# ESS Round 9

# **Guidance on uploading data to the FMS data portal**

Format and content of upload file

Data should be uploaded as a tab delimited .txt file.

The data file should include one row for each case in the gross sample, regardless of whether or not each case is currently active in the field or has been issued to an interviewer yet.

The data file should always include the most up to date information on each case. For individual cases this information may or may not have changed since the previous week.

The file should include information on the (cumulative) total number of contact attempts made since the start of fieldwork rather than just since the last upload.

Other information e.g. date, mode, outcome should refer to the last contact attempt for which information is available only. The upload file should provide a summary of the current status of each case, not the full contact history.

Please ensure that:

* The .txt file includes all of the fields listed in Table 1 below and in the order listed. The only exception are the fields for age and gender of sample unit which are optional.
* The file uses the field headings given in Table 1.
* Data are entered in each field using the format specified.
* There are no extra rows or fields in the uploaded datasets.
* The field idno is completed for each case in the data file.

For ESS Round 9 it is not possible to include additional, country-specific fields in the upload file. This may be considered in future rounds. If there is additional information available that you think could be useful to share with the NC please a) upload the standard file b) add any additional fields to the standard upload files and email the extended file to the NC for discussion.

Fields may be left blank if information is not yet available (for example if no contact attempts have yet been made). However, note that:

* If casestatus >1, a valid value must be entered for dateissue, interviewerid, nattempts, nfattempts and ntelattempts.

If a case has been issued into the field (and is currently either active or complete) then the case record must include the date of issue, the id of the allocated interviewer and the number of contact attempts made (this may be 0).

* If nattempts>0, a valid value must be entered for resulb, dateresult and mode.

If the record indicates that one or more contact attempts has been made, the record must also include the mode and outcome of the last contact attempt.

* If resulb = 3, 4, 5 or 8, a value must be entered for outnic.

If the record indicates that contact was made but no interview was achieved then the outcome of that contact (e.g. refusal, appointment, respondent deceased) must also be recorded.

Please also note that dateresult must be later than dateissue.

If data are uploaded in the wrong format or with data missing you will receive a warning and the file will be rejected. You should go back and check the file before attempting to upload a corrected file. To help you to identify any errors in the rejected file, a list of any problem cases will be shown on the screen with “incorrect” cells shown in red.

If you attempt to upload a file where the number of cases does not match the gross sample or to upload an identical file to one already uploaded, you will receive a warning message and be asked if you want to use or discard the uploaded file. Note that it is expected that each uploaded file will contain a record for each case in the gross sample and that there will be one upload per week and that each weekly file will be unique.

Frequency of uploads

A new data file should be uploaded each week during fieldwork. Only one upload per week should be made. The first upload should be made after seven days of fieldwork have elapsed and cover the first 1-7 days of fieldwork, the second upload should cover days 1-14 and so on. Ideally, files should be uploaded on the same day each week, with this day agreed with the National Coordinator and ESS Fieldwork Team.

Use of notes

There is a notes box available on the upload page. Please add a note to accompany each upload file. This should:

a) confirm the dates covered by the upload;

b) confirm that fieldwork is progressing as expected/on schedule OR provide a brief summary of why fieldwork is behind schedule and any background information which might be useful to explain why this is the case;

c) provide details of any remedial actions taken to address any problems with fieldwork.

The notes box is for information only. Any communication with the NC or the ESS Fieldwork Team will need to take place via email.

**Table 1: Fields to include in data files uploaded to FMS portal**

\* denotes an optional field

Numeric fields in the file are denoted by the format Fn.0, i.e. they are of width n and with no decimal points.

String variables are denoted by the format ‘An’ i.e. they should have a character limit of n.

| **Variable** | **Definition** | **Source** | **Notes**  | **Format**  |
| --- | --- | --- | --- | --- |
| idno | Case identification number | Sample file  | idno should be scrambled from agency records to avoid identification | F9.0  |
| psu | Primary Sampling Unit (PSU) identification | Sample file |  | Fn.0  |
| batch | Number of fieldwork batch to which the case has been assigned | Sample file | If used, reserve samples should be treated as a “batch”  | F2.0  |
| region  | Region This should correspond with the geographic or administrative regions commonly used to monitor fieldwork  Please consider using the same NUTS regions as supplied with the main ESS dataset (variable =REGIONXX)  | Sample file  | If not relevant this can be set to = country i.e. specify one region for the entire sample  | A20  |
| casestatus | Case status in the field Not issued i.e. not issued into field yetActive i.e. further contact attempts will be madeClosed i.e. a final outcome code has been assigned | Agency  |  | F1.01=”Not issued”2=”Active”3=”Closed”  |
| dateissue | Date case was allocated to an interviewer and so entered the field for first time  | Agency  |  | yyyy-mm-dd |
| interviewerid | Identification number of interviewer who made the last contact attempt(or current interviewer if no contact attempt yet)  | Agency  | interviewerid should be scrambled from agency records to avoid identification | F6.0  |
| nattempts | Total number of contact attempts (in any mode) made since start of fieldwork | Agency  | This is the cumulative figure across whole fieldwork period, not just since last data upload | F2.0  |
| nfattempts | Total number of F2F contact attempts since start of fieldwork | Agency  | This is the cumulative figure across whole fieldwork period, not just since last data upload  | F2.0  |
| ntelattempts  | Total number of telephone contact attempts since start of fieldwork | Agency  | This is the cumulative figure across whole fieldwork period, not just since last data upload  | F2.0  |
| resulb | Result of **last** contact attempt | ESS Contact Form Q5 | resulb and outnic will be used to assign an outcome code to each case This outcome code will be used to generate the summary reports | F1.01= “Completed interview”2= “Partial Interview”3 = “Contact with unidentified person”4 = “Contact with target respondent but NO interview”5 = “Contact with somebody other than target respondent”6 = “No contact at all” 7 = “Invalid address” 8 = “Other information about sample unit” |
| outnic | Result of **last** contact in event of no interview(only if resulb = 3, 4, 5, 8) | ESS Contact Form Q6(outnic in Contact Form dataset) | F2.01= “Appointment” 2= “Refusal of target respondent” 3= “Refusal by proxy” 4= “Refusal, not sure if target respondent 5= “Respondent is unavailable/not at home until …../…….”6= “Mentally/physically unable/ill/sick (short term and therefore could revisit during the fieldwork period)” 7= “Mentally/physically unable/ill/sick (long term and would be unable to complete interview during the fieldwork period)” 8= “Respondent is deceased” 9= “Respondent moved abroad”10= “Respondent moved, unsure whether abroad”11= “Respondent moved within country” 12= “Language Barrier” 13= “Other”  |
| dateresult | Date of **last** contact attempt  | ESS Contact Form   |  | yyyy-mm-dd |
| mode | Mode of **last** contact attempt  | ESS Contact Form  |  | F1.0 1= “Personal visit” 2 = “Telephone” 3 = “Personal visit but only intercom” 4 = “Info through survey organization” 5 = “Other”  |
| age\* | Age of sample unit (grouped) | Sample file |  | A8 e.g. 15-24 25-44 45-64 65+ |
| sex\* | Sex of sample unit  | Sample file  |  | A12 e.g. male female |