

The logo consists of the letters 'GGP' in a bold, teal, sans-serif font. The letters are arranged in a slightly ascending sequence from left to right. A thin, curved teal line sweeps underneath the letters from the bottom left towards the bottom right.

The Generations & Gender Programme

GGP Technical Guidelines

Version 1.0

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www.ggp-i.org  [@GGP_I](https://twitter.com/GGP_I)

The Generations and Gender Programme (GGP) was launched in 2000 by the Population Unit of the United Nations Economic Commission for Europe (UNECE) and has been coordinated by the Netherlands Interdisciplinary Demographic Institute since 2009. It is a social science Research Infrastructure that provides harmonized, large-scale, longitudinal, cross-national panel data on individual life courses and family dynamics. Over time, the GGP follows respondents through relationships, marriages, parenthood, divorces, deaths and many of the opportunities and challenges that people face along the way. It then tracks the causes and consequences of these events at the individual and societal levels.

In 2016, the GGP received funding for the Horizon 2020-funded Generations & Gender Programme: Evaluate, Plan and Initiate (GGP EPI) to further pursue the programme's aim to continue to expand its potential for scientific advancement, innovation and societal impact (2016-2019) (Grant Agreement No 739511). The GGP EPI project provides the GGP with the means to institutionalize and further formalize key processes required to position GGP for a successful application for inclusion in the ESFRI Roadmap 2020 as a sustainable, world-class research infrastructure accessible to all researchers in Europe and beyond. Work focuses on three key areas: Addressing key challenges for cross-national data collection, breaking down barriers between social science infrastructures and embracing the future of the social sciences.

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Preface

These Technical Guidelines aim to provide the fieldwork specifications and requirements for the countries participating in the Generations and Gender Survey (GGS). The document outlines the responsibilities and timetable regarding the implementation of the GGS at all stages of fieldwork. The document is primarily targeted at national teams and fieldwork organizations. Previously, the GGS fieldwork documentation and guidelines were organized thematically. This Technical Guidelines replace that documentation in order to provide a unique reference document that is updated in line with the GGP model of operations for the coming waves of data collection.

These guidelines have been prepared in the context of Work Package 2 of the GGP 'Evaluate, Plan, Initiate' project (GGP-EPI)¹. The GGP Fieldwork Experiment on Modes, conducted during 2018, provided important insights for the preparation of these Technical Guidelines. The document was also prepared with inputs from partners and other experts in the field.

The GGP Central Coordination Team (GGP CCT) would like to acknowledge the work of several individuals in the preparation of these guidelines. Susana Cabaco was central in the development of the guidelines. We would also like to thank Peter Lugtig, Vera Toepel, Detlev Lueck, Robert Naderi, Almut Schumann, Lars Dommermuth and Aat Liefbroer for their extensive comments on an earlier draft. We would also like to thank Maurice Maartens for the development of TMT and assistance in developing usage guidelines. We would also like to thank the European Value Study, the European Social Survey and the Survey of Health Ageing and Retirement in Europe for setting high standards in comparative research and sharing their experiences, on which these guidelines are based.

¹ Funded by the Horizon 2020 Research and Innovation Programme under grant agreement n° 739511.



Overview & Introduction

These guidelines outline the standards and requirements for data collection and preparation that must be adhered to by each country. The GGS is a cross-national longitudinal survey that provides open access data to researchers on topics including partnerships, fertility, work-life balance, gender relations, transition to adulthood, intergenerational exchanges, care and later life. The GGS is a central part of the Generations and Gender Programme (GGP; <https://www.ggp-i.org/>), a Social Science Research Infrastructure initiated in 2001. Since 2009 it has been coordinated by the Netherlands Interdisciplinary Demographic Institute (NIDI). The Fertility and Families Survey (FFS) is the predecessor of the GGS and was conducted in the 1990s in 23 Member States of the United Nations Economic Commission for Europe (UNECE). A key moment in the origins of the FFS was the 1987 UNECE Regional Meeting in Budapest where several scientific advisors to the national delegations promoted the idea of a new round of data collection as a follow-up to the World Fertility Surveys. As then, the GGP concluded in 2015 that a new round of data collection was needed in order to extend the data collected via the World Fertility Surveys, the Family and Fertility Surveys and the Generations and Gender Survey.

The key features that characterise the GGS are:

- Longitudinal design with 3-year intervals between waves
- Fertility and partnership histories
- Relation between men and women
- Relations between generations

The GGS is designed as a panel with 3-year intervals between waves. Data is collected from the same respondents at different occasions. The GGS questionnaire covers a wide range of topics and focuses on fertility and partnership histories, gender relations, division of housework, work-family balance, transition to adulthood, intergenerational exchanges, economic activity, retirement, health and well-being (see Table 1 below). The GGS adopts a life course approach and collects both retrospective information (fertility, family formation and dissolution) and prospective ones (intentions to have children, intentions of union formation, and further prospective information through its panel design). The selection of the themes included in the questionnaire follow theoretically grounded criteria (Vikat et al., 2007).

As of July 2018, the GGP includes data from 25 countries. Out of these, the following countries carried out a full GGS or survey that is closely comparable: Australia², Austria, Belarus³, Belgium, Bulgaria, Czech Republic, Estonia, France, Georgia, Germany, Hungary, Italy⁴, Japan⁵, Kazakhstan, Lithuania, Netherlands⁶, Norway, Poland, Romania, Russian Federation, Sweden. In addition, data from Spain, United Kingdom, Uruguay and United States have contributed to the Harmonized Histories collection⁷.

The GGP has a set of online products available, including **data documentation**: core and national questionnaires, codebooks, sampling information and country-specific documentation. An important online

² Data for Australia originates from the 'Household, Income and Labour Dynamics in Australia Survey'.

³ The GGS Belarus data was collected in 2017 and this is the first country to take part in the new round of data collection (GGP 2020).

⁴ Data for Italy originates from 'Famiglia e soggetti sociali (FSS)' in wave 1 and 'Cittadinanza dei percorsi lavorativi in un'ottica di genere' in wave 2.

⁵ Data for Japan originates from the 'International Comparative Survey on Marriage and the Family'.

⁶ Data for the Netherlands originates from the 'Netherlands Kinship Panel Study' and more recently from the 'Onderzoek Gezinsvorming'.

⁷ The Harmonized Histories data file was created by the Non-Marital Childbearing Network (<http://www.nonmarital.org/>). It harmonizes childbearing and marital histories from GGP countries with data from Spain, United Kingdom, United States and Uruguay - ensuring the data is ready for use in event history analysis.



resource is the NESSTAR data interface that provides direct access to GGS data and metadata, allowing also for simple descriptive analysis. The codebooks contain useful information on variable coding and country specificities. It is also possible to browse online and download the *Contextual Database*, which gives access to cross-national contextual data (demographic, economic and policy indicators).

The GGS has been extensively used across multiple scientific disciplines. The GGP website includes a *list* of hundreds of scientific publications based on GGS data. A selection of technical papers is also available covering technical aspects of the GGS: attrition, sampling, fieldwork methods, response rates, non-response, among other issues.

Table 1: Information collected in the GGS

Questionnaire modules	Examples
Demographics	Sex; age; education; dwelling unit; building, occupancy; satisfaction with the accommodation
Life Histories	Current partner; complete partnership history by month; intentions of union formation; Consolidated children information; step children; complete childbearing history by month; total number of children
Fertility	Ever had sexual intercourse; current pregnancy; fecundity; intentions to have children
Household Decisions	Household roster; Household organisation; decision-making; help and support; Childcare; child alimony/ maintenance; partner alimony
Generations	Questions about biological parents; brothers, sisters, grandparents; grandchildren; parental home during childhood; intentions to start living separately from parents; care and support
Well-Being	Health in general; height and weight; locus of control; well-being; loneliness; depression
Work	Current activity status; Additional job or business; Working Conditions and availability of reconciliation policies, Partners working status and conditions.
Income	Household possessions and economic deprivation; income from employment and other sources; total household income
Attitudes	Religiosity; Attitudes about interpersonal trust; Attitudes about marriage; Attitudes about gender
Report	Others present; interruptions; interview quality

Note: Additional information about each module and variables is available in the Data Documentation section of the GGP webpage: <http://www.ggp-i.org/data/methodology/>.

One central element to the GGS and its contribution is cross-national comparability. Current rapid changes in society are hard to detect and interpret but are best understood from a cross-national perspective. In turn this can only be done with cross-national comparable instruments and that is why it is so important that national teams and GGP Central Coordination Team (GGP CCT) adhere to these guidelines. In order to produce the greatest possible insights, scientists, stakeholders and policy makers benefit immensely if they have access to data collected with a cross-national comparative survey, as this way the indicators of interest are standardized and measured similarly across countries. High quality research necessitates standardization and comparability.

These guidelines outline the responsibilities and timetable regarding the fieldwork implementation of the GGS and the objective is to ensure that high quality data is collected in a comparable way across the participating countries. The document starts by providing an overview of the GGP and the timetable of activities and distribution of activities and tasks. The initial sections focus on the planning phase, which includes the contact with the GGP CCT, formation of the national team, funding applications, tendering



process and translation. Subsequently, the focus is on the preparatory phase activities, including pre-testing, interviewer training, sampling and service and data agreement. Finally, the last sections focus on the fieldwork, data protection, consent and linkage, data archiving, reporting and panel maintenance.



Timetable & Tasks

In this section we provide an overview of the activities required before, during and after the fieldwork for the initial wave of the GGS. In Table 2 (below), we present the timing of the tasks at each stage, as well as an indication of who will be mainly responsible for the task. This is to provide a more concrete mapping of the activities to help national teams plan the implementation of the GGS.

The GGP Central Coordination Team (GGP CCT) works closely with national teams to plan and execute the fieldwork using advanced software and survey tools. In addition to fieldwork activities, national teams are encouraged to plan and budget other activities related to documentation and communication in order to raise awareness of the survey and disseminate its findings.

Planning: the early stages of the project consist in four main steps: establishing contact with the GGP CCT; forming of the national team (we recommend a consortium of different stakeholders); planning of the activities, in line with the timetable; and preparation of the budget and fundraising activities.

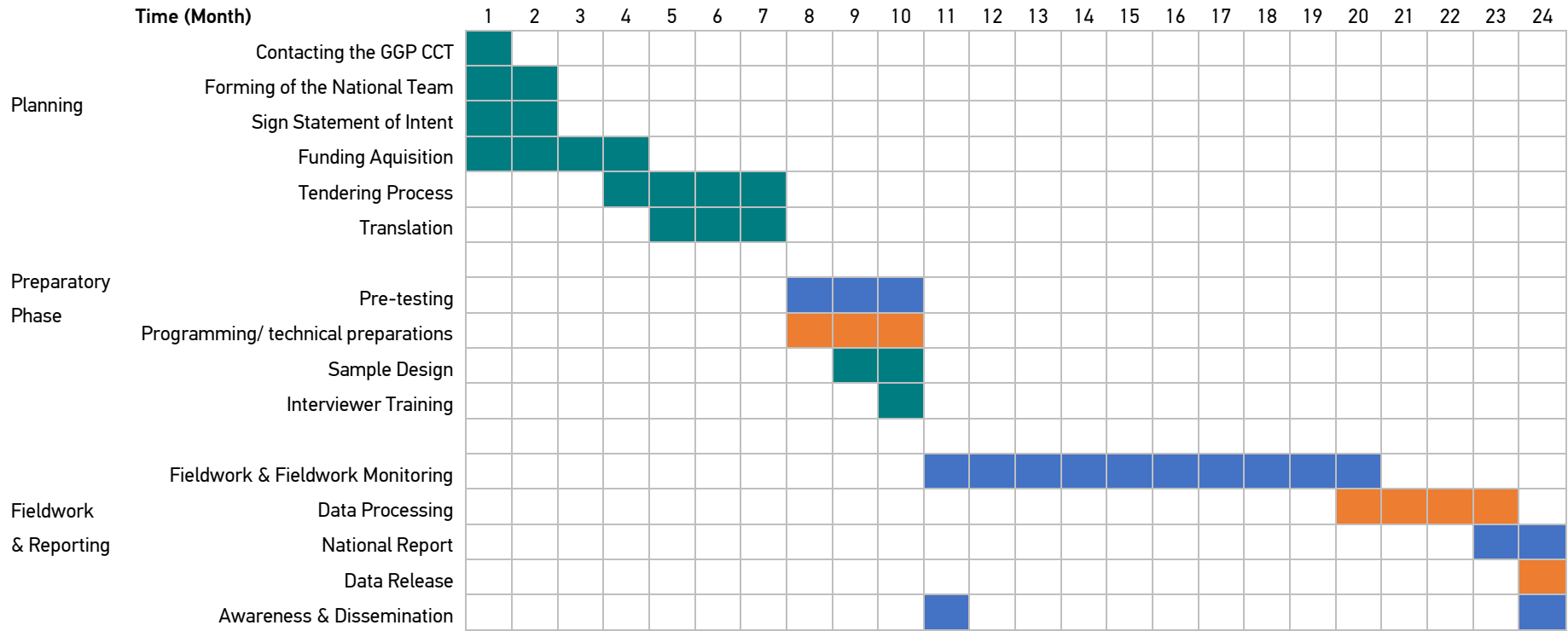
Preparatory Phase: the next steps concern the pre-fieldwork phase. At this stage, the national team prepares and finalises the tendering process with a decision on the organisation that will conduct fieldwork; translates the questionnaire using the Translation Management Tool (TMT); conducts the pre-testing of the translated questionnaire; and interviewer training is completed. The GGP CCT finalises technical preparations and makes any adjustments necessary in line with the results of the pre-testing. Moreover, it is important for the national team to consider organising awareness events and publicity to increase the public interest in the survey⁸. The detailed guidelines for each of these points are presented later in this document.

Fieldwork and Reporting: after these steps, fieldwork starts. The monitoring of the fieldwork operations will allow for the identification of any potential issues during fieldwork, allowing for corrective measures and thus gains are expected in data quality and timely data release. From a technical point of view, the questionnaire is programmed for Computer-Assisted Personal Interviewing (CAPI) and Computer-Assisted Web Interviewing (CAWI) using the Blaise survey software. Blaise⁹ is a software developed by Statistics Netherlands (CBS) that can be used for both creating computer-assisted surveys and data collection. The GGP CCT will be mainly responsible for data processing – transforming the raw data collected into a ‘clean’ format so that it can be used for analysis. Additional post-fieldwork activities where the GGP CCT will be involved include the preparation of the data documentation and data release, as well as the publication of the national report with key findings. The national team will also possibly organize an event (or events) to disseminate and engage potential GGS data users and other stakeholders in the country.

⁸ For example the national team of Belarus produced an *animated video* that was shown on TV during fieldwork in the country.

⁹ See <http://www.blaise.com/products/general-information>.

Table 2 - Timetable



Colour code:

- Mainly responsibility of the National Team & Fieldwork Organisation
- Mainly responsibility of the GGP Central Coordination Team
- Shared Responsibility

Figure 1: Examples of brochures produced by national teams (Austria and Poland).



Checklist of Tasks for the National Team

Planning

- Establishing contact with GGP central coordination team
- Submit signed Statement of Intent
- Submit a Funding Strategy form

Preparatory

- Translating the survey in the TMT
- Submit Sampling and Fieldwork Design Form
- Conduct Interviewer Training
- Conduct Pre-testing
- Submit Signed Data Agreement

Fieldwork & Reporting

- Deliver depersonalized contact data
- Submit Panel Maintenance strategy



Statement of Intent and Forming a National Team

When there is an institution or group of institutions interested in joining the GGP, the first step is to contact our Central Coordination Team (CCT)¹⁰. Although a single institution may field the GGS in their country, we strongly recommend forming a broad national consortium including key stakeholders involved in population studies, statistics and relevant ministries.

To ensure close collaboration with the GGP, prospective national teams are asked to sign a *Letter of Intent to Field a Generations and Gender Survey* (see Appendix). The letter does not commit the national team or the GGP CCT to the funding of data collection and coordination of a survey. Such commitments will be affirmed in a further Memorandum of Understanding (MoU) once internal or external sources of funding have been secured. The Statement of Intent helps the GGP CCT plan the work ahead and is a crucial first step to realizing the GGS in a country.

Among the initial considerations when forming the national team, it is important to keep in mind all the stages of the study. Before fieldwork starts, national teams must devote a significant amount of time to the preparatory and planning work, including funding applications. *National teams will be asked to fill in the Funding Strategy form online*. This is important for the GGP CCT to have more information on crucial elements such as who are the (potential) funders; preliminary budget; partners included in the proposal; foreseen fieldwork dates; targeted population; additional deliverables (e.g. reporting, conferences, training) upcoming deadlines for the selected calls; amount of funding provided and when the results of the applications will be made available. In turn, the GGP CCT can assess whether there are any additional sources of financing which the national team is unaware of, particularly at the international level.

It is the responsibility of national teams to identify possible sources of national and regional funding. However, the GGP CCT can provide support in the preparation and submission of the funding application including building the political and scientific case. National teams will need to be aware of the opportunities arising.

It is expected that the National Focal Point (representative of the national team) and fieldwork coordinator(s) become the main contact persons, liaising directly with the GGP CCT. Each national team should appoint and finance its coordinator and team. In addition, the national team should have a clear idea about who will be responsible for preparing the tendering process, translating the questionnaire, sample design and accompanying the pre-test phase. For the data collection to proceed in line with the timetable above it is crucial that the National Focal Point communicates any problems as soon as possible to the GGP CCT. As mentioned, it is important that the national team also plans and prepares any publicity or awareness events in a timely manner. More detail about the subsequent stages of fieldwork will be provided in the 'Fieldwork' section.

¹⁰ E-Mail: ggp@nidi.nl.



Funding Applications

The next step in terms of the preparatory stages of the GGS involves reporting on the fundraising activities conducted by the national team. A *Funding Strategy* form (see form in the annex and on the GGP website) needs to be filled in by the national teams addressing the following points:

- Abstract of the project (submitted for funding)
- Upcoming deadlines for the selected calls and amount of funding provided
- Funders/ potential funders
- Foreseen fieldwork dates
- Targeted Population
- Partners included in the proposal
- Preliminary Budget
- Are there deliverables which are not associated with fieldwork? (e.g. reporting, conferences, training)
- When will the results of the applications be made available (if known)¹¹

These details will be very important for the GGP CCT to be able to program all the work that needs to be completed at all stages of the project. It is also important to keep in mind that funding applications can require a significant amount of time to prepare and, in some contexts, the results of the funding applications can take some time to be released. Besides filling the Funding Strategy form, national teams are also encouraged to contact the GGP CCT while preparing the funding application(s).

¹¹ This only applies if there is a call for applications. There can be cases where a given institution is directly mandated to conduct the GGS in the country.



Translation & National Adaptation

Translation is a process aimed at expressing the sense of words or phrases from one language (source language) into another (target language). The translation process plays a very important role in cross-national surveys. According to Harkness et al. (2010), a good questionnaire translation: keeps the question format similar within the bounds of the target language; retains measurement properties, including the response options; and maintains the same stimulus. Equivalence in survey translation requires that respondents understand survey questions in the same way across languages and express themselves in the same way (the same attitude should correspond to the same observed answer). A good survey translation endeavors to attain conceptual, linguistic and semantic accuracy.

An inherent prerequisite for cross-national research is that the measurement instruments administered across populations are comparable. This implies that the data obtained in different countries should represent, across the respondents, the same concepts they intend to measure. If there are inadequately translated questions, the whole project suffers as data comparability is greatly affected.

The GGP requires that national teams use the 'Translation Management Tool' (TMT) for the translation of the GGS questionnaire. The TMT is a web-based tool, initially developed for the Survey of Health, Ageing and Retirement in Europe (SHARE), specially designed to allow translators to translate questionnaires without the burden of understanding complex routing and programming codes for large multi-lingual questionnaires. It has been used in several large international studies. Additional benefits of the TMT are its capacity of documenting diverse translation steps and communication processes as well as its export functionality regarding equivalent bilingual display of translated questionnaires alongside the master questionnaire – which is beneficial for data archives, data users and subsequent waves of the GGP.

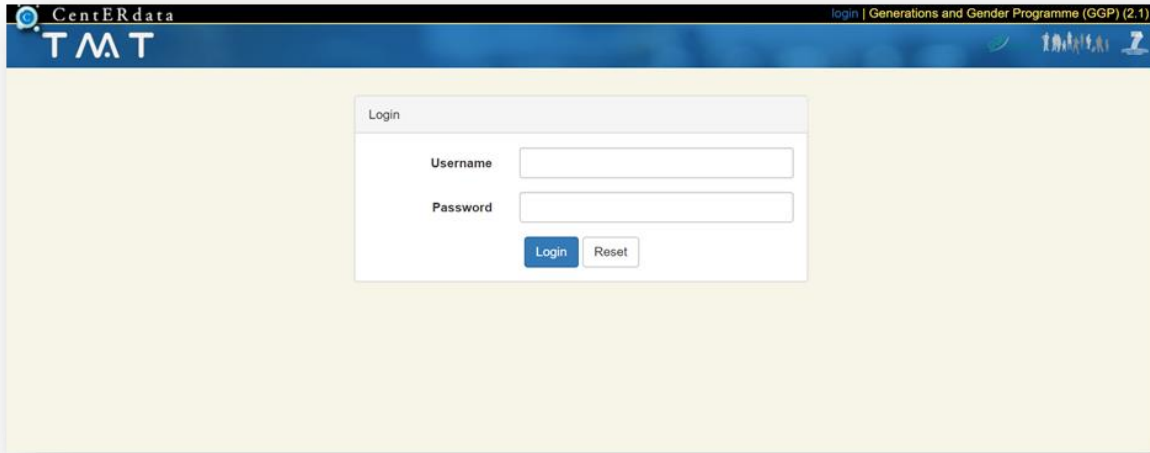
Translators should keep in mind that the GGS questionnaire is complex and some of the concepts might not be easily translated into the target language. We highly recommend translators and reviewers to add comments to their translations in TMT when they are in doubt or run into problems with the translation. It is not mandatory that the translation or review is done by professional translators. However, it is essential that individuals involved in the translation and review have a very high proficiency in English and are native speakers in the target language. During translation, care should be taken to align the translations with existing translations from related international studies such as SHARE, the European Social Survey and European Value Study as well as previous translations within the Generations and Gender Survey.

Information from the TMT database can be automatically imported into source code if the questionnaire was developed in Blaise, alternatively it can be exported into other formats, like Excel, Word, DDI, and GetText, making it easy to integrate into a wide range of other survey development processes. Since its first release in 2004, the TMT has been under continuous development. It has proven itself a good system for managing multilingual questionnaire translation projects over the web.

Log-in with different roles

The TMT is hosted at <https://gpp.tmt.centerdata.nl>. When you enter this address, a login screen will be displayed (Figure 2). The GGP CCT provides the login credentials to the national team. In this page, fill in the username and password that were provided to the user. In terms of browsers, we recommend using Chrome or Firefox for the TMT.

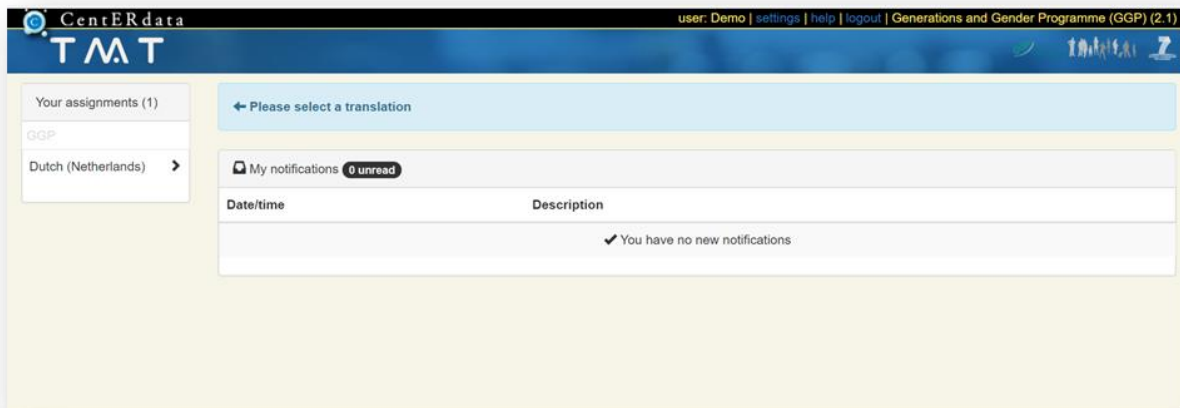
Figure 2: Login window (<https://gpp.tmt.centerdata.nl>)



The landing page in TMT

Once the user has logged in to the TMT, the below landing page will open.





Figure 3: Landing page in TMT



In the upper left, the user can find the assignment panel (1). This displays the translations available to the user. In the above example, the user is assigned to the translations “Dutch (Netherlands)”. To open an assignment, click on the item. This loads the translation overview screen.

Assignments, roles and rights in a translation

A TMT user will see one or more translations in its interface. Each of these are made available to him or her via an *assignment*. This assignment also determines the *role* they have for the translation. What the user can do in a translation depends on the *role* assigned. At the start of the process, the following roles are available:

	Manager – a manager can add new users and assign them to the translation and can add general and manager notes & tags to the translation.
	Translator – a translator can edit the translation and add general and translator notes & tags to it.
	Reviewer – a reviewer can edit the translation and add general and reviewer notes & tags to it.
	Viewer – a viewer cannot edit the translation, but can add general notes & tags to it.

Translation Overview Screen

The translation overview screen displays an overview table of the statuses of all translatable items.

Figure 4: Translation overview screen

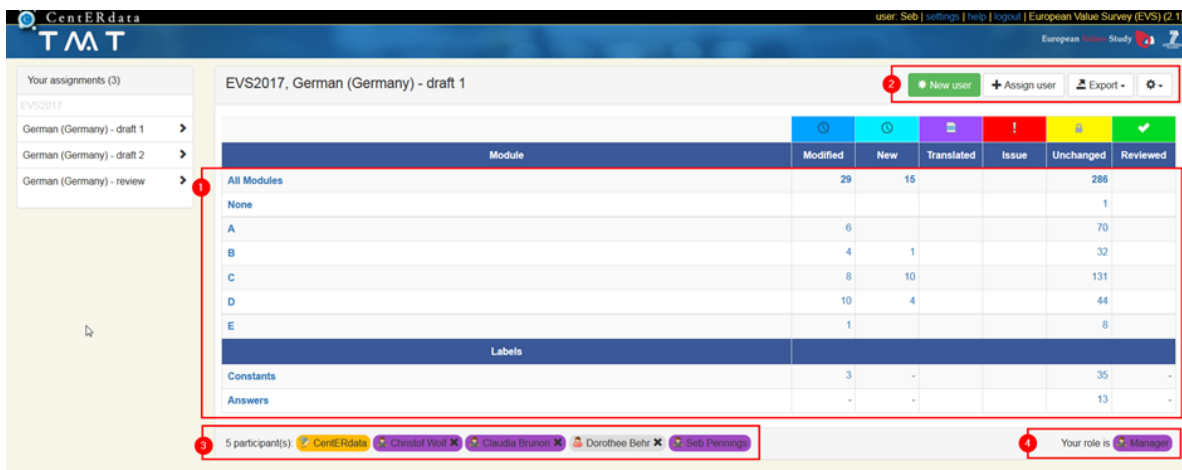


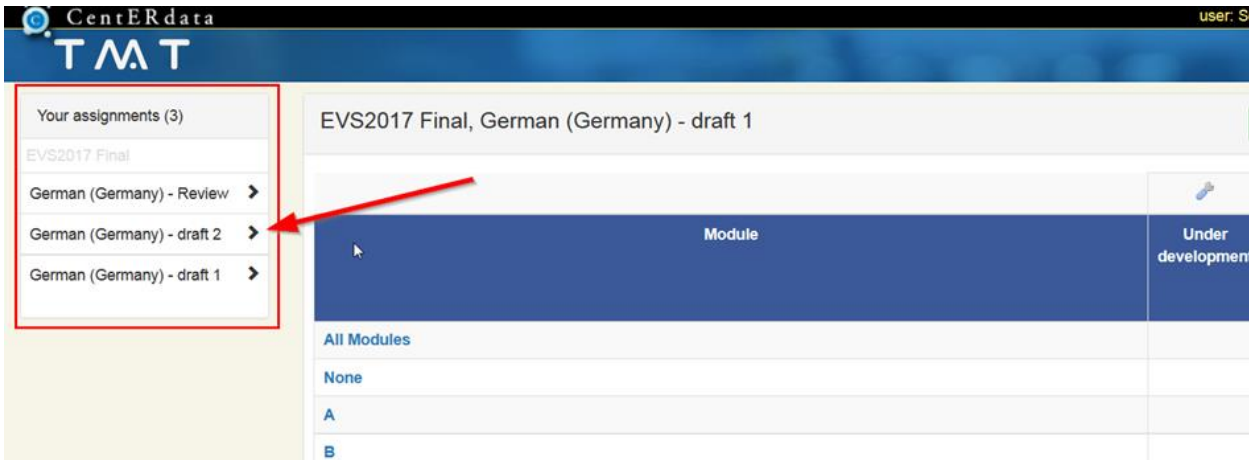
Figure 4 shows an overview of all questionnaire modules and elements of the questionnaire that the user is translating. Click on the appropriate section and start working in there. Click on the links in the left-most column to view all items for that module (e.g. A or B) or click on any of the links in the columns to the right (e.g. 6 for 'modified' in section A) to view items of a specific status in that module. The user can always go back to the landing page by clicking the TMT logo on the upper left side.

There are some icons in the top-right corner of the landing page. These will be relevant, for instance, when the user needs to create exports into Word or Excel.

Translating new and modified items: translator

If a user is assigned with multiple tasks, an overview of these tasks is displayed on the left in the overview screen (Figure 5). If the user is assigned only one task, this selection is hidden. If the user has more tasks, she/ he should select the right tab according to each role.

Figure 5: Assignment panel



A list of available Modules and a list of Labels is shown (Figure 6). Select the appropriate module from the overview page either by clicking on the name of the module, or by clicking on the numbers on the right, which only loads the questions from the module that are in the state as described in the header row. Selecting 'Constants' (i.e. reoccurring elements) will open a list of texts that need to be translated only once but are reused throughout the questionnaire. Opening 'Answers' will allow the user to translate reusable response options.

Figure 6: Translation overview table, showing module, constant and answer links (left) and specific status links (right)

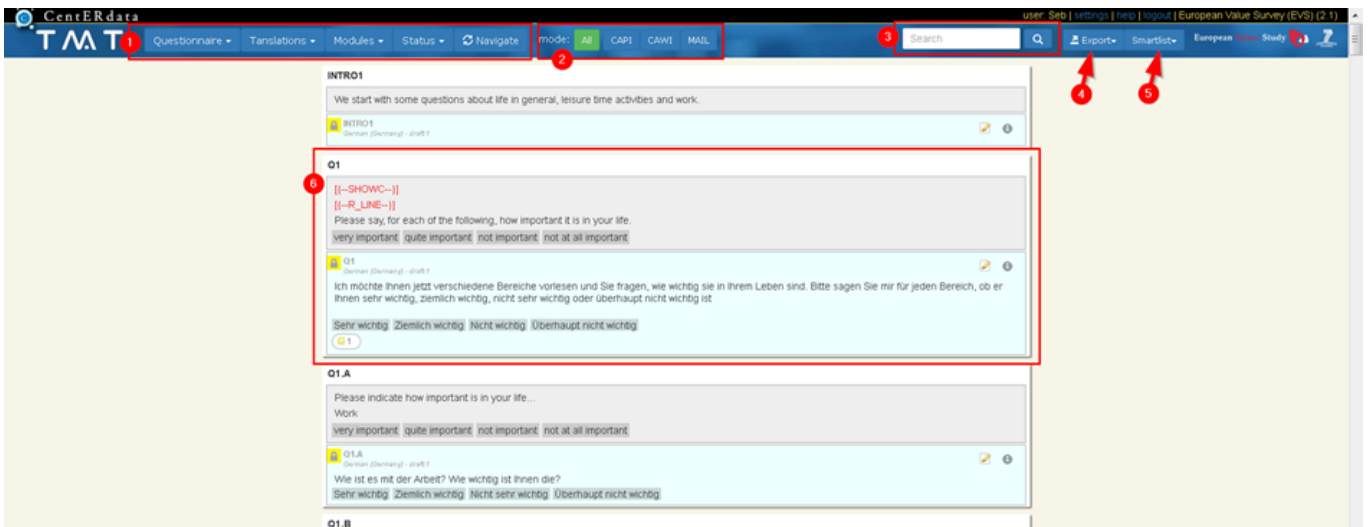
Module	Modified	New	Translated	Issue	Unchanged	Reviewed
All Modules	29	15			286	
None					1	
A	6				70	
B	4	1			32	
C	8	10			131	
D	10	4			44	
E	1				8	
Labels						
Constants	3	-			35	-
Answers	-	-			13	-

Selecting a module will open the translation screen.

The Translation Screen

The translation screen (Figure 7) is the main interface through which the user can make their translations. It consists of a blue top bar with a filter menu (1), survey mode selection buttons (2), a search function (3), export options (4), a smartlist (5) and a larger area in which translatable items are displayed.

Figure 7: Translation screen



The following is an explanation of the interface elements indicated in Figure 7:

1 Translation view filter.

Here the user can select what you want to display. Please note: To activate a selected filter or display, the user needs to click on the “Navigate” button.



Questionnaire – this will be GGP by default. The user cannot change this filter.

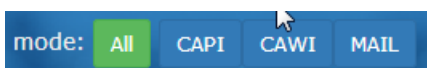
Translations – Select one or more translations (to which the user is assigned) to display. Multiple translations will be shown in separate columns.

Modules – View either all or one of the questionnaire modules, answers or constants.

Status – The user should select which statuses he/ she wants to see. The view will only show the statuses selected.

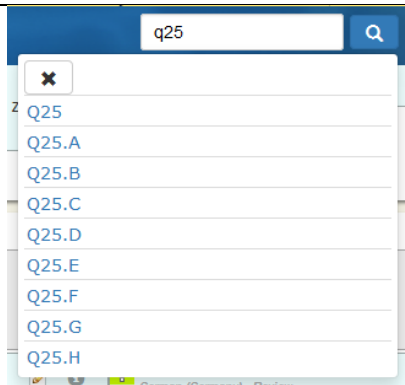
2 Mode selector

If the user translates a questionnaire that is fielded in multiple modes, the mode selector will be active. In the mode selector the user can select a mode to view. This changes the view to only show items which are available in the selected mode. By default, “All” is selected. The selection of mode impacts in particular the wording of instructions and some questions.

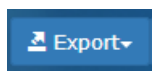


3 Search box

Type the name of a question, constant or answer here to search for it. Clicking the link will reload the view to show the item.



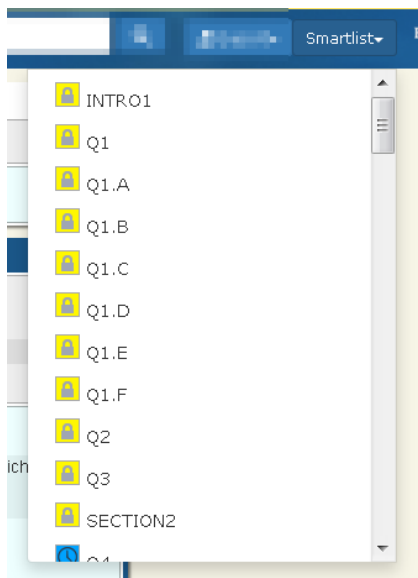
4 Export options



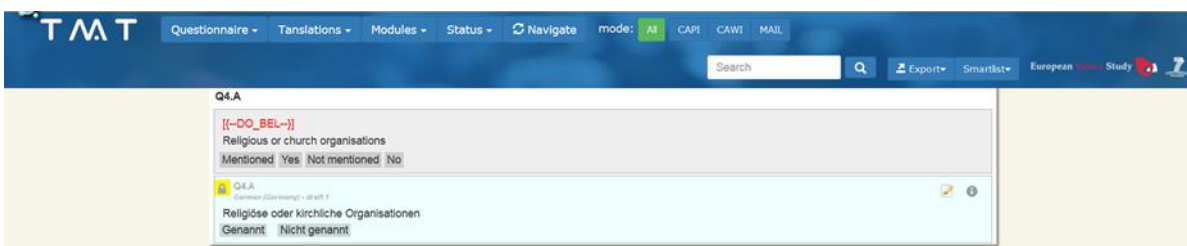
Currently, the user can export questions, answers and constants to a word or excel document.

5 Smartlist

Gives a quick overview of all the statuses for items in the view:









6 Translatable item with translation area



Different states

The translation will always be in one of the following “states”: modified, new, translated, unchanged and reviewed. The icons in the different colours will also be shown in the editing display, for instance:






Status meaning in draft translations:

	Modified → Modified trend item from previous waves; the modification needs to be mirrored in the translation. These items should be translated and then set to the status “Translated”.
	New → These items require a translation from scratch. These items should be translated and then set to the status “Translated”
	Translated → translation completed, could go to Review/Adjudication phase. All “Modified” and “New” items should eventually have this status.
	Issue → Indicates that the item content should be discussed. Once the issue has been resolved and the translation is complete, the status should be set to “Translated”.
	Unchanged → Items in this state are existing translations. You don’t need to translate them. They are only here as a context for the questions that need translation.
	Reviewed → not used in the draft translations: only used in the review.

When translators have completed all their assigned translations (i.e. all “new” and “modified” items now have status “translated”), they should notify the reviewer (often the program director).

Review phase: When both draft translations are done, the reviewer and the translators should review these jointly (team approach), select one of them, merge them, or propose a better fitting translation¹². How the review is done is described further below.

Status meaning in review:

	Modified → Modified trend item from previous waves; Reviewer copies texts from draft 1 and/or 2 to these items. At the end of the review, these items should be given status “Reviewed”.
	New → These items required a translation from scratch. Reviewer copies texts from draft 1 and/or 2 to these items. At the end of the review, these items should be given status “Reviewed”.
	Translated → Not used in review: only used in draft translations.
	Issue → Indicates that the wording of an existing translation should be discussed. Once the issue has been resolved, the status can be set to “Reviewed”.
	Unchanged → Items in this state are existing translations. They are here as a context for the questions that need translation and should also be reviewed. If there is a problem with

¹² Projecting the screen on the wall for face-to-face meetings or sharing a screen for webinars will be two options to implement discussions with several people involved.

	an item, you should move it to the status “Issue” and explain what the problem is via a note. Items without problems can be given status “Reviewed”.
✓	Reviewed → Items in this state are reviewed and can be transferred to other phases in the translation process.

When the user starts the review, the items in the review will have exactly the same statuses as draft 1 & 2 started out with. Draft 1 & 2 do not affect the statuses of the items in the review, so even if all draft 1 & 2 items have a status “Translated”, these will still be “Modified” and “New” in the review. If the user look at Draft 1 & 2 and the Review together, it will look something like this:

Figure 8: Draft translations (1) and the Review version (2)



Where 1 shows 1) the draft 1 & 2 items with “Translated” status and 2) the review version still in “Modified” status (Figure 8).

Translating questions

To translate questions, set the filter to the following:

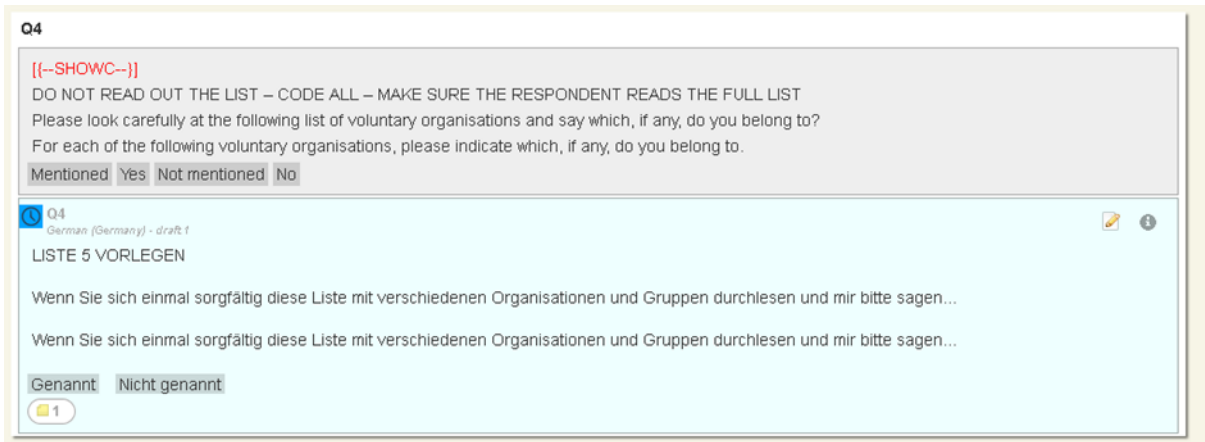
- Questionnaire > GGP (default)
- Translations > select the appropriate version (e.g. Portuguese (Portugal))
- Modules > “All modules”, “None” or “A” to “F”.
- Status > select the appropriate version (in particular ‘modified’/‘new’ and ‘unchanged’)

Please note: We advise to translate module-wise to avoid overload of the screen, that is first module A, then B, etc. We also recommend selecting “unchanged” items (yellow icon) alongside new and/or modified items to see the entire context of the questions.

Please note: Sometimes, existing translations may be in the wrong place due to automatic import into the TMT and require copy-paste. If translators cannot work on “unchanged” text, they should notify the reviewer/Program Director.

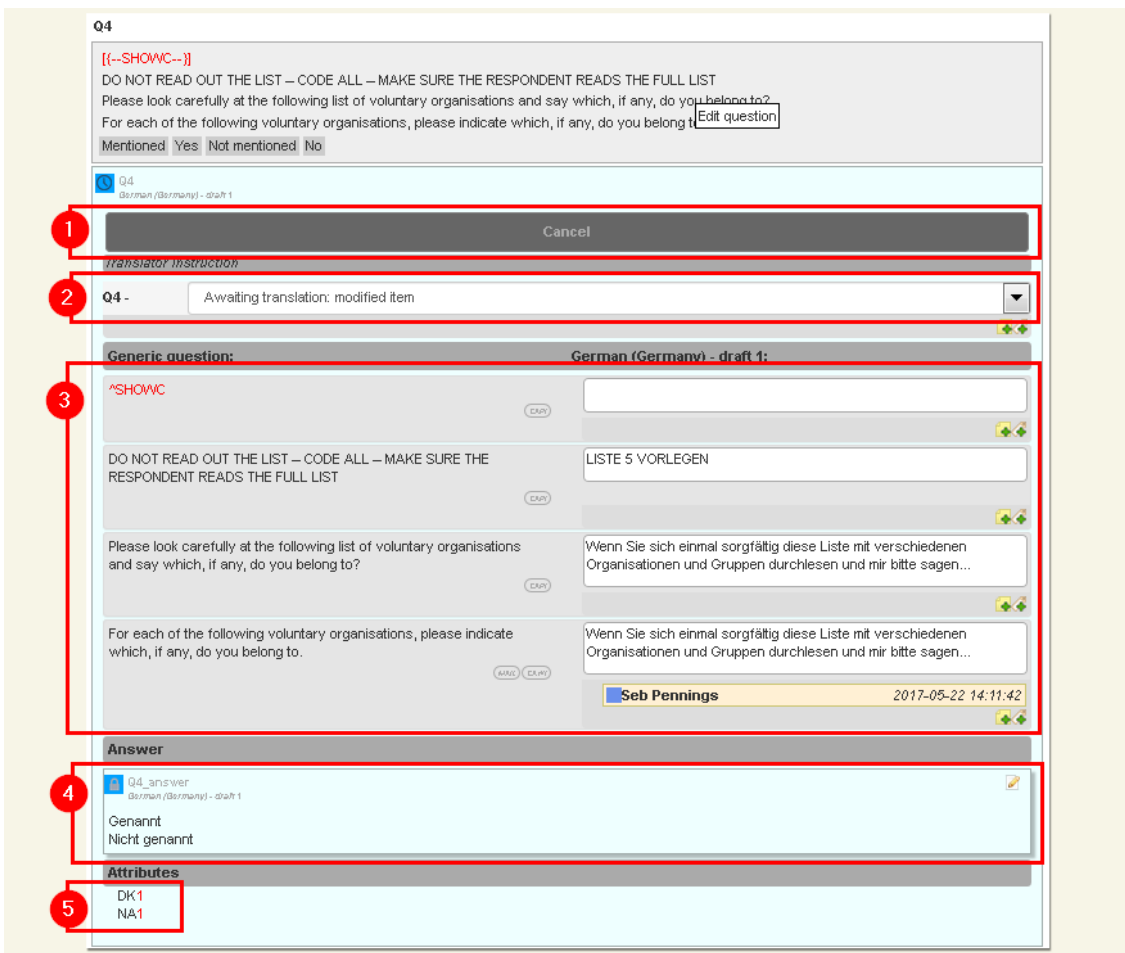
The translation area can be recognized by its pale-blue colour – and it is added under the source text area, which is shown in a grey box (Figure 9).

Figure 9: Question as it appears in the translation screen (in view mode), showing the generic text (grey box) and the translation (pale-blue box)



To start translating the item, click on the icon. The translation area will switch to edit mode.

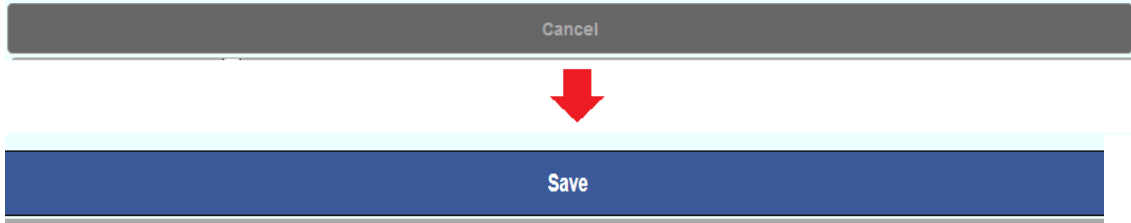
Figure 10: Question in edit mode



The following is an explanation of the interface elements in Figure 10:

1 Cancel / Save button

If you have not edited the item, this button shows “Cancel”. By clicking on “Cancel”, you can close the “edit mode”. Once you make a change, it changes to show “Save”. Hit this button to save your changes to the item.



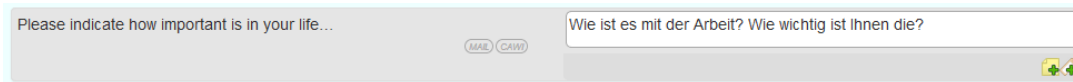
Please note: An answer is not edited/saved along with the question. This must be done separately (see item 4)

2 Item status

Depending on your role and task you can change the status of the item. Available statuses depend on the workflow, and your role in the translation.

3 Text editor

Here, you can enter your translation.



To the left is the generic text. To the right is a text area in which you can type your translation. Entering text changes the “Cancel” button to a “Save” button.

Please note: Red terms, such as ^SHOWC, ^INT_INS and the like, do not need to be translated in the translating questions sections. They are placeholders and will be translated only once in translating ‘constants’ section of the TMT. A feature is currently programmed ensuring that ‘constants’ translations are automatically copy-pasted into these placeholders.

4 Answer area



The answer area acts as its own translation area and is translatable as if it were a separate item.

5 Attributes

These items are connected to corresponding “constants” *NA, NAext, DK and DKext*. Constants are translated separately, and only once for all items.

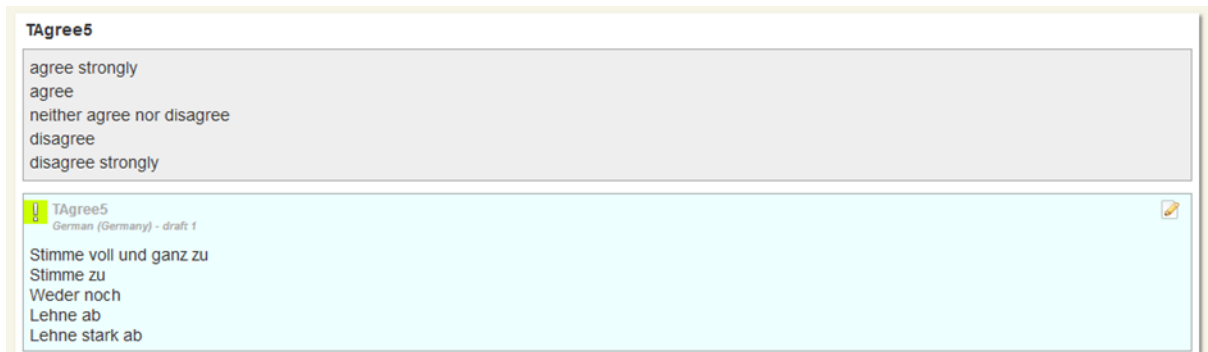
Translating answers (i.e. response scales)

To translate answers, set the filter to the following:

- Questionnaire > GGP (default)
- Translations > select the appropriate version (e.g. Portuguese (Portugal))
- Modules > “answers”

- Status > select the appropriate version

Figure 11: An answer as it appears in the translation screen (in view mode)



Answers appear similar as questions. The generic text is shown in a grey box and underneath is the translation area in a pale-blue box.

There are two types of answers: those that are used by multiple questions and those that are exclusive to a specific question. The former can be viewed and edited as a separate item in the translation screen, while the latter can only be edited as part of the question.


Click on the  button to open the edit mode (Figure 12). To the left are the generic texts, to the right are text areas in which you can type your translation.

Figure 12: An answer in edit mode. Multiple connected questions are shown in the yellow area at the top.



Translating constants (i.e. recurring elements)

To translate constants, set the filter to the following:

- Questionnaire > GGP (default)
- Translations > select the appropriate version (e.g. Portuguese (Portugal))
- Modules > “constants”
- Status > select the appropriate version

Figure 13: A Constant item as it appears in the translation screen

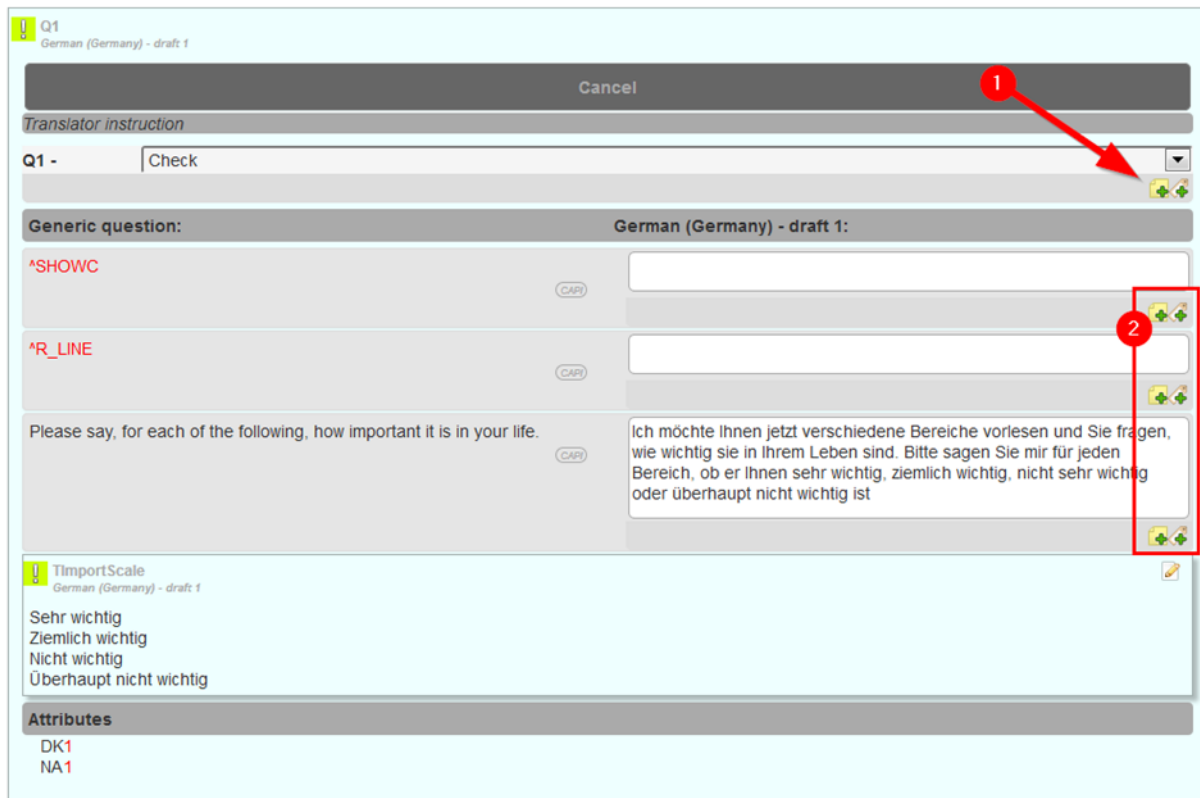


Constant items appear much like questions and answers, with a slight difference. The generic text is shown in a grey box with the translation area beneath in pale-blue, but the translation area is always in edit mode (Figure 13). The edit mode has only two fields: the first is a dropdown that allows the user to change the status of the constant. The second is a text area in which the user can type the translation.

Adding comments to your translations

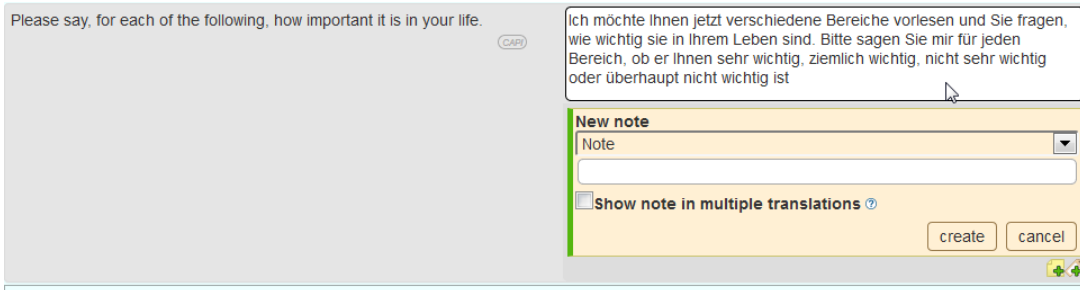
We highly recommend translators and reviewers to add comments to their translations when they are in doubt or run into problems with the translation. These comments can be helpful in the later stages, when deciding on final versions – as translators may already have thought about certain issues or decided on purpose against certain options at the initial stage. Furthermore, problems in the data later on may be traced back to translation issues.

Figure 14: Question in edit mode



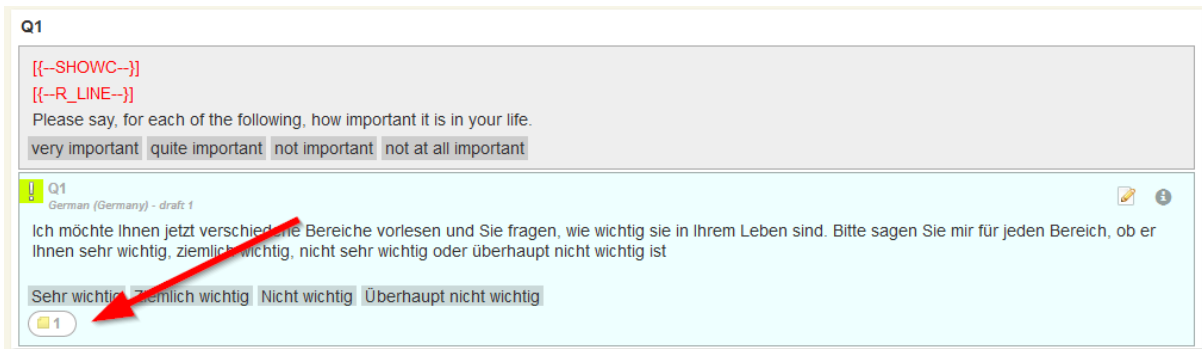
When in edit mode, the following icons can appear in the interface: These indicate that a comment can be attached to the item **1**, or part of the item **2** via a “note”. To create a note, click . The note creation panel will appear (Figure 15).

Figure 15: Note creation panel



Once the note is created, this is shown in the item.

Figure 16: The number of notes attached to the item (in total) is displayed as a badge

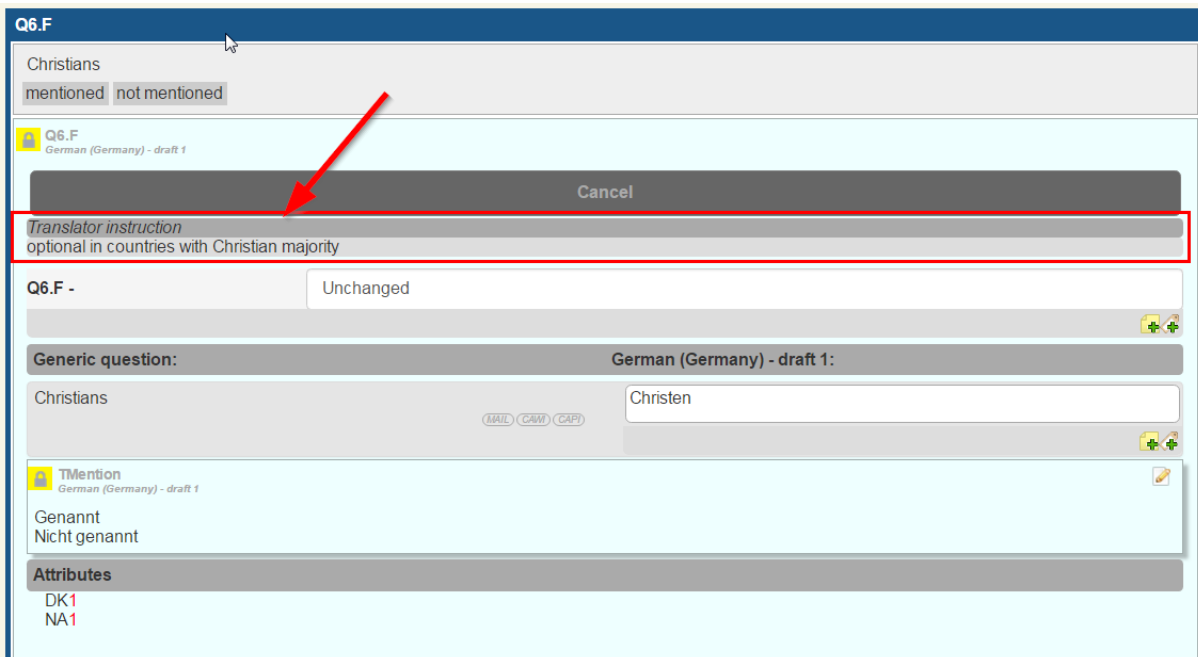


Translation queries (e.g. on meaning of items, other general issues) to the GGP Central Coordination team (ggp@nidi.nl or emery@nidi.nl). The comment function in the TMT is only for internal comments and notes.

Annotations/ translator instructions

Translation annotations, that is, item-specific guidelines that provide more information on an item, a concept, etc. are added at the top of each questionnaire item window (Figure 17). These are not intended to be translated– but should be considered in all GGP translations. Please read carefully all information included in the ‘translator instructions’ field.

Figure 17: Question in edit mode, showing translator instructions underneath the cancel/save button



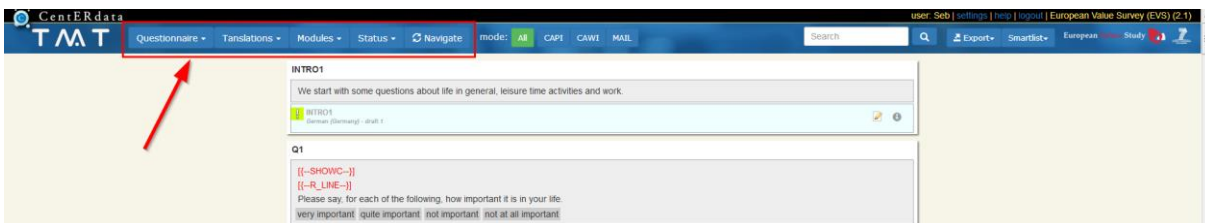
Routing instructions

Routing text consists of either the text “ASK” or “GO TO”, followed by the question name to which the route leads. These two items can be found under the “constant” area (under “Modules”) and only need to be translated once.

Navigating between questionnaire modules

For navigating between the different modules of the questionnaire, please select the appropriate module in the drop-down list at the top left side, and then click on ‘Navigate’. This will bring the user to the selected questionnaire module (Figure 18).

Figure 18: Translation screen, indicating the filter menu



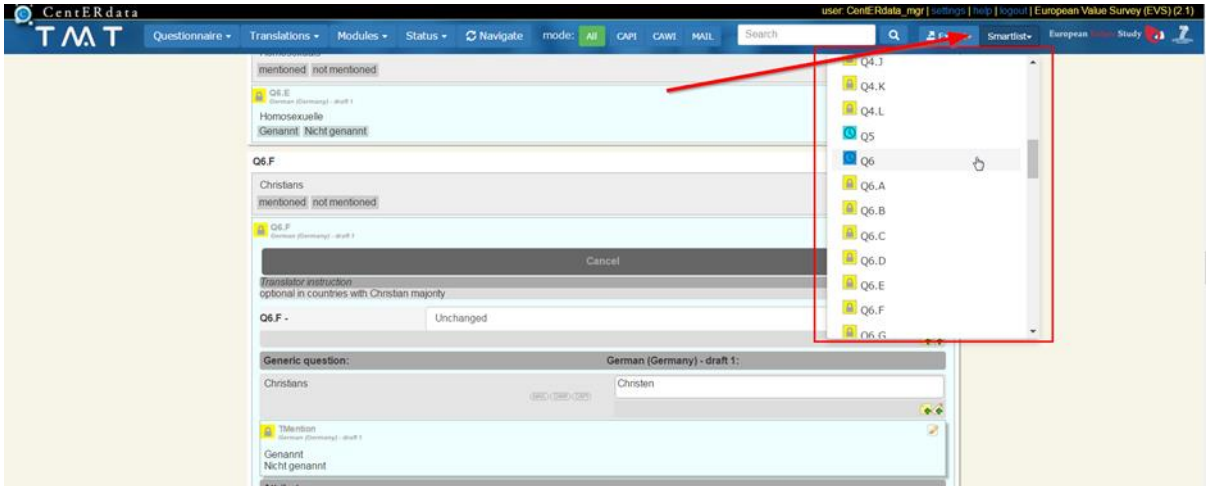
Navigating between items within the same module

For navigating between items of the same module – that is, the module you are currently in, you have 2 options:

1. In the module overview, you can simply scroll down your module overview and then select the item you want to translate as described above (the translation windows in this view are always pale-blue).

2. You may also select and click on the item you want to work on by clicking it in the smartlist (Figure 19).

Figure 19: translation screen, indicating the smartlist



Saving and closing TMT

The translations are saved each time you click on the “Save” button. For closing the TMT, click on ‘logout’ to the top-right of your screen. All your translations have been saved. After some time of no actions the session will timeout. When you encounter this, any work that is not saved will be lost.

Final proofreading and copyediting

When finalising your national survey instruments, we highly recommend you print out both the English source questionnaire and your pre-final national version and double-check item by item that the text and layout are corresponding to the source text. Thorough proofreading with both source and target questionnaire next to each other is a step that we recommend for any questionnaire translation – but it will be more important with this new translation environment, just to make sure that all elements are at the correct place in your final target instrument.

Some practical tips

If you wish to have TMT open on different tabs:

By clicking on the TMT logo in the left-hand corner or on numbers or modules on the translation overview screen you can open the TMT or different sections of the TMT on a different tab – just in case if you wish to cross-check things without closing elements you are currently working on.

‘Copy-paste’ of translations produced outside TMT into the TMT:

Some countries have already started translation prior to the release of the TMT. They can at any stage copy their translations into the draft version (in a similar way as you would translate) or into the review version. We strongly recommend translating with the TMT though to have all processes and steps thoroughly covered – and to have a sound basis for export for the data archive and for sustainable use of translated questionnaires in subsequent GGP waves.



Pre-testing

After the translation and revision are complete, the next step is pre-testing.

The main objectives of the pre-testing are identifying, and fixing problems experienced by interviewers and respondents. The pre-testing will encompass both the testing of the questionnaire and the technical pre-testing. This is crucial to meet and ensure the data quality standards of the GGS.

Pre-testing of the questionnaire and technical pre-testing

All countries will work with the same common digital version of the questionnaire, programmed and provided centrally by the GGP CCT. The key reasons for doing this are:

- a) to ensure that the questionnaire is administered in the same way across countries (eliminating the need for post-harmonization);
- b) to make sure that GGS data can be prepared for data release quickly and efficiently;
- c) to better monitor fieldwork in each country.

The digital questionnaire, programmed in Blaise, will be tested in the national language(s). The purpose is to check for question routing, wording and translation issues.

Blaise¹³ can be used for both creating computer-assisted surveys and data collection. The GGP CCT covers Blaise software licensing costs (fieldwork agencies are not required to have Blaise licenses).

The fieldwork agency conducts the pre-test according to the following specifications:

- The pre-test has to include at least 30 participants. The sampling and recruitment of the participants will be left to the fieldwork agency, but ideally should represent approximately the characteristics of the population of interest.
- For the pre-test, the fieldwork agency will provide the interviewers with the devices they will be using during fieldwork (e.g. tablet).
- The fieldwork agency needs to take note and report whether:
 - any problems occur with the understanding of the translation of the questionnaire and on which items;
 - any technical problems occur with the questionnaire-environment interface;
 - any problems occur with the display and interaction with the questionnaire in the agency's devices;
 - any technical problems occur with the upload and transmission of the data to NIDI servers.
- Regarding technical issues, it is essential to note and report any problems that the interviewers might experience regarding the device and software (for e.g. filling in and uploading the contact form, interacting with the data entry interface, upload, etc.).

¹³ See <http://www.blaise.com/products/general-information>.



- In addition, the fieldwork agency should also conduct a focus group session with the participants, collecting their impressions about their experience and any issues encountered).
- At the end of the pre-test, the fieldwork agency provides a short and informal report in English language regarding the results of the pre-test.

The GGP CCT will make the original Blaise questionnaire code available to national teams via GitHub. Git Hub is a code-sharing and software development platform with version control that allows users to contribute and create code together. In the context of the GGP this allows for an open discussion about potential issues that can be identified during pre-testing.

Based on the report, the GGP CCT, the national team and fieldwork agency will discuss any issues and implement necessary measures to enable the successful completion of fieldwork. After this stage, the GGP CCT will 'lock' the questionnaire – i.e. no further changes will be made to the survey instrument. If errors are spotted after this point, they cannot be fixed.

In order to test the questionnaire and the functioning of the Blaise Data Entry Client app in the devices ahead of the pre-testing, the fieldwork agency should ensure that the device has the Blaise Data Entry Client app installed. The Android Data Entry app comes as an Android application package (.apk file) that can be downloaded from the *Google Play Store*. The app is also available for Apple devices via the *Apple App Store*. Search for “Blaise Data Entry” to find it. The Android application package must be installed on the devices that you are planning to use. There are several versions available – *please consult with the GGP CCT on which version of the app should be downloaded and installed.*

This app then will connect directly to the GGP server at NIDI for downloading the questionnaire and transmitting the data entered by the interviewer through a secure internet connection.

It is very important to keep in mind that *during the pre-testing the version of the questionnaire to be downloaded to the device always has the suffix ‘_TEST’.*

The GGP CCT will also conduct pre-test checks on the questionnaire - i.e. questionnaire routing, layout and interface issues - and technical pre-testing to verify all aspects associated with the transmission, transfer and storage of the data¹⁴.

¹⁴ In the case of the countries where the linkage of the survey data and administrative data is possible, the linkage will be done after the fieldwork in collaboration with the relevant organisation(s) and national team, in accordance with national and international data protection regulations.



Sampling

The sampling frames are drawn at the national level, in line with country-specific characteristics and adopting the best available resources to define the sampling framework. Countries are strongly advised to consult with country sampling experts from the start of the planning of the study to avoid unnecessary complications in the processing and analysis of the data and optimize the use of available resources. These guidelines provide an overview of the issues to be considered and are not a comprehensive sampling manual given the role of the local context in shaping sampling procedures. However, the GGP CCT must approve the sampling design before fieldwork can commence.

Because the GGS is an international survey where international comparisons are to be done and the survey results have the potential to impact on government policy it is important that care be taken in the design of its sample. In order to allow for inter-country and time dependent intra-country comparison it is necessary that *probability sampling is used*. It is essential that, in each participating country, the survey agency responsible for the sample design and implementation be a reputable institution that is willing and able to conform to the GGS Technical Guidelines.

A sampling expert within each national team will ultimately define which sample design is most appropriate for the GGS given the most suitable survey frame and the method and cost of survey collection. Each National Focal Point will be asked to *fill in the online form* prepared by the GGP CCT as part of the process of approval of the sample and fieldwork design in each country. The GGP CCT will review the information provided and discuss the best solution in close collaboration with the national team. The form covers the following:

- sample frame
- frame coverage
- frame size
- unit of frame
- sampling method
- sampling stage definitions
- sampling stages sizes
- unit selection method
- final stage unit selection
- within household unit selection
- stratification
- sample size
- estimated non-response

We recommend that the following guidelines be used when selecting a survey frame and sample design.

GGG Longitudinal target population

The target population is the population for which information is desired. The target longitudinal population is the resident non-institutionalized population within the specified age range at the time of wave 1. Age ranges can vary between 18-49 through to 18-79.



Note that at the second wave, the original sample is 3 years older and the age structure of the original sample will be: 21 to 52-82. The same can be applied to the third wave, i.e. the age structure of the sample will be 24 to 55-85 years old. Note that everybody in the original sample will be interviewed in subsequent samples. Careful studies are required to evaluate if the original sample is still representative at the second (and later the third) wave.

Note that if one country wants to produce cross-sectional estimates, supplementary samples, i.e. top-up samples, must be drawn in subsequent waves. However, this is not a key aspect of the GGS design and the study does not intend to produce data for repeated cross-sectional analysis that would require representativeness at each wave. Any top up samples in any subsequent waves are therefore asked to complete the wave 1 baseline questionnaire.

GGG survey population: may exclude up to 5% of the target population

The survey population is the population actually covered by the frame and surveyed for GGS. Often, exclusions are due to frame limitations or practical constraints – such as eliminating remote regions where survey collection would be prohibitively expensive. In order to facilitate international comparisons, we recommend that each country minimizes as much as possible exclusions from the target population. Any country that excludes more than 5% of the target population must provide valid reasons for the proposed exclusions to the GGP coordination team.

Survey frame: list versus area frame

The survey frame provides the means of identifying and contacting the units of the survey population. There are two main categories of frames: list and area frames.

A list frame is a physical list of all units in the survey population (for example, a list generated from a population register). For GGS, in order to satisfy the sample design guidelines, any list frame of residents must include, for each person, the following auxiliary variables: design information: age, sex and place of residence (i.e., geography) and contact or tracing information such as name, phone and/or addresses. Other auxiliary information is also desirable in order to perform nonresponse analysis and weight adjustments (i.e., socio-demographic information such as level of education, income, size of household, etc.). If sampling frames are available which can be linked with administrative data, these should be given precedence. It should be noted that only the national team will have access to the list frame of residents (it will not be shared with the GGP CCT).

If administrative data are used to create a list frame, note that the usefulness of the administrative data depends on such criteria as the data's:

- Unit listed within the frame (individual v household)
- concepts and definitions (they should be consistent with GGS),
- coverage of the target population (at least 95% coverage),
- quality of the data,
- timeliness with which the data are updated,
- reliability of the administrative source,
- privacy issues,
- ease of use of the data.

An area frame is a special kind of list frame where the units on the frame are geographical areas. The survey population is located within these geographic areas. Area frames may be used when an adequate list frame is unavailable, in which case the area frame can be used as a vehicle for creating a list frame.

Area frames are usually made up of a hierarchy of geographical units. Frame units at one level can be subdivided to form the units at the next level. Large geographic areas like provinces may be composed of districts or municipalities with each of these further divided into smaller areas, such as city blocks. In the smallest sampled geographical areas, the population may be listed in order to sample units within this area.

Sampling from an area frame is often performed in several stages. For example, suppose that a country does not have a good quality, up-to-date list frame of residents from which to draw the GGS sample. An area frame could be used to create an up-to-date list of households as follows: at the first stage of sampling, geographic areas are sampled, for example, districts. Then, for each selected district, a list frame is built by listing all the households in the sampled district. At the second stage of sampling, a sample of households is then selected. At the third stage of sampling, an individual within a household is selected.

It is important that the geographical units to be sampled on an area frame be uniquely identifiable on a map and that their boundaries be easily identifiable by the interviewers. For this reason, city blocks, main roads and rivers are often used to delineate the boundaries of geographical units on an area frame. Once the first wave sample has been completed the successful interviews become a list frame for that part of the population that will be covered in subsequent waves (panel part). Only the new sample units, which should have been predetermined need to be sampled, and added to the hybrid list frame.

When selecting the best frame for GGS, each country should try to minimize the following four types of frame defects:

- Undercoverage: exclusions from the frame of some units that are part of the target population (e.g., a population register, or census data may be out-of-date).
- Overcoverage: inclusions on the frame of some units that are not part of the target population. This is often due to a time lag in the processing of frame data (e.g., a population register may include some dead individuals who have not been identified as such).
- Duplication: an individual or household may appear several times on the frame.
- Misclassification: an individual or household may be misclassified (e.g., a man may be misclassified as a women or a person's age may be incorrect).

Tips and guidelines

In order to choose and make the best use of the frame, the following tips and guidelines are useful:

- Frames of individuals are generally preferable to household frames as the GGS is an individual level sampling and an individual level frame eradicates the need for screening and associated errors.
- When deciding which frame to use, assess different possible frames at the planning stage of the survey for their suitability and quality. It can be useful to find out about what sampling frames other recent national surveys have used.
- Avoid using multiple frames, whenever possible. However, when no single existing frame is adequate, consider multiple frame.
- Use the same frame for surveys with the same target population. If one country already conducts household surveys and have rotated out panels, representative of GGS target population, this may be a very suitable and practical option.



- Incorporate procedures to eliminate duplication and to update for births, deaths and out-of-scope units and change any other frame information in order to improve and/or maintain the level of quality of the frame.
- Incorporate frame updates in the timeliest manner possible. Determine and monitor coverage of administrative sources through contact with the source manager.
- Emphasize the importance of coverage and implement effective quality assurance procedures on frame-related activities. Monitor the quality of the frame periodically by matching alternate sources and by verifying information during data collection.
- Implement map checks for area frames, through field checks or by using other map sources, to ensure clear and non-over-lapping delineation of the geographical area used in the sampling design.

Perform probability sampling

For the GGS, a probability sample must be selected. Probability sampling is a method of sampling that allows inferences to be made about the population based on observations from a sample. In order to be able to make inferences, the sample should not be subject to selection bias. Probability sampling avoids this bias by randomly selecting units from the population (using a computer or table of random numbers). Random means that selection is unbiased – it is based on chance. With probability sampling, it is never left up to the discretion of the interviewer to subjectively decide who should be sampled.

There are two main criteria for probability sampling: one is that the units be randomly selected; the second is that all units in the survey population have a non-zero inclusion probability in the sample and that these probabilities can be calculated. It is not necessary for all units to have the same inclusion probability, indeed, in most complex surveys; the inclusion probability varies from unit to unit.

There are many different types of probability sample designs. The most basic is simple random sampling and the designs increase in complexity to encompass systematic sampling, probability-proportional-to-size sampling, cluster sampling, stratified sampling, multi-stage sampling, multi-phase sampling and replicated sampling. Each of these sampling techniques is useful in different situations. Again, it is left up to each country as to the probability design selected.

Non-probability sampling, by contrast, is a method of selecting units from a population using a subjective (i.e., non-random) method. An example of non-probability sampling is quota sampling. Since non-probability sampling does not require a complete survey frame, it is a fast, easy and inexpensive way of obtaining data. The problem with non-probability sampling is that it is unclear whether or not it is possible to generalize the results from the sample to the population. The reason for this is that the selection of units from the population for a non-probability sample can result in large biases.

Due to selection bias and (usually) the absence of a frame, an individual's inclusion probability cannot be calculated for non-probability samples, so there is no way of producing reliable estimates or estimates of their sampling error. In order to make inferences about the population, it is necessary to assume that the sample is representative of the population. This usually requires assuming that the characteristics of the population follow some model or are evenly or randomly distributed over the population. This is often dangerous due to the difficulty of assessing whether or not these assumptions hold. For this reason, we do not recommend quota sampling or any other form of non-probability sampling.

Survey designs

The choice of the survey design parameters, namely, stratification, method of selection, sample size determination, sample allocation and actual selection which are the main steps in performing probability

sampling depends on the choice of frame. The following section discusses two options: the use of a list frame and the use of an area frame.

If list frame is used: Self-weighted design

A self-weighted design means that each individual in the survey population has the same probability of being selected. We suggest that countries use a self-weighted design, or as close to a self-weighted design as possible. A list frame will simplify achieving a self-weighted design, as opposed to using an area frame which will be considerably more complicated.

Self-weighted designs simplify analysis. While we strongly recommend that weights be used in analysis to protect against non-ignorable designs, mis-specified models and non-random attrition patterns (e.g.: a specific group demonstrates higher non-response than other groups which result in non-response bias), we recognize that some of the longitudinal analysis may be model-based and not use the survey weights. Hence the recommendation that a self-weighted design be used.

Examples of self-weighted designs are:

- one stage, unstratified, simple random sample or systematic sample,
- one-stage stratified simple random sample using N-proportional allocation across strata,
- for a two-phase design, self-weighting is achieved by selecting a simple random sample or systematic sample, or a stratified sample with N-proportional allocation at each phase,
- for a multi-stage design, self-weighting is achieved by selecting clusters with probability-proportional-to-size (PPS) at all stages except the final one. At the final stage, a fixed number of units within a cluster is selected (e.g., always pick $n=5$ at the final stage).

However, if one country uses weights in the production of their estimates, the issue of self-weighted design is less important.

If an area frame is used: Multi-stage sampling

By using a multi-stage sampling, controlling the sample's distribution by age and sex is more complicated. However, some countries have already conducted multi-stage sampling and have experience doing so. The choice of a survey design depends on the experience conducting household surveys in each country. In some countries, it would be easier to implement a two-stage design as in others it will be a three-stage sampling design.

The first stage sampling involves the selection of primary sampling units (PSU), which in most cases, are constructed from an enumeration area identified and used in a preceding national census of population and housing. The units selected in the second stage are often dwelling or households and the third are typically persons. In multi-stage design, the last stage is the ultimate targeted sampling units, which for GGS is the person.

Note: we recognize that a self-weighted design is more difficult to achieve with multi-stage sampling. We recommend that as long as the design is based on probability sampling and that appropriate estimation technique is used, there is no issue for countries implementing different designs such as unequal probability sampling methods.

If countries conduct a regular rotating household panel national survey (such as a Labour Force survey), the use of the rotated-out panels as a sampling frame is one option which will ensure quality national estimates as well as an easy top-up sampling procedure and simplify the tracing as well.



An important note on the domain of interest: In the choice of the survey design, countries should ensure that the chosen design parameters are driven by the objective of the survey. For GGS, the sampling design should ensure the production of quality estimates for the following main domain of study: Men and Women divided by two age groups: reproductive and non-reproductive age, namely 18-50 and 50-79.

Stratification

If a list frame is used: Stratify the population by sex, age and region

Stratification is recommended for two reasons:

- to ensure that the sample has an adequate representation of men and women of reproductive and non-reproductive ages,
- to facilitate regional estimates and link to the metadata.

The number of strata should be kept to a minimum in order to avoid dividing the sample into too many, small sub-samples. The following is recommended:

- 2 age categories, dividing the population into reproductive and non-reproductive ages where applicable (e.g., 18-50, 50-79),
- as few regions as possible (e.g. aggregate regions wherever possible).

If an area frame is used: First stage sampling: geographical region

Traditionally, when an area frame is used the first stage sampling will be completed with cluster sampling. Cluster sampling is the process of randomly selecting complete groups (clusters) of population units from the survey frame. It is usually a less statistically efficient sampling strategy than simple random sampling and is performed for several reasons. The first reason is that sampling clusters can greatly reduce the cost of collection, particularly if the population is spread out and personal interviews are conducted. The second reason is that it is not always practical to sample individual units from the population. Sometimes sampling groups of the population units is much easier, such as entire households. Finally, it allows the production of estimates for the clusters themselves (e.g. average revenue per household). Different sample designs can be used to select clusters, such as simple random (SRS), systematic (SYS) or probability proportional to size (PPS). A common design uses PPS where sampling is proportional to the size of the cluster. Each country can decide on which method they prefer to complete their probability sampling.

Guidelines for response and attrition rate

It is recommended that the target response rate for GGS be at least 60% at each wave and that the maximum attrition rate be at 10% for each of the 3 waves unless major operational constraints.

Response rate is defined as the number of responding units on the total number of selected units.

Attrition includes loss of units between waves due to not being able to trace them.

We do not recommend replacing non-respondents with other respondents: each country should make every effort to achieve at least a 60% response rate.

Over-sampling of subpopulations

Countries may over-sample targeted sub-populations. There are several reasons why one country wants to over-sample sub-groups; past studies of non-response or a interest in some sub-population. We recommend that if a country over-samples some sub-populations, weights have to be used in order to



ensure unbiased estimates of the population. Over sampling a specific population does not negate the other requirements of the sampling design.

Other important issues

We recommend that non-response weight adjustments be performed at each wave in order to reduce any nonresponse bias and strongly recommend the evaluation of any non-response patterns that is non-random. To preserve the self-weighted design, we recommend that the nonresponse adjustments be performed within the original sample design strata (see also the next point).

When calculating the final weights, avoid large adjustments to the sample design weights and validate GGS estimates with other sources

The calculation of the weights for the GGS is the joint responsibility of the GGP CCT and the national team sampling expert. The principle behind estimation in a probability survey is that each sample unit represents not only itself, but also several units of the survey population. It is common to call the average number of units in the population that a unit in the sample represents the design weight of the unit. The design weight is the inverse of the probability of selection.

While the design weights can be used for estimation, most surveys produce a set of estimation weights by adjusting the design weights. The two most common reasons for making adjustments are to account for nonresponse and to make use of auxiliary data (e.g., by post-stratification).

The sum of the final estimation weights should equal the country's total survey population (if a nonresponse weight adjustment is not performed, the sum of the weights will underestimate the total survey population). The final estimation weights should be validated by comparing weighted GGS estimates with other sources (e.g., vital statistics) to verify that the survey's estimates are accurate.

In order to preserve the self-weighted design, we recommend that the final estimation weights be as close as possible to the original sample design weights (hence the recommendation that the nonresponse adjustments be performed within the sample design strata).

If post-stratification is required, the post-stratified weight will be no greater than 1.5 times the original sample design weight. The number of post-strata will also be kept to a minimum in order to avoid dividing the sample into too many small post-strata which can lead to biased estimators.

Determine tracing procedures

Tracing procedures between waves are the responsibility of the national team and should be budgeted for as part of the project. Attrition can jeopardize the integrity of the sample; high attrition rates in GGS could result in the wave 3 sample no longer being representative of the longitudinal population. It is therefore important that all attempts be made to minimize attrition.

Many things can happen over the course of 3 years -- the time between GGS waves -- which could make it difficult to contact an individual at subsequent waves. Successful tracing can depend on a large part on the ingenuity and perseverance of those doing the tracing.

Some examples of procedures that should be used for GGS include:

- the national team will identify an administrative registry through which respondents can be traced
- the interviewers ask the respondent for the name and address of persons close to him/her who are unlikely to move (e.g., parents),



- the interviewers ask the respondent to notify the fieldwork organisation if there is a change of address,
- the national team will consider the use of monetary or other incentives to encourage participation and maintain co-operation across waves (e.g., send a survey newsletter once a year),
- the national team will send birthday cards every year to remind the individual of the survey,
- the national team will institute tracing methods: e.g., telephone directories, motor vehicle registrations, death records for lost persons.

Define and code non-respondents

At each wave, a person should be considered a non-respondent only if the interviewer has made at least three attempts to contact the person at different times of the day. All non-respondents should be included on the final file along with a nonresponse code in order to be able to calculate nonresponse rates and determine the nonresponse weight adjustments. Every person sampled at wave 1 must appear as a record on the final file along with a final status code. This includes respondents, non-respondents and out-of-scope individuals.

Final status codes must include:

- Out-of-scope: The sampled individual does not belong to the survey population. For example, if the survey population is 18-79 and the interviewer discovers that the sampled individual is not within the age range, has emigrated or is dead then this individual is out-of-scope. This is not non-response.
- Refusal: The sampled individual refused to participate in the survey or refused to continue before the questionnaire contained enough information to qualify as partially completed.
- No one at home: At least three attempts were made at different times of the day, but no member of the household could be contacted.
- Temporarily absent: The household was contacted but the sampled individual was absent during the entire survey period.
- Unable to trace: All attempts to trace the household or sampled individual were unsuccessful.
- Language difficulties: The interview could not be conducted due to language difficulties.
- Interview prevented due to some disability.

The GGS response rate would then be calculated as:

$$\text{response rate} = \frac{\text{number of responding units (i. e. complete + partial)}}{\text{resolved inscope units + unresolved units}} \times 100$$

For example, suppose a sample of 1,000 units is selected and 800 are resolved (complete, partial, refusal, out-of-scope, etc.) after one week of data collection. Of the resolved units, 700 are in-scope for the survey. Of the in-scope units, 550 respond to the survey (either complete or partial responses). Then, the response rate after the first week of the survey is $550/(700+200)= 61.1\%$.

Documentation of the sample design

The following items should be included in the sample design documentation to be sent to the GGP CCT:

- a description of the sampling frame used (including auxiliary variables on the frame and a description of frame defects),
- a definition of the survey population (including percentage under-coverage of the target population; define all exclusions from the target population),
- wave 1 sample size (describe how it was calculated; assumed nonresponse/attrition rates),



- stratification variables,
- sample allocation across strata,
- sample design used (e.g., one-stage stratified SRS, two-stage cluster design, etc. – describe how sampling was conducted at each stage/phase, how clusters were defined, etc.),
- survey response rates observed,
- post-stratification (if performed, explain which variables were used),
- weighting (describe how the sample design and final estimation weights were calculated; describe how nonresponse weight adjustments were performed),
- variance estimation (describe the method used to estimate sampling variance).



Interviewer Training

Although the interviewer training can be very country-specific, some parts of the training program can be standardized in order to maintain the comparability of different fieldwork procedures. The proposed standardization of the interviewer training mainly focuses on the interviewer's conduct, presentation of the survey and some interviewer techniques such as rules for survey question presentation and probing techniques.

In addition, the fieldwork agency needs to ensure that interviewers collect data about all contacts attempts during fieldwork and provide the GGP CCT with complete contact form data (more details in the section 'Fieldwork'). This section is divided in two key parts: first, we focus in aspects related to contacting the respondents and subsequently we focus on aspects associated with conducting the interview.

Before first contact in the field

In the preparatory stage for fieldwork, the interviewer should focus on the presentation of the survey and basic introductory tactics. The interviewer should fully understand the requirements of the interview and be familiar with the content of the questionnaire. A standardized introductory script should be prepared for the actual use in the field. The basis of any introductory script is the introduction of the interviewer herself/himself. She/he introduces herself/himself with the full name and affiliation to the fieldwork organization. This kind of introduction is used whenever the contact is attempted with the target household. The interviewer should have a valid interviewer ID card equipped with a photo and clearly and visibly stating her/his name and organization. In some cases, she/he can also be given a special credibility letter tying her/him to the present survey.

The second part of the introductory script includes a brief and understandable description of the survey. The interviewer should be briefed on the main questions the survey is trying to answer as thoroughly as possible in order to properly represent the intentions of the researcher to the potential respondent. The standardized description of the survey is supposed to be neutral in its nature. The neutrality of the presentation enables any potential respondent to identify himself with the survey and is thus more prone to participate in the interview. When a contacted individual is faced with the specific survey request, she/he will look for the arguments to participate. One of the important confounders of the participation decision is the interest in and saliency of the topic of the survey. Therefore, if the presentation is biased towards one topic, the structure of the respondents can reflect this bias – e.g. if the family and fertility issues are emphasized too strongly in the description of the GGS, the refusal rate among men will tend to be higher than among women.

First contact

A section of the interviewer training should be devoted to the first contact situation. This part of the training focuses mainly on dealing with the reluctant or refusing respondent. Specific training should be prepared for a "foot in the door" situation accompanied with the relevant pre-learned scripts of interviewer conduct. The "foot in the door" literally means a foot in the door. The interviewer should possess techniques how to prevent the denial of entry by quickly reacting to the respondent's rebuts and politely stay in the doorway and continue with his persuasion. These scripts offer the interviewer various possibilities to react to the respondent's comments, questions or concerns. The scripts are usually based on the previous best experiences as well as on theories of human behaviour. The interviewer should be trained in the effective use of those scripts. He needs to learn how to observe the respondent and his surroundings and react



accordingly. The first contact situation can be compared to the game of fencing – the respondent strikes with the reluctance or even refusal, the interviewer parries and counter-strikes with a new argument or encouragement for participation.

Additional and more in depth training in those techniques can be arranged for a special group of experienced interviewers who also act as the refusal converters. These interviewers try to deal with initially refused participation and try to convert the refusers into respondents. Refusal conversion must also be approached with caution, since it is not an acceptable conduct in some countries. However, some kind of refusal conversion programme and training is highly desirable.

Information to respondents and consent

The interviewers will receive detailed training to be able to respond and clarify any questions that the respondents might have regarding the study. Despite respondents receiving information about the survey and their rights in the advance letter, interviewers should also be made aware of the GGP data protection principles and rules:

- the purpose for which the data is being collected and topics covered in the questionnaire;
- the voluntary nature of the research and possibility of withdrawing from the study, as well as the right not to answer specific questions;
- where the data will be processed and stored and for how long;
- who will be given access to the anonymized GGS datasets;
- who coordinates the study at the international and national levels (and contact details).

In addition, as explained before, the fieldwork organisation will prepare the interviewers to inform respondents about the fact that this study is a panel survey, and, for that reason, the interviewer would like to record the respondent's contact information and also the contacts of persons close to her/ him who are unlikely to move. It should be mentioned that this contact information will be used in possible future contact attempts in subsequent rounds of the survey. Despite this information about the panel nature of the study being included in the advance letter, the interviewer should ask the respondent if she/ he has any questions. The fieldwork organisation should be prepared to compile and maintain this contact information as it is crucial for panel care and maintenance.

Furthermore, it is important to remember that the GGP adheres to the principles of the Declaration on Ethics of the International Statistical Institute¹⁵ (ISI), to which the fieldwork agencies that conduct the data collection will be asked to adhere, in addition to any co-existing national obligations that they may have.

The GGP undertakes to ensure that each round of data collection is conducted in a manner that is fully compliant with the General Data Protection Regulation (EU 2016/679). Additional information on consent is provided in the 'Data Protection, Consent and Data Linkage' section.

Contacting procedures

In order to discuss the contacting procedures some basic terminology should be introduced beforehand. In the vast majority of the cases the contact information provided for each sampling unit points towards the

¹⁵ <https://www.isi-web.org/images/about/Declaration-EN2010.pdf>



household, the contact details being address or the phone number. One member of the household would be (or is¹⁶) selected to be the respondent to the survey. This person is defined as the target person.

What actually constitutes a contact? A contact is an attribute of an interviewer administered survey where an interviewer enters a conversation with one of the members of the target household. This person is usually addressed as the contact person. The contact person is not necessarily the target person. It is the interviewer's duty to ascertain who is she/ he in contact with. However, any conversation with one of the members of the sample household is considered a contact. During the contact, information is gathered about the household as well as about the target person. This information is of great importance for conducting the interview or for any further contact attempts if the target person is not present or available. The first contact is the most important one since it represents the exchange of basic information and initial consent between the target household and the interviewer and can influence any later events.

Preparing for a first contact

On what concerns the contact protocol, the first contact should be made with an advance letter (see Appendix). This type of contact attempt is designated 'informed contact'. This is the case when some information is distributed prior to the first contact being attempted. Therefore, the potential respondent and/or members of the target household are informed about the survey as well as about their inclusion in the sample and the visit of the interviewer. The information provided prior to the contact being attempted has mainly positive effects since the potential respondents are aware of the survey, its goals and importance to participate. Furthermore, the main persons and organizations responsible are presented and thus giving the survey the necessary credibility.

The intent of the advance letter is to inform the potential respondent about the survey and about the anticipated visit by the interviewer. Since the letter presents the initial contact between the potential respondent and the research organization or the interviewer, it has to be prepared in the most careful manner. The main aim is to inform the respondent, stress the importance of his/her participation and at the same time inform him/her of his rights. The potential respondent is notified that the interviewer will attempt to contact the household following the receipt of the letter. The respondent is then free to make the most suitable arrangement with the interviewer and schedule a visit when the interview would be carried out.

In the letter, contact details are also provided – usually of a member of the national team and of the representative of the fieldwork organization. If the respondents feel the need to contact somebody and make further inquiries, they should be provided with the means to do so. The free accessibility of the information acts as a reassurance of the legitimacy of the endeavour.

The recommendation for the GGS would be to use the informed first contact strategy. The sample units should be notified before any contact is made and be aware that they were selected for the participation in the survey. The information should be personalized and directed to the target person or household, preferably in the form of the advance letter. Beside the personalized notification other means of informing the public can be used such as advertisements (TV, radio, daily paper, panels, etc.), interviews or public debates.

¹⁶ Depending on the type of the sample. If the sample is individual-based, then the target or responding individual is already known. In the case when the sample is household-based sample only the selected household is known, while the within-household selection of the target individual still has to be carried out.



In certain sampling designs, mainly area samples, an advance notification cannot be used due to the nature of the sampling procedures. In these cases, the interviewer should be provided with additional information that could be shared with the potential respondent upon the initial contact. Such additional information can be in a form of a leaflet or letter explaining the survey and the individual's role in it. In the case when the contact person is not willing to accept the visit of the interviewer, he has an option to offer any information he possesses to study and make an appointment for later time.

For the purposes of the GGS it is recommended that the possibility of the phone contact should be used, since it offers more flexibility to the interviewer as well as the potential respondent. In the countries that are not able to utilize the phone as the means for contact, a face-to-face contact should be used also in the initial contacting attempts.

Contact Protocol

Effective scheduling of contact attempts is the most important part of the organizational aspect of the interviewer's fieldwork. The scheduling is considered to be effective when the interviewer achieves higher cooperation rates with as small number of contact attempts as possible. In other words, the interviewer has to schedule his contact attempts that maximizes her/ his chances of success on every attempt she/ he makes.

An effective scheduling of contacts has at least three great benefits. Firstly, the work of the interviewer is planned and optimized time-wise. Secondly if the number of required number of contacts in order to achieve a response is smaller, the costs of the interviewer are also smaller. And thirdly with the optimization of the contact attempts the chance for higher cooperation rates also increase.

At first glance such an optimization of the contact attempts could seem quite a difficult task although some relatively simple and effective methods exist. The simpler methods can be used by the interviewers themselves without any prior special know-how or additional technology. These simpler but still effective approaches are discussed in this document.

For the initial contacts the interviewer possesses no prior knowledge when the sampled individual might be at home, so some general rule is needed in those cases. The survey organization should provide the interviewer with some information regarding that. There has been some scientific work done in this field and most findings concur that the best times to attempt the initial contact are weekends and most weekdays late afternoons or early evenings.

Beyond the first contacting attempt the interviewer should be aware of two main activities that will enable her/ him to more effectively schedule her/ his contact attempts. She/ he must observe and record the at-home patterns of the sample units. In case she/ he lacks information for a sound decision she/ he can also use secondary information such as talking to the neighbours or just making an educated guess from the type of dwelling and neighbourhood.

The main strategy of contact scheduling is relatively simple. The interviewer should disperse her/ his contact attempts over different times of day and different days of the week, putting special emphasis on the attempts at weekends. If the interviewer called on the selected contact for example on Thursday in the late afternoon, she/ he should try to schedule the next attempt in as different time slot as possible. She/ he might decide to go for Friday morning or even better wait a day and go over in the weekend. Beside the dispersal across time slots, the spacing of contacts is equally important. The contact attempts should not be



scheduled close together. As a rule, there should be at most one contact per household per day. Moreover, it is better to space the visits to more than one day apart.

The careful planning and spacing of the contact attempts are very important, since in all the fieldwork activities there is a specified maximum number of contacts per unit allowed for it not to be too expensive or too intrusive. Beside the specification of the maximum number of allowed contacts there must also exist a set minimum number of contact attempts. The *minimum number of contact attempts is 3* but can be set higher. The interviewer training should include some time dedicated to the contact form and the recording of contact history. In the section 'Fieldwork', additional important information is provided indicating the mandatory fields to be included in the contact form.

Interview conduct

A special section of the training programme should be devoted to the interview conduct and rules of interaction with the respondent. To assist with this, we provide a guidance sheet for interviewer conduct in the annex which interviewers can refer to. It is recommended that this kind of training is performed in a practical exercise of role playing among the training participants. The role-playing should be focused on possible situations that could emanate within an interaction between the interviewer and the respondent.

The main issues of this part of the interviewer training deal with topics like the communication details and use of the appropriate and neutral language to ask survey questions. If there are some sensitive or awkward issues (such as divorce or death of spouse), the interviewer should raise the question tactfully. Interviewers should encourage the respondent to provide accurate information and should make efforts to obtain useful information. If any unpleasant incidence occurs during the interview, the interviewer should remain calm and behave properly. Interruption of the interview should be avoided if possible. The interviewer should indicate to the respondent that the interview should be conducted without others being present.

The training in the interaction also deals with the level of standardization or the interviewer-respondent interaction. The main goal is to ensure that every interview would be identical and thus the influence of the specific respondent or interviewer would be controlled for. The communication between the respondent and the interviewer is therefore becoming more rigid and scripted in order to suffice the need for standardization. The interviewer is getting closer to mimicking the role of a movie actor playing according to a standardized script. Rigidity of questions posed, and answers provided can cause the respondent to choose nonresponse over a valid response. The following situation can arise: the respondent does not understand the question, which the interviewer is not allowed to clarify due to the script, or he cannot choose an appropriate answer on the answer scale provided. Furthermore, it can stimulate the respondent towards a differential goal. The alienation can cause a significant drop in the invested cognitive effort and the goal shifts from the search of the relevant information towards finding the easiest and quickest conclusion of the interview. Therefore, the training sessions should show this dilemma between the very strict and standardized communication scripts and more relaxed ones. However more relaxed scripts can lead to biased information.

In the process of enforcing the standardized way of interviewing, the interviewers should tactfully lead respondents back to the relevant topic if the answer given digresses too far from the questionnaire. But interviewers should not stiffly hurry the respondent in answering the items in the questionnaire, since many items require some degree of recall.



A special emphasis should be devoted to the reporting of event histories. When dealing with retrospective life histories, the respondent needs to recall the timing and sequencing of various life experiences. The interviewer needs to be aware of the difficulties the respondent is faced with. He should pay close attention to the consistency and accuracy of the reported timing of events.

The event history reporting presents a great recall burden on the respondent. Therefore, the interviewer needs to be trained on how to help respondents when faced with hard to recall survey questions. The probing techniques are a very sensitive area of the interviewing process since they can easily lead to biased results. Probing tries to help the respondent recall the information that is sought and therefore the interviewer must reiterate or even rephrase the question in order to facilitate the response process. With the reiteration or modification of the original question she/ he can seriously bias the response if the probing is not done in a standardized and strict manner. Beside directional bias, probing can also cause bias of intensity. If certain interviewer is using the probing techniques excessively, the gathered information can be overestimated in comparison to other interviewers. A special emphasis and care has to be introduced in this part of the interviewer training. Often the probing instructions and training is done simultaneously with the training of the use of the survey questionnaire. The direction and the intensity of the probing should be regulated in a standardized manner.

Sensitive questions

In some areas of research, it is hard to avoid asking sensitive questions. It is also important to be aware of the potential for respondent misreporting and nonresponse. In order to mitigate any potential embarrassment for respondents, the interviewer uses a laptop or tablet computer which she/ he can pass on to the respondent for specific sensitive questions, so that the respondent answer in self-administered way (CASI - Computer assisted self-interviewing). These questions will be clearly labelled with an instruction for the interviewer to pass the device to the respondent.

The GGS questionnaire includes some sensitive questions, as it covers topics such as personal relationships, the use of contraception, infertility (and fertility treatments) and personal and household income.

Webinar – Interviewer Training Introduction

The GGP CCT prepared a brief webinar dedicated to covering the most important aspects of the GGS and the diverse domains relevant for interviewer training. The fieldwork agencies are strongly encouraged to use it during interviewer training sessions. The webinar can be accessed via the GGP webpage. Also, an animated video introducing the GGP is available via: <https://www.ggp-i.org/about/>



Service and Data Agreement

Before fieldwork commences, it is essential that the fieldwork and data arrangements are formalized. To do this there are two agreements which need to be signed by the national team. Fieldwork will not be allowed to start until both of these agreements are signed.

The Service Agreement defines the roles and responsibilities of all parties involved in the implementation of the Generations and Gender Programme. A copy of the form is available for consultation in the Appendix. It explains the roles and responsibilities of the national partners involved and those of NIDI. It helps clarify who is responsible for what component of fieldwork and can be amended to reflect national contexts. Typically, the service agreement is signed by NIDI, the fieldwork agency and the national focal point. The form in the appendix provides a basic and standard description of the responsibilities and where they lie. This agreement can be prepared and signed at any point between securing financing and starting fieldwork but there is a preference to begin the preparation as soon as possible to avoid confusion about the division of responsibilities in preparatory work.

The Data Agreement is the document that establishes the responsibilities regarding data management, archiving, dissemination and use of the GGS microdata. The Data agreement is between the Population Unit of the UNECE, the data provider (organization or institution in charge of the microdata set of a national GGS) and covers the fieldwork process as well as the data provision to researchers through a registration process. The data agreement also regulates relevant data protection issues and outline the requirements for potential users who wish to apply for data use (see Appendix).

The data agreement consists of three separate documents. The first (Appendix IV) is the data agreement itself. This document is signed by the UNECE and the data provider and allows the UNECE to process, archive and disseminate the depersonalized data. The data agreement refers to the two further agreements. The terms and conditions (Appendix V) are the terms of acceptable usage for the use of the GGP data. This is the agreement that researchers accept before being able to access the data for research purposes. The Statement of Cooperation and Confidentiality (Appendix VI) is the agreement between the UNECE and a research institution which ensures that the institution is compliant with the restrictions of usage within the GGP. To access the GGP data a researcher must have accepted the terms and conditions and belong to a research institution which has signed the Statement of Cooperation and Confidentiality.

The UNECE is responsible for managing the terms and conditions of usage and the statement of cooperation and confidentiality but national teams must sign and return a signed data agreement (Appendix IV) before fieldwork can commence.



Fieldwork

Recording contact history

All the information relating to the contacts attempted should be thoroughly documented in a standardized way. As explained in the section 'Interviewer Training', in the GGS the way of recording such information is a standardized contact form completed by the interviewer after each contact attempt. The contact form data also helps the interviewer in planning her/ his fieldwork activities. This data is personal data and includes names and addresses and is always held and managed by the national team. The GGP CCT does not have access to this data and if fieldwork reporting is shared with the GGP CCT, it must be redacted of all personal identifiers.

The contact form has additional functionalities. It represents precious data on the fieldwork process itself and will be used for secondary analyses and comparison of fieldwork procedures among the countries. The form is also an essential piece of information for tracking purposes between the waves of the panel, since it contains a lot of information that can be used in more effective tracking.

The initial sections of the contact form are meant for the identification of the respondent and interviewer (through the identification codes). In case of the household and address-based samples the selected person's full name should also be recorded. Important additional information is the selected person's telephone number and e-mail which will also enable any potential re-contact. The provided phone number and e-mail helps the interviewer to re-contact the individual, make or change an appointment or any other possible cases where the contact is needed. If it is not present, the refusal or absence should also be recorded.

Each contact attempt should be documented in detail. The times and dates of each contact are recorded. The type of contact should be recorded as well as its outcome. If the contact attempt was not successful, the explanation should be given why. If the address was not traceable, occupied, it should also be indicated. In case the contact person was not the target person it has to be recorded as such and distinguished at least among: a resident household/family member, a non-resident family/visitor/friend, a neighbour, or a building manager/ security guard/ or other gatekeeper. In case the outcome of the contact is a refusal a reason should be specified as to why the contacted person refused. Upon refusal the interviewer can also be asked to provide subjective assessment of likeliness of future cooperation. This estimation is useful to help the fieldwork agency decide whether to re-issue the case, and to help any future interviewer. In the case of a noncontact some additional information could be sought with the neighbours and recorded on the form for future reference.

The contact form should at least contain the following mandatory fields:

- Interviewer ID
- Address ID
- Address (road, house no. & town)
- Personal contacts (e-mail and phone number), if provided
- Visit no. (number of the contact attempt at the address)
- Date and time
- Outcome of the contact:
 - Contact and appointment scheduled
 - Contact and interview



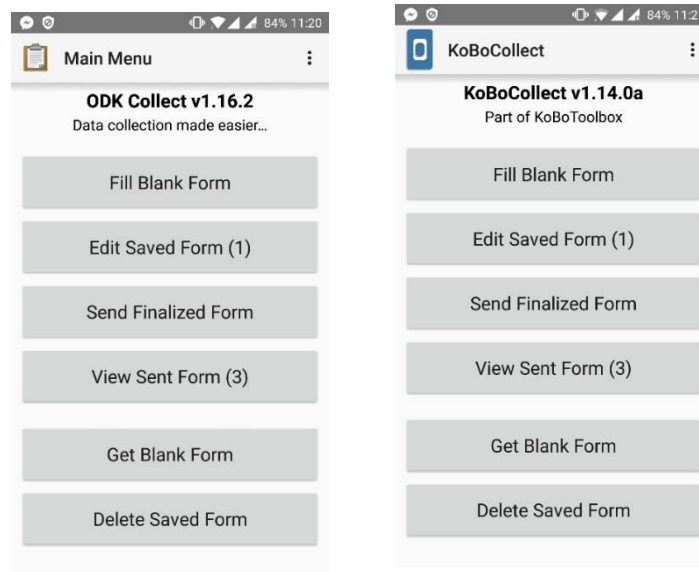
- No contact
 - Hard refusal (classified as 'hard refusal' if the respondent says "I don't want to participate", "please do not contact me again", "remove me from your list", no further attempts are made)
 - Soft refusal (the classification of 'soft refusal' is used when the respondent says "not time now", "I am busy", "can you come another time", "I don't know", etc. Two further contact attempts are made and if the respondent still offers a soft refusal the contact attempt is set to refusal)
 - Out-of-scope/ Ineligible
 - Other non-interview (for e.g., has health problems; language difficulties: does not speak the language of the GGS questionnaire; temporarily absent during the entire survey period; death; emigrated)
- If refusal, annotate the reason provided
 - Other observations

The decision on the choice of software to be used for the managing and recording of the contact attempts is left to the fieldwork agency. It should be noted that using a paper-based strategy to collect this data is not permitted. This is because that strategy would be too time-consuming, not allowing for a live monitoring of fieldwork progress and would be potentially more error-prone.

There are several options available in terms of software that might be considered, in particular the *Open Data Kit* Collect (ODK) and the *KoBo Toolbox* Android applications (Figure 20). These are free and open-source software for collecting and managing data. ODK Collect "renders forms into a sequence of input prompts that apply form logic, entry constraints, and repeating sub-structures" (<https://docs.opendatakit.org/collect-intro/>). Users work through the prompts and can save the submission at any point. Finalized submissions can be sent to (and new forms downloaded from) a server. An overview and pre-test of these fieldwork management applications (or the fieldwork agency own system) should be covered in detail during interviewer training.

The fieldwork agency will maintain a database in which a log is kept of fieldwork efforts, where all contact attempts are recorded. *At least once a week, an anonymized version of this dataset will be sent to the GGP CCT at NIDI.* This is important to facilitate the monitoring of the progress and pace of the fieldwork, allowing for an early detection of any potential issues.

Figure 20: The Open Data Kit Collect (ODK) and Kobo Toolbox Android app initial menus



Incentives

Survey methodology research has been giving considerable attention to incentives and the role they may play in achieving higher cooperation from survey respondents. It is clear from existing research that *the use of incentives is desirable* given several positive effects: in particular, increasing time and cost-efficiency (increasing ‘early’ responses and decreasing the need for additional contacts). Among the theoretical approaches used to explain why and how incentives work, the social exchange theory postulates that when individuals are invited to participate in a survey, they consider diverse (nonmonetary) costs and rewards. When a person receives the invitation to participate and an incentive is already included (or mentioned in case it is a conditional incentive) this is frequently seen as a ‘goodwill gesture’ that can help build trust between the survey data collector/national team and the respondent, potentially encouraging compliance with the request to complete a survey.

Given the importance of the national context in the determination of what constitutes an adequate strategy to provide incentives (or even whether incentives are culturally appropriate), it is ultimately a national team decision. However, it should be kept in mind that, in general, incentives should be presented as a token of appreciation for participating in the survey, not as payment for the response. The amount of the incentive should be reasonable (it should not be so large that it might raise a suspicion about the researcher's or organization's motives).

Web Surveys

The standard mode of data collection in the GGP is via face to face interviews conducted by an interviewer. However, the GGP also offers the possibility to field a web version of the survey which can be completed by the respondent at their convenience. Web usage was central in the designing of the GGP questionnaire for this round of data collection and it is likely that an increasing number of countries will require a web component for the survey in the coming years. Web surveys are generally cheaper and quicker for use in data collection, but the feasibility of use is heavily influenced by cultural, technical and sampling constraints within countries. Web surveys can be used in countries, but their use must be agreed upon by the GGP CCT at NIDI.

Web surveys create a degree of methodological variability in the representivity and response patterns of the data. Their use as part of cross-national comparative studies must therefore be done in a structured and careful manner with due regard for mode effects. They can be used to supplement or even replace face-to-face data collection but the feasibility of doing so is dependent on national contexts which are evolving rapidly and subject to change.

Technical Implementation

The survey will be implemented from the server maintained by GGP CCT at NIDI in the Hague to ensure that data is collected efficiently and effectively across a wide range of countries. Face-to-face interviews will be conducted on a mobile computer (laptop or tablet computer) provided by the fieldwork agency and operated by the interviewer. This device should have the Blaise Data Entry Client app installed, displaying the questionnaire and allowing the interviewer to enter data.

The Android Data Entry app comes as an Android application package (.apk file) that can be downloaded from the Google Play Store. Search for “Blaise Data Entry” to find it. This Android application package has to be installed on the device that will be in use. There are several versions of the app available – *please consult with the GGP CCT on which version of the app should be downloaded and installed.*

This app then, during or after the interview, will connect directly to the GGP server at NIDI for transmitting the data entered by the interviewer through a secure internet connection.

Figure 21: Blaise Data Entry Client app, downloadable to Android from the Google Play Store



Once the app is installed you need to specify some settings in order to let the Blaise app do its work.

In the upper-right corner you see two buttons: the left button can be used to specify the connection settings for the app. It will start another screen where these settings can be entered (first screenshot in Figure 22). The button to the right can be used to refresh the survey list. It will retrieve the currently active list of surveys from the server.

Below are the server details that will be necessary to log on in the Blaise Data Entry Client app:

Data Entry Server: <http://ggp.nidi.nl>

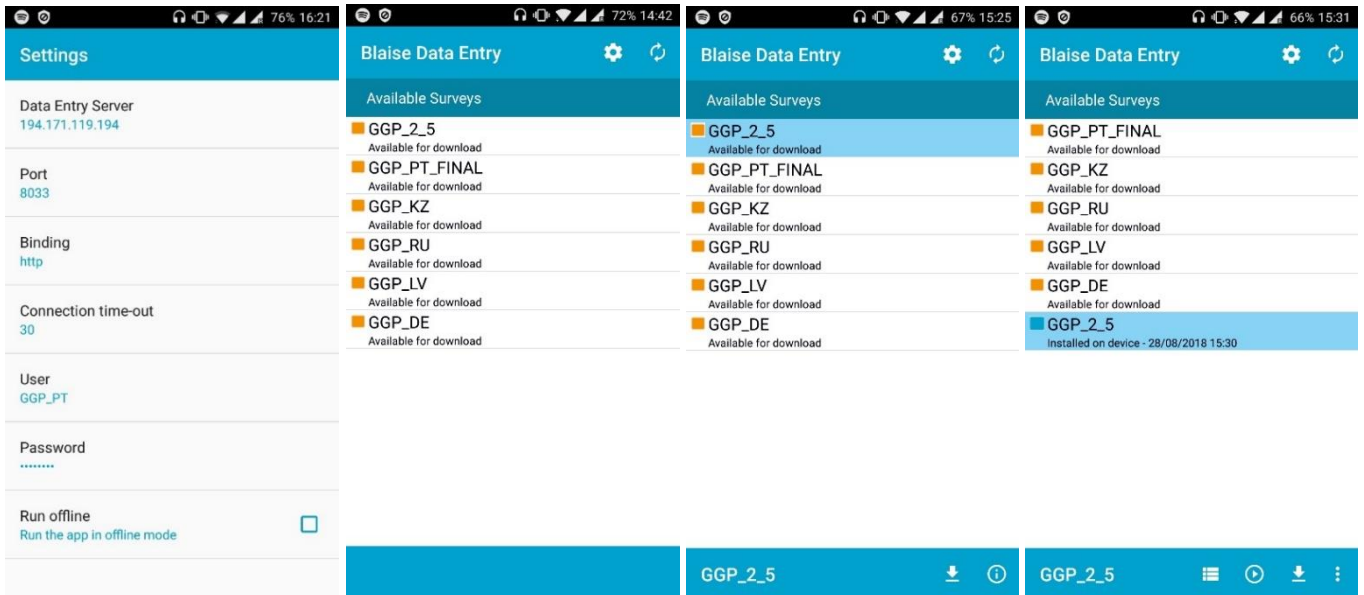
The other two fields are 'User' and 'Password'.

The User field has always the prefix GGP followed by an underscore symbol _ and the two letters of the ISO alpha-2 country code. For example, for Portugal it should be filled in: GGP_PT. The password will be provided directly by the GGP CCT.



The 'run offline' box should be left unticked, as otherwise the communication with the server would be compromised (if the box is selected it is not possible to download survey packages, and to upload cases to the server).

Figure 22: Settings and landing page in the Blaise Data Entry Client app

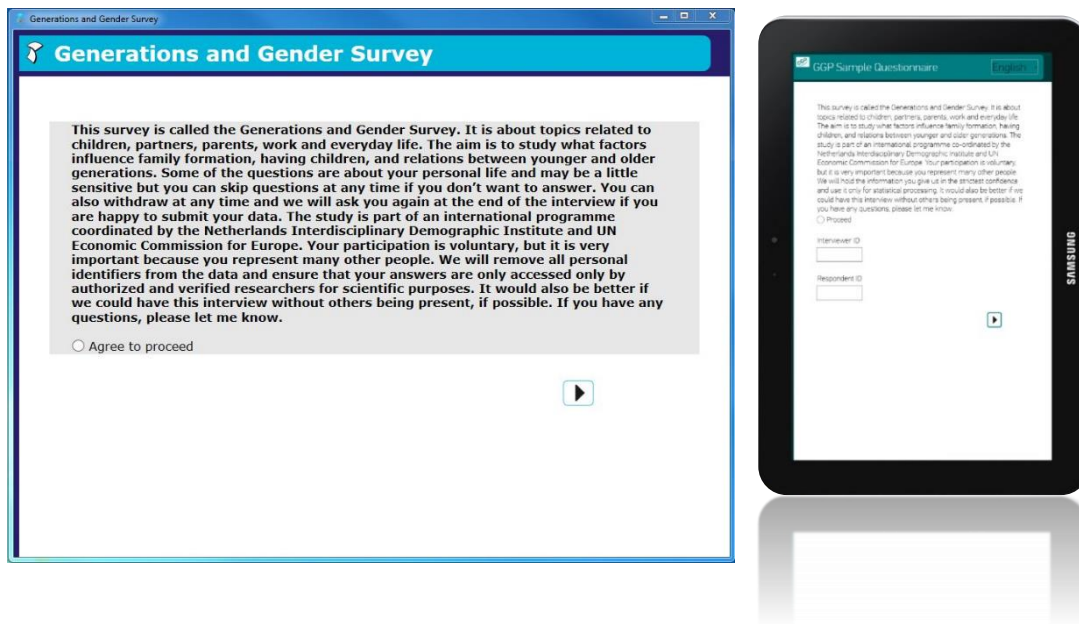


In the landing page of the app, the available surveys will be displayed. To download it is necessary to select the relevant questionnaire and press the downward arrow in the lower-right side (Figure 22). It is very important that the *correct version of the questionnaire is downloaded and installed* in the device – GGP followed by an underscore symbol _ and the two letters of the ISO alpha-2 country code (during pre-testing the version will have the suffix '_TEST', for example GGP_PT_TEST). Fieldwork should only start when the fieldwork coordinator or supervisor has ensured that the correct version of the questionnaire is installed in all devices.

Whenever a survey is selected, the name appears in the toolbar at the bottom of the screen together with the action buttons that are available at the moment. Once the download is complete, the item displays a note: 'installed on device'. Now the interviewer can open the questionnaire by selecting the play symbol, left of the download bottom. The interviewer can now start the interview offline. The collected data is stored encrypted in a secure location on the device and can be uploaded to the server when the device is connected to the internet. It is also possible to use the information button to inspect survey details.

To upload the data from the interviews conducted, the interviewer should use the button and make sure there is a secure, reliable internet connection to connect to the server. On the next page, also in the lower-right side, interviewers should choose the button with the upward arrow. While the cases are uploading, the app will return the message 'Uploading cases. This might take a while...'

Figure 23: Data Entry Program (DEP) and Android tablet preview



During fieldwork both the GGP CCT and the fieldwork agency will closely monitor the fieldwork activities. Blaise collects a large amount of para-data from each interviewer which logs each key stroke for every interview. Using this data, the GGP CCT assess whether interviewers are filling out the interviews properly and protocols are run which flag issues such as straight lining and technical issues.

Another important aspect that will be assessed is the coverage among the entire sample, providing an early indication about any difficulties across subgroups (for example, it is common during fieldwork that women and older people are easier to contact). Another aspect associated with the evaluation of data quality is the prevalence of item non-response. High item non-response can be an indication of unwillingness to participate or inconvenience. Also, the number of previous partners and total number of children are vital parts of the GGS and it is crucial that they are measured correctly. For example, problems can arise when there is a failure to record previous relationships, which might drag down the number of children recorded given that the number of previous partners and number of children are closely interlinked. Interviewers should be clear in their explanation of what counts as a previous relationship and ask respondents to affirm their answer.

In addition, the interviewer evaluations at the end of the face-to-face interview will be used to assess if there were any interruptions during the interviews, if the respondents were influenced by anyone present and the perceived quality of the information collected. *The GGP CCT will report on a weekly basis to the fieldwork agency and will provide advice and recommendations for fieldwork improvement.*

Respondent and Interviewer Identification Code

The respondent identification code has a predefined format in the GGS. It has 9 characters: the first two correspond to the ISO alpha-2 country code; the next three digits are for the region code; and the next four characters (alphanumeric) will be randomly generated and are unique to the respondent. The structure of the respondent identification code is as follows: SSNNNSNSN (where N=numeric; S=string). The fieldwork organisation will have to generate the unique respondent identification codes to be used during fieldwork according to this specification.



The interviewer code also has a predefined format with six characters: the first three are for the region code (in case the interviewer is allocated to a specific region); in case the interviewer works in different regions these can be randomly generated. The structure of the interviewer identification code is as follows: NNNSNS (where N=numeric; S=string). The last three characters will be unique for each interviewer and will be randomly generated. Interviewers should keep in mind that they *should take care when typing the respondent and interviewer identification codes* as otherwise Blaise will return an error message if the code is mistyped.



Technical Requirements & Processing

The fieldwork organization in each country will need to ensure that it can and will comply with the following minimum technical requirements:

To install the Blaise Data Entry Client app in an Android device, Statistics Netherlands requires that the Android version is at least 4.0.3 or more recent (this applies to the most recent version of the app at the time of writing: Blaise Data Entry Client 5.4.4).

Blaise is meant to work on a wide variety of technologies ranging from handhelds with small screen sizes to very large browser screens. Blaise 5 has been tested on Windows 2008, Windows 2012, Windows 7 and Windows 10.

If the fieldwork agency intends to use laptop computers instead of Android tablets, the GGP CCT will advise on how to install the Blaise Data Entry program for Windows. This program has also the functionality to connect to the server, download surveys and upload data, as well as run the questionnaire offline. We recommend that both the tablet or laptop computer have at least 2GB of RAM memory.

In terms of additional software, the fieldwork agency is expected to have access to data analysis and statistical software as Stata, SPSS or R, as these are used for data processing by the GGP CCT. It would be useful that the main contact persons, liaising directly with the GGP CCT have one of these software packages.

In terms of security and data protection, it is required that interviewers and the fieldwork organization take care to use only secure internet connections to upload the data collected to the server (avoiding public Wi-Fi internet connections).



Data Protection, Consent and Data Linkage

Data protection

The Population Unit of the UNECE manages the data agreements between the survey-implementing countries and the GGP CCT, as well as the data provision to researchers through the registration process. The data agreements regulate relevant data protection issues and outline the requirements for potential users who wish to apply for data use.

The GGP subscribes to the Declaration on Ethics of the International Statistical Institute (ISI), to which the Survey Agencies that conduct the data collection will be asked to adhere, in addition to any co-existing national obligations that they may have. The GGP undertakes to ensure that each round of data collection is conducted in a manner that is fully compliant with the General Data Protection Regulation (EU 2016/679). Under GDPR, the GGP processes personal data in the public interest, for scientific, research and statistical purposes in accordance with Article 89(1).

Consent

The GGP CCT operate under the Ethical oversight of the Faculty of Social and Behavioural Sciences at the University of Groningen and the Data protection office of the Dutch Royal Academy of the Arts and Sciences (KNAW). Under this oversight, data is only collected from respondents who explicitly consent to participation in the survey. All respondents are presented with the same introductory text at the beginning of the interview. This repeats some of the information that is stated in the original invitation letter as well as asserting that respondents should be alone if possible, to prevent interference. After respondents have completed the interview they will be presented with a thank you text and asked if they agree to submit their data. They will also be provided with information on who to contact should they have any questions. Respondents who have had a face to face interview will be left with a contact card by the interviewer in case they have further questions later:

Introductory Text:

This survey is called the Generations and Gender Survey. It is about topics related to children, partners, parents, work and everyday life. The aim is to study what factors influence family formation, having children, and relations between younger and older generations. Some of the questions are about your personal life and may be sensitive or difficult to answer but you can skip questions at any time if you don't want to answer. You can also withdraw at any time and we will ask you again at the end of the interview if you agree to submit your data. At the national level the study is coordinated by [National Team]. The study is part of an international programme coordinated by the Netherlands Interdisciplinary Demographic Institute and UN Economic Commission for Europe. Your participation is voluntary. We will remove all personal identifiers from the data and ensure that your answers are only accessed by authorized and verified researchers for scientific purposes. It would also be better if we could have this interview without others being present, if possible. If you have any questions, you can email [NATIONAL TEAM CONTACT].

Closing Text

Many thanks for your participation in the survey, we greatly appreciate your time. The last thing we need you to do is confirm that you agree to submit your responses. If you have any questions about



the survey or would like further information, you can contact us on [TELEPHONE NUMBER] or by emailing [EMAIL ADDRESS].

Data Linkage

Administrative registers include data for the total population, both on events (e.g. births, moves) and on status (e.g. marital status, educational attainment) at certain time points. The integration of administrative data (and other types of data) in social survey programmes has proven that there are important gains in these practices, from a substantive point of view, but also from a methodological perspective. Another important reason for linking interview data with administrative records is to save interviewing time. So far, the most comprehensive use of population registers is done in Nordic countries. Also, countries with good administrative records are not only able to combine data from survey interviews and registers, but also able to draw register-based samples. The GGP has already implemented some successful initiatives linking survey microdata and administrative records.

Benefiting from the fact that Sweden has a central population register, the full sample of the Swedish GGS was linked to a wide range of administrative records before the fieldwork process (carried out by Stockholm University in collaboration with Statistics Sweden) – participation in the survey was dependent on respondent's consent to record linkage. The Swedish GGS was fielded in 2013, achieving a response rate of 54.7% and 9688 respondents. This experience shows that despite population registers and some administrative data having highly restricted access, surveys can provide a 'key' to consent to allow for linking with surveys and even other data sources. In fact, this strategy allowed also for administrative data validation, enabling respondents the opportunity to correct the data where they deemed necessary – as an example, 18.3% of the respondents corrected the educational level information recorded in the administrative records during the interview.

This initiative shows that, even in countries as Sweden with advanced population registers and social statistics, the incorporation of administrative data in the survey process (pre-load administrative records) benefited both data infrastructures and data users. In addition, there are also important substantive reasons to integrate administrative data in social survey processes as this linkage provides new research opportunities otherwise not available.

Similarly, in Norway information from the Central Population Register was used as the sampling frame and integrated in the survey process. The design of the Norwegian GGS was based on data collected from both primary (survey) and secondary (register) sources. This allowed for shorter interviews, as much of the information collected from registers would have taken a significant amount of time to collect through interviews, such as the exact income for the respondents and their partner, and time of birth of family members.

Furthermore, the Austrian GGS incorporated administrative data in the survey process with a view to analyze attrition (due to non-contact or due to non-cooperation) between the first and second wave. Given that Austrian legislation requires that individuals notify the authorities about any residential move, the central register is continually updated. This way, if respondents moved between wave 1 and 2, the contact address in the register was updated (attrition due to unknown address was expected to be comparatively low) - it was crucial for panel maintenance that Statistics Austria had access to the central register.

The integration of administrative data linkage should be considered by all national teams and discussed with the GGP CCT at the outset of the project.



Data Archiving and Reporting

Data Archiving

The Central Coordination Team of the GGP is responsible for the preservation and long-term availability of the GGS data. The data stored by the GGP is sensitive and depersonalized, but not anonymised. During fieldwork this data is collected and stored on a server that is owned and operated by KNAW (*Koninklijke Nederlandse Akademie van Wetenschappen* – Royal Netherlands Academy of Arts and Sciences).

Data will be made available to researchers within 3 months of the end of fieldwork (this requirement is part of the Data Agreement signed in each country). Data quality checks will be made throughout the fieldwork process and will include the cleaning and validation of all variables within the dataset. Commercial use of the data is not permitted given assurances that are made to respondents and to ensure that their wishes are abided by. The data will be usable indefinitely unless a respondent contacts the national team and requests that their data be deleted. If such a request is made, the national team must provide the GGP CCT with the ID number for these individuals and the GGP CCT will then erase all data for these individuals.

Access to the microdata

The microdata is available to the GGP Research Community and the files are freely available to use for approved researchers. The applicants need to apply for access and register in the GGP website: the applicant creates a user account with basic information (used to check the legitimacy of the email address); the applicant will then follow a link in the email that she/ he receives and provide further information in the access to microdata application.

Access to the data will be provided via the GGP website (www.ggp-i.org) with applications processed and managed by the United Nations Economic Commission for Europe (UNECE). The UNECE provides this service as a contribution to the GGP, of which it was a founder member. The UNECE staff will review the applications, checking for incorrectly filled-in fields, supervisor, institutional representative and reasonable abstract. The applicant receives an acceptance message with downloadable documentation attached. The applicant prints the documents and obtains signatures: the UNECE marks documents as complete, sends a message to the user with instructions for accessing data files.

After the verification and acceptance of the request, the investigator has access to the anonymous microdata through the user account and can download the file in SPSS or Stata format. Access to the Harmonized Histories file is provided through the GGP User Space - users with existing access to the GGP are granted access to the microdata. If a researcher is interested in accessing the Harmonized Histories data, and is not yet registered, she/ he will be required to do so via the GGP webpage and complete the data application process described.

Moreover, the GGP also makes *additional data* available to the registered users, in particular the Fertility and Families Survey (FFS) data and the Harmonized Histories data. The Fertility and Family Surveys (FFS) were conducted mainly in the 1990s in 23 Member States of the UNECE. The Harmonized Histories data file was created by the Non-Marital Childbearing Network. It harmonizes childbearing and marital histories from GGP countries as well as from Spain, United Kingdom, United States and Uruguay. The data file builds on the public release files of the GGS by further harmonizing and standardizing the life histories within the GGP and ensuring the data is ready for use in event history analysis.

The GGP has also an open access *Contextual Database* (CDB). The CDB serves two main purposes. First, it aims to support research on macro-level influences on micro-level processes, taking both individual-level and contextual-level characteristics into account. The contextual database complements the survey data



with regional and national level indicators to help increase the understanding of contextual factors in individuals' and families' lives.

GGP Country Report

The GGP CCT will lead the work on the preparation of each Country Report with inputs from the national team. This type of document is very useful to disseminate broadly as it provides a brief overview of the key findings. This document will include a section about the national context with information on demographic, economic, gender and family indicators. The subsequent section of the document will be dedicated to present the key findings on the timing of demographic events, partnership and fertility, family planning, household composition, work-life balance, care and support networks, values orientations and attitudes. The last section of the report will be devoted to technical aspects of the fieldwork implementation.

Moreover, the GGP actively promotes and disseminates studies and initiatives based on GGS data via the GGP webpage, a bi-monthly newsletter and through social media (Twitter and Facebook). A GGP bibliography is openly available also via the GGP webpage with information on publications using GGS data.

GGP Metadata

The Data Documentation Initiative (DDI) is the international standard for data documentation in the social sciences. The DDI standards are applied across datasets and are utilized by the most widely used software and technologies in the social sciences. The data will be documented and processed using a DDI lifecycle approach. The survey data will be collected from respondents using Blaise 5 and will then be stored in SPSS and STATA formats using DDI standards. Blaise 5 is DDI compliant and GGP will be using software such as *Colectica* to ensure that the DDI structure of the data is intact throughout the data lifecycle. This lifecycle approach allows for versioning to be managed across the data lifecycle.

Naming conventions and keyword search will be adopted in line with standards in the social science research infrastructures. The GGP works closely with other research infrastructures to develop and apply such standards. The GGP uses a two-level versioning approach (x.y) by which an increase in the first level (x) indicates a major change to the data which researchers should not ignore. This renders all prior versions as redundant and no longer suitable for future research. An increase in the second level (y) indicates to researchers that there have been non-critical amendments and updates to the data and that they should subsequently examine the versioning documentation to assess whether they need to use the newer version of the data.

Once a new version of the data has been processed and is ready for use, the data will be stored in a trusted repository. This repository holds a data seal of approval, utilises DDI metadata standards and generate DOI's for data submissions. There are no costs to the national team for archiving in these repositories. The data will be findable as both archives have extensive search functions and are part of CESSDA and as such the data will be catalogued across all CESSDA archives.

While browsing the data online, through NESSTAR (Networked European Science Tools and Resources), in the 'Study description' field, users can find information about the distributors, keywords, abstract, and guidelines on bibliographic citation (Figure 24). This documentation and processing is conducted at no cost to the national team and is wholly the responsibility of the GGP CCT.



Figure 24: GGS NESSTAR Online Codebook

Online Codebook & Analysis User Guide

DESCRIPTION TABULATION ANALYSIS

Dataset: Generations and Gender Survey Netherlands Wave 1 & Wave 2

Variable Group GGS_Wave1_Netherlands_V.4.3.

- ☒ Interviewer Instructions
- ☒ Identification
- ☒ Household
- ☒ Children
- ☒ Partnerships
- ☒ Household Organisation and Partnership Quality
- ☒ Parents and Parental Home
- ☒ Fertility
- ☒ Health and Well-Being
- ☒ Respondent's Activity and Income
- ☒ Partner's Activity and Income
- ☒ Household Possessions, Income and Transfers
- ☒ Value Orientations and Attitudes

Left Panel (Tree View):

- ☒ GGS Pooled datasets
- ☒ GGS country data files
 - ☒ Australia
 - ☒ Austria
 - ☒ Belgium
 - ☒ Bulgaria
 - ☒ Czech Republic
 - ☒ Estonia
 - ☒ France
 - ☒ Georgia
 - ☒ Germany
 - ☒ Germany-Turkish subsample
 - ☒ Hungary
 - ☒ Italy
 - ☒ Lithuania
 - ☒ Netherlands
 - ☒ Generations and Gender Survey Netherlands Wave 1 & Wave 2
 - ☒ Metadata
 - ☒ Document Description
 - ☒ Study Description
 - ☒ Data Files Description
 - * GGS_Wave1_Netherlands_V.4.3.
 - * GGS_Wave2_Netherlands_V.1.3.
 - ☒ Variable Description
 - ☒ GGS_Wave1_Netherlands_V.4.3.
 - ☒ Interviewer Instructions
 - ☒ Identification
 - ☒ Household
 - ☒ Children
 - ☒ Partnerships
 - ☒ Household Organisation and Partnership Quality
 - ☒ Parents and Parental Home
 - ☒ Fertility



Panel Maintenance

There is an extensive list of reasons why someone chooses (or not) to respond to a survey and a host of external factors that may influence them towards a decision regarding continuing to participate in subsequent waves of the study in the case of longitudinal surveys. In the GGS, as in other longitudinal studies, one of the fieldwork challenges is to be able to trace and contact all respondents after 3 years (the time between GGS waves). This requires measures to trace and motivate panel members in the period in-between waves.

Panel attrition consists in the process of dropout from a panel study. Attrition can be due to no contact, or because the person is not able or refuses to continue to participate in the study. Panel attrition has important negative consequences given the objectives and research focus of most researchers using this type of data. Longitudinal survey data is used to analyse the causes and consequences of demographic change and other social phenomena.

The scientific literature in the field has strived to identify common characteristics among those dropping out, the 'attriters' (Lugtig, 2014). In general, attrition is due to failure to locate the panel member, no contacts and refusals. The research conducted so far shows that men attrite more often than women (Behr, Bellgardt, and Rendtel, 2005) and people with higher socio-economic status attrite less although effects are usually small (Watson and Wooden, 2009).

Achieving high response rates and low levels of attrition is one of the key challenges for longitudinal social surveys. The fieldwork organisation has several key tasks in the efforts to reduce panel attrition: to locate and contact the respondent; to cooperate with her/ him; to trace respondents moving between survey waves. These tasks will vary in the first and consecutive waves. While in the first wave the focus will be in locating and contacting the respondents, in subsequent waves the emphasis will be on tracing the respondents that might have moved between waves.

The GGP has, since the first round of data collection, devoted efforts to minimize attrition. There are four key recommendations for fieldwork organisations:

- continuous and close cooperation between the research institute, the fieldwork agency, the interviewers and the respondents;
- incentives for respondents that can vary across countries;
- regular contact with respondents through letters, information brochures, requests for updated contact information, and where feasible, the collection of annual information via a short questionnaire;
- where possible, interviewer continuity is recommended to help establish a rapport between the respondents and fieldwork staff; and specialized interviewer training and supervision is essential (UNECE, 2005).

This list of recommendations is not exhaustive, and the national team and fieldwork organization are encouraged to reflect on further measures that might work well and be suited to the national context (see also the guidelines in the sections 'Interviewer Training' and 'Sampling'). Panel maintenance should be included as a budgetary item within all grant applications and explicitly delegated as a responsibility to a member of the national team. The GGP CCT should be notified of the identity of this individual.

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Appendix

- Appendix I – Statement of Intent to Field a Generations and Gender Survey
- Appendix II – Service Agreement
- Appendix III – Model for Advance Letter
- Appendix IV – Data Agreement
- Appendix V – Terms of acceptable usage
- Appendix VI – Institutional Data Agreement
- Appendix VII - GGP Interviewer Guidance
- Appendix VIII - Sample and Fieldwork Design Form
- Appendix IX - Funding Strategy Form



Generations & Gender Programme 2020

Statement of Intent

This statement of intent affirms [INSTITUTE NAME]'s commitment to try and identify and secure funding for participation in the Generations and Gender Programme 2020 round of data collection. In doing so [INSTITUTE NAME] will liaise with and update the GGP Central Coordination Team at NIDI about developments at the national level. This statement of intent also affirms the commitment of the GGP Central Coordination Team to supporting the efforts and endeavors of the national team in securing funding. The statement does not commit [INSTITUTE NAME] or GGP Central Coordination Team to the funding of data collection and coordination of a survey. Such commitments will be affirmed in a further memorandum of understanding once internal or external sources of funding have been secured. This statement of intent therefore does not represent binding commitments and only asserts the shared aims and efforts of [INSTITUTE NAME] and the GGP Central Coordination Team.

[SIGNATORY NAME]

[INSTITUTE NAME]

A handwritten signature in black ink that reads 'Anne H. Gauthier'.

Professor Anne Gauthier

Coordinator of the Generations and Gender Programme

Senior researcher, Netherlands Interdisciplinary Demographic Institute

Honourary Professor of Comparative Family Studies, University of Groningen



Service Agreement

WHEREAS, [INSTITUTE NAME], The Netherlands Interdisciplinary Demographic Institute (NIDI) and [FIELDWORK AGENCY] have come together to collaborate and conduct the Generations and Gender Survey in [COUNTRY]; and

WHEREAS, the above listed partners have agreed to enter into a collaborative agreement in which [INSTITUTE NAME] will be the lead agency and the other agencies will be partners in this project and

WHEREAS, the partners herein desire to enter into a Service Agreement setting forth the services to be provided by the collaborative;

1) Roles

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

- 1) The [INSTITUTE NAME] intends to:
 - a. provide resources sufficient for conducting face-to-face interviews of respondents to [FIELDWORK AGENCY], subject to separate bilateral agreement between [INSTITUTE NAME] and [FIELDWORK AGENCY].
 - b. ensure that a data agreement is signed with the UNECE by [DATE] to allow for the depersonalized data to be used for scientific purposes by verified researchers.

- 2) The Netherlands Interdisciplinary Demographic Institute (NIDI) intends to:
 - a. to provide the standards coded questionnaire and create conditions for obtaining statistical information in the order established by the legislation of [COUNTRY].
 - b. provide methodological assistance to the fieldwork agents.
 - c. provide data collection quality assessments to monitor the fieldwork progress; and methodological support to supervisors in conducting their work.
 - d. provide data cleaning and checking (harmonization) of statistical data.
 - e. provide secure archiving, storage and dissemination services for the collected statistical data.

- 3) [FIELDWORK AGENCY] intends to:
 - a. develop sampling methodology and sample design in accordance with international standards of the GGP.
 - b. be responsible for sample management activities including the construction and maintenance of the sample, storage and management of personal data that is retained as part of the study, and the maintenance of respondents contact information between waves.
 - c. be responsible for ensuring that the data collection process is compliant with the guidelines provided by the Generations and Gender Programme (GGP) coordination team at NIDI.

- d. enhance competencies of fieldwork interviewers on using NIDI technologies in the GGS data collection process through training of fieldwork interviewers to be facilitated by NIDI.
- e. To ensure the timely transfer of survey responses to NIDI via the provided software and technologies.

II) Timeline

Responsibilities under this Letter of Intent would be structured around the fieldwork period, anticipated to be [FIELDWORK START DATE] through [FIELDWORK END DATE].

III) Commitment to Partnership

- 1) The partners agree to jointly implement the Generations and Gender Survey in [COUNTRY], including analysis of obtained statistical information for comparison with other countries.
- 2) The partners agree to cooperate and provide methodological and technical assistance in carrying out the Generations and Gender Survey in [COUNTRY].
- 3) We, the undersigned, agree with this preliminary intention of cooperation and the scientific aims of the Generations and Gender Programme.

Signed _____

Date ____/____/____

[SIGNATORY NAME]

[INSTITUTE NAME]

Signed _____

Date ____/____/____

Prof. Leo van Wissen

Director, The Netherlands Interdisciplinary Demographic Institute (NIDI)

Signed _____

Date ____/____/____

[SIGNATORY NAME]

[FIELDWORK AGENCY NAME]

[Insert logo(s) of the GGP, UNECE, national team consortium and fieldwork agency]

[Model for Advance Letter]

Your opinion matters!

Dear (Sir/Madam),

Do you too, feel involved with what is happening in society? Do you believe, as we do, that your opinion matters, and would you like to voice your views?

With the Generations and Gender Survey we look at what is important in the context of couples, family formation, having children, and relations between younger and older generations. Your opinion will be an important source for our research and for future political decisions and therewith living conditions in your country and many others. The study is part of an international programme, co-ordinated by the United Nations Economic Commission for Europe (UNECE) and a group of Europe's leading demographic research institutes including [NATIONAL TEAM].

Your help is vital to the success of this research. The persons that we contact have been chosen through random selection. We can only obtain a truly representative picture of the national population if all selected persons agree to be interviewed.

Within the forthcoming 10 days, one of our interviewers will be visiting you at home in order to conduct a personal interview with you. We hope that you then will be available and willing to participate in our survey.

If you do not have time on that day, we kindly ask you to then make an appointment with our interviewer for another day. If you should not be at home when the interviewer comes, he will drop a letter with options for you to contact him to make an appointment.

Your participation in this research is on a voluntary basis. Your answers will be used for statistical analyses in international research and will be kept anonymously. It will never be possible to identify you personally. We will hold the information you give us in the strictest confidence and use it only for statistical processing.

The interview will take about XXX minutes. You will find XXX in this envelope as a gift representing our appreciation. By participating in this survey, you will really be helping us a lot!

If you have any questions, we will gladly answer them on XXX.

With kind regards

The Population unit of the United Nations Economic Commission for Europe (UNECE), Palais des Nations, CH-1211 Geneva 10, Switzerland, represented by Vitalija Gaucaite Wittich, Chief of unit,

henceforth referred to as the Coordination Centre

and

[NATIONAL DATA PROVIDER]

represented by [LEGAL REPRESENTATIVE]

henceforth referred to as the Data Provider,
enter into the following

Cooperation Agreement

regarding archiving, dissemination and use of [DATASET NAME] for dissemination by the Generations and Gender Programme

Article 1: Definitions

- 1.1. The Generations and Gender Programme (GGP) is an international project developed and steered by a Consortium of organizations, including the Population unit of UNECE. The main substantive goal of the Programme is to improve understanding of demographic and social developments and of the factors that influence these developments, with attention given to relationships between children and parents (generations) and those between partners (gender).
- 1.2. For the purposes of this Agreement:
 - 1.2.1. "data" shall identify a micro-data set that contains the individual records of responses to a survey interview;
 - 1.2.2. "depersonalized data" shall mean micro-data devoid of any information that may allow identification of the persons to whom the data pertain;
 - 1.2.3. "Data Providers" shall identify the organizations or institutions in charge of the micro-data set;
 - 1.2.4. "Co-ordination Centre" shall identify the organization responsible for centralized storage, processing and dissemination of the data sets;
 - 1.2.5. "Research Organization" shall mean a legal body who are involved in scientific research;
 - 1.2.6. "*bona fide* researcher" or "researcher" shall identify an individual who intends to use the data for genuine, non-commercial scientific purposes and is employed by an approved research organization;

Article 2: Data Processing

- 2.1. The micro-data shall be depersonalized. To secure anonymity of respondents, information allowing their identification shall not be shared with the Co-ordination Centre.
- 2.2. The Data Providers agree that the data will be harmonized in preparation for comparative analyses. The Data Providers agree that an organization with which the Co-ordination Centre has signed a cooperation agreement on harmonization will carry out this harmonization.
- 2.3. The Data Providers agree that an organization with which the Co-ordination Centre has signed a cooperation agreement on archiving will store the data and facilitate their dissemination via the Internet.

Article 3: Data dissemination

- 3.1. The parties to this Agreement agree to the following procedure for granting data access to researchers:

- 3.1.1. Before an application can be submitted, the applicants stated affiliated research organization must have submitted a signed copy of the Statement of Cooperation and Confidentiality in Annex 2.
- 3.1.2. A researcher applies for data use by registering as a GGP user, accepting the Terms of Acceptable Usage (Annex 1), submitting a completed application form including the title and abstract of the research for which the data is to be used and a list of collaborators.
- 3.1.3. All collaborators must be registered GGP users and must have accepted the Terms of Acceptable Usage (Annex 1).
- 3.1.4. Applications from students (whether undergraduate, graduate or doctoral) must include their supervisor(s) as a collaborator.
- 3.1.5. The Co-ordination Centre will ensure that submitted applications fulfil the above criteria.
- 3.2. Upon favourable review of the application, the data will be released to the researcher in a digital format through a secure on-line transmission.
- 3.3. The Co-ordination Centre retains the right to use the submitted data in its own research activities.
- 3.4. A list of users and projects will be provided to the data provider upon request.

Article 4: Obligations of the Co-ordination Centre

- 4.1. The Co-ordination Centre shall ensure that the data received from the Data Providers are processed in accordance with the data protection stipulations contained in the applicable regional standards, such as the General Data Protection Regulation 2016/679 of the European Commission, on the protection of individuals regarding the processing of personal data and on the free movement of such data.
- 4.2. The Co-ordination Centre will not make any attempt to identify the individuals providing the information and will take necessary precautions to prevent any such attempt from a third party.

Article 5: Settlement of Disputes

- 5.1. If any dispute(s) arise from this Agreement, the parties to whom the dispute(s) relate will make their best efforts to resolve them amicably.

Article 6: Privileges and Immunities

- 6.1. Nothing in this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the parties.

[REPRESENTATIVE]

United Nations Economic Commission for
Europe

[NATIONAL DATA PROVIDER]

Date: _____

Date: _____

Vitalija Gaucaite Wittich

Chief of Population unit

Terms of Acceptable Usage

In using the GGP data sets, I agree...

- (a) to undertake to maintain the confidentiality of the respondents in the Generations and Gender Programme micro data sets; to not make any effort to identify individual survey respondents or other household members; to notify the United Nations Economic Commission for Europe (UNECE) immediately if I inadvertently identify such individuals or discover a means of doing so;
- (b) to only use the data for genuine non-commercial, non-proprietary scientific and policy research purposes; to not attempt to make any financial gain from the data or from my research based on the data;
- (c) to not give access to the micro-data to any person; to register all collaborators on the GGP website and ensure they accept these terms of acceptable usage; to ensure my supervisor will be listed amongst the collaborators if I am a current student; to only share the data with students who have signed the terms of acceptable usage if I am a teacher;
- (d) that attempts to disseminate unauthorized copies of the data, in whole or in part, or to identify individual respondents may be subject to prosecution under the applicable laws;
- (e) to submit details of any research papers, dissertations or conference presentations based on the Generations and Gender Programme micro-data to the GGP Bibliography via the following link;
<https://www.ggp-i.org/form/bibtex/add/>
- (f) to include the following acknowledgement in any work emanating from this research: *"This paper uses data from the Generations and Gender Programme (www.ggp-i.org). The Generations and Gender Programme has received funding from the European Commission, its Consortium Board Members and National Funding Bodies which are gratefully acknowledged. Methodological details of the GGP can be found in Gauthier, Anne H., Susana Laia Farinha Cabaço, and Tom Emery. "Generations and Gender Survey study profile." *Longitudinal and Life Course Studies* 9, no. 4 (2018): 456-465."*
- (g) to inform UNECE of any changes to the details given in my application, including institutional affiliation.



For further information, please contact:

Email: ggp@un.org

Fax: +41 22 917 0040

Mail: Population unit, United Nations Economic Commission for Europe, Palais des Nations, CH-1211 Geneva 10, Switzerland

The Population Unit of the United Nations Economic Commission for Europe, Palais des Nations, CH-1211 Geneva 10, Switzerland,

represented by Vitalija Gaucaite Wittich, Chief of the UNECE Population Unit,

henceforth referred to as the Co-ordination Centre

and

«Organization»

«Address», «ZIP» «City», «Country»

represented by «Rep_Name», Data Protection Officer,

henceforth referred to as the Research Organization,

enter into the following

Statement of Cooperation and Confidentiality

regarding the use of the micro-data distributed by the Generations and Gender Programme for comparative research.

Article 1: Definitions

1. The Generations and Gender Programme (GGP) is an international project developed and steered by a consortium of organizations, including the Population unit of UNECE. The main substantive goal of the Programme is to improve understanding of demographic and social developments and of the factors that influence these developments, with attention given to relationships between children and parents (generations) and those between partners (gender)
2. For the purposes of this Agreement:
 - a. “data” shall identify a micro-data set that contains the individual records of responses to a survey interview;
 - b. “depersonalized data” shall mean micro-data devoid of any information that may allow identification of the persons to whom the data pertain;
 - c. “Data Providers” shall identify the organizations or institutions in charge of the micro-data set;
 - d. “Co-ordination Centre” shall identify the organization responsible for centralized storage, processing and dissemination of the data sets;
 - e. A “Research Organization” shall mean a legal body who are involved in scientific research;
 - f. “*bona fide* researcher” or “researcher” shall identify an individual who intends to use the data for genuine, non-commercial scientific purposes and is employed by an approved research organization;

Article 2: Data Distribution

1. The Co-ordination Centre distributes the data of the Generations and Gender Programme (GGP) to the Research Organization for use in research activities. The submitted data is in a digital form and provided on an appropriate digital media.
2. Together with the data, the Co-ordination Centre provides appropriate documentation necessary for processing and scientific use of the data.
3. The provided data is depersonalized.

Article 3: Obligations of the Co-ordination Centre

1. The Co-ordination Centre ensures that the data submitted to the Research Organization was collected and processed respecting the General Data Protection Regulation 2016/679 of the European Commission. The Co-ordination Centre respects the rights of the individuals who have volunteered their personal information in the GGP.
2. The Co-ordination Centre ensures that the information that could be used for the identification of individual respondents is removed from the data set submitted to the Research Organization.
3. The Co-ordination Centre is obliged to report to the Research Organization any newly arisen information regarding the quality of the submitted data and to provide the Research Organization with the updated data set if any changes or adaptations have been made.

Article 4: Obligations of the Research Organization

1. The Research Organization ensures that the data received from the Co-ordination Centre is used respecting the General Data Protection Regulation 2016/679 of the European Commission.
2. The Research Organization ensures that it will not make any attempt to identify the individuals providing the information and will take the necessary precautions to prevent any such attempt from a third party.
3. The Research Organization ensures that it will store the data in a location adhering to appropriate security measures.
4. The Research Organization ensures that the micro-data will be used exclusively for research purposes specified in the applications received by the Co-ordination Centre.
5. Research Organization designates a data protection officer who shall monitor the performance of the tasks defined in the agreement and attend to the communication needs.

Article 5: Data use

1. Data in possession of the Research Organization will be used exclusively by the researchers affiliated with the Organization who have accepted the terms of acceptable usage.
2. Any research papers, dissertations or conference presentations based on the Generations and Gender Programme micro-data will be submitted to the GGP Bibliography via the following link; <https://www.ggp-i.org/form/bibtex/add/>

3. Any work emanating from this research, will include the following acknowledgement: *“This paper uses data from the Generations and Gender Programme (www.ggp-i.org). The Generations and Gender Programme has received funding from the European Commission, its Consortium Board Members and National Funding Bodies which are gratefully acknowledged. Methodological details of the GGP can be found in Gauthier et al. (2018)”*
4. Any errors or inconsistencies observed in the micro-data, emanating from the analyses performed, will be reported to the Co-ordination Centre.

Article 6: Liability

1. If any disputes arise from this agreement, both parties will seek their best efforts to resolve them amicably.

«Rep_Name»

Vitalija Gaucaite Wittich

«Rep_Position»

Chief

«OrgShort»

Population Unit UNECE

GGP Interviewer Guidance

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles which are followed by every successful interviewer. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview. Section 11 provides more detailed instructions on using the questionnaire.

BUILDING RAPPORT WITH THE RESPONDENT

The interviewer and the respondent are strangers to each other and one of the main tasks of an interviewer is to establish rapport. The respondent's first impression of you will influence his/her willingness to cooperate with the survey. Be sure that your appearance is neat and your manner friendly as you introduce yourself.

MAKE A GOOD FIRST IMPRESSION.

When first approaching the respondent, do your best to make him/her feel at ease. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and salutation like "Good afternoon" and then proceed with your introduction.

ALWAYS HAVE A POSITIVE APPROACH

Never adopt an apologetic manner, and do not use words such as "Are you too busy?", "Would you spare a few minutes?" or "Would you mind answering some questions?". Such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments".

STRESS CONFIDENTIALITY OF RESPONSES WHEN NECESSARY

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose and that all information will be pooled to write a report. Also, you should never mention other interviews or show completed questionnaires to other interviewers or supervisors in front of a respondent or any other person.

ANSWER ANY QUESTIONS FROM THE RESPONDENT FRANKLY

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer. However, if the respondent asks questions about family planning methods or medicines, tell him/her that you will try to answer them after you have finished the interview.

The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 45 minutes. Indicate your willingness to return at another time if it is inconvenient for him/her to answer questions then.

INTERVIEW THE RESPONDENT ALONE

The presence of a third person during an interview can keep you from getting frank, honest answers from a respondent. It is, therefore, very important that the individual interview be conducted privately and that all questions are answered by the respondent him/herself.

If other people are present as you begin an interview, explain to the respondent that some of the questions are private and ask where the best place is you can talk with him/her alone. If the others do not "take the hint" and leave you and the respondent alone, you will have to use tact and ingenuity to "get rid" of them.

If it is impossible to get privacy, you may have to carry out the interview with the other people present. However, try to separate yourself and the respondent from the others as much as possible. Extra effort should be made to gain privacy if the other person is of the opposite sex.

BE NEUTRAL THROUGHOUT THE INTERVIEW

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the "right" or "wrong" answer to the question. Never appear to approve or disapprove of any of the respondent's replies.

A respondent may ask you questions during the interview, for example, about certain contraceptive methods or treatments for diseases. Or he/she may ask you whether YOU use family planning or what you think the ideal family size is.

Tell him/her that we are interested in his/her opinions and that you cannot answer the question because otherwise you would slow down the pace of work. The questions are all carefully worded to be neutral. They do not suggest that one answer is more likely or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. For example, the following is an GGS question for pregnant women: "At the time you became pregnant, did you want to become pregnant, did you want to wait until later, or did you not want to become pregnant at all?" It is a neutral question.

However, if you only ask the first part - "At the time you became pregnant, did you want to become pregnant?", you are more likely to get a "YES" answer. This is what is called a "leading question". That is why it is important that you read the whole question as it is written.

If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as: "Can you explain a little more?", "I did not quite hear you, could you please tell me again?", "There is no hurry. Take a moment to think about it."

Never suggest answers to the respondent if a respondent's answer is not relevant to a question, do not prompt him/her by saying something like "I suppose you mean that...Is that right?". In many cases, he/she will agree with your interpretation of the answer, even when that is not what he/she meant. Rather, you should probe in such a manner that the

respondent him/herself comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if he/she 'has trouble' in answering.

DO NOT CHANGE THE WORDING OR SEQUENCE OF QUESTIONS

The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has misunderstood the question, you should repeat the question slowly and clearly. If he/she still does not understand, you may reword the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.

HANDLE HESITANT RESPONDENTS TACTFULLY

There will be situations where the respondent simply says "I don't know", gives an irrelevant answer, acts very bored or detached, contradicts something he/she has already said, or refuses to answer the question. In these cases, you must try to re-interest the respondent in the conversation. For example, if you sense that he/she is shy or afraid, try to remove the shyness or fear before asking the next question. Spend a few moments talking about things unrelated to the question and proceed as if nothing had happened. If you have successfully completed the interview, you may try to obtain the missing information at the end, but do not push too hard for an answer. Remember, the respondent cannot be forced to give an answer.

DO NOT FORM EXPECTATIONS

You must not form expectations as to the ability and knowledge of the respondent. Do not assume persons from rural areas or those who are less educated, or illiterate do not know about family planning or various family planning methods. On the other hand, remember that differences between you and the respondent can influence the interview. The respondent, believing that you are different from him/her, may be afraid or mistrustful. You should always behave and speak in such a way that the respondent is put at ease and is comfortable talking to you.

DO NOT HURRY THE INTERVIEW

Ask the questions slowly to ensure the respondent understands what is being asked. After you have asked a question, pause and give him/her time to think. If the respondent feels hurried or is not allowed to formulate his/her own opinion, he/she may respond with "I don't know" or give an inaccurate answer. If you feel the respondent is answering without thinking, just to speed up the interview, say to the respondent, "There is no hurry. Your opinion is very important so consider your answers very carefully".

Sample & Fieldwork Design Form

Field

Response

1.1. Modes of Data Collection

1.2. Sample Frame

1.3. Frame Coverage

1.4. Frame Size

1.5. Unit of Frame

1.6. Sampling Method

1.7. Sampling Stage Definitions

1.8. Sampling Stage Sizes

1.9. Unit Selection Method

1.10. Final Stage Unit Selection

1.11 Within Household Unit Selection

1.12. Stratification

1.13. Sample Size

1.14. Estimated Non-Response

2. Interviewers

2.1. Total interviewers

2.2. Total interviewers in the field

2.3. Network Organization

2.4. Working arrangement of Interviewers

2.5. Payment of interviewers

2.6. General Interviewer training

2.7. Survey Specific training

2.8. Length of training

2.9. Control of Performance (i.e. testing)

2.10. Interviewer Survey

3. Contact Protocols

3.1 Advance Letter

3.2 Cold Contacts

3.3 Scheduling/Scatter

3.4 Contact History

3.5 Min number of contacts

3.6 Max number of contacts

Funding Strategy Form

Field	Response
1.1. Abstract of the Project	
1.2. Deadlines	
1.3. (Potential) Funders	
1.4. Estimated Fieldwork dates	
1.5. Target Sample Population	
1.6. Partners	
1.7. Preliminary Budget	
1.8. Deliverables other than fieldwork	
1.9. Expected Date(s) of Application Outcome	