

Data Service Infrastructure for the Social Sciences and Humanities

EC FP7

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**DASISH WP 3.2a: [Questionnaire Design Documentation Tool]**

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Version: 3

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# Introduction

## Purpose of the system

The ESS question module development process is iterative. It takes place over a period of 20 months from selection of the Question Design Teams (QDTs) in June of the first year, through to issuing the final source questionnaire in March of the third year.

To ensure transparency, each stage is documented, and reveals to data users the rationale behind the design decisions made en route. The new Questionnaire Design and Development Tool (QDDT) will be designed to document this process via a database (rather than the current Word template). In addition to streamlining the process, this change will facilitate the production of usable outputs (such as printed questionnaires, and the status of development of individual items and concepts) for the administration team during the design process. It will also feed directly into the translation and question databanks.

The tool will also document the results of pre-testing on items developed to measure the required concepts and will thus provide a much needed source of evidence for other scientists in the field who want to address similar topics in future.

We see the QDDT as a database with specific sections and fields that can either update automatically or be manually updated. The database should be accessible online to allow access by multiple users in multiple locations. It should be interactive. It needs to be able to handle text, numerical data and figures / graphics and provide usable outputs – preferably in both PDF and Word format. The information in the database may be made publicly available.

Developed originally with the European Social Survey (ESS) in mind, the QDDT will be designed to service projects internal as well as external to DASISH, to interoperate with other systems and tools, and to act as a reusable model for other questionnaire design and development tools. The system should be able to import and export metadata structured in DDI at a high level of granularity, which should be done in a manner where human interaction with the system is minimal.

## Objectives and success criteria of the project

The aim of WP3, task 2a in the DASISH project is to create an advanced operational system for developing, translating and documenting the concepts and questions used in cross-national survey programmes for improving both quality and transparency. A key aim will be to ensure optimal interoperability across cross-national surveys in Europe via CESSDA.

The project is successful if

* The database can handle differing amounts of information at different times during the design process.
* Internal users can use the tool to document the question design process, whilst external users can use it to understand how each item and concept was developed
* Different levels of access rights can be awarded to different users
* Once the design for a module in a round has been completed, the information can be made available for download and be permanently stored in the database for future use / reference.
* A reusable database model has been developed.
* Compatibility with the DDI-Lifecycle is achieved, to allow for interoperability with other tools and systems.
* A system architecture that enables easy exchange of metadata in DDI format to other task 3.2 tools has been built.
* This should comprehend file-based import and export, as well as communication by web-services.
* The QDDT has been tested for compliance with the identified use cases by members of WP3.2 as well as by selected external persons.
* The QDDT has been launched.

## Acronyms and Abbreviations

DASISH – Data Service Infrastructure for the Social Sciences and Humanities

DoW – Description of Work

EB – Executive Board

SSH – Social Sciences and Humanities

WP – Work Package

ESS – European Social Survey

DDI – Data documentation Initiative

QDDT – Questionnaire Design and Development Tool

QVDB – Question Variable Data Base

TMT – Translation Management Tool

## References

The framework for establishing the QDDT is formed by Work Package 3 (“Data Quality” of the DASISH project (http://www.dasish.eu). In the greater context of DASISH, the objectives of this work package are

* To develop software for Europe-wide surveys to collect and code occupation data more accurately, consistently and cost-effectively.
* To create, refine and make widely available a multi-language questionnaire development, translation, documentation database tool to aid the design and implementation of cross-cultural research and ensure more effective access to questionnaire metadata.
* To build up and computerize a fieldwork monitoring system for cross-national surveys which can centrally manage their distributed fieldwork, helping to optimize response rates and data quality.

# Current system

## The ESS questionnaire design template

The QDDT will be a newly developed database, designed to house and manage the large amount of metadata generated during the question development process.

In the ESS his process is currently documented using a template in Microsoft Word. As a result, it is neither automated nor interactive and, due to the large amount of information contained within, can often become unwieldy. In an attempt to remedy this, new versions of the document are often produced following key milestones in the development process.

The template is divided into five sections:

1. **Theoretical background** provides an overview of the module design, its aims and objectives any supporting evidence and literature
2. **Concepts and Relationships** details all the concepts (both complex and simple) to be measured within the module and their expected relationships. This can be written or illustrated diagrammatically.
3. **Complex concepts and questions** gives a detailed description of each complex concept listed in section B, and specifies the sub concepts as appropriate.
4. **Simple concepts and questions** as C, but for each simple concept listed in section B
5. **Non-repeat items** (repeat modules only) contains a list of all items which will not be repeated, and provides reasons for this decision.

Results of pre-testing activities and the pilot are also recorded in the template.

Please see Appendix 4 Documenting the development of questions measuring Housework in ESS Round 5 for an example of how the template was used to track the development of questions measuring *Housework* from the Round 5 rotating module on Work, Family and well-being. All of the documents referred to are available from the zipped file of module design templates available from the ESS website.

## Other systems

Other systems as specified below will be explored with the purpose of possible reuse of their components, or to get ideas for the requirements of the new tool.

* Colectica: The Colectica platform consists of several software tools for viewing, creating, and managing of metadata. Colectica is a commercial software, developed by Algenta Technologies.
* Rogatus QMMS, QBee: Rogatus is an open source toolset currently in development at DIPF with support of GESIS, TBA21 and OPIT. Rogatus consists of different DDI compliant applications (e.g. Questionnaire Builder, Translation Builder, Metadata Builder, Rogatus Portal) to support a multitude of survey processes.

The Questionnaire Builder (Qbee) of the Rogatus QMMS is an open-source tool in development for creating paper & pencil as well as computer-based questionnaires for social sciences or educational projects.

# Stakeholders

## Questionnaire design teams

We expect site visitors to be primarily composed of the following groups:

* **Question module design team (QDT) Heads[[1]](#footnote-1)** **or convenors**
* **Other project stakeholders** including members of an administration unit, a study secretariat, core groups and national coordinators[[2]](#footnote-2).

The needs of those mentioned above are likely to be:

* Each **QDT Head** will need to access the QDDT at a variety of key stages throughout their modules’ development. This will include viewing and responding to comments from other authors and adding/amending their module where appropriate.
* **Other project stakeholders** will also need to access, edit and add comments to both modules.

## Users within the research community

* SSH Researchers (including principal investigators) interested in single nation and cross national questionnaire design and pre-testing results.
* The five SSH ESFRI infrastructures (some of which already have ERIC status), which offer functions and services indispensable for the SSH communities throughout the entire research process and data life cycle.
* Research support staff, i.e. persons in research institutions responsible for advising researchers on all things research-related.
* Fieldwork institutes
* SSH students
* Non-research specialists looking for pre-tested questions.

The needs of these users are expected to be to:

* find supporting theoretical information about a module
* trace how the module was designed, including the development of complex and simple concepts
* discover why items were changed or dropped from a repeated module
* source tried and tested items for their own use
* download a tailored questionnaire
* search and retrieve metadata in human-readable format (PDF, other), as well as in a machine-actionable structured format (DDI-XML, DDI-RDF).

# Proposed system

## 4.1 Overview

The system to be implemented has to fulfil a number of functional and non-functional requirements deriving from the needs of the stakeholder groups, that is, the intended users of the system as much as the persons/institutions responsible for creating, developing, reviewing, and hosting the system.

Annex 1 contains a first draft of the specification of the QDDT. This is still a working document (and includes thoughts and comments from both the author and key contributor Tania Jääskeläinen), but in addtion to providing a detailed overview of the current stages of the question module development process, it also describes the requirements for the QDDT, including access levels, editing rights, what it might look like, what outputs it could generate, etc.

Annex 1 should therefore be read in conjunction with the following sections (4.2 and 4.3) which provide additional technical detail about QDDTs required functionality.

## Functional requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Requirement** | **Priority[[3]](#footnote-3)** | **Applicable to other tools** |
| **Support internal business processes of ESS; other DASISH projects; projects outside DASISH** | Storage of concepts, questions and other metadata components structured in a standardised system at a high level of granularity (DDI-Lifecycle) | Must have | QVDB, TMT? |
| Storage of multilingual content, structured in separate languages | Must have | QVDB, TMT |
| Storage of study-independent metadata components | Must have | QVDB, TMT |
| Support for ID and versioning | Must have | QVDB, TMT |
| DDI Resource Packages | Must have | QVDB, TMT |
| Support import of machine readable content | Must have | QVDB, TMT |
| Interface for manual entry of content/registration | Must have | QVDB, TMT? |
| Define roles and workflow in the questionnaire design process | Must have |  |
| Define access right to the system for different roles | Must have | TMT, QVDB? |
| Support for questionnaire delivery (PAPI, CAPI, Web-survey) | Should have | QVDB, TMT? |
| Support for user-defined enhanced publications | Should have | QVDB, TMT? |
| Support comparison of metadata elements like question lists, concept lists, questions, concepts etc.. | Should have | QVDB |
| **Support of the research community (researchers and students)** | Boolean field level search, with possibilities of combining words and phrases using Boolean operators to limit, widen, or define the search | Must have | QVDB, TMT? |
| Boolean field level search in all elements and languages of the database | Must have | QVDB, TMT? |
| Download and print of search results in human readable formats (pdf, others) | Must have | QVDB, TMT? |
| Programme access to search results in machine readable formats (DDI-XML, DDI-RDF) | Must have | QVDB, TMT |
| Support for user-defined enhanced publication | Should have | QVDB, TMT? |
| Support autocomplete as well as truncation in search | Should have | QVDB, TMT? |
| Possibility to search with keyword/thesaurus terms | Explore | QVDB |
| **DDI Export/import possibilities** | DDI-Lifecycle and DDI-Codebook import from- and export to other tools/web-services | Must have | QVDB, TMT |
| Communication with Question Variable Data Base (QVDB) | Must have | TMT |
| Communication with Translation management tool (TMT) | Must have | QVDB |
| Communication with SQP | Explore possibilities | QVDB, TMT |
| Communication with other DASISH tools, e.g. occupation coding tool | Explore possibilities on how content possibly could be reused in QDDT | QVDB |

## Non-functional requirements[[4]](#footnote-4)

4.3.0 Data model / Communication

|  |  |  |
| --- | --- | --- |
| **Reusable database model** | Technical specification and documentation of system | Must have |
| Modular system | Must have |
| Core module based on core DDI components | Must have |
| DDI profile | Must have |

### 4.3.1 Usability

Having an internal facing function and a public facing aspect, the tool will cater for a variety of different users with different objectives. Both interfaces will need to adapt to the needs of different user groups: External visitors will need to be able to search and access content easily, whilst internal users will need to be able to add and classify comments in a logical and efficient way.

Any users familiar with web applications should be able to use the system.

**4.3.2 Reliability**

The system should be able to support the expected number of concurrent users. Furthermore, since it’s an online system, it is always available. The system may be taken down when maintenance is needed on the server. This should be done infrequently. Any problems will be dealt with within normal office hours.

**4.3.3 Performance**

Response times should be acceptable. Operations performed daily, like searching and browsing the database, and by users working with the tool, should be as fast as possible. Infrequent or complex requests should have adequate response times.

The system should be able to handle the expected number of users.

**4.3.4 Supportability**

It’s an online system. No software has to be installed on the client side (other than a web browser).

Documentation will be created on how to install the system (on a server). The software is open source.

**4.3.5 Security**

The system must allow different access rights to different types of users. Access to browse and search the database could be freely available. Users that update any data/metadata should be required to log in with username and password. Depending on the security needs the system may or may not run on a secure web server (i.e. the communication between client and server is encrypted).

# System models

## ESS Use Cases

|  |  |
| --- | --- |
| Visitor | Use case |
| QDT Head | * To respond to City comments * To view the results of pre-testing * To amend all sections of the template, including question wording * To view previous decisions made earlier in the process * To print the questionnaire |
| Individual at City | * To respond to QDT comments * Track the development of a single item * Track the development of a concept * To easily generate a tailored version of the questionnaire * to easily track comment authors * to ease the documentation process * to easily identify the development status of items |
| NCs | * To view before being asked to provide comments * To track the module development |
| Users within the research community  (data users and members of the public) | * + - Track the development of a single item     - Track the development of a concept     - View the results of pre-testing (both cognitive, omnibus and pilot)     - Print a tailored questionnaire     - Print output of search results     - Find an explanation for why an item / concept was dropped     - Data users might want to understand the aims of an item / concept     - To gain a better understanding of the module the relationships between     - the concepts to inform their analysis     - export DDI-XML instance or fragment from QDDT |

## System architecture[[5]](#footnote-5)

The task 3.2 team will develop three independent web applications, a questionnaire design and development tool (QDDT), a translation management tool (TMT) and a question, concept and variable data base (QVDB).

### 5.2.1 A common metadata model for the three tools

The three independent tools will be designed to communicate with each other in an efficient way. Therefore a common metadata model is needed. Work is on-going with the aim of specifying a common metadata model for the three tools, which will provide the backbone for exchanging metadata between the three tools via web services. The possibility and relevance of exchange of metadata components between the applications of task 3.2 and the SQP system will also be explored.

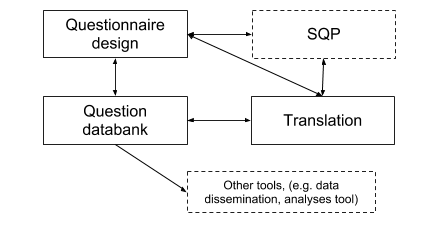
A core aim of the task 3.2 tools is to serve surveys at different stages in their business processes. Communication between the three tools will allow for metadata components developed at earlier stages of the work processes to be reused at later stages.

At a very general level, one could say that the three tools cover the work processes of questionnaire design and development, translation as well as archiving and providing metadata for reuse. The QDDT would typically serve questionnaire development related issues, while the TMT would serve the translation process. The QVDB is planned as a multipurpose archiving tool, mainly useable in almost stages of the GLBPM[[6]](#footnote-6), with the possibility to serve a variety of tools and web-services.

The aim is to achieve a common metadata model which enables the metadata flow between the three tools. Additionally the common metadata model could be used internally by the tools. Then it would be possible that software components could be reused by the three tools.

To achieve the common metadata model, the following issues need to be resolved:

1. Which metadata elements will be used in the transfer between the three tools;
2. mapping between the metadata elements and the DDI;
3. the direction for the flow of metadata elements between the three tools, as well as the steps in the work processes at which metadata components are exchanged;
4. administrative ownership of metadata;
5. a common identification and versioning system, including a versioning policy;
6. how the exchange of DDI metadata takes place, which type of DDI instances or fragments that will be transported, and which type of web-service will be used.



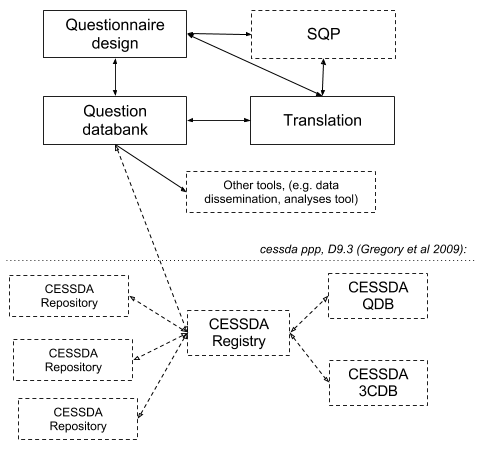
*Figure 1: Task 3.2 possible architecture and its relationship with other tools*

## Connections with other systems[[7]](#footnote-7)

Both the QDDT as well as the TMT are regarded as important content providers for the QVDB.

The QVDB model will be DDI-based and the system will provide DDI-Lifecycle and DDI-Codebook export and import functionalities. The aim is to construct an application suitable for integration in a CESSDA network, as described by Gregory et al 2009 for WP9 of the CESSDA PPP. The CESSDA network is described as a set of distributed applications, where the QVDB of task 3.2.c could act as one of several CESSDA repositories. The idea of the CESSDA network is to create a central registry that would facilitate search across surveys. The registry that is described in Gregory et. al. 2009 is, however, not a task 3.2 deliverable.

Figure 2 describes the planned task 3.2 applications and their possible relationship to SQP and a possible CESSDA network.



*Figure 2: Task 3.2 possible architecture and its relationship with a possible CESSDA network*

The system should also be constructed with the aim of serving projects and institutions within the social science community that are not in the DASISH project.

# Acknowledgements:

Special thanks to metadata expert Joachim Wackerow for his constructive advice and valuable assistance related to the current work.

# References:

Barkow, I. et al., ‘Generic Longitudinal Business Process Model, Documenting the Helix’ *Data Documentation Initiative* *DDI Working Paper Series – Longitudinal Best Practice, No. 5* [Online] Available: <http://dx.doi.org/10.3886/DDILongitudinal05> [02 May 2013]

Gregory, A. et al. (2009) Technical Specifications for a European Question Data Bank [Online] Available: <http://www.cessda.org/project/deliverables.html> [15 Oct 2012]

Description of Work - Data Service Infrastructure for the Social Sciences and Humanities (DASISH) 2011-08-15

## ANNEX 1 Questionnaire design, development and documentation databank – first specification

**Sally Widdop & Rory Fitzgerald (CITY), September 2012**

\*With comments from Taina Jääskeläinen (TJ) (in yellow highlight) [from October 2012] and reaction from Sally Widdop (SW) (in red font) [from February 2013]\*

Summary from the DASISH Description of Work

Task 3.2 Part a) Questionnaire design, development and documentation databank:

*“The ESS has developed and used a template completed during the process of questionnaire development (Fitzgerald 2009), which reveals to data users the rationale behind the design decisions made en route. But the template is neither automated nor interactive and needs painstaking software to remedy this. The new tool will be designed to make its outputs usable during the design process and will feed directly into the translation and question databanks. The tool will also document the results of pre-testing on items developed to measure the required concepts and will thus provide a much needed source of evidence for other scientists in the field who want to address similar topics in future. It will provide an open source ‘plug-in’ accessible to other surveys.”*

*CITY – specify and test the design tool*

*FSD (Finnish Social Science data archive) – provide input into the specification*

*NSD – ensure compatibility with DDI and other programming*

|  |
| --- |
| In this document we provide an overview of the current stages of the question module development process on the ESS as well as the people involved and the information recorded in the templates. For each of these, we also specify the requirements for the question design database including access levels, editing rights, what it might look like, what outputs it could generate, etc. All suggestions in this document intend to meet the current needs of the ESS however, wider usage (e.g. by other surveys) has also been considered.  We see the question design, development and documentation databank as a database with specific sections and fields that can either update automatically or be manually updated. The database should be accessible online to allow access by multiple users in multiple locations. It should be interactive. It needs to be able to handle text, numerical data and figures / graphics and provide usable outputs – preferably in both PDF and Word format. The information in the database should not be made publically available (although final outputs may be released publically).  In a few places additional development work will be needed. These are indicated with notes in text boxes and pre-fixed ‘NSD’. In addition, some specific queries have been added in text boxes and prefixed: ‘Query for NSD’. |

1. **Timetable**

\*Please refer to the Round 7 Question module design and pre-testing timetable in Annex 1\*

The ESS question module development process is iterative. It takes place over a period of 20 months from selection of the Question Design Teams (QDTs) in June of the first year, through to issuing the final source questionnaire in March of the third year. For ESS Round 7, the module teams were selected in June 2012 and the final questionnaire will be released in March 2014. Round 8 is likely to follow a similar schedule and would start in June 2014 with the final questionnaire released in 2016.

Implications for the database:

* The database must be able to handle differing amounts of information at different times during the design process.
* Once the design for a module in a round has been completed the information should be made available for download and be permanently stored in the database for future use / reference.

1. **Actors**

There are multiple actors involved in at different stages of the ESS question module design process. This includes:

* Question module design teams – two teams (one for each topic); one individual acts as the ‘head’ of each team; each team consists of up to 5 members.[[8]](#footnote-8)
* CST questionnaire design sub-group – individuals from CITY; GESIS and UPF. CITY acts as a coordinator of the CST sub-group.[[9]](#footnote-9)

TJ: Please specify CST once – people may not know what it is (including me).

SW: CST = Core Scientific Team of the ESS (it might not be necessary to specify this in the tool itself)

* National Coordinators sub-group (around 5 NCs; one NC acts as ‘head’ of the group)
* All other National Coordinators (potentially around 30 individuals)
* All other CST members (potentially around 15 individuals)

Implications for the database:

* Access – different login details / permission levels would be required for a) CITY b) Question module design team 1 and c) Question module design team 2
* The two QDTs should only be able to access their own module and edit their own module
* CITY should be able to access both of the modules, edit both of the modules and add comments to both of the modules
* At present, we do not think it is necessary for other members of the CST sub-group, NCs or other members of the QDT to be given access to the system. This means that internal discussions amongst these two groups will not be documented.

TJ: Just pondering on what different access levels might mean in general:

1. Access with full editing and deleting rights (including right to add concepts, questions and comments and enter information on question status – whether OK, Not OK, Agreed etc. That would be the head of the design team or CITY? SW: Both – with the possibility of identifying who (QDT Head or CITY) made a change
2. Access with editing rights (including the right to enter concepts, questions and comments but not the right to edit the question status) but not deleting rights SW: Yes – for the rest of the QDT, which would be restricted to their own module. Deleting rights would not be granted to the whole QDT just the Head of the QDT. (This level of access would not apply to City as we would have full access to both modules according to Level 1).
3. Access with the right to add questions and comments (no other editing rights) SW: Not required for the ESS, but might be beneficial to other surveys e.g. SHARE (or ISSP)
4. Access with the right to add comments (no other editing rights) SW: Not required for the ESS, but might be beneficial to other surveys e.g. SHARE (or ISSP)
5. Access with no rights to edit or add comments but to browse the information contained in the database. SW: Not required for the ESS, but might be beneficial to other surveys e.g. SHARE (or ISSP)

For discussion: are these the levels meant? Even if ESS does not need all these levels, should they be possible for other surveys? They could then specify who has what access level. All surveys might not use all access levels. SW: Yes – this is true. It should be possible to assign the access/permission levels that apply to different surveys at the beginning of the database. Then the survey team can choose which access levels they need and who gets assigned them.

Is there a default order of questions or are they just in the order they were entered in the database till someone produces an Output? Who decides the default order?

SW: The questions will be ordered according to the ‘complex concept’ or ‘simple concept’ that they measure. The default order will be the order that the concepts are added to the system. NSD should be able to make it possible for the order to be altered when outputs are generated.

Do all users have the right to produce Outputs? SW: Yes

|  |
| --- |
| Query for NSD: how much work would be involved in order to set-up an area for internal communication amongst the QDT members and the CST sub-group members? |

1. **Inputs**
2. **Overview**

The table below outlines the sections of the current paper-based template, an indication of and the format of the information that should be included in each section of the database. The table should be taken as the starting point for the design of the database. Key points to note:

* For each section defined in the table, the database will need to be able to record an iterative process of adding text or numerical data[[10]](#footnote-10), recording comments[[11]](#footnote-11) and making changes.
* This iterative process will involve the QDT and CST sub-group – meaning that both groups need to be able to edit the text and add comments.

|  |  |
| --- | --- |
| **Name of database section** | **Format** |
| SECTION 1 – Module Title, Module Authors, Abstract | 3 x text boxes – each with the capacity to note changes to the text in each box and the reason for this change. Text may be copied from Word so the database needs to ‘hold’ the formatting.  Tick box - indicate whether the module is a repeat or a new module |
| SECTION 2 - Theoretical background of the module, its aims and objectives | Text box - with the capacity to note changes and the reason for this change. Text is likely to be copied from Word so the database needs to ‘hold’ the formatting.  Figures / Diagrams – these might be copied from word (in which case the formatting needs to hold) or be uploaded separately as graphics/PDF doc  Comments: Could either be added directly into the text (if the author can be attributed to the comment) or in a text box for comments. |
| SECTION 3: Concepts to be measured in the module and their expected relationships | Text box - Text is likely to be copied from Word so the database needs to ‘hold’ the formatting.  Figures / Diagrams - these might be copied from word (in which case the formatting needs to hold) or be uploaded separately as graphics/PDF doc  Comments: Could either be added directly into the text (if the author can be attributed to the comment) or in a text box for comments. |
| SECTION 4: Complex concepts (and their respective sub-concepts if applicable) | Text box: name of complex concept  Text box: Definition / description of complex concept (text or diagrams)  Text box: description of each sub-concept (it should be possible for more text boxes to be added according to the number of complex concepts and their respective sub-concepts)  Text box(es): question wording and response scale for each item[[12]](#footnote-12) and the reason for its inclusion  Tick box: ‘ESS repeat item?’ If this is checked, another text box should appear asking for the round(s) and original question number(s)  Comments: Could either be added directly into the text (if the author can be attributed to the comment) or in a text box for comments.  TJ: What if already asked in several rounds previously?  SW: At present, this only applies to a very small number of ESS questions (less than 5). However, it is a good point and could apply to other surveys so I have amended the text to reflect this (additions in red). |
| SECTION 5: Simple concepts | Text box: Name of simple concept  Text box: Definition or description  Text box(es): question wording and response scale for each item and the reason for its inclusion  Tick box: ‘ESS repeat item?’ If this is checked, another text box should appear asking for the round(s) and original question number(s)  Comments: Could either be added directly into the text (if the author can be attributed to the comment) or in a text box for comments.  TJ: What if already asked in several rounds previously?  SW: See above  TJ: What if the question or scale is changed? Even if not likely is not impossible, so might be beneficial to prepare the system for this. And I remember that e.g. ISSP has sometimes made changes to questions.  SW: If an ESS question wording or scale has been changed since it was originally fielded then we do not regard it as a ‘repeat item’. |
| SECTION 6: Items not to be repeated (this section only applies to repeat modules[[13]](#footnote-13)) | For each item:  Text box: Question wording and response scale  Text box: Round number  Text box: Question number  Text box: Concept the original item measured  Text box: descriptive text - reason for omission of the item  Comments: Could either be added directly into the text (if the author can be attributed to the comment) or in a text box for comments. |

We think that the sections in the database could look something like the example presented in ANNEX 2.

1. **Comments**

A large part of the design of the modules involves comments from the QDT and from the CST. The commenting process will last until agreement is reached – this may be relatively short (e.g. for an amendment to the module title) or fairly lengthy – e.g. discussions about specific question wording.

In addition, ‘CST comments’ may originate from one of the following sources:

* Expert review (reflecting comments from CITY, UPF or GESIS)
* Meeting (indicating agreement reached between CST sub-group and QDT at a joint meeting)
* SQP coding
* Application of the ESS-QAS (Question Appraisal System)
* Comments from NCs
* Omnibus testing results[[14]](#footnote-14)
* Cognitive interviewing results
* Advanced translation results
* Pilot fieldwork analysis
* Pilot – interviewer feedback
* Pilot – respondents feedback

TJ: (Pre)testing results should be included in the specification. Ideally, the possibility to have, say, up to 20 different sources and possibility to adapt the source list according to the survey, if such a system can be constructed technically without too much effort. What I mean is, is it necessary to have fixed sources of comments for the database? Or could each survey be able to define their own sources, though I think a default list might be good to have?

SW: I think this also a good point. From an ESS perspective we can limit the list of sources of comments to those above – this could therefore be the default list. But there should also be space for additional sources (not already included in the list to be included) – this would mean that sources relevant to e.g. SHARE/ISSP (but not the ESS) can also be included.

Implications for the database:

* A tick box system could be used so that we can indicate the source of the comments added to the database
* We need to be able to identify versions of comments easily – so all changes should be logged chronologically and displayed chronologically (with the most recent comment appearing first).
* Commenting should be possible for each of the different sections outlined above and for iterations of specific items (questions).
* All comments need to be stored and not over-written (e.g. as items develop / change throughout the design process it should still be possible to view comments on old items and add comments on new items)
* If one comment relates to more than one item it would be advantageous to specify this so that the fields are automatically updated (this would save time as multiple manual entries could be avoided)
* Comments should be assigned a status – 1) changes made; 2) new changes made; 3) unresolved issues. For status’ 1 and 2 space should be provided to add reasons for changes.

TJ: Not sure what you mean here. Changes made to comments or questions? If more than one person has the right to assign a status, will the system have information on who assigned it?

SW: The idea behind this point is to keep a log of action taken based on the comments made. ‘Changes made’ could refer to changes made to concept descriptions, titles, question wording or response scales (but not to the comments themselves). The right to assign a status to a comment should be restricted to CITY in the case of the ESS.

* The database should be flexible to allow the user to choose whether to record all comments or to only record key decisions. For the ESS we may want to document everything but other surveys may prefer to only record final decisions. Ultimately, the database should allow for both options.

TJ: The system should show who has entered which comment.

SW: Agree.

Example scenario - most likely stages of commenting

1. QDT add text to the database (e.g. theoretical background; concepts, sub-concepts and any proposed questions)
2. CITY adds comments from expert review.
3. The CST sub-group meet with the QDT. Discussions take place, notes are made and agreement is reached (or not).
4. The decisions made at the meeting and reasons for changing / adopting items etc are added to the database (for each concept, sub-concept or item as necessary) by CITY
5. The QDT respond to the comments by adding their reactions and new proposals into the database
6. The CST responds with additional comments
7. The QDT reach agreement with the CST
8. The change is implemented in the database by CITY
9. **Inputting question wording and response scales**

The QDT and CST will need to be able to insert question wording and response scales into the database. In order to facilitate the production of a PAPI questionnaire as an output of the database (see section 4 of this document), we will also need to be able to carefully define the response scale format in the database.

At this stage, we envisage that the following check boxes would be needed:

* Horizontal scale?
* Vertical scale?
* Insert number of scale points required: N
* Scale label for point 0 (insert text) [only applies if N of scale points = 11]
* Scale label for point 10 (insert text) [only applies if N of scale points = 11]
* Fully labelled ‘verbal’ scale?

TJ: Any help?

<http://www.managementstudyguide.com/attitude-scales.htm#ordinalscale>

SW: Yes – thanks! For the ESS (and possibly SHARE) we would need to include nominal, interval and ratio scales as well as Likert scales & 11 point (bi-polar labeled end-point scales). SHARE and ISSP may have other requirements that we still need to consider.

TJ: Open-ended free text responses? SW: This is quite rare for the ESS but should still be accommodated.

TJ: Open-ended numerical (e.g. year of birth, age)? SW: This is quite rare for the ESS but should still be accommodated.

|  |
| --- |
| NSD: Please note that we are working on the finer details of the response scale specification and will get back to you with more information as soon as we can. Do you think it will be possible to set-up such a precise specification for the response scale and for this to then be automatically generated into PAPI questionnaire format? (See section 4 of this document for more information about outputs.) |

1. **Adding / deleting questions**

For each concept (or sub-concept), we need to be able to document any questions that are deleted from the module and those that are added to the module at a later stage in the development process. For example, at the start of the design process the QDT may propose to include three questions to measure one concept; subsequently they may decide to drop one of these; following further discussion they may then decide to add a different question. We need a way to record this.

1. **Question ‘status’**

It should be possible for all questions to be viewed collectively within the database. It should also be possible to assign a ‘status label’ to a question denoting its progress through the design process. This would make it clear which items have been agreed on between the CST sub-group and QDTs and which are still open for discussion / comment.

|  |  |
| --- | --- |
| **Status** | **Description** |
| OK at present | The item is OK as it stands; further work may be required after pre-testing for example |
| Not OK | Further consideration or discussion is required |
| Agreed | The item wording has been agreed and will not be changed (this status should automatically be applied to repeat items) |
| Dropped | The item will no longer be included in the module |

1. **Outputs**

The database must be able to produce usable outputs –both for use during the design phase and in the final stages of development. The most useful output for the ESS would be to generate a paper-based questionnaire showing the question wording and response scales.

Implications for the database:

* The user should be able to choose which questions are included in the questionnaire AND in which order
* The questions need to appear as they would in PAPI format (i.e. in the same style as the English source questionnaire that is made available to the NCs for translation)\*
* It should be possible to produce the questionnaire in both Word and PDF format

*\*If producing a questionnaire in questionnaire format is not possible, it would be sufficient to generate a list of questions and response categories in Word format. The City team can then convert the items into the paper questionnaire format. (Even being able to generate a list of questions would be an improvement on the current system.)*

Outputs

1. All complex concepts OR selected complex concepts
2. All simple concepts OR selected simple concepts
3. All questions
4. Questions selected according to their status (i.e. OK at present, Not OK, agreed and/or dropped). Here it will be important to distinguish between the different status assigned to a question e.g. different symbols could be used to denote the different status.
5. Questions measuring a specific sub-concept or concept
6. Iterative versions of questions showing how they have developed throughout the design process (e.g. measuring a specific sub-concept). The different versions should be identifiable by date and appear in chronological order, most recent first
7. Produce a list of questions as they have developed through the process as well as the comments that document the development of the question available for each item. For examples of how this output might look like, please refer to Annex 3 - ‘documenting the development of questions measuring housework’ and Annex 4 – ‘‘documenting the development of questions measuring trust in police effectiveness’. [ANNEX 4 NOT INCLUDED FOR THE PAPER TABLED AT DASISH MEETING]
8. Produce a list of the items that were subject to pre-testing – either through application of the SQP program, omnibus testing, and cognitive interviewing or through the large-scale pilot.

Please refer to ANNEX 3 for a visual overview of how the database and in particular, the section on outputs might look.

## ANNEX 2 ESS ROUND 7 TIMETABLE: Question module design and pre-testing

**NOTES:** QDTs = Question module design teams; CST = ESS Core Scientific Team; NCs = National Coordination teams; CITY = City University team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Milestones** | **Qualitative**  **pre-testing** | **Quantitative**  **pre-testing** | **NC Input** |
| **2012** |  |  |  |  |
| July 2012 | QDTs selected |  |  |  |
| August – mid-September | QDTs think about comments from review process |  |  | NCs comment on initial proposals |
| Mid-Late September | Comments from NCs sent to the QDTs |  |  |  |
| 2 and 19 October | First meetings with QDTs and CST |  |  |  |
| 16 November | First draft submitted in template by QDTs |  |  |  |
| 14 December | CST comments sent to QDTs |  |  |  |
| **2013** |  |  |  |  |
| Week commencing 7 January | Second meeting with QDTs and CST |  |  |  |
| 1 February | Second draft submitted in template by QDT |  |  |  |
| 15 February | CST comments sent to QDTs |  |  |  |
| 8 March | Third draft submitted in template by QDTs to CST |  |  |  |
| 11 March |  |  |  | NCs comment on third draft (in advance of NC Meeting) |
| 20 March 2013 | NC Meeting - QDTs present modules to NCs and discuss any issues raised by NCs |  |  |  |
| 28 March | CITY send comments (raised at NC Meeting) to QDTs – with suggested solutions |  |  |  |
| 15 April | Fourth draft submitted in template by QDTs |  |  |  |
| Week commencing 22 April | Third meeting with QDTs (to agree changes to modules and choose items for pre-testing) |  | SQP testing (on items in the 4th draft) |  |
| May & June |  | Cognitive interviewing fieldwork & reports | Omnibus testing & reports |  |
| 5 July | CST recommendations following pre-testing sent to QDTs |  |  |  |
| 29 July | Fifth draft submitted in template by QDTs |  |  |  |
| 12 August |  |  |  | NC sub group comments (on Fifth draft) sent to QDT |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2013 (contd)** | **Milestones** | **Qualitative**  **pre-testing** | **Quantitative**  **pre-testing** | **NC Input** |
| August | QDTs and CST work on pilot questionnaire |  |  |  |
| 30 September | Questionnaire finalised for pilot |  |  |  |
| October |  | Advance translation | 2 nation pilot fieldwork |  |
| 8 November |  |  | Pilot data and reports available |  |
| November | Pilot analysis (CST and QDTs) |  |  |  |
| Week commencing 16 December | Fourth meeting with QDTs (to discuss pilot results) |  |  |  |
| **2014** |  |  |  |  |
| 10 January | Sixth draft from QDTs sent to CST |  |  |  |
| 13 January |  |  |  | NCs comment (on Sixth draft) |
| 31 January | Final CST & NC comments sent to QDTs |  |  |  |
| February-March | QDTs and CST work on finalizing modules |  |  |  |
| 28 March | Source questionnaire issued to National teams |  |  |  |
| April-end August |  |  |  | National preparations for fieldwork |
| September | National fieldwork starts |  |  |  |

## ANNEX 3 Visual overview of how the database could look

**Screen 1 – where users are prompted to choose a section to edit (these could be displayed as tabs or as a bullet point list, where each item links to the relevant section) e.g.:**

* Title/Authors/Abstract
* Background
* Concepts and Relationships
* Complex concepts and questions
* Simple concepts and questions
* Non-repeat items (repeat modules only)
* Outputs

**Section 1: Title/Authors/Abstract**

Title:

|  |
| --- |
| *[maximum of 80 characters]* |

Module Authors:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Module Author’s affiliation:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Abstract:

|  |
| --- |
| *[maximum of 200 words]* |

Repeat or new module?

|  |  |
| --- | --- |
| Repeat |  |
| New |  |

*[It might be useful to include a hover-over to clarify what is meant by ‘repeat’ and ‘new’]*

**Section 2: BACKGROUND**

Theoretical background & module aims and objectives:

|  |
| --- |
| *[maximum 4000 words]* |

|  |  |
| --- | --- |
| Upload figure / graphic? |  |

Comments:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

**Section 3: CONCEPTS & RELATIONSHIPS**

Enter concept name:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Describe concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Outline likely relationships with other concepts:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

|  |  |
| --- | --- |
| Number of sub-concepts: |  |

|  |  |
| --- | --- |
| Upload figure / graphic? |  |

Comments:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

**Section 4: COMPLEX CONCEPTS**

Name of complex concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Definition / description of complex concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

|  |  |
| --- | --- |
| Upload figure / graphic? |  |

Description of sub-concept 1:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Comments on sub-concept 1:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

Description of sub-concept 2:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Comments on sub-concept 1:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

*[The user should be able to add more text boxes according to the number of sub-concepts required to measure a concept]*

Source of comment:

|  |  |  |  |
| --- | --- | --- | --- |
| Expert review | | |  |
| QDT / CST Meeting | | |  |
| SQP coding | | |  |
| Application of the ESS-QAS | | |  |
| Comments from NCs | | |  |
| Omnibus testing results | | |  |
| Cognitive interviewing | | |  |
| Advanced translation | | |  |
| Pilot fieldwork analysis | | |  |
| Pilot – interviewer feedback | | |  |
| Pilot – respondents feedback | | |  |
| Add question wording? |  |

*[If the ‘add question wording?’ box is ticked then the following additional section about questions would appear]*

**QUESTIONS**

Q1 - Describe focus of question:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Q1 - Define question type:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

Q1 - Define response scale required:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

|  |  |
| --- | --- |
| Q1 - ESS repeat item? |  |

*[If the ‘ESS repeat item?’ box is ticked then the following two check boxes would appear]*

|  |  |
| --- | --- |
| Insert round number item fielded in: |  |

|  |  |
| --- | --- |
| Insert question number of item: |  |

Comments on question 1:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

|  |  |
| --- | --- |
| Question pre-tested? |  |

*[If this box is ticked then this information would be stored for future recall e.g. one outputs could be a list of all items that were pre-tested]*

LINK / BUTTON labelled: Add new concept

**Section 5: SIMPLE CONCEPTS**

Name of simple concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Definition / description of simple concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Comments on simple concept:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

|  |  |
| --- | --- |
| Add question wording? |  |

*[If the ‘add question wording?’ box is ticked then the following additional section about questions would appear]*

**QUESTION**

Q1 - Describe focus of question:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Q1 - Define question type:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

Q1 - Define response scale required:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

|  |  |
| --- | --- |
| Q1 - ESS repeat item? |  |

*[If the ‘ESS repeat item?’ box is ticked then the following two check boxes would appear]*

|  |  |
| --- | --- |
| Insert round number item fielded in: |  |

|  |  |
| --- | --- |
| Insert question number of item: |  |

Comments on question 1:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

LINK / BUTTON labelled: Add new SIMPLE concept

*[There could also be a button that indicates that different questions are being considered to measure the same sub-concept/simple concept. Then there should be additional space to add these alternatives.]*

**Section 6: NON-REPEAT ITEMS**

*[This section only applies to ‘repeat’ modules (i.e. modules that have been fielded in a previous ESS round) and therefore should not be available to modules defined as ‘NEW’ in section 1.]*

|  |  |  |  |
| --- | --- | --- | --- |
| Round(s) question originally fielded |  |  |  |
| Insert original question number(s) |  |  |  |

Define question type:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

Define response scale required:

*[This could be a check-list /tick boxes. NSD: Please note that this needs further consideration.]*

Concept (and sub-concept) original item measured:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Reason for not repeating the question:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Comments:

|  |
| --- |
| *[Maximum N characters - to be decided]* |

Source of comment:

|  |  |
| --- | --- |
| Expert review |  |
| QDT / CST Meeting |  |
| SQP coding |  |
| Application of the ESS-QAS |  |
| Comments from NCs |  |
| Omnibus testing results |  |
| Cognitive interviewing |  |
| Advanced translation |  |
| Pilot fieldwork analysis |  |
| Pilot – interviewer feedback |  |
| Pilot – respondents feedback |  |

**Section 7: OUTPUTS**

This section could consist of a list of possible outputs which could then be selected. For the complex concepts and simple concepts a drop-down list of all of the concepts in the module would be needed – to allow the user to select which ones to include in the output.

|  |  |
| --- | --- |
| All complex concepts |  |
| Selected complex concepts *[drop-down list of all concepts should be available]* |  |
| All simple concepts |  |
| Selected simple concepts *[drop-down list of all concepts should be available]* |  |
| All questions |  |
| All questions with the status ‘Agreed’ |  |
| All questions with the status ‘OK at present’ |  |
| All questions with the status ‘Not OK’ |  |
| All questions with the status ‘dropped’ |  |
| All draft questions measuring the concept X |  |
| All draft questions and comments on concept Z |  |
| Latest questions measuring the concept X |  |
| Latest questions measuring the sub-concept Y |  |
| Questions subject to pre-testing |  |

*[If the user chooses ‘All questions’ then they should be asked if they want to choose the order that the questions appear in. If they choose ‘yes’ they should then be able to manipulate the order of the questions]*

Format of output:

|  |  |
| --- | --- |
| PDF |  |
| Word |  |

|  |
| --- |
| Query for NSD: We may also want to output all comments from a particular source e.g. from SQP Coding or from cognitive interviewing. Will it be possible to facilitate this? |

## ANNEX 4 Documenting the development of questions measuring Housework in ESS Round 5[[15]](#footnote-15)

This document tracks the development of questions measuring *Housework* from the Round 5 rotating module on Work, Family and well-being. All of the documents referred to are available from the zipped file of module design templates available from the ESS website.

|  |
| --- |
| **Document name: Round 5 Module on Work, Family & well-being - Template Draft 1 (with comments)** |
| **Questions proposed by the QDT:**  I’d now like to talk about housework, as described on the card. By housework, we mean things done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare and leisure activities. On a typical weekday about how many hours, in total, do people in your household spend on housework for your home? (G22 Round 2)  **\_\_\_\_\_\_\_\_ write in hours**  And about how much of this time do you spend yourself? (G23 Round 2)  None or almost none 01  Up to a quarter of the time 02  More than a quarter, up to a half of the time 03  More than a half, up to three quarters of the time 04  More than three quarters, less than all of the time 05  All or nearly all of the time 06  (Don’t know) 88  Still thinking about the total amount of time people in your household spend on housework at your home, about how many hours are spent doing housework during a typical weekend?  **\_\_\_\_\_\_\_\_\_ write in hours**  And about how much of this time do you spend yourself? (G25 Round 2)  None or almost none 01  Up to a quarter of the time 02  More than a quarter, up to a half of the time 03  More than a half, up to three quarters of the time 04  More than three quarters, less than all of the time 05  All or nearly all of the time 06  (Don’t know) 88  **Comments from the CCT subgroup / documentation of meeting discussion:** The team clarified that the housework items will only be asked to people who are living with a partner. For this reason, the team have omitted the questions about how much housework the respondent’s husband/wife/partner does and instead only focussed on how much the respondent does. However, it is not clear from the question wording that this will measure “partner distributions” since other household members might also conduct housework e.g. children, grandparents. The QDT suggested this is implicit. |

|  |
| --- |
| **Document name: Round 5 Module on Work, Family & well-being - Template Draft 2 – with comments** |
| **Question proposed by the QDT (total housework):**  I’d now like to talk about housework, as described on the card. By housework, we mean things done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare and leisure activities. On a typical weekday about how many hours, in total, do people in your household spend on housework for your home? (Round 2 G22)  **\_\_\_\_\_\_\_\_ write in hours**  **Comments from the CCT sub-group:**  The team intend to include a measure of the amount of time the respondent spends on housework but do not plan to include an equivalent measure for respondent’s partner. These questions were included in Round 2 but the team have indicated that the resulting data did not make it possible to work out the household division of labour between the respondent and their partner as there may have been other members in the household who participated in the housework tasks. The CCT sub-group asked the team to think carefully about including these questions again due to problems with their quality.  **Question proposed by the QDT (respondent’s contribution to housework):**  And about how much of this time do you spend yourself? (G23 Round 2)  None or almost none 01  Up to a quarter of the time 02  More than a quarter, up to a half of the time 03  More than a half, up to three quarters of the time 04  More than three quarters, less than all of the time 05  All or nearly all of the time 06  (Don’t know) 88  **CCT sub-group:** No comments recorded |

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| **Document name: Round 5 Module on Work, Family & well-being - Template Draft 3 – with comments** |
| **Questions proposed by the QDT:**  **QDT Aug2009:** According to the report by Saris, the items included in Round 2 did not work very well. The two alternative versions, listed below, seem to work better.  Second form  I´d now like to talk about housework. By housework, we mean anything done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare and leisure activities. Thinking about the total amount of time people spend on housework for your home, about how many hours are spent **on a typical weekday**?   * And about how many of these hours do you spend yourself?? * And about how many does your husband/wife/partner spend??   Third Form  I´d now like to talk about housework. By housework, we mean anything done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare and leisure activities. Thinking about the total amount of time people spend on housework for your home, about how many hours are spent **on a typical weekday**?  And about what proportion of this time do you spend yourself?  Chose a number between 0 and 100 indicating the proportion you do    And what proportion of this time does your husband/wife/partner spend?  Chose a number between 0 and 100 indicating the proportion you do  **Comment from the QDT:** Given that forms 2 and 3 work better than the questions included in Round 2, it seems that there are good arguments for modifying the questions. However, we only want to use 2 items for this. One option would be to use the Third form, which has proven to be most successful according to Saris. Another option would be to introduce a new version, which gives us weekly hours of housework for R and P with just 2 items. This alternative is also favoured by Haya Stier, who has used the ISSP for analyses of housework and highlights the advantage of the ISSP measures as being: one can add paid work hours and housework hours (sum of total work hours), which is important and handy for many analyses on gender differences in time allocation and time burdens. According to the presentation that she gave in Mannheim, these questions worked very well and produced similar results as analyses using ESS data (see presentation sent around by Angelika Scheuer). This approach is preferable to measuring housework time in couples – G22 and G23 do not give us any additional information and G22 is a bit unclear insofar as to whether or not people include the time spent by non-family members (e.g. professional cleaners) on housework in their household.  The ISSP measures are:  N 9.a. On average, how many hours a week do you personally spend on household work, not including childcare and leisure time activities?  b. And what about your spouse/partner? On average, how many hours a week does he/she spend on household work, not including childcare and leisure time activities?  **Comments from the National Coordinators (NCs):**  **NCs:** Quality of answer is indeed doubtful for this question (the original question from R2); A question about paid help from outside (nurse, housewife, gardener,) might be of some interest.  **Reaction from CCT sub-group members:**  **DB:** QAS9T: annotation: ‘washing’ in the sense of ‘washing the dishes’? Suggest adding the following (underlined) to the Second Form.   * And about how many of these hours do you spend yourself on housework * And about how many does your husband/wife/partner spend on housework   **CITY**: In the second and third forms ‘typical weekday’ is used. This term will probably be meaningless for most respondents and it attempts to make the respondent do what the analyst ought to do. We prefer the ISSP measures but note that these do not measure total amount of time spent on housework in the household. However, this probably doesn’t matter as they do tap the contribution made by the respondent and their partner. The QDT need to decide whether they still want a separate measure for total amount of time. If not this sub-concept should be dropped and the reasoning why added to the template.  ‘I would now like to ask you about housework. By housework, we mean things done around the home, such as cooking, washing and ironing, cleaning, shopping and maintenance of property but not childcare or leisure activities.  About how many hours a week, in total, do you personally spend on housework?  The response categories could either be open – i.e. recorded in hours or as WS suggests could be grouped into categories. The QDT will need to think about this further. In addition, a code may be needed to capture respondent’s who do not have a spouse/partner – but the necessity for this code will depend on whether a filter is used before this question. |

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| **Document name: Round 5 Module on Work, Family & well-being – Template Draft 4** |
| **Questions proposed by the QDT:**  **QDT Sep:** The ‘washing’ in the original Q could refer to washing clothes or washing dishes. In this new proposal it is linked to ironing. We could add ‘washing dishes’ – does this translate across countries?  I’d now like to ask you about housework. By housework, we mean things done around the home, such as cooking, washing and ironing clothes, cleaning, washing dishes, shopping, maintenance of property, but not including childcare and leisure activities.  A) About how many hours a week, in total, do you personally spend on housework?  B) And what about your spouse or partner? About how many hours a week does he/she spend on housework?’  We recommend responses to be recorded in hours rather than categories to facilitate the construction of total work time measures (i.e. paid plus unpaid household work) and for the calculation of proportion of the couple’s housework time done by each partner. Question B should be filtered to those in partnerships.  **CCT reaction: Not recorded in Template Draft 4 (see below instead)** |

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| **Document name: Round 5 Module on Work, Family & well-being – Draft Questionnaire for NC Meeting version 1** |
| **Questions proposed by the QDT:**  **Personal housework**  **12 (new[[16]](#footnote-16))** I would now like to ask you about housework. By housework, I mean things  done around the home such as cooking, washing and ironing clothes, cleaning,  washing dishes, shopping and maintenance of property, but not childcare or leisure  activities.  About how many hours a week, in total, do you personally spend on housework?    **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  **(Don’t know) 888**    **Partner's housework**  **13 (new)** And what about your spouse or partner? About how many hours a week do  they spend on housework?  **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  **(Don’t know) 888**  **CCT comments:** As agreed at the meeting on 1st October, an open question recording the number of hours of housework done by the respondent and their partner will be used. This enables construction of total work time measures and for the calculation of proportion of the couple’s housework time done by each partner. This would not be possible if different categories of time were recorded. |

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| **Document name: Round 5 Module on Work, Family & well-being – Draft Questionnaire for NC Meeting version 2** |
| The two questions proposed by the QDT to measure Personal housework and Partner’s housework in this document are the same as shown in the box above. |

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| **Document name: Round 5 Module on Work, Family & well-being – Draft Questionnaire for ESS National Coordinators & Round 5 Module on Work, Family & well-being – Question Design Template Draft for ESS National Coordinators** |
| [Personal housework]  **75 (new[[17]](#footnote-17))** I would now like to ask you about housework. By housework, I mean things done  around the home such as cooking, washing and ironing clothes, cleaning, washing  dishes, shopping and maintenance of property, but not childcare or leisure activities.    About how many hours a week, in total, do you personally spend on housework?    **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  (Don’t know) 888  [Partner's housework]  **76 (new)** And what about your spouse or partner? About how many hours a week do they spend  on housework?  **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  (Don’t know) 888 |

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| **Document name: Round 5 Module on Work, Family & well-being – Action points for the module following feedback from ESS National Coordinators** |

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| **Q No. / Issue** | **Issue raised (and which country)** | **Team / Chair response (from NC Meeting)** | **CITY Suggestion** | **QDT Response** |
| G76 | ‘They’ v. ‘She/he’ – for ease of translation ‘She/he’ should be used rather than ‘they’ | None | This will be amended for the pilot. No action required from the QDT. | No further action required |

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| **Document name: Round 5 Module on Work, Family & well-being – Questions from Round 5 Pilot questionnaire** |
| **D80** I would now like to ask you about housework. By housework, I mean things done around  the home such as cooking, washing and ironing clothes, cleaning, washing dishes,  shopping and maintenance of property, but not childcare or leisure activities.  About how many hours a week, in total, do you personally spend on housework?    **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**    (Don’t know) 888  **D81** And what about your spouse or partner? About how many hours a week does s/he  spend on housework?  **INTERVIEWER: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  (Don’t know) 888 |

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| **Document name: Round 5 Module on Work, Family & well-being – Question Design Template with Pilot Analysis &post-pilot decisions** |
| **Question wording**: D80 (as shown in box above)  **Pilot Analysis:**  **KUL:** Proportion item non-responsethe variable in BG just exceeds the threshold of 8%. It should be cross-checked with the fieldwork documents in case it was to do with conceptual problems or translation issues (for BG).   |  |  |  |  | | --- | --- | --- | --- | |  | Questions | UK (N=420) | BG (N=400) | | D80 | How many hours a week do you personally spend on housework? | Acceptable | 8=18 **(=8.4%)** |   **BG Pilot Report: D80 & D81**10 interviewers believe that the questions are OK and the respondents have no difficulties with them. There were difficulties in estimating child care time and especially spare time on a weekly basis.  **UK Pilot Report D80 & D81** - Several interviewers mentioned that many respondents struggled to calculate their answers for this question. One respondent asked whether gardening should be included. Others mentioned that they often carried out housework whilst looking after children at the same time, or working. This made it hard for them to isolate the time spent on housework in particular.  **Translation:** source question is “Culturally Inappropriate” for Poland - a list of potential household activities contains mainly activities associated rather with women than with men. Also, “Maintenance of property” not clear.  **Final Post-pilot decision:** Retain question D80 without amendment.  **Question wording**: D81 (as shown in box above)  **BG Pilot Report: D80 & D81** 10 interviewers believe that the questions are OK and the respondents have no difficulties with them. There were difficulties in estimating child care time and especially spare time on a weekly basis.  **UK Pilot Report D80 & D81** - Several interviewers mentioned that many respondents struggled to calculate their answers for this question. One respondent asked whether gardening should be included. Others mentioned that they often carried out housework whilst looking after children at the same time, or working. This made it hard for them to isolate the time spent on housework in particular.  **KUL: Proportion item non-response** the variable exceeds the threshold of 8%. It should be cross-checked with the fieldwork documents in case it was to do with conceptual problems or translation issues (for BG).   |  |  |  |  | | --- | --- | --- | --- | |  | Questions | UK (N=420) | BG (N=400) | | D81 | How many hours a week does s/he spend on housework? | Acceptable | 8=28 **(13.1%)** |   **KUL: D80 & D81** significant differences in the responses given between UK and Bulgaria.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | DF | Chi² | p - value | N (UK) | N (BG) | | D80 | 28 | 72.860 | <.0001 | 218 | 196 | | D81 | 26 | 76.892 | <.0001 | 217 | 184 |   **QDT:** D80/D81: 2.5% and 4.3% non-response respectively. Distribution looks sensible.  **CITY recommendation**: Amend ‘partner’ to read husband/wife or partner (see explanation under D79 for reasoning). In Poland and possibly in other countries it is not acceptable simply to say partner; husband and wife need to be listed too. Without this change there is a risk that the translation might lead to misunderstanding of the question. This change should be made to other items mentioning partner in the rest of the module (i.e. D52, D54 and interviewer code at D83).  **QDT response**: Re suggestion to change partner to 'husband/wife/partner' (as mentioned under D78 and D79 on page 6): we are surprised that suddenly this is a problem - whilst it has not been in the previous module. We recommend keeping the original.  **Final post-pilot decision**: We will retain this item as fielded in Round 2 / Round 5 pilot |

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| **Document name: Round 5 Module on Work, Family & well-being – Penultimate Module for ESS National Coordinators** |
| **G76[[18]](#footnote-18)** I would now like to ask you about housework. By housework, I mean things done  around the home such as cooking, washing and ironing clothes, cleaning, washing  dishes, shopping and maintenance of property, but not childcare or leisure activities.  About how many hours a week, in total, do you personally spend on housework?    **INTERVIEWER NOTE: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**    (Don’t know) 888  **G77** And what about your spouse or partner? About how many hours a week does  s/he spend on housework?  **INTERVIEWER NOTE: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  (Don’t know) 888 |

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| **Document name: Round 5 Module on Work, Family & well-being – Final Module amendments** |

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| **Q** | **Problem / Issue** | **Proposed Solution** | **Team response** | **Final decision / comments** |
| G76  G76 | Switzerland - Is it right that this question is not asked if the respondent does not live with husband/wife/partner? If so, no comparison between the two groups is possible... | CITY – CLARIFICATION - This item will only be asked to respondent’s who have a partner in the household. The idea is to compare the number of hours of housework carried out by the respondent & their partner within the household. The motivation for this is to see if gender roles within households have changed over time. | No action required | No change needed. |
| G76  G76 | Poland - The examples of housework mentioned in the question are traditionally associated with women. No activities traditionally associated with men have been mentioned. Is this limitation introduced on purpose? | CITY – CHANGE - Instead of ‘maintenance of property’ we suggest using ‘household repairs’ – this will help respondents focus on domestic tasks within the home which appears to be the questions focus. QDT - Please confirm if you are only interested in areas of the household tasks traditionally performed by women. If you are we suggest dropping a repairs / maintenance example. | The wording for the question came from the R2 question, but we changed “care of clothes” which seemed an awkward phrase to “washing and ironing clothes”. On balance we should retain the definition used in R2 so that it is more comparable (even though structure of the question changed). NCs can then use the same translations. | Description of tasks from R2 will be used. Question itself from R5 will be used i.e.: I would now like to ask you about housework. By housework, I mean things done around the home, such as cooking, washing, cleaning, care of clothes, shopping, maintenance of property, but not including childcare and leisure activities. About how many hours a week, in total, do you personally spend on housework? |
| G76  G76 | UK – consider changing the order of the items so that not all the tasks traditionally associated with women are presented first. | CITY – CHANGE – We suggest either amending the order of the activities here or reducing the number of activities listed. | I’m afraid there are no other housework tasks that are traditionally done by men except putting out the bins! | No change. |

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| **Document name: ESS Round 5 – Final Questionnaire** |
| **G76[[19]](#footnote-19) CARD 90** I would now like to ask you about housework. By housework, I mean things done  around the home such as cooking, washing, cleaning, care of clothes, shopping,  maintenance of property, but not including childcare or leisure activities. About how  many hours a week, in total, do you personally spend on housework?    **INTERVIEWER NOTE: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**    **WRITE IN NUMBER OF HOURS**    (Don’t know) 888  **G77 STILL CARD 90** And what about your spouse or partner? About how many hours a week does  s/he spend on housework?  **INTERVIEWER NOTE: ACCEPT ESTIMATES AND ROUND UP TO NEAREST HOUR**  **WRITE IN NUMBER OF HOURS**  (Don’t know) 888 |

## ANNEX 5 ESS Questionnaire Development & Pre-testing (Round 6)

**Notes on the diagram:**

The questionnaire design process for a rotating module is lengthy and is spread over 20 months - from initial selection of the Question Design Team through to issuing the final source questionnaire almost 2 years later.

Each stage indicated in the diagram generates comments / notes that we want to document – in particular - expert review from CST and NCs [beige boxes] and the results of pre-testing [yellow boxes].

4. Revised proposals from question designers

Stages 1, 2 and 4 repeated

2. Expert review of questions

1. Proposals from question designers

18. Mainstage Fieldwork

3. Use of Survey Quality Predictor Program (SQP)

5. Consultation with ESS National Coordinators

9. Split ballot MTMM experiments developed

10. Large-scale two-nation quantitative pilot & Advance Translation

13. Consultation with ESS National Coordinators

## ANNEX 6 ESS question module development – Round 7

**Activities** **Actors**

11. Pilot analysis & results of advance translation

15. Translation & Translation Verification

12. Expert review & revised proposals from question designers

14. Final source Questionnaires produced

6. Omnibus Testing & Cognitive Interviewing

7. Omnibus Analysis & CI Analysis

8. Revised proposals from question designers

16. SQP coding

17. Country pre-tests

QDTs

CST Questionnaire design sub-group (CITY, GESIS, UPF)

First meetings (discuss design process; module content; possible concepts / sub-concepts)

October 2012

July -Sept 2012

Two question design teams selected (feedback given from review process and comments from NCs sent to QDTs)

Question module design team (QDT) members (2 teams)

ESS SAB

ESS National Coordinators (NCs)

1st draft template sent to CST (first outline of concepts/sub-concepts and possible Qs)

QDTs

November 2012

February – March

2013

CITY compile comments from GESIS/UPF and NC sub-group

December 2012

CST & NC comments sent to QDT

NC subgroup

GESIS & UPF

January 2013

2nd draft template sent to CST AND Second meetings

QDTs

CST Questionnaire design sub-group (CITY, GESIS, UPF)

Comments / meeting discussion points sent to QDTs

QDTs

ESS CST

ESS National Coordinators sub-group & full group of NCs

Third draft template sent to CST & NC sub-group

AND

Module presented to NCs for comment

CST Questionnaire design sub-group – CITY, GESIS, UPF

April 2013

4th draft Template sent to CST

April 2013

QDTs

March 2013

NC comments & proposed solutions from CST sent to QDT

Third meetings – agree changes to modules & choose items for pre-testing

CST Questionnaire design sub-group (CITY, GESIS, UPF) & QDT

QDTs

April / May 2013

Pre-testing – SQP coding, omnibus testing, cognitive interviewing

CST Questionnaire design sub-group (CITY, GESIS, UPF) & QDT

QDTs

June 2013

Analysis of pre-testing data

CITY compile comments from GESIS/UPF & Fieldwork contractors

CST recommendations sent to QDT

July 2013

External fieldwork contractors (omnibus /CI)

July 2013

GESIS & UPF

5th draft Template sent to CST

QDTs

August –Sept 2013

Pilot questionnaire developed

CST Questionnaire design sub-group (CITY, GESIS, UPF)

ESS NC sub-group

Oct –Nov 2013

Pilot fieldwork (2 countries)

Advance Translation (2 countries)

CITY,GESIS, UPF & Fieldwork contractors

Nov 2013

Pilot analysis

GESIS

UPF

## ANNEX 7 An illustration of a possible relationship between different databases

External fieldwork contractors

Fourth meetings – discuss pilot results and decide changes to module

Dec 2013

QDTs

GESIS & UPF

CITY

Jan 2014

6th draft Template sent to CST

1. In the ESS, an individual from each of the QDT acts as the single point of contact, leading the development of the module. They are referred to as the ‘QDT head’

   In the case of the ESS, other project stakeholders include individuals from CITY who form part of the CST questionnaire design sub-group, NCs and other members of the QDT and CST. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Ranking of priorities: Must (top priority) – Should – Could – Would (lowest priority). [↑](#footnote-ref-3)
4. Content from this section is planned to be included in a common requirement document for the three tools. [↑](#footnote-ref-4)
5. Content from this section is planned to be included in a common requirement document for the three tools [↑](#footnote-ref-5)
6. Generic Longitudinal Business Process Model (Barkow et. al 2013) [↑](#footnote-ref-6)
7. Content from this section this is planned to be included in a common requirement document for the three tools. [↑](#footnote-ref-7)
8. For simplicity, the ‘question module design team’ is referred to as ‘QDT’ throughout this document. [↑](#footnote-ref-8)
9. For simplicity, the ‘CST questionnaire design sub-group’ is referred to as ‘CST sub-group’ throughout this document. [↑](#footnote-ref-9)
10. Pre-testing results may be numerical e.g. percentages, correlation scores and factor scores (copied from Excel or SPSS). [↑](#footnote-ref-10)
11. See section 3b for more information about comments. [↑](#footnote-ref-11)
12. See section 3c for more information about response scale formats. [↑](#footnote-ref-12)
13. Teams choose whether to design a repeat module where 60% of items are from an existing ESS module or a new module, which has never been fielded on the ESS. Section E of the template only applies to repeat modules. [↑](#footnote-ref-13)
14. Omnibus testing and cognitive interviewing were utilised in round 6 - we hope to carry out similar pre-testing measures in future rounds and although funding has not yet been secured, we think they should still be factored into the specifications for the database. [↑](#footnote-ref-14)
15. Citation reference: European Social Survey (2011) *Round 5 Module on Family, work and well-being -* *Documenting the development of questions measuring Housework.* London: Centre for Comparative Social Surveys: City University London. [↑](#footnote-ref-15)
16. Translators should refer to a similar question in ESS Round 2 (G29) whilst noting important changes from asking about the household to asking about the respondent personally. [↑](#footnote-ref-16)
17. Translators should refer to a similar question in ESS Round 2 (G29) whilst noting important changes from asking about the household to asking about the respondent personally. [↑](#footnote-ref-17)
18. This item is similar to those asked as G22 and G29 in Round 2. [↑](#footnote-ref-18)
19. This item is similar to those asked as G22 in Round 2. [↑](#footnote-ref-19)