DASISH WP3 TMT UserAttributePair keys

The keys are survey-specific but the ESS key list can possibly be used for a base for other surveys. If the survey does not use the TRAPD procedure for translations, some of the keys are not relevant.

Keys for TMT   (ESS and possibly other surveys)

Suggested key values for the drop-down list:

Development.NotPublished
InternalPublication.InitialTranslation
InternalPublication.ReviewVersion
InternalPublication.Adjudication
InternalPublication.SharedLanguageHarmonised
InternalPublication.PostVerification
InternalPublication.PostSQP
InternalPublication.Pretest
InternalPublication.PostPretest
InternalPublication.Reused
Internal Publication.FinalFielded
ExternalPublication.ExportTo QVDB
ExternalPublication.ExportToSQP
ExternalPublication.ExportTo Public

Suggested key value definitions:

Not published:

Development.NotPublished
➢ Made available for discussion between two or a few persons for development but not really published internally

Internal publications key values:

Initial translation
➢ The first, initial and independent translation of a finalised source question, question item or a questionnaire, meant for review. If TRAPD is followed, there will be two of these first translation drafts.

Review version

- ➢ National Translation Team discussion version or version changed on the basis of outside expert comments or any review version of a later stage.
- ➢ The aim of reviewing is to ensure that translated questions/questionnaires correspond to the source (check construct equivalence) and that they are understandable in the target language/culture.

Adjudication
- ➢ Changes made by the national coordination to the review version.
- ➢ If a survey or the national team does not follow the full TRAPD, they will not use this key (just to note that not all keys need to be used by all surveys).

Shared language harmonised
- ➢ The version produced after shared language harmonization.

Post-verification
- ➢ Version changed on the basis of verification.

Post-SQP
- ➢ Version changed on the basis of SQP.

Pretest
- ➢ The version used for pretesting.

Post-pretest
- ➢ Version changed on the basis of results of the pretest.

Reused
- ➢ The translation is reused or copied from a previous round of the survey or from another agency. Will have a based-on reference to the original.

Final fielded
- ➢ The question, question item or questionnaire in its final version published in the TMT. Will be the same as the one published externally and sent to QVDB. But good to have separately from the key of external publication as a survey programme might use only TMT and not export to QVDB.

External publication:

Export to QVDB
Export to SQP

Export to public

- This is the question part/question/questionnaire/ in the form it has been fielded in and is ready to be published

Keys for QDDT (ESS and possibly other surveys)

Suggested key values for the drop-down list:

Development.NotPublished
InternalPublication.AvailableForDesignTeam
InternalPublication.ExportToSQP
InternalPublication.AvailableForNationalTeams
InternalPublication.ExportToTMT
ExternalPublication.ExportToQVDB
ExternalPublication.ExportToPublic

Suggested key value definitions:

Not published:

- Development – Made available for the key members of the CST questionnaire design sub group, but not designed to be published internally.

Internal publications key values:

- AvailableForDesignTeam – Items and discussion made available internally for members of the relevant Questionnaire/Module Design Team to view and comment on.

- ExportToSQP –The results from SQP will provide guidance to further development of the item, and may be used at multiple stages of the questionnaire process. Final items will also be exported to SQP

- AvailableForNationalTeams – Items and their development histories made available to National teams to view. They will be asked to comment, but these comments will only be added to the QDDT by the team at ESS HQ. There may be some aspects of the development history that we would like to 'hide' from national teams.

- ExportToTMT – Items made available for 'export' to TMT for translation. Items may be exported to the TMT at various times in the questionnaire design lifecycle, for example when questionnaires for pre-testing are produced (this may only be a selection of items) and when items are finalized.

External publication:

➢ ExportToQVDB – Once finalized, items will be exported to the QVDB to be made publically available

➢ ExportToPublic – In addition to the final question, the development history will be made available to the public. The published development history might however be an edited version of the development process that is stored in the database.

Keys for QVDB (ESS and possibly other surveys)

Suggested key values for the drop-down list:

Development.NotPublished
InternalPublication.AvailableForProjectPartners
InternalPublication.ExportToTMT
InternalPublication.ExportToQDDT
ExternalPublication.ExportToPublic

Not published:

➢ Development – Made available for the Archive QVDB Team, but not designed to be published internally.

Internal publications key values:

➢ AvailableForProjectPartners – Items made available internally for project partners for use in the different steps of the production/archive pipeline. For example, when creating data protocols and setup-files (dictionaries) for the national teams.

➢ ExportToTMT – Items made available for 'export' to TMT. For example, export of country-specific code lists from classification schemes developed and maintained in the QVDB for reuse in the TMT.

➢ ExportToQDDT – Once finalized, items will be exported to the QDDT. Categories can ,for example, be reused in response domains in QDDT.

External publication:

➢ ExportToPublic – The final items will be made available to the public. For example, when preparing lists or other data documentation for data release.

(See Appendix on the next page)

APPENDIX

UserAttributePairs in DDI supports controlled vocabularies that can be used to 'flag' versions of metadata elements for a particular business purpose. When a metadata element is published for a particular business purpose it can be assigned a 'flag' which indicates the purpose of the publication.

The tools could function so that the person who enters a version of a metadata element into the tool and wishes for example to publish this internally (i.e. for others to see), selects a key value from a drop-down list to denote for which purpose he or she is publishing. The same key value can be used at different stages of the translation process. When a source question item or a questionnaire is transferred from QDDT to TMT, it should arrive with version information since it will not be versioned in the TMT, but it would be useful to know if it is a development version or a finalized version.

The keys are developed for the ESS and SHARE but could also possibly be used by other surveys. They are as a first step intended for usage for questionnaire modules, instruments, question schemes and questions. It will be considered later whether they would prove useful for other metadata elements as well.

ESS: Examples of usage and the versioning of higher elements

TMT:

In general, for ESS it is important that higher elements/larger blocks, that is, questionnaire modules or sections, should be in one specific state (=receive one flag), rather than individual questions. This is in order to reduce a posteriori changes to individual items that have already moved forward in the process (e.g. a comment on an item from verification may trigger a change to another item that is not subject to verification; had this other item not subject to verification already been moved forward to SQP Coding, this coding would be useless because the input item would need to be modified and the coding renewed).

However, in some exceptional cases, it may make sense to have individual items in a different stage than a whole questionnaire module or section: For instance, if one item is particularly difficult and needs further checking e.g. by an expert, and the others can already move to a next stage, e.g. for keeping tight deadlines. Or is one item is e.g. subject to expert consultancy, e.g. educational background variables, it would not make sense to slow down the process for this entire module. This should stay an exception though because it makes most sense to translate blocks – that is, entire questionnaires, modules or sections – as homogeneously as possible.

However, for the three key stages, all items of a questionnaire should be in the same stage – that is, receive the same flag: start of translation / entering the TMT – version going into the pretest – final questionnaire. If the items are not in the same stage, the tool could give a notice/warning of this to the user (but not prevent publication).

QDDT:

There may be times when ESS ERIC HQ has documented internal discussions but don't want the QDT to see all of this – so ESS ERIC HQ may only want to publish certain items / comments to the QDT -

ESS ERIC HQ will need to send draft items to both SQP and TMT – and will want to distinguish between these InternalPublication.ExportToTMT and InternalPublication.ExportToSQP.

There will also be a need to publish data to NCs InternalPublication. AvailableForNationalTeams.

Then once the module is finalised, final items will be exported to TMT and SQP again.

Will then also publish items in the QVDB ExternalPublication.ExportToQVDB and then make the documentation process available to the public ExternalPublication.ExportToPublic

QVDB:

When metadata elements are developed in the QVDB, for example when new variables are created, versions produced for internal discussions within the archive team may be produced.

Some versions are produced for other project partners, like the national teams, to see, For example, when creating data protocols and setup-files (dictionaries) for the national teams.

Some material are produced in the QVDB for reuse in the QDDT and the QVDB. Internal publications of this material for exports to the QDDT and the TMT is then relevant. For example, export of country-specific code lists from classification schemes developed and maintained in the QVDB for reuse in the TMT or QVDB.

The final metadata objects will be made available to the public.