

## List of Questions for Chapter 2

### 2. Ethics

Please respond to the following items.

Q2.1 Does your research plan and study materials require submission to the appropriate institutional review board/ethics committee for approval?

Yes

No

- a. If not, please provide a brief summary of plans to comply with the ethics standards (i.e.) nondisclosure forms signed by PIAAC staff; training for interviewers on maintaining confidentiality of proprietary information from respondents, consent protocols, etc.

Q2.2 What procedures do you plan to implement to report or document any breaches to the ethics standards?

Q2.3 Do you foresee requiring any (other) deviations from the Technical Standards and Guidelines relating to the Ethics Standards?

Yes

No

- a. If yes, please explain.

## List of Questions for Chapter 8

### 8. *Field Management*

The questions in this section collect information on the field management structure planned for your country. The titles for the roles described and asked about below may differ from those used in your country – please provide the closest approximation possible.

- Q8.1 Describe the planned field management structure for the data collection in your country. Include the roles/titles (e.g., field director, field manager, supervisor, interviewer), as well as the number of staff assigned to each role.

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- Q8.2 For each type of staff, indicate the number required for data collection. (Be sure to account for attrition.)

Staff	Target Number Required
Interviewers	
Supervisors	
Field managers	
Field director	

- Q8.3 What sources do you plan to use in hiring interviewers?

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- Q8.4 Describe the desired interviewer profile (e.g., number of years of survey experience, familiarity with computers, language proficiency, etc.).

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- Q8.5 When do you expect to have interviewer hiring for the Field Trial completed?

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Q8.6 Based on **Standard 8.1.2**, please describe the plans for maintaining close communication with field staff throughout the data collection period. Include information on the proposed frequency of scheduled supervisory meetings with interviewers.

Q8.7 Indicate which methods of communication among staff are proposed for data collection. [SELECT ALL THAT APPLY.]

- In person meetings
- Email
- Telephone
- Other (specify)

Q8.8 How will interviewers be paid?

- Hourly wage
- Salary
- Piece rate
- Other (specify)

Q8.9 Describe your planned procedures to monitor interviewer work. (Refer to **Standard 8.2.1**)

Q8.10 Describe your proposed plans for handling interviewer attrition during data collection.

Q8.11 Do you foresee requiring any (other) deviations from the Technical Standards and Guidelines relating to the Field Management Standards?

- Yes
- No

a. If yes, please explain.

# List of Questions for Chapter 9

## 9. Training

Please respond to the following items.

- Q9.1 Describe your proposed training approach for train-the-trainers, supervisor training, and interviewer training. For each, provide the following information:
- Training dates (given as number of weeks prior to data collection);
  - Location of training (site and city);
  - Number of hours of training; and
  - Whether trainees will be trained in one session or in multiple sessions (such as in various locations around the country).

Train-the-Trainers

Supervisor Training

Interviewer Training

Q9.2 Indicate the number of training staff required for the interviewer training session(s).

Training Staff	Number Required
Lead trainers	
Assistant trainers	
Technical support staff	

Q9.3 What background are the lead trainers for interviewer training expected to have?

Q9.4 Do you plan to conduct interviewer training session(s) in more than one language?

- Yes
- No

a. If yes, which method will be used? [CHOOSE ONE.]

- One full interviewer training session will be conducted in each administration language
- One full interviewer training session will be conducted in the primary national language, followed by abbreviated training and practice interviews in the secondary language(s) for applicable staff only.
- Other (specify)

Q9.5 Do you anticipate any deviations from the training materials provided by the Consortium?

- Yes
- No

a. If yes, specify.

Q9.6 In addition to the Consortium-developed materials, what topics do you plan to develop as country-specific materials?

Q9.7 Describe your plans to evaluate trainees at the conclusion of the training session(s) to ensure that the interviewers are prepared to work on the study.

Q9.8 Do you foresee requiring any (other) deviations from the Technical Standards and Guidelines relating to the Data Collection Staff Training Standards?

- Yes
- No

a. If yes, please explain.

## List of Questions for Chapter 10

### 10. Data Collection

Please respond to the following items.

Q10.1 What survey promotion and advance materials do you plan to use?

- Advance letters
- Brochure
- Endorsement letters
- Study website
- Study telephone number
- Newspaper articles
- Television advertising
- Radio advertising
- Other (specify)

Q10.2 Do you plan to conduct initial household/respondent contact in-person, via telephone, or both?

- In-person
- Telephone
- Both in-person and telephone

a. If initial contact is made by telephone, is this an established procedure used in other surveys in your country?

Q10.3 What strategies do you plan to use for working difficult cases and dealing with nonresponse/maximizing response rates? [SELECT ALL THAT APPLY.]

- Reassignment to other interviewers
- Follow-up by senior interviewers
- Follow-up by supervisors
- Traveling reassignment with experienced/specially trained interviewers
- Tailored letters or postcards (e.g., apartment managers, locked buildings, refusals, uncooperative respondents, older respondents)
- Refusal conversion letters mailed to households via priority or certified mail
- Other (specify)

Q10.4 Do you plan to use a respondent incentive?

- Yes
- No

a. If yes, what type of respondent incentive will be used? [SELECT ALL THAT APPLY.]

- Monetary (Amount)
- Nonmonetary (Type)

Q10.5 Do you plan to use your own automated case management system instead of the International Case Management System?

- Yes
- No

a. If yes, indicate which functionality the management system will be able to support. [SELECT ALL THAT APPLY.]

- Case assignment to interviewers
- Case transfer/reassignment among interviewers
- Case reset to prior state
- Production of management reports
- Documentation of contact attempts
- Other (specify)

Q10.6 Please confirm that the following reports will be produced by the national CMS in accordance with **Standard 10.8.1**. If there are any additional reports that will be generated by the national CMS, please describe them below.

- Sample yield report
- Interviewer Production Report
- Distribution of actual versus expected completes
- Frequencies for interim and final disposition codes by instrument
- Electronic Record of Contacts for nonfinalised cases (by interviewer, by case)
- Interview administration length
- Individual instrument administration time
- Elapsed time between interviews
- Interviews conducted very early in the morning or late in the evening
- BQ and direct assessment completed on different days
- Number of interviews conducted per day

Describe additional reports:

Q10.7 Will interview validation be conducted in-person, via telephone, or both?

- In-person
- Telephone
- Both in-person and telephone

a. What percentage of cases will be validated?  %

b. Do you plan to use the validation form provided by the Consortium?

- Yes
- No

Q10.8 Besides validation, what techniques will be used to monitor interviewer performance and other quality control procedures?

- Audio recordings
- In-person observations
- Automated reports
- Other (specify)

Q10.9 Do you foresee requiring any (other) deviations from the Technical Standards and Guidelines relating to Data Collection Standards?

- Yes
- No

a. If yes, please explain.

## Summary Questions

### 1. *Quality Assurance and Quality Control*

Refer to chapter 1 of the Technical Standards and Guidelines (TSGs).

Please respond to the following items.

- Q1 Please describe any additional quality assurance and quality control procedures you plan to conduct that are not covered in this NSDPR.

- Q2 Provide a one-page overall summary of your plans for quality assurance and quality control procedures in PIAAC.