Methodological Questionnaire form](#) for entering methodological information on the data creation process.

You will be notified when there are actions on myEVS that need your attention.

- MyEVS portal will send [on-site](#), and [email](#) notifications that are triggered by actions in your workspace(s) such as a document has been uploaded, a task has been assigned to you, or a team member has posted on Activity Stream. Please adapt notification settings to your needs when you log in for the first time.
- The EVS-MG will continue informing you about new/updated documents on myEVS by [email](#).

5.2 Data processing workflow

The PDs in collaboration with the Central Teams will be in charge of data processing and documentation. Built on processes devised for EVS 2008, data editing, cleaning, and verification will be the main responsibility of the PDs and their teams. Subsequent steps concerning checking, standardization and harmonization of data as well as their integration and publication will be taken over by the Central Teams.

Timetable and data processing rounds

Figure 4 depicts the main steps and deadlines after a country has finished fieldwork. The upper part shows the official period planned for fieldwork, the data processing and deposit tasks in the responsibility of the National Teams as well as the deadlines for depositing the data. The lower part describes the data processing rounds of the Central Teams and the planned deadlines for data releases.

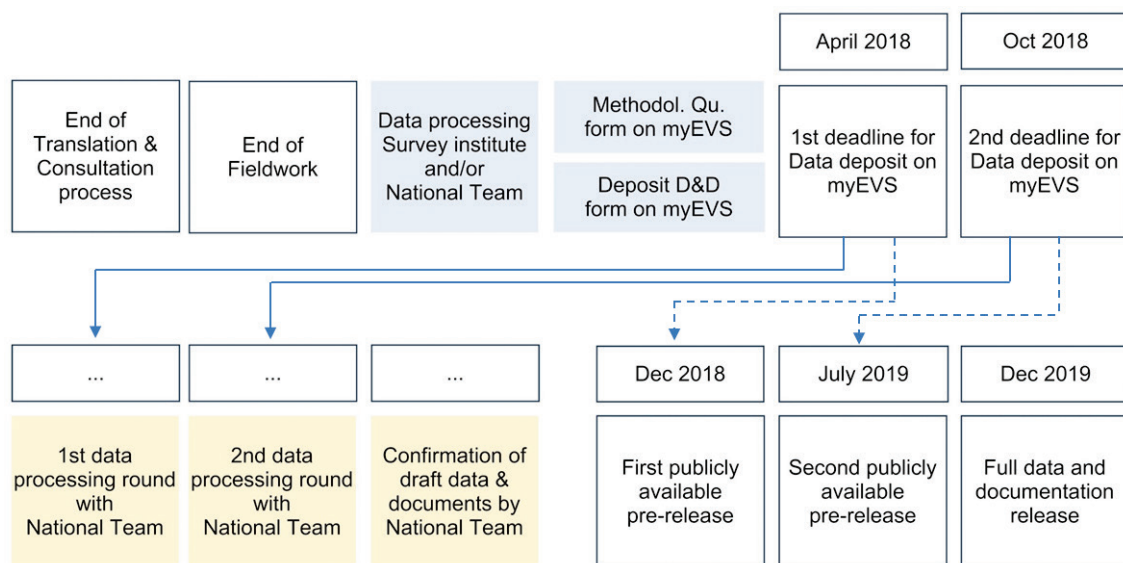


Figure 4: Timetable for data deposit and releases²⁸

A complete data deposit covers all data and documentation listed in App. 9.1 ‘Deposit of data and documentation’. The National Teams are asked to use the two online forms ‘Data Deposit’ and ‘Methodological Questionnaire’ (boxes marked in blue) for their national delivery. Delivery will be regarded as not having been deposited until the complete data and documentation have been provided. If countries provide updated versions of data sets, these revisions can only be incorporated if delivered timely and along with a detailed description of any modifications. The date of the last revision will be counted as the formal depositing date.

The postponed deposit deadlines late April and October 2018 are based on the extended fieldwork period and the time planned for data collection (between eight and 12 weeks). Depending on whether the 1st or 2nd deposit date can be met, the country data will be included into the 1st or 2nd pre-release (December 2018 and July 2019), or in the full data release (December 2019). The Central Teams will reserve the right to ask for new deliverables if content and quality of the data and documentation uploaded do not adhere to the specifications in the Data processing guidelines. A release may have to exclude any national data set that arrive after the deadline or for which the data and documentation is incomplete. National data not included in the full release will be made available as individual anonymised national data files without further data processing through the GESIS Data Catalogue until an update of the integrated data files will be made.

The yellow marked boxes in Figure 4 depict the planned data processing rounds after the Central Teams have checked and approved the data and documentation deposited by a National Team. Subsequent steps of the Central Teams are to review data modifications, apply further verification measures (1st round), and to standardise and harmonise the data (2nd round). The communication between Central Teams and National Teams will be based on SPSS syntax files and Data Cleaning Reports. The Central Teams will evaluate modifications of the data made by the National Teams; the PDs and their teams will review alterations made centrally. Before a data release, the national

²⁸ The picture is based on flow diagrams illustrating the ESS lifecycle. European Social Survey, Round 8 June 2015. Round 8 Survey

Specification for ESS ERIC Member, Observer and Guest countries. Retrieved from <http://www.europeansocialsurvey.org/>.

teams will be asked to finally check and approve the national draft data and documentation (3rd step). Table 3 displays the sequence of steps and the teams in charge.

Table 3: Data processing tasks of National Teams and Central Teams

Steps	Team	Data processing tasks
1	National Teams	Check, edit, standardize, and document national data Deposit data and documentation to myEVS Deposit required data and documentation Enter methodological questionnaire information in myEVS online form
2	Central Teams	Review data modifications, and further standardise and harmonise data Assess data for anonymisation and apply common anonymisation concept
3	National Teams	Check draft data and documentation and approve anonymisation measures applied Implement further anonymisation measures if necessary
4	Central Teams	Generate multinational data files and documentation Transfer the EVS 2017 data and documentation repository for preservation to GESIS- Release the EVS 2017 data and documentation through agreed access routes

Overview of data files

Figure 5 depicts the EVS 2017 data files that will be created and released. The left side shows all data files to be constructed, processed, and passed between National Teams and Central Teams; the right side contains data files that will be released through the GESIS Data Catalogue for direct download and the Secure Data Center for access under controlled conditions, respectively.

- **ODS - Original data set:** This data set, including all variables, has to be submitted by the PDs immediately after fieldwork is completed (CAPI, online mode) or after the data-entry (PAPI, paper self-administered mode). In the long run, this allows for tracking data modifications to the original data and reconstruction of key working and published data files in case of any data loss.
- **MDS1 - Modified data set:** Based on the Data Processing Guide and the SPSS Standard Setup (see App. 9.2), the original data will be edited and cleaned, often by both Survey Organization and National Teams, and enlarged by standardised variables.
- **MDS2 - National master data set:** From this data, the Central Teams create a national master data file additionally covering harmonised and standardised variables. It serves in the long run as a basis for all future steps in anonymisation, data editing, updating, and documentation.

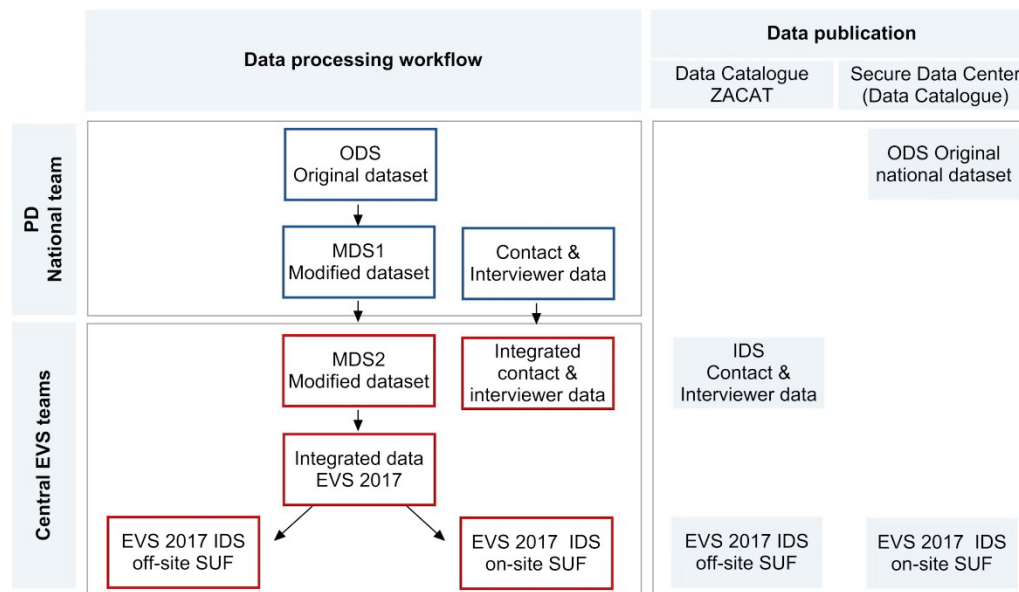


Figure 5: EVS 2017 Data processing workflow

- **IDS - Integrated data file:** The verified national data files will be combined into a multinational data file. From this data
 - An off-site Scientific-Use File will be constructed including all, if necessary anonymised, variables based on the common EVS Master Questionnaire.
 - A second Scientific-Use File for contracted off-site or on-site use via the Secure Data Center at DAS-GEIS will be generated for all variables that cannot be included into the off-site SUF due to disclosure concerns.
- **Contact and Interviewer data:** The Contact data and Interviewer information will be part of a country's mandatory delivery. The data will be released as a multinational data set after the full release of the EVS 2017 Survey data.

Overview of variables in data files

According to their position in the data processing workflow, the generated data files include different types of variables. Table 4 gives an overview of variables included in the data files MDS1, MDS2, and IDS.

- **MDS1 - Modified data set** contains general variables based on the EVS 2017 Master Questionnaire, compulsory country-specific variables for generating harmonized variables (e.g., religion, education), and socio-demographic variables recorded verbatim (e.g., region, occupation). In some countries, additional country-specific variables were included in the Field Questionnaire after exporting from the Translation Management Tool (TMT).
- **MDS2 - National master data set** will additionally include harmonized and combined variables constructed from the compulsory country-specific variables, further standardized variables created from the socio-demographic variables, weights, flag variables (highlighting data in-

consistencies), and administrative variables. Internal technical variables, ‘Write in’ variables, or other variables containing ‘sensitive information’ are preserved in this data.

- IDS - Integrated data file will additionally include compound variables combining information from several variables (e.g., country and year) and further administrative variables. In this data, some of the variables such as internal technical variables, ‘Write in’ variables, variables with sensitive information, and additional country-specific variables are dropped. If appropriate, additional country-specific variables will be made accessible as add-on data file.

Table 4: Types of variable in modified (MDS) and integrated data files (IDS)

MDS1 includes	MDS2 includes	IDS finally includes
- General EVS variables (MQ)	- <i>Variable included in MDS1 and</i>	- Comparable general EVS variables (MQ) from all countries
- Compulsory country-specific variables for generating harmonized variables (FQ)	- Harmonized variables (from country-specific variables)	- Harmonized variables
- Education	- Education	- Combined variables as supplement to harmonized variables
- Party preferences	- Party preferences	- Standardized variables
- Religion	- Religion	- Compound variables combining information from several variables
- Income	- Income	- Weight variables
- Socio-demographic variables: recorded verbatim and standardized (MQ)	- Combined variables as supplement to harmonized variables	- Flag variables
- Occupation: Four digit ISCO-08 (additionally 3-/2-digits)	- Further standardized variables	- Administrative variables
- Country/Nationality: ISO 3166-1 and ISO 3166-3	- Occupation: further ISCO-08	
- Language: Two character ISO 639-1 code	- Region: NUTS levels	
- Region: NUTS 3 or own administrative code	- Compound variables combining information from several variables	
- Additional country-specific variables (FQ)	- Further age, country code variables	
	- Additional country-specific variables (FQ)	
	- Weight variables	
	- Flag variables	
	- Administrative variables	
	- Internal technical variables	

Overview of potential data errors

Data check and editing procedures will be done by different actors and at different stages of the data collection and processing workflow. Fieldwork Institutes, PD and their teams, and Central Teams are the main actors in charge:

- First data checks may be done during the interview by implementing them in the CAPI/CAWI instrument and the coding of open-ended questions.
- After data collection, Fieldwork Institute and National Team validate and edit the data according to the Data processing guidelines.
- After a national Data deposit, the Central Teams will review data processing measures undertaken and implement further controls regarding standardised and harmonised variables and respondent confidentiality.

- The final verification of the national draft data and anonymisation measures will be performed by the PDs and their teams.

It is the responsibility of both Central Teams and National Teams to provide information on data check and editing procedures implemented throughout the workflow. Only if data modifications are explained and documented in country-specific SPSS-syntax files and Data Cleaning report (created by the Central Teams), we will be able to track data modifications and provide comprehensive documentation to data users.

Data validation must be applied at different levels: variable level focusing on illegal or missing values, respondent level focusing on cross-variable contradictions, and data set level related to structure and completeness of a data file. Table 5 gives an overview of potential errors the data files should be checked for.

Table 5: Overview of potential errors in data

Level	Sources and types of errors
Variable level	<ul style="list-style-type: none"> - Case ID (uniqueness of assigned case IDs) - Variable names and labels - Formats and missing definitions - Outliers/inconsistencies (values that are far beyond the typical) - Wild codes/range errors (answer is outside the valid domain of answers) - Lack of data (missing values especially on socio-demographic variables) - Mapping rules for compulsory country-specific and harmonised variables
Respondent level	<ul style="list-style-type: none"> - Consistency errors (inconsistency in the answers to a set of questions) - Routing errors (respondents fail to follow the specified branch or skip instructions) - Completeness of interview (a minimum number of items has to be filled²⁹) - Excess of data (duplicate responses³⁰)
Data set level	<ul style="list-style-type: none"> - Number of variables and cases - Order of variables

After classification of data as problematic, different decisions on how to treat data problems can be taken.

- Correct the data and document data modifications that were made.
- Leave data unchanged and document the potential data problem for further investigation.
- Flag problematic data for further investigation and document flagged and flag variables.

²⁹ Complete interview: >80% of 'applicable questions' answered; partial interview: 50-80% of 'applicable questions' answered; break off: <50% of 'applicable questions' answered. AAPOR Standard Definitions Final Dispositions of Case Codes and Outcome Rates for Surveys, Revised 2016, p. 15. Retrieved from <https://www.aapor.org/>

³⁰ Duplicate records are defined here in concerning the identity of two or more respondents' answers to all (almost all) questionnaire items, i.e. excluding technical and constructed variables or variables that are manipulated/recoded during data processing.

To standardise the data editing processes across countries as far as possible, we suggest two rules for treatment of data errors or contradictions between variables:

- Correct and document data problems, if less than 1% of cases are affected in a sample. If more than 1% of cases are affected, and a systematic deviation can be assumed, do not clean the data but provide documentation for further investigation by the Central Teams.
- Do not clean but document the data in case of non-conformance with interviewer instructions and illogic answer-pattern. The Central Teams will apply standardized check procedures and create flag variables across countries which treat such non-conformities in a standardized way and leave correction decisions up to the final data users. Related variables are: Multiple choice, Non-item batteries, 1st/2nd choice.

5.3 National data sets constructed by National Teams

The PDs and their teams are in charge of the construction of the original data set ODS and the cleaned data set MDS1. Rules and conditions for data editing and cleaning shall allow their implementation in all countries to obtain the same data formats and structure in the data files to be merged to the multinational data set.

Steps to be performed

- Check and edit data, clean and document potential data problems and deviations from the Standard Syntax.
- Label general EVS variables and values, and define missing values by applying the SPSS Standard Syntax.
- Provide country-specific SPSS-syntax file (and documentation) used for transformation of ODS into MDS1.

Documents and information available

- Master Questionnaire
- Field Questionnaire (additional version with all modifications highlighted)
- Data Processing Guide and coding standards
- SPSS Standard Setup and SPSS master data file based on the standard setup
- Mapping information for harmonised variables
- Further country-specific information (population statistics, education, etc.)
- Translations for compulsory and additional country-specific variables in the English language

ODS - Original national data set

The production of the ODS is usually in the hands of the Field Institute. It is the responsibility of the PDs that all information is transferred correctly and timely. The data have to be uploaded to myEVS in whatever format (preferably in SPSS format) as long as it is guaranteed that third persons can reconstruct it. The following data processing recommendations shall help treat data and metadata in a standardised way.

A. ID-Number

The original ID-number identifies the respondent uniquely in the national data sets. Please carefully check the identification number of each unit; no two respondents should have the same ID-number. It needs to be included in all data files. Where applicable, please also include unique interviewer number.

B. Questionnaire variables

The names of the general variables are depicted in the Master Questionnaire as v1, v2, v3, etc. We recommend for the ODS already to apply the variable names which are required for the MDS1 data set. Otherwise, you need to prepare a correspondence list which assigns the names of the variables in ODS to the names in MDS1.

Concerning the Master and Field questionnaire, we distinguish general EVS variables and country-specific variables. It is essential that the Field Institute applies the Field Questionnaire confirmed by the EVS-MG. If all rules are observed, the resulting survey data file will have the following properties:

- The general EVS questions in the Field Questionnaire are phrased in the same way as in the Master Questionnaire and have the same response categories. Name and order of variables in the data correspond to name and order in the Master Questionnaire and Field Questionnaire. Please carefully check the one-to-one correspondence between variable names, response categories and missing value codes as well as the sequence of variables and response categories. Otherwise, the application of the SPSS Standard Syntax may create errors in the data (see table 6).
- The response categories of the compulsory country-specific variables are adapted to the country's situation and are included in the Field Questionnaire only. These variables are necessary for the production of the harmonized variables such as Religious denomination/affiliation, Party preference, Education, and Income. The use of variable names and coding schemes that differ from those included in the Field Questionnaire verified by the EVS-MG is entirely detrimental to subsequent harmonization steps.
- Exceptions are additional country-specific questions included in the Field Questionnaire after the translation process. The numbering of the variables should start with v283 (last variable in Master Questionnaire is v282) and carry the suffix _xy where xy is the ISO 3166-1 alpha-2 country code of the country.

C. National classifications

Some questions in the Master Questionnaire require country specific (compulsory) variables to be bridged into international standards or EVS coding frames. Information on classifications for harmonization of country-specific variables has been submitted to the EVS-MG for verification and is accessible on myEVS (see Chapter 2 "Classification guidelines").

Table 6: National Classifications

Classification	Variables
Education	v243 "highest level education respondent (Q81)" v252 "highest level education spouse/partner (Q89)" v262 "highest level education father (Q99)" v263 "highest level education mother (Q100)"
Political parties	v174 "which political party appeals to you most (Q49)" v175 "is there another party that appeals to you (Q49a)"
Religious denomination	v52 "which religious denomination do you belong to (Q13a)"
Household income	v261 "income household respondent (Q98)"

D. International standards for post-coding of questions

Most items in the Field Questionnaire are pre-coded. Selected international official classifications will be applied by the Field Institute and PDs for post-coding of verbatim recorded socio-demographic questions. The EVS-MG has provided a listing of all codes so that a correct and consistent coding is facilitated (see Chapter 2 "Classification guidelines"). The PDs are asked to take care that the Field Institute works with these sources.

Table 7: International standards for post-coding of questions

Standard	Variables
Occupation: ISCO08 4 digit and additionally 3 digit and 2 digit codes	v246c "kind of work respondent - ISCO08 code (Q84a)" v255c "kind of work spouse/partner - ISCO08 code (Q92a)"
Nationality: ISO 3166-1 alpha-2 code ISO 3166-3 alpha-4 code	v228b "respondents country of birth - ISO 3166-1 or -3 code (Q66)" v231b "fathers country of birth - ISO 3166-1 or -3 code (Q69)" v233b "mothers country of birth - ISO 3166-1 or -3 code (Q71)" v251b "spouse/partners country of birth - ISO 3166-1 or -3 code (Q88a)"
Language: Two-character ISO 639-1	v281a "language of interview - ISO 639-1 code (Q110)"
Regional codes: NUTS3 level	v275b "region code in nuts 3 (Q105)"

MDS1 - First modified national data set

The original data set will be cleaned and often edited by both Field Institute and National Team. As a result, the modified data set MDS1 will be generated. The PDs are asked to upload this data file to myEVS alongside the country-specific SPSS syntax file containing the commands to go from ODS to MDS1.

The National Teams are asked to systematically check the modified data set MDS1 and apply the SPSS Standard Setup before the delivery to the Central Teams. It is essential that the delivered data contains correctly labelled variables and values, as well as defined missing values codes. Otherwise, the integration of the national file into the multinational data file will become much more error prone and resource intensive.

Check national data and metadata

The following rules and conditions for data editing should be applied, if possible, in an identical way. A variable overview compiled from the Master Questionnaire is accessible on myEVS (see 'EVS2017 Variable Overview for data checks'). It includes the variables and combinations of variables to be checked for potential errors such as inconsistent answers, routing errors, wild codes. It will be continuously expanded by variables generated during the data processing workflow.

A. Identification numbers

- **ID-Numbers:** Besides the original ID-number identifying the respondent uniquely in the national data sets, unique interviewer numbers (where applicable) should be included in the modified data set MDS1.
- **Country:** Country variable is not derived from the Field Questionnaire but will be generated by applying the SPSS Standard Setup. ISO 3166 country code is used.
- **Mode:** Variable for mode of data collection will be generated by applying the SPSS Standard Setup.

B. Potential errata in data and metadata

- **Range of values:** Please check whether
 - The values of all variables are within the admissible range. If wild codes exist (and the reason is not an additional response category), they should be recoded as '*no answer*'.
 - There are impossible high or low values on a variable without specified range. If so, they should be recoded as '*no answer*'.
 - There are implausible but logical possible values on a variable. If so, they should not be *recoded*, but *documented*.
 - There are upper limits introduced on some variables. If so, this has to be *documented*.
 - The order of response categories fits their order in the Master Questionnaire.
- **Wrong codes:** If such codes can be reconstructed on the basis of other related variables with valid values they have to be *recoded*.
- **System missing codes:** In particular, missing values should be carefully checked. The only admissible missing value codes are the ones defined in the questionnaire. Make sure that the Field Institute strictly keeps to the Field Questionnaire in that respect.
 - Missing values have to be *reconstructed* and *recoded* on the basis of information from other variables.
 - System missing values of lacking variables have to be recoded as '*-4 question not asked*'.

- Additional missing value ‘-6 question not assigned (matrix design)’ will be defined for substantial variables (v1 to v224) concerning surveys using CAWI as part of a mixed-mode.
- Filter questions: The data will be cleaned according to the skip pattern of the Master Questionnaire. In general, we recommend cross tabulate filter questions with those variables which are affected by the filter to detect possible inconsistencies or contradictions. Systematic filter deviations in a national data set must be documented. As long as the number of missing values remains small, the following editing rules can be applied:
 - If a valid value, Don’t know, or No answer, is coded on a question that according to a preceding filter should not have been asked to a respondent, the respective code should be replaced by *Not applicable*.
 - If a Don’t know or No answer, is coded on the filter question and the interviewer/respondent continued with a question which should not have been asked, you may replace the code on the latter question by *Not applicable* if only a few missing values are generated.

The rationale behind the rules is that the follow-up question would not have been asked if interviewer/respondent had strictly obeyed the instructions of the questionnaire.

There are often good reasons for deviating from these general rules, in particular, a heavy loss of valid answers. If you want to treat the missing value problem concerning filter questions more sophisticatedly, please inform the Central Teams about your recoding scheme and make sure that your SPSS syntax file for MDS1 also includes the transformation statements for the filter sequence. If necessary, the Central Teams will elaborate more sophisticated rules for the standardised handling of filter problems across all countries.

- Contradictions between variables: For example, a respondent does not have children but experienced the death or divorce of one of his/her children. In such cases, neither value should be changed into missing value but it should be *reported* in the syntax file.
- Nonconformities: Non-conformed interviewer instructions and illogic answer-patterns should not be recoded but *reported* in the syntax file. To achieve a standardized treatment of such potential errata the Central Teams will create *flag variables*, if appropriate, across national data sets which mark nonconformities. Information about both flag and flagged variables will be provided in the variable documentation. Types of nonconformities that will be flagged are:
 - ‘First/second choice’ variables will be flagged in case the value of the variable for the first choice equals to the value of the variable for the second choice.
 - ‘Multiple response questions’ variables will be flagged in case respondents chose more than the maximally permitted items.
 - ‘None-item battery’ variables will be flagged in case the answer-pattern of the ‘non’-item variable and the other variables of the item battery of a question was illogic.
- Order of variables: All variables, including additional country-specific variables, are saved in the MDS1 data set in the same order as in the Field Questionnaire. Besides, the order of the general EVS variables in the Master Questionnaire is kept.
- Variable and value labels of country-specific variables: Also additional country-specific variables should be provided with variable and value labels in the English language. If the labels can be easily translated into English, this should be done. If there is no translation at all, the

national label can be used but the term should either be explained in an additional document or a reference should be given.

C. Apply pre-defined checks to standardised data (optional)

A set of commented SPSS syntax commands supporting standardised check procedures will be provided in due time by the Central Teams. They are created on the basis of the variable definition in the Master Questionnaire and can only be used after the SPSS Standard Setup has been applied to the national data files.

Apply SPSS Standard Syntax

The SPSS Standard Setup is designed based on the EVS 2017 Master Questionnaire and will produce standardised national data files (MDS1) that can be combined into the multinational data set. The syntax covers variable names, variable and value labels in English language as well as missing value and format definition for all general EVS variables (see App. 9.2). Variable labels additionally include the question numbers of the Master Questionnaire to facilitate cross-references between the questions in the questionnaire and the variables in the data file.

Please beware:

- Some of the variables in the SPSS Standard Setup are labelled but not their valid values. This concerns the compulsory country-specific variables listed in Table 6. Please keep the labels for valid values for these variables according to your Field Questionnaire.
- International standards as listed in the EVS17 Classification Guidelines are applied in the SPSS Standard Setup for the definition of the variables listed in Table 7.
- If your Field Questionnaire includes additional country-specific variables, please do not forget to add them to the syntax file.

Table 8: SPSS Standard Syntax and possible data problems

Field and Master Questionnaire differ concerning	SPSS Standard syntax	Necessary action
Number of question or variable	Overwrites variable with corresponding number	Adjust standard syntax to FQ
Response categories		
- Additional category	Produces wild codes	Add value and label to standard syntax
- Combined categories	Overwrites corresponding value labels	Adjust standard syntax to FQ
- Missing category	Hard to detect	Document in standard syntax
- Different value label	Overwrites corresponding values labels	Check correspondence between FQ and MQ

- Reversed scale	Overwrites corresponding value labels	Document in standard syntax
Additional country-specific variable	Variable not included	Add variable to standard syntax
Missing general EVS variable	Produces error message	Add '-4 question not asked' and recode system missing value

The SPSS Standard Setup overwrites the definition of general EVS variables in the national data file. It can only be used as long as no major alteration (e.g., changed variable names, change in the order of items or categories, combined categories, additional or otherwise labelled categories) has been made to the Field Questionnaire exported from TMT and approved by the EVS-MG. Thus, it is strictly recommended to keep a one-to-one correspondence to the variable names and valid and missing value codes in the Master Questionnaire. Any deviations should be highlighted in the Field Questionnaire version delivered to the EVS-MG.

They are subject to subsequent data processing steps that have to be documented in your syntax file and will be reviewed during the central data processing steps. In EVS 2008, the SPSS Standard Setup was adjusted by the National Teams, if necessary, or directly integrated into the country-specific syntax used for editing the national data and generating MDS1 data out of the original data.

In EVS 2008, some countries offered combined response categories, or response categories in reversed order but used the SPSS Standard Syntax for value labels. Such a mistake is not easy to detect. Table 8 illustrates data problems that may occur when the Field Questionnaire deviates from the Master Questionnaire.

The main steps to go from ODS to MDS1

1. Prepare the national data (ODS) to match the structure of the SPSS Standard Setup
2. Verify compulsory and, if included, additional country-specific variables.
3. Apply the SPSS Standard Setup defining structure and metadata of the MDS1 data files. If necessary, expand the syntax according to your national data file and Field Questionnaire. Edit the data, document all check procedures applied, and amendments made to the data.
4. Apply final verification procedures to MDS1 before data deposit. As a minimum requirement
 - All data verification and editing depending on access to field questionnaires or CAPI/CAWI files must be done before uploading the data to the myEVS portal.
 - A final wild code checking should be done after the SPSS Standard Syntax has been applied to the MDS1 data files.

Contact data and interviewer information

A. Identification numbers

- ID-Numbers: Besides the original ID-number identifying the respondent uniquely in the contact data set, unique interviewer numbers should be included.
- Country: Country variable is not derived from the Contact form but will be generated by applying the SPSS Standard Setup for Contact data. ISO 3166 country code is used.

B. Apply SPSS Standard Setup for Contact data

Central Teams will provide a SPSS Standard Setup for preparing the Contact data and an Excel sheet for Interviewer information. The processing of the national contact and interviewer data will be the responsibility of the PDs. Please upload data and syntax files to myEVS.

- The identification numbers of respondents in MDS1 data set and Contact data set have to be identical so that both later can be matched.
- The identification number of interviewers in Contact data set and Interviewer information should be checked as well to also allow for merging.

5.4 Data sets constructed by the Central Teams

The Central Teams are in charge of further standardisation and harmonisation steps and the construction of the multinational data file. This task will be carried out in close collaboration with the National Teams.

MDS2 - Second modified national data set

The data processing will be tied to the MDS1 data set delivered by the PDs. The focus will be on

- Checking the data coding and editing undertaken by the National Teams
- Implementation of further verification measures
- Creation of standardised and harmonised variables supported by the CharmStats tool³¹
- Construction of flag variables for indicating inconsistent answer patterns
- Generation of derived and administrative variables required for identification of data files and cases
- Inclusion of Contact data variables
- Creation of weight variables
- Transformation of missing values into a set of negative missing values for consistency with EVS waves
- Documentation of data processing steps in country-specific Data cleaning reports
- Preparation of notes on data editing for variable documentation.

The resulting national MDS2 data set serves in the long run as a basis for all future steps in data editing, updating, and documentation. It is also the basis for applying the data anonymisation concept (see point 6). The PDs are asked to verify and approve the national data by

- Comparing the frequency distribution in the MDS2 data set with those of the original data set (ODS).
- Assessing and verifying the anonymisation measures applied or implementing further anonymisation steps to comply with national regulations.

IDS - Integrated data set

After validation the MDS2 data sets, the national data sets will be combined into a multinational data file. From this data set two data sets will be constructed for public use: an off-site Scientific-

³¹ For more detail about CharmStats, please go to <https://www.gesis.org/en/services/data-analysis/data-harmonization/>

Use File including all anonymised variables based on the common EVS questionnaire program and a Scientific-Use File generated for all variables that cannot be included into the off-site SUF due to the data's sensitive nature (see point 2.2).

Contact data and interviewer information

The national Contact data and Interviewer information will be checked for data errors and integrated into a multinational data file.

5.5 Data Documentation

To allow researchers to easily discover and reuse the data, and assess data quality, comprehensive documentation on EVS 2017 will be provided covering information on study level and variable level. Besides the EVS 2017 guidelines

- Study descriptions will be provided for all data sets (pre- and full releases), including summarized information of the Methodological Questionnaire on content and origin of data. It will be accessible through the GESIS Data Catalogue and the Online Study Catalogue ZACAT.
- English variable reports will be created for pre- and full releases of the EVS 2017 Survey data. They combine variable descriptions of the multinational data set with question texts of the Master Questionnaire and variable notes. Variable notes covering information on EVS trends, applied international standards or EVS coding frames, data modifications, and potential data problems will be compiled during the data processing workflow.
- The bilingual variable documentation will be available for the full release of the EVS 2017 Survey data only. It will be set up on the basis of the Field Questionnaires exported from the TMT tool in XML-format. The countries are asked to upload the XML Field Questionnaire to myEVS.
- A Method Report will be produced for the EVS 2017 Survey data set. It is based on the Methodological Questionnaire information to be filled in the online form on myEVS and gives summarized information on content, origin, and processing the national data sets.

5.6 Data anonymisation

Large-scale data sets contain a broad range of information that, when used in combination or merged with other available information, may increase the risk of individuals being identified. Disclosure risk minimisation measures have to be applied to protect respondent confidentiality in data and documentation that shall be shared publicly. To ensure confidentiality and data security for all stages of the survey lifecycle, appropriate security measures will be implemented.

Only anonymised data will be made freely available to users, with the anonymisation steps according to data protection regulations in each participating country. Every national team is responsible for checking their data with confidentiality and local regulations in mind.

The following Table 9 summarises the steps of the Central Teams and National Teams during the anonymisation process of EVS 2017 survey data.

Table 9: Data anonymisation tasks of National Teams and Central Teams

Steps	Teams and anonymisation measures
1	<u>EVS/GESIS-DAS</u> devise a common anonymisation concept based on the variables included in the Master Questionnaire. It will serve as a basis for reviewing the national data to assess disclosure risks. Checks of anonymity will be performed under the premise that different data files can be <i>merged</i> .
2	<u>The National Teams</u> provide data (ODS and MDS1) that are anonymised only concerning <i>direct</i> identifiers that must be dropped from the data before the delivery. <u>GESIS-DAS</u> grants secure transfer of data and documentation through the myEVS portal.
3	<u>The Central Teams</u> apply the common anonymisation concept to the processed MDS2 data file to protect respondent confidentiality. <u>The PDs</u> review the anonymised MDS2 data according to national data protection requirements and <ul style="list-style-type: none"> - Verify the anonymisation measures performed, or - Suggest further anonymisation steps to meet national data protection regulations.
4	<u>GESIS-DAS</u> releases the verified data through agreed access routes to provide <ul style="list-style-type: none"> - Direct access to anonymised data and - Controlled access to sensitive data <u>GESIS-DAS</u> stores data and documentation (including indirect identifying information) in a safe environment.

Different degrees of data anonymisation will be combined with different (unrestricted or restricted) access conditions:

- Anonymisation measures will be applied to transform publicly disseminated data to de facto anonymous data that contain as much information as possible and comply with the demands of confidentiality. The product will be an off-site Scientific-Use File (SUF) to be released for direct access.

Different modes of restricted access will be provided to such sensitive data not included in off-site SUF to guarantee as much analytical power as possible without compromising respondent confidentiality. The result will be contracted off-site access to an extended Scientific-Use File or on-site controlled access.

Anonymisation measures

The national teams deposit original (ODS) and processed survey data (MDS1) as well as information collected in the process of survey administration. The data have to be verified concerning direct and indirect identifying information that may endanger respondent confidentiality:

- Directly identifying information means that an individual is explicitly identifiable from a single variable or data source (e.g., respondent's name, telephone numbers, actual addresses, or other linkable numbers collected during the fieldwork phase).
- Indirectly identifying information means that two or more variables or data sources related to the respondent's economic, cultural or social characteristics can be combined to identify individuals.

A. Basic precaution: Direct identifiers

- Names, addresses, telephone numbers that point explicitly to individuals: Such variables must be *removed* from the data or replaced with a code by National Teams before depositing.
- Respondent's/interviewer's identification numbers identifying respondent/interviewer uniquely in survey data, contact data, and interviewer information: If such numbers make it possible to identify the respondent or interviewer, identifiers have to be *replaced* with generic codes before depositing.

B. Basic precaution: Indirect identifiers

- 'Write in' variables such as 'Name of job' and 'Kind of work': Please keep such variables containing text information in ODS and MDS1. They will be preserved in GESIS-DAS internal master data files and released as original data only under controlled access conditions.

C. Further precautions: indirect identifiers whose combination may be problematic

Even if direct identifiers are removed or indirect identifiers with detailed text information are re-coded, the data sets still contain a lot of factual information about respondents that might be problematic together or in combination with other information. The variables listed below will be used together or in conjunction with other information to assess and reduce disclosure risks:

- Information on nationality, language, country of origin of respondent, father/mother, spouse/partner
- Information on the number of employees or supervised employees for respondent, spouse/partner
- Information on highest level of education respondent, spouse/partner, father /mother
- Information on the number of children, people in the household.

As this depends on the population characteristics of a country and its regions, anonymity must be finally evaluated by every National Team.

Anonymisation of MDS2 data

For the application and review of appropriate anonymisation measures we suggest a two-step approach:

1. Step: Application of common anonymisation measures by Central Teams

The anonymisation concept is based on experiences with EVS 2008 data and on the assumption that the smaller the geographic unit that can be easily identified, the more problematic would be potential indirect identifiers. To better protect small urban districts/municipalities and individuals with characteristics that stand out, three key variables will be included in the common 'risk assessment' to be done by the Central Teams.

- Region of interview on NUTS3/NUTS2 level
- Size of municipalities further subdividing NUTS units
- Respondent's, parents', and spouse/partner's occupation ISCO08 4/ISCO8 3-digit code.

The national MDS2 data will be checked centrally, and appropriate procedures such as (a) removing detail of information and (b) combining categories will be applied.

2. Step: Review and verification of anonymisation measures by National Teams

The PDs are asked to review the MDS2 data with confidentiality in mind and

- Verify whether the anonymisation measures applied satisfy national and EU regulations.

- Include further variables in the risk assessment if anonymisation measures do not yet comply with national and EU regulations (see point 6.1.C).

Anonymisation of Contact data and Interviewer information

The PDs and their teams are asked to anonymise the contact data and interviewer information following both the procedure described in point 6.1 and data protection regulations in participating countries.

Mode of access to survey and paradata

Different modes of access to survey and paradata will be provided, considering both respondent confidentiality and minimum research requirements.

- Direct access will be granted to off-site Scientific-Use Files.
- Controlled access to contracted off-site or on-site Scientific-Use Files.

A. Off-site Scientific-Use Files

Off-site SUF are so called de facto anonymous data files which GESIS-DAS provides for download through the GESIS Data Catalogue. In these data, identifying information is removed or aggregated into coarse categories providing users with less detailed information to minimize the risk of statistical disclosure. General restrictions on the use of data obtained from GESIS-DAS are outlined in the Usage Regulations. All users agree to this when registering before downloading data files. This applies to the following data files

- EVS 2017 Integrated Data File
- EVS 2017 Contact and interviewer integrated data file.

B. Contracted off-site or on-site Scientific-Use Files

Data files containing all variables that could not be included in the off-site SUF because of data protection concerns will be provided through contracted off-site or on-site. Due to the sensitive nature of the data its usage is subject to specific contractual regulations. Analysis of a contracted off-site SUF requires an agreement between user and GESIS-DAS. This applies to the following data files

- EVS 2017 Integrated Data File: Sensitive Data
- EVS 2017 National original data files (ODS).

Informed consent of respondents³²

Procedures to anonymise data should always be considered alongside obtaining informed consent for data sharing or imposing access restrictions. To ensure that EVS is in line with European laws and directives on data protection, the following points need to be conveyed to respondents in a written or oral form:

- Participation in the European Value Survey is voluntary.

³² Source: ESS2012, adjusted to EVS 2017

- The data will be stored at and made available from the EVS data archive GESIS-DAS, which is located at GESIS in Germany, Cologne. The data will be released for academic research and teaching.
- GESIS-DAS takes all necessary steps to make it impossible for any user to identify any of the individuals who supplied the data directly.

Privacy regulations of some countries may further require

- That the duration of data storage is revealed. If this applies, you should make it clear that it is for an indefinite period.
- That the full address of the data archive should be provided. If so, the address of the current data archive is DAS at GESIS Unter Sachsenhausen 6-8, 50667 Köln, Germany (<http://www.gesis.org/>).

It is up to each country to decide how to convey to respondents any additional information required (such as the possibility that survey data will be merged with other data files) to meet national data protection requirements.

Usage of a Consent Form

- As consent forms contain personal information, they are not preserved at GESIS-DAS alongside research data. It is the Survey Agency's responsibility to store consent forms safely and to decide how long they should be kept.
- A blank consent form and information sheet will be archived alongside survey data as background information.

The indirectly identifiable data will be stored in a safe environment of GESIS-DAS not connected to any internal or external networks. Researchers can apply for temporary access to the data for research purposes. Access will only be given under strict confidentiality regulations following the EU data directives.

Data transfer and storage

The survey data, paradata, and metadata resulting from the data collected for the EVS 2017 Survey in participating countries shall be transferred to myEVS at GESIS-DAS (<https://seriss.gesis.org>).

5.7 Summary of the main steps of National Teams

No	Task	Details	Dataset	See section
1	Verify, edit, document survey data	During fieldwork	ODS	ODS: see point 3/3.1
		<ul style="list-style-type: none"> - Check measures may be implemented in CAPI/CAWI instrument (if possible, provide information) 		
2	Apply SPSS Standard Setup to survey data	After data collection	MDS1	MDS1: see point 3/3.2
		<ul style="list-style-type: none"> - Prepare data (ODS) to match the structure of the SPSS Standard Setup - Validate and edit data according to Data processing guidelines - Verify compulsory and, if included, additional country-specific variables 		Data errors: see point 2.4 Check: see point 3.2.1
		<ul style="list-style-type: none"> - Label general EVS variables and values, define missing values and formats by applying the SPSS Standard Syntax - If necessary, expand the syntax according to your national data file and Field Questionnaire. - Edit data, document check procedures applied, and amendments made. 	MDS1	Standard setup: see point 3.2.2
		Minimum requirement		Introduction to SPSS Standard Setup: see point 9.2
		<ul style="list-style-type: none"> - All data verification and editing depending on access to field questionnaires or CAPI/CAWI files must be done before delivering the data. - A final wild code checking should be done after the SPSS Standard Syntax has been applied to the MDS1 data files 		
3	Verify, edit, document Contact data & interviewer data	Prepare data to match the structure of the Standard Setup	Contact & Interviewer data	Standard Setup: see point 3.3
		<ul style="list-style-type: none"> - Provide original data set version - Validate and edit data according to Data processing guidelines - Anonymise Contact data & interviewer data in compliance with national and EU regulations 		
4	Deposit data and documentation to myEVS (online forms)	Deposit required data and documentation (online form)	ODS MDS1	Timetable see point 2.1
		<ul style="list-style-type: none"> - Provide country-specific SPSS-syntax file used for transformation of ODS into MDS1 - Provide syntax files used for editing Contact data and interviewer information 	Contact & Interviewer data	Overview: see point 9.1
		Enter methodological questionnaire information (online form)	--	

5	Verify and approve survey data	Review and verify data modifications done by Central Teams - Minimum requirement: Compare frequency distribution in MDS2 with those of original data set (ODS)	MDS2	Central data processing: see point 4
		Assess anonymisation measures - Verify whether the anonymisation measures applied satisfy national and EU regulations. - Include further variables in the risk assessment if anonymisation measures do not yet comply with national and EU regulations	MDS2	Anonymisation: see point 6

Appendices 5A: Deposit of data and documentation

Data files and documents the central teams expect to receive after the completion of the fieldwork:

Data files to be provided as SPSS system file

- a. Original survey data set (ODS) with the uncorrected raw data including all variables
- b. Modified survey data set (MDS1) with the cleaned and edited data, SPSS syntax file and data quality report documenting all data checks and modifications
- c. Contact data
 - Two data set versions
 - Original contact data set
 - Cleaned/edited and anonymised data set
 - Including syntax file
- d. Interviewer information (cleaned/edited and anonymised)

Documents

- e. Field questionnaire(s) and show cards for all languages used
 - If CAPI: provide a listing of the CAPI-programme³³
 - If CAWI: provide a listing of the CAWI-programme³⁴
 - If PAPI: provide a pdf-file (please use “embedded fonts”)
 - If Mail: provide a pdf-file (please use “embedded fonts”)
- f. Field questionnaires in XML-format exported from TMT (will be exported by Central Teams)
 - Comments on translations enabling tracking of question modifications (if available)
- g. If there are deviations from the master questionnaire (to be submitted to EVS-MG)
 - If CAPI: provide a listing of the CAPI-programme with deviations highlighted
 - If CAWI: provide a listing of the CAWI-programme with deviations highlighted
 - If PAPI: provide a pdf-file with deviations highlighted
 - If Mail: provide a pdf-file with deviations highlighted
 - Provide English translation of deviating question wordings
 - Provide English translation of additional country-specific variables
- h. Contact form
- i. Interviewer information form
- j. Methodological Questionnaire information (online template on myEVS)
- k. Mapping information for harmonised variables: religion, political party, education, income, region (to be submitted to EVS-MG)
- l. Interviewer and fieldwork instructions, interviewer briefing and training material, Advance letters, blank copy of informed consent form, brochures, and other written information to the respondent

³³ As we want to release all field questionnaires alongside the data, please further always provide the best approximation to a human readable questionnaire that your system can produce.

³⁴ As we want to release all field questionnaires alongside the data, please further always provide the best approximation to a human readable questionnaire that your system can produce.

- m. Final sampling design description including information needed for weighting (to be submitted to EVS-MG)
- n. Population statistics describing benchmark distributions of core demographic variables.

Appendices 5B: SPSS Standard Setup: Introduction and overview of variables

The SPSS Standard Setup for the general EVS 2017 variables can be downloaded from myEVS.

Introduction

1. Sources

- Master Questionnaire, July 2017 Final Version alert03 (2017/07/31); F2F version.
- EVS2017 - National Classifications Guidelines (App A, B, C)
International standards for post-coding of questions
 - o Nationality (ISO 3166-1 Alpha-2 code; ISO 3166-3 code for formerly used names of countries)
 - o Language (ISO 639-1)
 - o NUTS 3 version 2016
 - o INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS ISCO-08

2. Application

- The creation of the MDS1 data file will be guided by the SPSS Standard Syntax designed from the Master Questionnaire. It covers variable names, variable and value labels in English, missing value and format definitions for all general EVS variables. As it overwrites the definition of general variables in your data file, it can only be used as long as no significant alteration (e.g., variable names, change in the order of items or categories, combined categories, additional or otherwise labelled categories) has been made to the Field Questionnaire. Any deviations may be a subject of following data processing and review steps and have to be documented.
- For some variables there is no one-to one correspondence between Master and Field Questionnaire:
 - o Compulsory country-specific variables: The categories or valid values are not defined for
 - Education (v243-Q81, v252-Q89, v262-Q99, v263-Q100)
 - Religious denomination (v52-Q13a)
 - Political Parties (v174-Q49 v175-Q49a)
 - Income (v261-Q98).

Please keep values and value labels according to your Field Questionnaire and add the standardised labels for the missing value codes. One-to-one correspondence for missing value codes between Field and Master Questionnaire is required here too.

- o Additional country-specific variables have to be characterized with a country suffix according to ISO 3166 (e.g., Vxx_FR for France). Please place them according to their position in Field Questionnaire with Keep variables command.
- o Variables 'mode' and 'country' will be included in the MDS1 data file; please enter information and assign valid ISO 3166 country codes with Compute command, respectively.
- o Additional missing value '-6 question not assigned (matrix design)' will be defined in MDS1 for substantial variables (v1 to v224). It concerns surveys using CAWI as part of a mixed mode.

Variables included

id country mode v1 v2 v3 v4 v5 v6 v7 v8 v9 v10 v11 v12 v13 v14 v15 v16 v17 v18 v19 v20 v21 v22 v23 v24 v25 v26 v27 v28 v29 v30 v31 v32 v33 v34 v35 v36 v37 v38 v39 v40 v41 v42 v43 v44 v45 v45a v46 v47 v48 v49 v50 v51 v52 v52a v53 v54 v55 v56 v57 v58 v59 v60 v61 v62 v63 v64 v65 v66 v67 v68 v69 v70 v71 v72 v73 v74 v75 v76 v77 v78 v79 v80 v81 v82 v83 v84 v85 v86 v87 v88 v89 v90 v91 v92 v93 v94 v95 v96 v97 v98 v99 v100 v101 v102 v103 v104 v105 v106 v107 v108 v109 v110 v111 v112 v113 v114 v115 v116 v117 v118 v119 v120 v121 v122 v123 v124 v125 v126 v127 v128 v129 v130 v131 v132 v133 v134 v135 v136 v137 v138 v139 v140 v141 v142 v143 v144 v145 v146 v147 v148 v149 v150 v151 v152 v153 v154 v155 v156 v157 v158 v159 v160 v161 v162 v163 v164 v165 v166 v167 v168 v169 v170 v171 v172 v173 v174 v174a v175 v175a v176 v177 v178 v179 v180 v181 v182 v183 v184 v185 v186 v187 v188 v189 v190 v191 v192 v193 v194 v195 v196 v197 v198 v199 v200 v201 v202 v203 v204 v205 v206 v207 v208 v209 v210 v211 v212 v213 v214 v215 v216 v217 v218 v219 v220 v221 v222 v223 v224 v225 v226 v227 v228a v228b v229 v230 v231a v231b v232 v233a v233b v234 v235 v236 v237 v238 v239a v239b v240 v241 v242 v243 v244 v244a v245 v246a v246b v246c v247 v248 v248a v249 v250 v251a v251b v252 v253 v253a v254 v255a v255b v255c v256 v257 v258 v259 v260 v261 v262 v263 v264 v265 v266 v267 v268 v269 v270 v271 v272 v273 v274 v275a v275b v276 v277 v278a v278b v279a v279b v280 v281 v281a v282

6 Data publication concept

6.1 Access routes to EVS Surveys

The EVS website is the first place for researchers to get comprehensive information about origin and content of the EVS Surveys. DAS at GESIS is the official EVS Data Archive; it is in charge of the publication of EVS data and documentation on time.

The EVS allows access to all data of the European Values Study. There will be no privileged access rights by any person to the data except for preparatory purposes during its processing for public use. Only after the EVS Archive at GESIS has officially released the EVS 2017 data, the national data can be published or reported in any way. This allows the data to be properly checked before the publication and ensures equal access to the data for all. After that, the data and documents will be provided as pre- and final releases by the Data Archive's retrieval systems for academic research and teaching, making the complete EVS holdings widely accessible.

- The [GESIS Data Catalogue](#) contains study descriptions for all datasets providing information on the origin of data, version history, and errata. It supports direct access to EVS 2017 data and documentation for download. The Digital Object Identifier (DOI name) of a data set version is included in the bibliographic citation and directly linked to the Study Description in the Data Catalogue. All surveys released through these channels will be automatically fed into the CESSDA network system, further increasing the visibility of EVS data.
- The Online Study Catalogue [ZACAT](#) provides data and documentation for retrieval purposes and data exploration. The data portal in particular assists researchers who are looking for trend information across EVS waves or want to compare original question texts.
- The [Secure Data Center](#) at GESIS will grant different access modes for the use of data that are subject to special access requirements and restrictions, e.g., because of privacy disclosure risks.

The released data and documents as well as major internal working files are subject to long-term preservation. As a result, researchers can replicate previous analyses and members of a national team or the archive staff can track data modifications across the data processing workflow for data quality checks. These guidelines were partly based on experiences of other survey projects, especially procedures designed for the European Social Survey accessible at <http://www.europeansocialsurvey.org/>.

6.2 EVS Survey 2017 - data and documentation

Data releases

GESIS-DAS offers different modes of data access for researchers. They differ according to the degree of data anonymization and regarding unrestricted/restricted data access conditions. The combination of both will allow the protection of respondents' confidentiality without reducing the analytical power of the data. EVS 2017 covers the following data products

- a) An 'EVS 2017 Integrated Data File' containing de facto anonymised data for download
- b) An 'EVS 2017 Integrated Data File: Sensitive Data' as add-on containing sensitive data for controlled data access

- c) The original national data files through controlled data access
- d) The de facto anonymised Contact data and Interviewer information for download.

Data files a), b), and d) will be produced by the Central Teams of EVS at Tilburg University and GESIS-DAS. EVS holds the property rights of the data files. Data files c) will be generated by the EVS partners (PDs and National Teams). The EVS partners have the property rights of national data from their countries, under the embargo provision that no national data are publicly released before the publication of the corresponding multi-national file(s). EVS partners are obliged to provide their national data (1) for the integration into the multinational data file and (2) for long-term preservation and research on data processing quality under controlled access conditions.

a) EVS 2017 Integrated Data File

The multinational data file a) contains all variables based on the EVS 2017 questionnaire program. It will be de-facto anonymised following the data protection regulations in participating countries. GESIS-DAS will provide the data as 'off-site Scientific-Use File' for download through the Data Catalogue. General restrictions on the use of the data obtained from GESIS-DAS are outlined in the Usage Regulations³⁵. All users agree to this when registering before downloading data.

b) EVS 2017 Integrated Data File: Sensitive Data

The multinational data file b) contains variables that cannot be included in the data file a) because of data protection concerns. Due to its sensitive nature, the usage of this data is subject to specific contractual regulations. The Secure Data Center (SDC) will grant access to the Scientific-Use File via 'contracted off-site' or 'on-site' usage. EVS and GESIS-DAS staff will manage maintenance and approval of access to restricted-use files.

Additionally, to the thoroughly processed multi-national data files, the original (un-edited) national data will be made accessible for use. This will increase transparency about data processing steps taken in DAS as a data quality measure.

c) EVS 2017 National Data File Country X: Original survey dataset

The original national data include all variables based on the common EVS questionnaire program and country-specific variables constructed for questions additionally added to the Field Questionnaire. Due to its sensitive nature (e.g., verbatim recorded answers) the usage of this data is subject to specific contractual regulations. The Secure Data Center (SDC) will grant access to the Scientific-Use Files via 'on-site' usage. EVS and GESIS-DAS staff will manage maintenance and approval of access to restricted-use files.

d) EVS 2017 Contact data and Interviewer information

The national data files contain variables based on the Contact Form and Interviewer Form. They will be de facto anonymised following the data protection regulations in participating countries. GESIS-DAS will provide the data as 'off-site Scientific-Use File' for download through Data Catalogue.

³⁵ See: [GESIS-DAS Usage Regulation](#)

Documentation releases

Comprehensive documentation will be provided allowing researchers to discover and reuse the data quickly. It will cover information on project-, study-, and variable level. GESIS-DAS will provide

- a. Study descriptions for all data sets, including information on content and origin of data, version history and errata.
- b. English variable reports for pre- and full releases of data sets a) and b). They combine variable descriptions of the data set with question texts of the Master Questionnaire.
- c. English Master Questionnaire for datasets a) and b).
- d. Field questionnaires in all languages used along with data set a) and c).
- e. A Method Report for data set a). It is based on the methodological questionnaires and gives summarized information on the national data sets.
- f. Contact Form and Interviewer Form for data set d).
- g. Interviewer and fieldwork instructions for data set a) and d).
- h. Guidelines including standards and recommendations for data set a).

Timetable

a) EVS 2017 Integrated Data File

Except for pre-releases, a data release always means both the anonymised data file and the sensitive data. GESIS-DAS will publicly release data and documentation when it is ready for use with sufficient quality. Currently, we plan two pre-releases beside the full data release. Figure 6 depicts the scheduled data deposit and release dates.

- A first pre-release will be made about ten months after the end of the official fieldwork period if at least ten national data sets can be integrated. The national data along with complete mandatory documentation must arrive at GESIS-DAS by the end of April.
- A second pre-release will be made about eighteen months after the end of the official fieldwork period if at least 20 national data sets can be integrated (+ updates of the first pre-release). The national data along with complete mandatory documentation must arrive at GESIS-DAS by the end of October.
- The full release will be made after all countries that have met the requirements have submitted data and documentation, or 25 months (December 2019) after the official fieldwork period at the latest. It will include updates of all pre-releases.

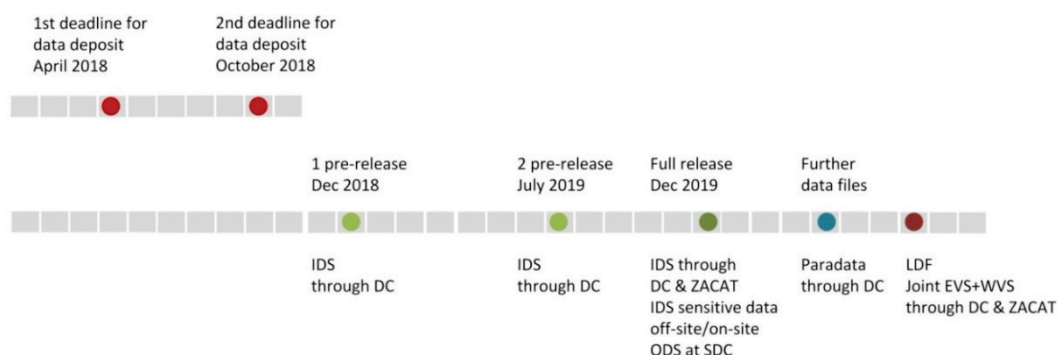


Figure 6: Timetable for EVS 2017 data releases

b) EVS 2017 National Data File Country X: Original survey dataset

The National Teams are asked to deposit the original raw data to myEVS immediately after the data collection. GESIS-DAS will release the data as on-site SUF after the full release of the EVS 2017 Integrated Data File.

c) EVS Contact data and Interviewer information

The Contact data and Interviewer information are part of a country's mandatory delivery. The anonymised multi-national data files will be released as off-site SUF after the full release of the EVS 2017 Integrated Data File.

6.3 EVS/WVS surveys - data and documentation

EVS/GESIS-DAS and WVS/ASEP-JDS will construct two data files allowing users comparisons over a time span of almost 40 years and across European and non-European countries.

a. The updated EVS Longitudinal Data File contains the data of the five EVS waves.

b. The Joint EVS+WVS Data File contains a set of common core variables used in wave 2017.

EVS has the property right of data file a) that will be produced and distributed by GESIS-DAS. A precondition is the updated common dictionary that is to be agreed upon in time by both partners to meet the requirements of the 2017/2018 data. About the Joint EVS+WVS Data File, EVS and WVS are the producers of the partial data sets EVS 2017 and WVS 2017/2018, respectively. The partial data will be merged and documented by GESIS-DAS and ASEP/JDS generating the Joint EVS+WVS 2017 data file. Both partners are in charge of its distribution and regular update. EVS and WVS have property rights of this data file³⁶.

Data releases

a. EVS Longitudinal Data File 1981-2017 (full release) will be constructed from the four EVS waves 1981-2008 and the EVS 2017 Integrated Data File. The resulting data will include nearly all variables used in the five EVS waves. Users can easily merge this data file with the current WVS

³⁶ See: Outline for integration and joint dissemination of EVS 2017 and WVS 2017/18 data (v. 2014-07-29).

Longitudinal data file. The resulting Integrated Values Surveys data file 1981-2017/18 includes a large number of questions, which have been replicated in the surveys of both programs.

- b. Joint EVS+WVS 2017 Data File (pre- and full releases) will include the common core variables and the socio-demographic variables collected in European and non-European countries.

Both data files are based on the anonymised EVS 2017 Integrated Data File and will be provided as off-site SUF through the Data Catalogue.

Documentation releases

GESIS-DAS will provide

- a. Study descriptions for both data sets covering information on content and origin of data, version history and errata.
- b. English variable report for pre- and full releases of both data sets. They combine variable descriptions with question texts of the Master Questionnaires. Variables of data set b) will be documented by the overlapping questions used in the EVS 2017 and WVS 2017/18 questionnaires.
- c. Further information such as variable correspondence lists, overviews of participating countries for both data sets.
- d. Up to date information and assistance to users on how to merge EVS and WVS longitudinal data for data set a).

Timetable

The timetable for the construction of both data files depends on agreements related to the common dictionary between WVS/ASEP and EVS/GESIS-DAS. The data processing work will start only after the full release of the EVS 2017 Integrated Data File. The timing of data processing and dissemination of the Joint EVS+WVS 2017 Data File additionally depends on the synchronicity of fieldwork period and data processing of both project and still has to be agreed. For the EVS Longitudinal Data File one (full) release may be sufficient, for the Joint EVS+WVS Data File an additional pre-release is planned.

Publication reporting

To provide funding agencies with essential information about the use of EVS data and to facilitate the exchange of information about the EVS, users of EVS data are required to report bibliographic citations of all forms of publications referring to EVS data in the GESIS online bibliography database at <https://europeanvaluesstudy.eu/education-dissemination-publications/evs-publications/publications>.

Disclaimer

EVS, GESIS, and the producers bear no responsibility for the use of EVS data, or for interpretations or inferences based on these uses. EVS, GESIS, and the producers accept no liability for indirect, consequential or incidental damages or losses arising from the use of the data collection, or from the unavailability of, or break in access to the service for whatever reason.

Appendix I: Sampling form

Country: [Name of Country]
Program Director: [Responsible National Coordinator]
Survey Institute: [Name of the Organization entrusted with the fieldwork]
Sampling Director: [Responsible National Coordinator Sampling Expert]
Reference Survey: [If the current sampling design is recycled from a previous round, then which round is it?]
Date: DRAFT - 2016-11-24 11:47:59

Target Population

[The definition of the EVS target population is: All persons 18 years or older at the day of selection who are residents of the country within private households. There is no upper age limit and no exclusion regarding nationality, citizenship or language.

Potential under-coverage of certain groups, say because of language problems or sampling frame deficiencies, or for any other reason, must be stated explicitly. Sampling experts should ask explicitly if there are any groups or areas (e.g. islands or over-sea territories) that are deliberately excluded by the sampling frame, although they are part of the target population.

A number for the size of the target population should be given.]

Summary of the Sampling Design

Sampling Procedure

[A short verbal description of the sampling design should be given here. How many sampling domains, how many sampling stages, how is the selection done at each stage, was a stratification used, and what are the used sampling frames? The text should be self-explanatory so that it can be exported to other EVS documentation files]

Sampling Frame

[A short verbal description of the main sampling frame, i.e. the source of the addresses from which persons are selected]

Sampling Design

1 Sampling Stage

unit: [The definition of the primary sampling units (PSUs).]

fram: [The sampling frame of the PSUs.]

size: [The number of sampled PSUs.]

- stra:** [The stratification of the PSUs. If possible a table with the number of PSUs in each stratum should be appended.]
- allc:** [The allocation method for PSU sample. If possible a table with the number of sampled PSUs in each stratum should be appended.]
- algo:** [The selection algorithm of the PSUs. If possible the software used to implement the algorithm should be named.]

2 Sampling Stage

- unit:** [The definition of the secondary sampling units (SSUs).]
- fram:** [The sampling frame of the SSUs.]
- size:** [The number of sampled SSUs.]
- calc:** [The allocation method of the SSU sample to the selected PSUs. If possible a table with the number of SSUs in each PSU should be appended.]
- stra:** [The stratification of the SSUs within PSUs. If possible a table with the number of SSUs in each stratum should be appended.]
- allc:** [The allocation method for SSU sample. If possible a table with the number of sampled SSUs in each stratum should be appended.]
- algo:** [The selection algorithm of the SSUs. If possible the software used to implement the algorithm should be named.]

X Sampling Stage

[The description of any further sampling stage is analog to the second.]

Planning the Sample Size

Parameters of the Planned Gross Sample Size

\bar{b} : Net Cluster Size	ρ : Intracluster Correlation Coefficient	$Deff_p$: Intracluster Weighting Effect	rr : Response Rate	Re : Re-eligible Rate	n_{eff} : Effective Sample Size
6	0.02	1.2	0.55	0.03	1200

Design Effect

$$Deff = Deff_c * Deff_p$$

$$Deff_c = 1 + (\bar{b} - 1) \cdot \rho$$

Determining Design Effect

Design Effect	
$Deff_c$	$= 1 + (6 - 1) \cdot 0.02$
	$= 1.1^*$
$Deff_p$	$= 1.2^*$
$Deff$	$= Deff_p \cdot Deff_c$
	$= 1.32^*$

*results have been rounded to 3 d.p.s

Gross Sample Size

Gross Sample Size

$$\begin{aligned}
 n_{net} &= \text{Deff} \cdot n_{eff} \\
 &= 1.32 \cdot 1200 \\
 &= 1584^{**} \\
 n_{gross} &= \frac{n_{net}}{rr \cdot (1 - ri)} \\
 &= \frac{1584}{0.55 \cdot (1 - 0.03)} \\
 &= 2969^{**} \\
 n_{gross} &:= 2969^{\dagger}
 \end{aligned}$$

[†] results have been rounded to nearest integer multiple of 1

** results have been rounded to 0 d.p.s

Analytical Inclusion Probabilities

[A mathematical formula must be given that can be used to calculate the inclusion probabilities of the sampling design] variables that are required for the sampling design]

For example, for a two-stage sampling design with a stratified sample at the first sampling stage and the selection of 9 persons from each sample PSU, this could look the following way:

1. $\text{PROB1}_{i|h} = n \frac{N_h N_{hi}}{N N_h} = n \frac{N_{hi}}{N}$
2. $\text{PROB2}_{k|ih} = \frac{9}{N_{hi}}$
3. $\text{PROB}_{k|jih} = \text{PROB}_{i|h} \text{PROB}_{j|ih}$

where, $\text{PROB1}_{i|h}$ is the inclusion frequency of the i -th PSU in the h -th stratum, $\text{PROB2}_{k|ih}$ the inclusion probability of all person within the i -th PSU in the h -th stratum, given its selection at the first sampling stage. Further is N total target population size, N_h target population size in the h -th stratum, n the number of sample PSUs, N_{hi} the target population size in the i -th PSU in the h -th stratum. Finally $\text{PROB}_{k|ih}$ is the inclusion probability of the k -th person in i -th PSU in the h -th stratum.

Appendix

[E.g. Tables related to stratification and allocation.]

Appendix II: Interviewer manual³⁷

Introduction

The European Values Study (EVS) is a large-scale, international survey research program that provides insights into how Europeans think about life, family, work, religion, politics and society. The European Values Study started in 1981, and is repeated every nine years. The fourth wave in 2008 covered no less than 70,000 respondents across 47 European countries, from Iceland to Azerbaijan and from Portugal to Norway. To date, over 1,500 scientific publications have been produced using EVS data.

This year, EVS organizes its fifth wave across Europe. The success of this project depends ultimately on interviewers to collect the data. Without the efforts of skilful and professional interviewers, like you, it is simply impossible to build a database of good quality.

Even if you already have experience with surveys in your country, it is important for us as a European project to mention some points that have to be respected when doing the fieldwork. Hence, this brief manual serves as a guide to help you performing your important tasks as an interviewer. The manual has three main sections, each referring to a separate step in the fieldwork:

- Step 1. Contacting respondents
- Step 2. Convincing respondents to participate
- Step 3. Conducting the interview

A message from the (country) EVS National Program Director

Dear interviewer,

ENTER PERSONAL & MOTIVATING MESSAGE FOR THE INTERVIEWERS HERE. PLEASE ALSO ADD A PICTURE OF THE NPD

STEP 1: Contacting respondents

Within each of the participating countries, the National Program Director randomly selected a list of potential respondents out of all individuals aged 18 years or older that have an address of residence in the country. Your first task as an interviewer is to contact the potential respondents that are assigned to you. It is of crucial importance for this study that precisely the sampled respondents are contacted and interviewed. Under no circumstance they should be substituted by another person.

³⁷ This document has been prepared along the lines of European Social Survey (2016). ESS Round 8 Interviewer Briefing: Interviewer Manual. London: ESS ERIC Headquarters.

According to the EVS rules, the selected respondents or households should be sent an **advance letter** before you contact them in person. This advance letter has the advantage that the respondents can anticipate your visit. Ideally, the advance letter should arrive two days before your first visit, so make sure you plan the sending out of the letters carefully. If you use an envelope with a hand-written address and sign the advance letter personally, it is more likely that respondents will remember the letter when you are at their doorstep. Also, you should keep copies of the advance letter with you whenever visiting respondents in case they did not receive it.

To ensure that the EVS gives a good representation of the entire population in the country, it is of crucial importance that as many of the selected respondents as possible are actually interviewed. To achieve the highest possible response rate, the EVS applies the following rules regarding **attempts to contact respondents**:

- A minimum of 4 contact attempts should be made in order to enhance the possibilities of finding someone at home.
- One of the contact attempts should be after 6pm and one during the weekend.
- The first contact has to be personal. Following contacts can be made by phone, for instance to make appointments with the selected respondent.

After each attempt to contact a respondent, irrespective of the outcome, you should fill out the **contact form** provided to you. In this form, the outcome of the attempt is registered (e.g. non-contact, refusal of the respondent to participate, interview completed, appointment made...). This provides the National Program Director with important information to monitor the fieldwork.

STEP 2: Convincing respondents to participate

IN COUNTRIES WITH HOUSEHOLD SAMPLES, GUIDELINES ON HOW TO SELECT THE RESPONDENT SHOULD BE ENTERED HERE

Once you are in contact with a potential respondent, the next step consists of convincing him or her to cooperate with the survey. The following guidelines can help you with this important task.

During interaction with the potential respondent, speak in a friendly and interested manner. If the residence has an intercom, keep the conversation over the intercom as short as possible, and ask for face-to-face contact instead. Start by **introducing yourself and the survey** project. Show your identity badge and briefly explain why you would like to speak to the respondent. At this point, it is good to refer to the advance letter that was sent out. Keep the introduction general and brief while you are at the doorstep. Your only goal for now is to say who you are and why you are there so you can be invited in. Once this has been done, go inside the potential respondent's home to start the process of obtaining cooperation. It is important to make sure you are talking to the selected person, and not to another person who happens to open the door (the so-called 'gate-keeper'). Emphasize that the interview is intended for the respondent only and ask to speak with them or, if they are unavailable, when you might be able to reach them.

The next challenging task is to persuade the respondent to participate in the EVS. There is no one-size-fits-all strategy that works with all respondents. **Obtaining cooperation** is necessarily a tailor-made process. Nevertheless, it is good to keep the following guidelines in mind:

- Try to make a connection with the respondent, for example by complementing him or her with the beautiful garden or the cute pets.

- Speak in a polite and clear manner. Keep in mind that the respondent is not familiar with the situation of being invited to participate in a survey.
- Be confident and assume that the respondent will agree to participate. Try not to give signs that suggest that you expect the respondent to refuse.
- Do not ask questions that easily prompt a negative answer and make it easier for respondents to refuse participation (such as 'Can I have a few minutes of your time?').
- Do not give up too easily, but make sure not to come across as too insistent. If you feel that the respondent is on the brink of refusing because the timing is bad, for example, it is preferable to suggest coming back later.

IF INCENTIVES ARE USED IN YOUR COUNTRY, PLEASE PROVIDE GUIDELINES HERE

STEP 3: Conducting the interview

Before the interview starts, a proper **interview setting** should be arranged. Remember that all interviews should be conducted face-to-face. It is forbidden to conduct the interview by telephone. Choose a location where the interview can be conducted without interference from third persons or presence of distractions. If someone else is present, explain that it is best to interview alone and suggest going to another location. Make sure that you face the respondent, and that he or she cannot read the questions.

To ensure that EVS is in line with European laws and directives on data protection, **informed consent** should be obtained from the respondent. Therefore, it is crucial to convey the following points to the respondents before the interview starts:

- Participation in the EVS is voluntary
- The data will be stored at and made available from the EVS data archive DAS, which is located at GESIS in Germany, Cologne. The data will be released for academic research and teaching.
- DAS takes all necessary steps to make it impossible for any user to directly identify any of the individuals who supplied the data.
- IF YOUR COUNTRY REQUIRES THAT ADDITIONAL INFORMATION IS GIVEN, INSERT THIS HERE

At this point, it is also advised to stress that the data will be anonymized, and that the answers are treated confidentially.

EVS interviews are conducted according to the principle of **standardized interviewing**. The underlying idea is that interviewers across Europe should behave as similarly as possible in terms of how they read the question and interact with the respondent. As a result, respondents' answers should only reflect their opinions and beliefs, and be unaffected by the interviewer. The rules of standardized interviewing might deviate from what you are used to in other projects, but please observe them carefully:

- Read out the questions and introduction texts exactly as they are worded in the questionnaire. You should not skip words or rephrase questions.
- Read the questions out clearly and a bit slower than a regular conversational pace. Give respondents sufficient time to think about the question.

-
- When a showcard is used for a particular question, make sure the respondent has the correct showcard in front of him / her before you read out the question. It is best to give the booklet with showcards to the respondent before the start of the interview.
 - Ensure that the respondent has heard the entire question (including all response options) before you register the answer. In case the respondent interrupts you before having heard the complete question, the question has to be repeated from the beginning. If a question has to be repeated, re-read it in the exact same words as before.
 - Do not make assumptions about the respondent's answers, e.g. by skipping a question or starting a question with "I know this probably doesn't apply to you, but...". The respondents' answer can be influenced by this kind of behaviour.

In order to guarantee a good flow of the interview, it is important that you **get well acquainted with the structure and the routing of the questionnaire**. Therefore, you will be asked to fill out the questionnaire yourself during the interviewer training.

Appendix III: Introduction to Fieldwork Progress Reporting

Based on the Fieldwork Scenario agreed with the EVS-MG, all participating countries are asked to report fieldwork projections before the start of fieldwork and to provide fieldwork outcome codes at agreed intervals during the fieldwork period. Please enter the required information in the Excel sheet you can open via the link below³⁸.

Thank you very much for your cooperation!

Link to the [country] fieldwork reporting template

[\[URL\]...](#)

The following procedure will be in place (please see an example of the table on the next page)

1. **Provide information on fieldwork period and agree with EVS-MG on reporting intervals**³⁹
 - FW-Period
 - Number of reports
2. **Enter FW projections into the FW reporting template**⁴⁰
 - FW-Period
 - Number of reports
 - Projected Net Sample Size⁴¹
 - Projected Gross Sample Size⁴²
3. **Enter fieldwork outcome codes in the white cells at agreed intervals until fieldwork complete**
 - Number and date of report
 - Total sample units allocated to interviewers
 - Number of selected sample units where no contact attempt has yet been made
 - Completed interviews
 - Number of non- contacts
 - Number of refusals & breakoff
 - Number of confirmed ineligible

Only if this information is not available, then the minimum of information to be provided is the number of completed interviews and number of selected sample units where no contact attempt has been made

³⁸ The Excel sheet is saved in Google Drive. After switching to myEVS it will be available on the portal too.

³⁹ Each country is asked to provide a report every three weeks during the fieldwork. Alternative due dates can be negotiated with the EVS-MG.

⁴⁰ Koch, A., Fitzgerald, R., Halbherr, V. & Villar, A. (2014). ESS Round 7 Progress Reports from Survey Organisations. Mannheim: European Social Survey, GESIS. and ESS Fieldwork progress at round 6 and projections for round 7. Retrieved from <http://www.europeansocialsurvey.org/>

⁴¹ From the approved sampling form.

⁴² From the approved sampling form.

4. The gray cells contain formula to calculate outcomes codes for fieldwork monitoring by the EVS-MG

- Completed interviews cumulative
- Total sample units allocated to interviewers cumulative
- Response Rate cumulative (Formula: N of completed interviews/Total selected sample size *Minus* ineligible)
- Refusal Rate cumulative (Formula: N of refusals & breakoff/Total selected sample size *Minus* ineligible)

5. Please inform the EVS-MG if the Excel template needs any adjustments.

To print or download information in Excel or Word format, go to Print or File in the menu bar.

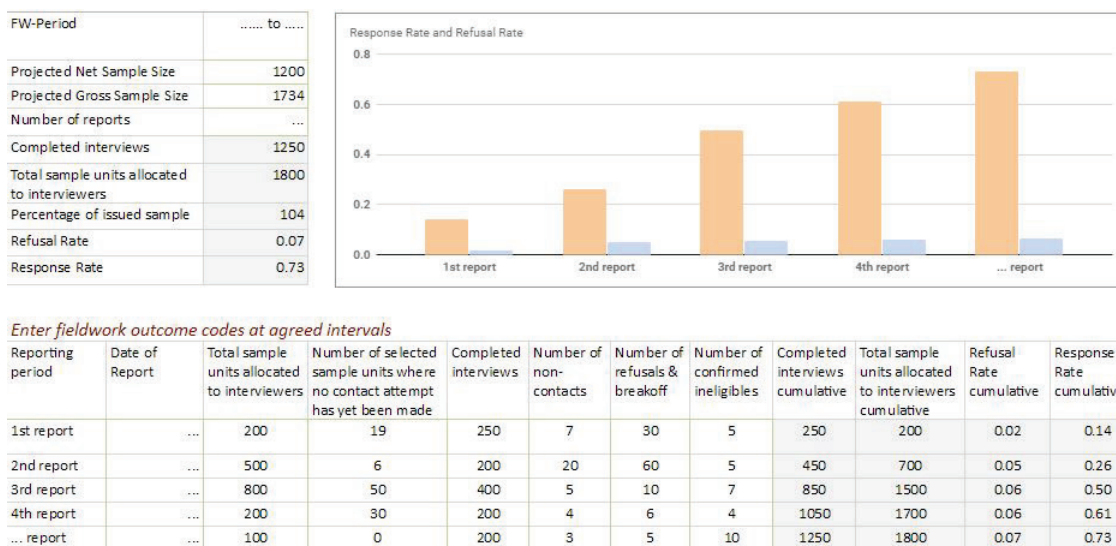


Figure 7: Example of fieldwork reporting template

Ineligibles comprise for samples of individuals⁴³

- Respondent deceased
- Address not occupied by respondent (not occupied/demolished / not yet built/weekend or second homes)
- Respondent emigrated/left the country long term (for more than 6 months)
- Respondent resides in an institution

For samples of households or addresses

- Address not occupied at all/demolished premises
- Address not yet built/under construction

⁴³ European Social Survey (2013). Round 7 Specification for Participating Countries. London: Centre for Comparative Social Surveys, City London. European Social Survey, Round 7, Specification for ESS ERIC Member and Observer countries, April 2013. Retrieved from <http://www.europeansocialsurvey.org/>

- Non-residential address (e.g. used solely for business / industrial purposes or as an institutional address e.g. factory, office or 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 +).

Acknowledgements: The tables and introduction partly build on experiences of other survey projects, especially procedures designed for the European Social Survey accessible at <http://www.europeansocialsurvey.org/>.

Appendix IV: Contact Form for Face-To-Face Mode

Respondent's ID	
-----------------	--

Respondent's personal information	Name
	Address
	ZIP CODE:
	Email:
	Telephone contact:

Incentive

1. No incentive	
2. Unconditional incentive	
3. Conditional incentive	

Visit	1. Inter. ID	2. Date (dd/mm/yy)	3. Day of the week	4. Time (24h hh:mm)	5. Mode of contact 1=personal visit 2=personal visit but only intercom 3=telephone 4=other	6. Result of the contact 1 = Completed interview 2 = Partial Interview 3 = Contact with someone, Target Respondent not yet selected 4 = Contact with Target Respondent but NO interview → Outcome contact 7 5 = Contact with somebody other than Target Respondent → Outcome contact 7 6=No contact at all 7=Address not valid (unoccupied, demolished, institutional...) → Outcome address 9
1		../../..		-- : --		
2		../../..		-- : --		
3		../../..		-- : --		
4		../../..		-- : --		
...		../../..		-- : --		
N		../../..		-- : --		

NEW-ADDRESS

Respondent's personal NEW information	Address
	ZIP CODE:
	Email:
	Telephone contact:
Respondent's personal NEW information not available → END	
Respondent moved to another country → END	

8. OUTCOME CONTACT (ONLY IF CONTACT BUT NO INTERVIEW) – REFUSALS

	Visit 1	Visit 2	Visit 3	Visit 4	Visit ...	Visit N
1. Bad timing (e.g. sick, children,...) , otherwise engaged (e.g. visit)	1	1	1	1	1	1
2. Not interested	2	2	2	2	2	2
3. Don't know enough /anything, subject too difficult for me	3	3	3	3	3	3
4. Waste of time	4	4	4	4	4	4
5. Waste of money	5	5	5	5	5	5
6. Interferes with my privacy / I give no personal information	6	6	6	6	6	6
7. Never do surveys	7	7	7	7	7	7
8. Co-operated too often	8	8	8	8	8	8
9. Do not trust surveys	9	9	9	9	9	9
10. Previous bad experience	10	10	10	10	10	10

11. Don't like subject	11	11	11	11	11	11
12. Target respondent refuses because partner/family/HH gives no approval to co-operate	12	12	12	12	12	12
13. Do not admit strangers to my house/afraid to let them in	13	13	13	13	13	13
14. Other, specify.....	14	14	14	14	14	14

9. OUTCOME ADDRESS - ONLY IF ADDRESS WAS NOT TRACEABLE, RESIDENTIAL OR OCCUPIED

1. Derelict or demolished house/address	1
2. Not yet built/ not yet ready for occupation	2
3. Address is not traceable, address was not sufficient	3
4. Address is not residential: only business/ industrial purpose	4
5. Address is not residential: institution (retirement home, hospital, military unit, monastery, ...)	5
6. Address is not occupied (empty, second home, seasonal...)	6
7. Other, please specify.....	7

Appendix V: Methodological Questionnaire – CAPI/PAPI/CATI online Form

EUROPEAN VALUES SURVEYS 2017 - METHODOLOGICAL QUESTIONNAIRE (v.3)

To the attention of the EVS Programme Directors and those responsible for the EVS Survey 2017

We would very much appreciate if you could fill in the Methodological Questionnaire online form. It will be available in due time on the myEVS portal.

We realize the questionnaire is rather long, but the information is extremely important and the questionnaire is a key document for the process of data documentation and archiving.

For any questions do not hesitate to contact the EVS-MG.

V1 – Persons and institutions

Name of the Programme Director	V1.1 :
Complete name and address of the Fieldwork organization	V1.2 :

Who provided the data to the archive	V1.3 : Programme director <input type="checkbox"/> Fieldwork organization <input type="checkbox"/> Other <input type="checkbox"/> name:
The national research team	V1.4 : Names and institutions of members of the national EVS research team:
V2- Funding	
Full name of the country's funding agency or agencies	V2.1 :
The grant(s) supporting the survey	V2.2 : Grant(s) number(s) :
V3- Translation	
	V3.1 : TMT has been used fully <input type="checkbox"/> TMT has not been used fully, the final translation has been uploaded to the platform <input type="checkbox"/> TMT has not been used (fully), the final translation has not been uploaded to the platform <input type="checkbox"/>

ANSWER ONLY IF TMT HAS NOT BEEN USED AND THE FINAL TRANSLATION WAS NOT UPLOADED TO THE MYEVS PORTAL:

V3.2 : Translation of questionnaire items changed since EVS 2008 : Yes No

V3.3 : If Yes, please list the question numbers :

ANSWER ALL:

V3.4 : Who did the translation of the questionnaire? (tick all applicable):

- Professional translators
- The Programme Director or his/her team
- The fieldwork agency
- Any other person

(please specify) :

V3.5 : Who reviewed the translation? (tick all applicable).

- Professional translators
- The Programme Director or his/her team
- The fieldwork agency
- Any other person

	<p>(please specify) :</p> <p>V3.6 : Who signed off the final translation? (please specify) :</p> <p>V3.7 : What type of translation and assessment procedure was followed?</p> <p>Double translation and team review, as described in the guidelines (TRAPD) <input type="checkbox"/></p> <p>Other <input type="checkbox"/> (please specify) :</p> <p>V3.8 : Were there any questions or concepts that caused particular problems when being translated into your language?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V3.9 : If yes, which and why?</p>
V4- Data collection	
Fieldwork period (DD/MM/YY)	<p>V4.1 :</p> <p>From : _____ To : _____</p>
Pre-test period (DD/MM/YY)	<p>V4.2.1 :</p> <p>From : _____ To : _____</p>

V4.2.2 : Number of pre-test interviews :

V4.2.3 : Which techniques were used in the pre-test? (tick all applicable)

- face-to-face interviews (like in the main survey)
- cognitive interviews
- tape recording of interviews
- video recording of interviews
- other please describe:

V4.2.4 : What was the main purpose of the pre-test? (tick all applicable)

- check the translations
- check the CAPI script/routing
- check the CAWI script/routing
- check lay-out of PAPI questionnaire
- check lay-out of questionnaire in mail format

V4.2.5 : Was the translation changed after the pretest?

	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>V4.2.6 : If yes, were the changes in translation also implemented in TMT?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>V4.2.7 : Please specify what questions/elements have been changed and why:</p>
<p>Mode of data collection</p> <p>(see recommendations on Mixed-Mode Strategy Guidelines)</p>	<p>V4.3.1 : Mode(s) of administration of the data collection (tick all applicable)</p> <p>- CAPI (Computer-assisted) <input type="checkbox"/></p> <p>- PAPI (Paper) <input type="checkbox"/></p> <p>- CAWI (Computer- assisted Web interviewing) <input type="checkbox"/></p> <p>- Mail format <input type="checkbox"/></p> <p>- Any other <input type="checkbox"/> Please specify:</p> <p>V4.3.2 : If CAWI was used: Were any of these approaches used to reduce the number of interrupted interviews? (tick all applicable)</p>

	<ul style="list-style-type: none">- Matrix design <input type="checkbox"/>- Mini-panel <input type="checkbox"/>- Any other <input type="checkbox"/> Details:- None <input type="checkbox"/> <p>V4.3.3 : Please specify if necessary and give as many details as possible about the approaches used :</p>
The language(s) in which the survey interviews were conducted	V4.4 : If multiple languages were used, give the full names of languages.

V5- Interviewers training

V5.1 : Total number of interviewers (who did at least one interview) :

V5.2 : Number of experienced interviewers :

V5.3 : Number of inexperienced interviewers :

V5.4: How many of the interviewers received specific training for this survey?

V5.5 : How many members of the research team attended/participated/organized training sessions of interviewers :

V5.6 : Training in refusal conversion Yes No

V5.7 : Was the EVS "Interviewer manual" provided to interviewers? Yes No

V5.8 : Further written EVS specific instructions Yes No

V6- Employment status of the interviewers

<p>Please indicate the types of employment status of interviewers</p>	<p>V6.1 : Employment status of interviewers :</p> <ul style="list-style-type: none">- Free-lance interviewers <input type="checkbox"/>- Employed by the survey organization <input type="checkbox"/>- Other <input type="checkbox"/> Please give details: <p>V6.2 : Payment of interviewers (tick all applicable)</p> <ul style="list-style-type: none">- Hourly <input type="checkbox"/>- Per completed interview <input type="checkbox"/>- Assigned payment (a fix payment for an assigned number of interviews) <input type="checkbox"/>- Regular fixed salary <input type="checkbox"/>- Bonus payment <input type="checkbox"/>- Other <input type="checkbox"/> Please give details:
---	--

Use of other types of response enhancing measures	<p>V8.3.1 : Use of other types of response enhancing measures (call-centre, web-pages, hotline) :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V8.3.2 : If yes, please specify and give as many details as possible about the procedure :</p>
V9. Strategy for refusal conversion	
	<p>V9.1 : Was any strategy used for refusal conversion?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V9.2 : If yes, please specify and give as many details as possible about the procedure:</p>
V10. Fieldwork reporting	

	<p>V10.1 : What form did you use for fieldwork reporting?</p> <p>- EVS 2017 Fieldwork Reporting sheet/online form <input type="checkbox"/></p> <p>- Other <input type="checkbox"/> Please specify:</p>																																																																							
V11- Quality control back-checks																																																																								
	<p>Please note that refusals and non-contacts refer to what is considered as the final status of the sample unit</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 40%;"></th> <th colspan="3" style="width: 15%;">Interviews</th> <th style="width: 5%;"></th> <th colspan="3" style="width: 15%;">Refusals</th> <th style="width: 5%;"></th> <th colspan="3" style="width: 17%;">Non-contacts</th> </tr> </thead> <tbody> <tr> <td>V11.1 : number of units selected for back-checking</td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> </tr> <tr> <td>V11.2 : number of back-checks achieved</td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> </tr> <tr> <td>V11.3 : number of units where outcome was confirmed</td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> </tr> <tr> <td rowspan="2">V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*</td> <td>P</td><td>T</td><td>M</td> <td></td> <td>P</td><td>T</td><td>M</td> <td></td> <td>P</td><td>T</td><td>M</td> </tr> <tr> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> <td></td> <td></td><td></td><td></td> </tr> </tbody> </table> <p>* including postcards, self-completion questionnaires</p>		Interviews				Refusals				Non-contacts			V11.1 : number of units selected for back-checking												V11.2 : number of back-checks achieved												V11.3 : number of units where outcome was confirmed												V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*	P	T	M		P	T	M		P	T	M											
	Interviews				Refusals				Non-contacts																																																															
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V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*	P	T	M		P	T	M		P	T	M																																																													
V12- Verification of the questionnaire																																																																								
Field questionnaire																																																																								
Face-to-face mode	V12.1.1.: Has your face-to-face field questionnaire been signed off by the EVS-MG before starting the fieldwork?																																																																							

	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/> Please upload the file(s) to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>V12.1.2.: Have your showcards been signed off by the EVS-MG before starting the fieldwork?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/> Please upload the file(s) to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>V12.1.3. : (If field questionnaire and showcards have been signed off)</p> <p>Are there further amendments made after the sign off process that need to be considered?</p> <p>Yes <input type="checkbox"/>: Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>No <input type="checkbox"/></p>
<p>Self-administered mode (Only if applicable)</p>	<p>V12.2.1.: Has your self-administered field questionnaire been signed off by the EVS-MG before starting the fieldwork?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/> Please upload the file to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>V12.2.2.: (If field questionnaire has been signed off)</p> <p>Are there further amendments made after the sign off process that need to be considered?</p> <p>Yes <input type="checkbox"/>: Please upload the file(s) with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team)</p>

	No <input type="checkbox"/>
Interviewer-administered mode	
For country using CAPI Please give a short description of the procedure for checking the CAPI programme that is implemented before the fieldwork started	V12.3.1 : How was the CAPI questionnaire programme checked? V12.3.2 : Who did the CAPI questionnaire checking? (tick all applicable) - The fieldwork agency <input type="checkbox"/> - The Programme Director or his/her team <input type="checkbox"/> - Any other person <input type="checkbox"/> Please specify: V12.3.3 : What software has been used for the CAPI survey ? Please specify :

<p>If country used PAPI</p> <p>Please give a short description of the procedure for checking the PAPI questionnaire for the data-entry step after fieldwork</p>	<p>V12.4.1 : Was the scanning or keying of the questionnaire checked? :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V12.4.2 : Who did the PAPI questionnaire checking? (tick all applicable)</p> <p>- The fieldwork agency <input type="checkbox"/></p> <p>- The Programme Director or his/her team <input type="checkbox"/></p> <p>- Any other person <input type="checkbox"/> Please specify:</p> <p>V12.4.3 : Approximate proportion of questionnaires checked ? :</p>
Self-administered mode	
<p>If country used CAWI</p> <p>Please give a short description of the procedure for checking the CAWI programme that is implemented before the fieldwork started</p>	<p>V12.5.1 : How was the CAWI questionnaire programme checked?</p> <p>V12.5.2 : Who did the CAWI questionnaire checking? (tick all applicable)</p> <p>- The fieldwork agency <input type="checkbox"/></p> <p>- The Programme Director or his/her team <input type="checkbox"/></p> <p>- Any other person <input type="checkbox"/> Please specify:</p>

	<p>V12.5.3 : What software has been used for the CAWI survey ?</p> <p>Please specify :</p>
<p>If country used mail format questionnaire</p> <p>Please give a short description of the procedure for checking the Mail questionnaire for the data-entry step after fieldwork</p>	<p>V12.6.1 : Was the questionnaire in mail format exported from the software used for the web survey?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V12.6.2 : Other, please specify :</p> <p>V12.6.3 : Was the scanning or keying of the questionnaire checked? :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V12.6.4 : Who did the Mail questionnaire checking? (tick all applicable)</p> <p>- The fieldwork agency <input type="checkbox"/></p> <p>- The Programme Director or his/her team <input type="checkbox"/></p> <p>- Any other person <input type="checkbox"/> Please specify:</p>

	V12.6.5 : Approximate proportion of questionnaires checked ? :
V13- Checking of data	
<p>By consistency, we mean correct use of filters, coherent information provided by respondent</p> <p><i>(According to recommendations in the EVS Data Processing Guidelines)</i></p> <p>Note: Of course, besides the cleaned also the original (not modified) data set must be uploaded to the myEVS portal)</p>	<p>V13.1 : Were data checked for consistency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V13.2 : If yes, were the data edited?</p> <p>- Yes, data corrected individually <input type="checkbox"/></p> <p>- Yes, data corrected automatically <input type="checkbox"/></p> <p>- Yes, data corrected both individually and automatically <input type="checkbox"/></p> <p>- No, no correction was done <input type="checkbox"/></p> <p>V13.3 : Were data always corrected according to filter instructions? :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V13.4 : Who did the data corrections ? (tick all applicable)</p> <p>- The fieldwork agency <input type="checkbox"/></p> <p>- The Programme Director or his/her team <input type="checkbox"/></p> <p>- Any other person <input type="checkbox"/> Please specify:</p>

V14 – Characteristics of the sample

The final response rate will be calculated by the EVS-MG

V14.1 : Response and non response

(Please report numbers not percentages!)

A. Total number of issued sample units (addresses, households or individuals) :

B. Refusal by respondent :

C. Other refusal (by proxy (or household or address refusal), language barrier) :

D. No contact (after at least 4 visits) :

E. Respondent mentally or physically unable to co-operate throughout fieldwork period :

F. Respondent unavailable throughout the fieldwork period for other reasons :

G. Address not residential (institution, business/industrial purpose) :

H. Address not occupied (not occupied, demolished, not yet built) :

I. Address not traceable :

J. Other ineligible address :

K. Respondent moved abroad/unknown destination :

L. Respondent deceased :

Y. Invalid interviews :

Z. Number of valid interviews :

X. Number of units not accounted for (A-[sum of B to L,Y,Z]) : if all sample units are accounted for, X will=0. :

Did your sample have a panel component (either from the earlier EVS-survey or otherwise)	Please specify:
V15 - General documentation : Regions	
According to EVS 2017 – National Classifications Guidelines.	<p>V15.1 : Has your regional classification been signed off by the EVS-MG before starting the fieldwork?</p> <p>Yes <input type="checkbox"/>: (go to V15.2)</p> <p>No <input type="checkbox"/> : Please check the classifications in sheet “Geographical codes” from the Excel classifications package, update and highlight any amendment made, and upload the file to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>V15.2 : (If regional classification has been signed off)</p> <p>Are there further amendments made after the sign off process that need to be considered?</p> <p>Yes <input type="checkbox"/>: Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>No <input type="checkbox"/></p>

V16- General documentation : Education

According to EVS 2017 – National Classifications Guidelines.

V16.1 : Has your classification of educational levels been signed off by the EVS-MG before starting the fieldwork?

Yes : (go to V16.2)

No : Please check the classifications in the sheet “Education“ from the Excel classifications package, update and highlight any amendment made, and upload the file to the myEVS portal (Documents, folder Submitted_National_team).

V16.2 : (If classification of educational levels has been signed off)

Are there further amendments made after the sign off process that need to be considered?

Yes : Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team)

No

V16.3 Description of educational system

Did you provide a short description of the educational system along with your national classification of educational levels?

Yes

No

If NO, please provide information here.

V17- General documentation : Occupation	
According to EVS 2017 – National Classifications Guidelines.	<p>V17.1: Was any software/database for automatic coding of the occupations classification (ISCO08) used?</p> <p><input type="checkbox"/> Yes, API Database of occupation</p> <p><input type="checkbox"/> Yes, another software/database (please, specify:)</p> <p><input type="checkbox"/> No</p> <p>V17.2 : IF YES: How was it implemented?</p> <p><input type="checkbox"/> Embedded in the CAPI tool</p> <p><input type="checkbox"/> Embedded in the CAWI tool</p> <p><input type="checkbox"/> Used for post-hoc coding</p>
V18- General documentation : Political parties	
According to EVS 2017 – National Classifications Guidelines.	<p>V18.1 : Has your classification of political parties been signed off by the EVS-MG before starting the fieldwork?</p> <p>Yes <input type="checkbox"/>: (go to V18.2)</p> <p>No <input type="checkbox"/> : Please check the classifications in the sheet “Political parties“ from the Excel classifications package, update and highlight any amendment made, upload the file to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>V18.2 : (If classification of political parties has been signed off)</p> <p>Are there necessary amendments to be implemented?</p> <p>Yes <input type="checkbox"/>: Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>No <input type="checkbox"/></p>

	<p>V18.3 Description of electoral system</p> <p>Did you provide a short description of the electoral system along with your national classification of political parties?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If NO, please provide information here.</p>
V19- General documentation : Religious denomination	
<p>According to EVS 2017 – National Classifications Guidelines.</p>	<p>V19.1 : Has the list of your religious denominations been signed off by the EVS-MG before starting fieldwork?</p> <p>Yes <input type="checkbox"/>: (go to V19.2)</p> <p>No <input type="checkbox"/> : Please check the classifications in the sheet “Religion” from the Excel classifications package, update and highlight any amendment made, upload the file to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>V19.2 : (If religious denominations have been signed off)</p> <p>Are there necessary amendments to be implemented?</p> <p>Yes <input type="checkbox"/>: Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>No <input type="checkbox"/></p>

V20- General documentation : Income	
According to EVS 2017 – National Classifications Guidelines.	<p>V20.1 : Has the list of your household income categories been signed off by the EVS-MG before starting fieldwork?</p> <p>Yes <input type="checkbox"/> : (go to V20.2)</p> <p>No <input type="checkbox"/> : Please check the classifications in the sheet “Income“ from the Excel classifications package, update and highlight any amendment made, upload the file to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>V20.2 : (If income categories have been signed off)</p> <p>Are there necessary amendments to be implemented?</p> <p>Yes <input type="checkbox"/>: Please upload the file with deviations or amendments highlighted to the myEVS portal (Documents, folder Submitted_National_team).</p> <p>No <input type="checkbox"/></p>
V21 - Additional country-specific questions	
	<p>V21.1 : Additional country-specific questions included in the questionnaire :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, make sure that you have uploaded the final questionnaire with all questions and items in the right order (and country-specific items highlighted) to the myEVS portal (Documents, folder Submitted_National_team)</p> <p>V21.2: Will additional country-specific variables be included in the data set deposited? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V21.3: If yes, was documentation of additional country-specific questions deposited ? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

V22 - Weights	
<p>Please specify with as much detail and precision the following variables which will be of great importance for comparative analysis</p> <p>We need for each stratum of the sample (that is not self-weighting) precise information to calculate the weights</p>	<p>V22.1 : National weights variables included in the data set Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V22.2 : If Yes, please specify very precisely and with as many details as possible what type of weights.</p> <p>Document as much as possible :</p> <p>V22.3 : Provide all information necessary for the EVS-MG to compute weights (what is the selection probability for each potential respondent?)</p> <ol style="list-style-type: none"> a. Number of inhabitants over 18 years in your country at the time of interviewing (ideally number of residential people that are not institutionalised = sample frame) b. The population size (ideally over 18, residential and not institutionalised) of the areas/strata at each step in the sample c. The actual number of interviewed respondent at each step of the sample for each area/stratum
V23 – Consent form	
<p>In line with European laws and directives on data protection respondents need to be informed about important points concerning data protection.</p>	<p>V23 : Were respondents explicitly informed about relevant issues concerning data protection?</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

V24 - Anonymised data

In accordance with data protection regulations in the participating countries, only anonymised data must be made available to users through direct access modes. Additionally, restricted access modes will be provided to data including potentially indirect identifying information to grant as much analytical power as possible without compromising respondent confidentiality.

For further detail, please see the EVS 2017 Data processing guidelines. National program directors are responsible for ensuring that their country data have undergone appropriate anonymisation measures that match the various access levels.

		Anonymization step ensured:	
		YES	NO
Please confirm that the listed files have been formally anonymised, i.e. direct identifiers are removed from the data.	V24.1 : Data Files		
	V24.1a Original survey data (ODS)	<input type="checkbox"/>	<input type="checkbox"/>
	V24.1b Modified survey data (MDS1)	<input type="checkbox"/>	<input type="checkbox"/>
	V24.1c Contact data	<input type="checkbox"/>	<input type="checkbox"/>
	V24.1d Interviewer information	<input type="checkbox"/>	<input type="checkbox"/>
Please confirm that the listed files have been further anonymised according to the national or EU regulations on protection of individuals with regard to processing of individual data.	V24.2 : Data Files		
	V24.2a Contact data	<input type="checkbox"/>	<input type="checkbox"/>
	V24.2b Interviewer information	<input type="checkbox"/>	<input type="checkbox"/>
Note: The checking of anonymity has to be done under the premise that freely distributed data files will be merged.	V24.3 : The national survey data are checked against national data protection requirements.	<input type="checkbox"/>	<input type="checkbox"/>

V25 - Representativity

Please provide population statistics at country and regional levels (NUTS 2) as indicated in the table (Provide detailed information on source and reference date of population statistics).

	Country level	Regional level (NUTS 2)
V25.1 : Age * Gender		
V25.2 : Educational distribution (ISCED 2011)		
V25.3 : Degree of urbanisation (Urban and Rural)		
V25.4 : Gender * Age * Education		
V25.5 : (any other than the above-mentioned—see Appendix A; please specify)		

Recommended categories :

Age: 18-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75 and older

Education: Provide educational categories that correspond to ISCED 2011

Region: Use regional categories on NUTS 2 level.

On behalf of the EVS Methodology Group

Thank you for your cooperation in filling this questionnaire with attention, precision and details!

If you want to add anything, please do so here:

Appendix VI: Methodological Questionnaire – CAWI Format

EUROPEAN VALUES SURVEYS 2017 - METHODOLOGICAL QUESTIONNAIRE (v.2)

In addition to the online MQ form on myEVS for information on CAWI format

To the attention of the EVS Programme Directors and those responsible for the EVS Survey 2017

We would very much appreciate if, in addition to the Methodological Questionnaire online form, you could fill in this Methodological Questionnaire about the CAWI format.

We realize the questionnaire is rather long, but the information is extremely important and the questionnaire is a key document for the process of data documentation and archiving.

For any questions do not hesitate to contact the EVS-MG.

V1_CAWI – Persons and institutions

Country	V1.1:
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	<p>- Unconditional non-monetary incentives (given before the interview) <input type="checkbox"/></p> <p>- Conditional non-monetary incentives (upon completion of the interview) <input type="checkbox"/></p> <p>V8.2.2 : Please specify and give as many details as possible about the incentives :</p>
Use of other types of response enhancing measures	<p>V8.3.1 : Use of other types of response enhancing measures (call-centre, web-pages, hotline) :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V8.3.2 : If yes, please specify and give as many details as possible about the procedure :</p>

V11_CAWI- Quality control back-checks										
Please note that refusals and non-contacts refer to what is considered as the final status of the sample unit										
While the survey is ongoing										
	Completed interviews				Incomplete inter-views				No response/ reac-tion/drop out	
V11.1 : number of units selected for back-checking										
V11.2 : number of back-checks achieved										
V11.3 : number of units where out-come was confirmed										
V11.4 : type of back-checks : T(elephone) or M(ail)*	T	M			T	M			T	M
* including postcards, self-completion questionnaires										
V11.5: After the survey (tick all applicable)										
<input type="checkbox"/> Examining questionnaire compilation time										
<input type="checkbox"/> Examining interviews incongruously filled in										
<input type="checkbox"/> Check the level of interest of respondents										
<input type="checkbox"/> Compare the number of completed questionnaires to number of drop out										

Other information on Quality control back-checks applied	V11.6: Please specify:
V13_CAWI- Checking of data	
<p>By consistency, we mean correct use of filters, coherent information provided by respondent</p> <p><i>(According to recommendations in the EVS Data Processing Guidelines)</i></p> <p>Note: Of course, besides the cleaned also the original (not modified) data set must be uploaded to the myEVS portal)</p>	<p>V13.1 : Were data checked for consistency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V13.2 : If yes, were the data edited?</p> <p>- Yes, data corrected individually <input type="checkbox"/></p> <p>- Yes, data corrected automatically <input type="checkbox"/></p> <p>- Yes, data corrected both individually and automatically <input type="checkbox"/></p> <p>- No, no correction was done <input type="checkbox"/></p> <p>V13.3 : Were data always corrected according to filter instructions? :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V13.4 : Who did the data corrections ? (tick all applicable)</p> <p>- The fieldwork agency <input type="checkbox"/></p> <p>- The Programme Director or his/her team <input type="checkbox"/></p> <p>- Any other person <input type="checkbox"/> Please specify:</p>

V14 _1_CAWI– Characteristics of the sample	
The final response rate will be calculated by the EVS-MG	<p>V14.1 : Response and non response (Please report numbers not percentages!)</p> <p>A. Total number of issued sample units (addresses, households or individuals):</p> <p style="padding-left: 40px;">(Eligible, non-interview)</p> <p>B. Refusal</p> <p>B1 Explicit refusal</p> <p>B2 Implicit refusal (Logged on to survey, did not complete any items; Read receipt confirmation, refusal)</p> <p>C. Non-Contact :</p> <p>D. Respondent was unavailable during field period :</p> <p>E. Completed questionnaire, but not returned during field period :</p> <p>F. Other :</p> <p>G. Language barrier :</p> <p style="padding-left: 40px;">(Unknown eligibility, non-Interview)</p> <p>H. Nothing known about respondent or address :</p> <p>I. No invitation sent :</p> <p>J. Nothing ever returned :</p> <p>K. Invitation returned undelivered :</p> <p>L. Invitation returned with forwarding information :</p> <p>M. Other :</p> <p>N. Returned from a un-sampled email address :</p>

	<p>(Not Eligible, Returned)</p> <p>O. Selected Respondent Screened Out of Sample :</p> <p>P. Quota Filled :</p> <p>Q. Duplicate Listing :</p> <p>R. Other :</p> <p>(Returned questionnaire)</p> <p>S. Invalid interviews :</p> <p>T. Number of valid interviews :</p> <p>X. Number of units not accounted for (A-[sum of B to T]) : if all sample units are accounted for, X will=0. :</p>
<p>Did your sample have a panel component (either from the earlier EVS-survey or otherwise)</p>	<p>V14.2: Please specify:</p>
<p>V14.3: Other information on Sample. Please specify:</p>	

V17_CAWI : Automatic coding of occupations classifications (ISCO08)

If any software/database for automatic coding of the occupations classification (ISCO08) was embedded in the CAWI tool.

V17.1: Please specify further information on software/database used :

If you want to add anything, please do so here:

V26_CAWI- Other	
	V26.1: Please write here:
<p>On behalf of the EVS Methodology Group</p> <p>Thank you for your cooperation in filling this questionnaire with attention, precision and details!</p>	

Appendix VII: Methodological Questionnaire – Mail Format

EUROPEAN VALUES SURVEYS 2017 - METHODOLOGICAL QUESTIONNAIRE (v.2)

In addition to the online MQ form on myEVS for information on *Mail* format

To the attention of the EVS Programme Directors and those responsible for the EVS Survey 2017

We would very much appreciate if, in addition to the Methodological Questionnaire online form, you could fill in this Methodological Questionnaire about the Mail format.

We realize the questionnaire is rather long, but the information is extremely important and the questionnaire is a key document for the process of data documentation and archiving.

For any questions do not hesitate to contact the EVS-MG.

V1_MAIL – Persons and institutions

Country	V1.1:
Complete name and address of the Fieldwork organization	V1.2 :

V7_MAIL - Reminders to the respondents	
Please indicate the number of minimum reminders for respondents interrupting the answer process	V7.1: Total number of reminders per respondent/sampling unit :
Other information on reminders	V7.2: Please specify and give as many details as possible about the reminders (mode of reminder, e.g. postal or email; frequency; etc.)
V8_MAIL – Enhancing the interviews, incentives	
Was any information, advance letter, brochure, leaflet used?	V8.1.1 : Use of advance letter: Yes <input type="checkbox"/> No <input type="checkbox"/> V8.1.2 : Use of brochure, leaflet, written information : Yes <input type="checkbox"/> No <input type="checkbox"/>
Was any incentive offered to respondent?	V8.2.1 : Incentives - No incentives <input type="checkbox"/> - Unconditional monetary incentives (paid before the interview) <input type="checkbox"/> - Conditional monetary incentives (upon completion of the interview) <input type="checkbox"/>

	<p>- Unconditional non-monetary incentives (given before the interview) <input type="checkbox"/></p> <p>- Conditional non-monetary incentives (upon completion of the interview) <input type="checkbox"/></p> <p>V8.2.2 : Please specify and give as many details as possible about the incentives :</p>
Use of other types of response enhancing measures	<p>V8.3.1 : Use of other types of response enhancing measures (call-centre, web-pages, hotline) :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V8.3.2 : If yes, please specify and give as many details as possible about the procedure :</p>

V11_MAIL- Quality control back-checks																																																																													
<p>Please note that refusals and non-contacts refer to what is considered as the final status of the sample unit</p> <p>While the survey is ongoing</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 40%;"></th> <th colspan="3">Completed interviews</th> <th colspan="3">Incomplete inter-views</th> <th colspan="3">No response/ reac-tion/drop out</th> </tr> </thead> <tbody> <tr> <td>V11.1 : number of units selected for back-checking</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>V11.2 : number of back-checks achieved</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td>V11.3 : number of units where out-come was confirmed</td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> <tr> <td rowspan="2">V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*</td> <td>P</td><td>T</td><td>M</td> <td></td><td></td><td></td> <td>P</td><td>T</td><td>M</td> <td></td><td></td><td></td> </tr> <tr> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> <td></td><td></td><td></td> </tr> </tbody> </table> <p>* including postcards, self-completion questionnaires</p> <p>V11.5: After the survey (tick all applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Examining questionnaire compilation time <input type="checkbox"/> Examining interviews incongruously filled in <input type="checkbox"/> Check the level of interest of respondents <input type="checkbox"/> Compare the number of completed questionnaires to number of drop out 														Completed interviews			Incomplete inter-views			No response/ reac-tion/drop out			V11.1 : number of units selected for back-checking										V11.2 : number of back-checks achieved										V11.3 : number of units where out-come was confirmed										V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*	P	T	M				P	T	M															
	Completed interviews			Incomplete inter-views			No response/ reac-tion/drop out																																																																						
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V11.4 : type of back-checks : P(ersonal), T(elephone) or M(ail)*	P	T	M				P	T	M																																																																				

Other information on Quality control back-checks applied	V11.6: Please specify:
V13_MAIL- Checking of data	
<p>By consistency, we mean correct use of filters, coherent information provided by respondent</p> <p><i>(According to recommendations in the EVS Data Processing Guidelines)</i></p> <p>Note: Of course, besides the cleaned also the original (not modified) data set must be uploaded to the myEVS portal)</p>	<p>V13.1 : Were data checked for consistency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>V13.2 : If yes, were the data edited?</p> <p>- Yes, data corrected individually <input type="checkbox"/></p> <p>- Yes, data corrected automatically <input type="checkbox"/></p> <p>- Yes, data corrected both individually and automatically <input type="checkbox"/></p> <p>- No, no correction was done <input type="checkbox"/></p> <p>V13.3 : Were data always corrected according to filter instructions? :</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

	<p>V13.4 : Who did the data corrections ? (tick all applicable)</p> <ul style="list-style-type: none">- The fieldwork agency <input type="checkbox"/>- The Programme Director or his/her team <input type="checkbox"/>- Any other person <input type="checkbox"/> Please specify:
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V14_2_MAIL– Characteristics of the sample

The final response rate will be calculated by the EVS-MG

V14.1 : Response and non response

(Please report numbers not percentages!)

A. Total number of issued sample units (addresses, households or individuals):

(Eligible, non-interview)

B. Refusal & Break-off :

C. Refusal:

D. Non-Contact:

D1 Notification that respondent was unavailable during field period :

D2 Completed questionnaire, but not returned during field period :

E. Other :

F. Death :

G. Physically or mentally unable/incompetent :

H. Language :

I. Literacy problems:

J. Miscellaneous :

(Unknown eligibility, non-Interview)

K. Nothing known about respondent address:

L. Not mailed:

M. Nothing ever returned :

	<p>N. Unknown if eligible respondent in unit: O. Refused by Addressee: P. Cannot be Delivered: Q. Undeliverable as Addressed: R. Returned Unopened: S. Returned Opened: T. Other:</p> <p>(Not Eligible, Returned)</p> <p>U. Selected Respondent Screened Out of Sample: V. No such address: W. No eligible respondent : X. Quota Filled: Y. Duplicate Listing : Z. Other :</p> <p>(Returned questionnaire)</p> <p>AA. Invalid interviews: BB. Number of valid interviews:</p> <p>X. Number of units not accounted for (A-[sum of B to BB]) : if all sample units are accounted for, X will=0. :</p>
<p>Did your sample have a panel component (either from the earlier EVS-survey or otherwise)</p>	<p>V14.2: Please specify:</p>
<p>V14.3: Other information on Sample. Please specify:</p>	

If you want to add anything, please do so here:

V26_MAIL- Other	
	V26.1: Please write here:
<p>On behalf of the EVS Methodology Group</p> <p>Thank you for your cooperation in filling this questionnaire with attention, precision and details!</p>	