

**INTERNATIONAL  
SOCIAL  
SURVEY  
PROGRAMME**

***Study Monitoring Questionnaire***

PLEASE COMPLETE THIS QUESTIONNAIRE FOR THE  
**ROLE OF GOVERNMENT**  
ISSP MODULE

**NOTE:**

***If most of the details of your ISSP survey are the same as for your previous module, simply update the SMQ for this previous module with the information for the current module and highlight the changes you have made.***

***Change the title of the SMQ to the title of the current ISSP module and modify the footer as well. Then return the updated SMQ as an email attachment.***

RETURN TO: [philip.gendall@otago.ac.nz](mailto:philip.gendall@otago.ac.nz)

## Details of Your Institute

1a. Please enter the name of your institute and your country:

Institute:

Institute of Sociology,  
Czech Academy of Sciences

Country:

Czech Republic

1b. Please enter the name of the principal investigator and your contact person for questions about the study:

Principal  
Investigator:

Zdenka Mansfeldova

Contact  
Person:

Jindrich Krejci

2a. What kind of institute fielded the module?

An institute principally doing market research

An institute principally doing academic research

An institute doing both market and academic research

Other (please write in details)

2b. Which institute carried out the fielding?

Our ISSP member  
institute itself

OR

Institute  
name:

FOCUS – Centrum pro socialni a  
marketingovou analyzu, spol. s r. o.

## Questionnaire Languages

3a. Was the questionnaire fielded ...

only in English  → Question 12

in English plus other language(s)  → Question 3b

only in translation  → Question 3b

3b. Please enter the language(s) the module was fielded in.

*Please write in: Czech*

## Translation

**Note: If your translation process was different for different languages, please answer questions 4 to 10 for your most common practice and note any differences for other languages in question 11.**

4. Was the questionnaire ...?

a written translation (a questionnaire/application)  → Question 5

an oral translation (interviewer translated on the spot)  → Question 11

5. Who carried out translation? Please tick all that apply.

A member or members of the research team

A translation bureau

One or more specially trained translators

Other (please write in details)

6. Was translation checked?

Yes, all of the questionnaire  → Question 7

Yes, only the new questions  → Question 7

No  → Question 8

7. How was translation checked?

Group discussion

Expert checked it

Back translation

Other (please write in details)

*Please write in:*

8. Was the translation questionnaire pre-tested?

Yes

No

9. Were there any questions, sections, words or concepts which caused problems when translating? Please tick all that apply.

No problems  →Question 11

Answer scales

Instructions

Whole questions

Words or concepts

Other (please write in details)

*Please write in details of problems checked/ticked above:*

10. What did you do about any problems in translation?

*Please enter details:*

11. If your translation process was different for different languages, please note any differences for other languages in the box below.

*Please enter details:*

### Fielding the ISSP Module

12. How was the ISSP module fielded in your country?

As an individual survey (that is, the ISSP module was the whole survey)  →Question 15

As part of a larger survey  →Question 13

13. Please provide information about the other stud(ies) the ISSP was fielded with (e.g., topic, survey name).

*Please enter:* ISSP module was part of the bigger academic survey, it contained additional questions focusing on political attitudes like political legitimacy, trust, efficacy, political education and security. However, ISSP module was the main part of the survey.

14. What was the approximate position of the module in the larger questionnaire?

Start of questionnaire

Middle of questionnaire

End of questionnaire

15. Were the substantive questions in the module all asked in the prescribed order?

Yes  → Question 17

Yes, apart from omissions  → Question 17

No  → Question 16

16. Why was the question order changed?

*Please enter:*

17. Were all the core ISSP questions included in your questionnaire (by core we mean all required substantive and background questions)?

Yes – all questions and background questions included  → Question 19

No – substantive question(s) from module missing  → Question 18

No – required background ISSP question(s) missing  → Question 18

18. Please provide details of the questions missing and indicate why they are missing.

*ISSP source questionnaire: question number or description of question:*

*Reason(s) why missing:*

19. Was your sample designed to be representative of ...

Only adult citizens of your country?

Adults of any nationality residing in your country?

20. Was your sample designed to be representative of ...

Only adults living in private accommodation?  → Question 21

Adults living in private and in institutional accommodation  
(e.g., residential homes for the elderly, asylum accommodation)?

If private and institutional, please enter details in box below.

*Please enter in:*

21. What was the lower age cut-off for your sample?

WRITE IN :

22. Was there any upper age cut-off for your sample?

Yes - please write in cut-off

No cut-off

23. Were any groups excluded or under-represented in your sample design, apart from the age cut-offs or citizenship requirements just asked about?

No

Yes (please write in details)

*If yes, write in details:*

24. Did you use any variables for stratification?

Yes  → Question 25

No  → Question 26

25. Please describe the stratification variables used?

*Please write in:* NUTS3

26. How many of stages did your sampling design have?

One stage

Two stages

Three stages

Four stages

27. Did your sampling frame consist of...?

Addresses

Households

Named individuals (the target persons)

Named individuals (not the target persons)

Areas

Something else (please write in details)

28. Please describe your sampling frame (e.g., population register, electoral roll, telephone directory and its coverage and updating).

*Please write in:*

We used data (about population 18+) from a 2011 census (Sčítání lidu, domů a bytů 2011) for sampling of PSU's (Primary Sampling Units).

We also used RUIAN (Territorial Identification Register of Buildings and Addresses), updated to March 2016. It's a database which covers all streets and buildings within the streets in the localities of the Czech Republic. Locations with less than 200 inhabitants are excluded (only 1,7 % of inhabitants of the CR).

29a. Please describe your sampling method and your sampled units for the first stage?

*Please write in:*

In the first stage we fixed a number of PSU (primary sampling unit) proportional to a number of population over 18 years for every region (NUTS3). Then we determined specific locations of interviewing by random choose (PSU=municipality).

29b. Please describe your sampling method and your sampled units for the second stage? (Only if you have two or more stages, otherwise continue with question 30.)

*Please write in:*

We chose for every PSU (primary sampling unit) 10 addresses from RUIAN by random choose. Interviewers made a list of the households in determined addresses. If there were some uninhabited unit (commercial or factory unit) in this given address, we replaced it with another address.

29c. Please describe your sampling method and your sampled units for the third stage? (Only if you have three or more stages, otherwise continue with question 30.)

*Please write in:*

We used Kish grids for random selection of the household.

29d. Please describe your sampling method and your sampled units for the fourth stage? (Only if you have four stages, otherwise continue with question 30.)

*Please write in:*

Interviewers interviewed a member of the household with the closest past birthday. A substitution of respondent was forbidden.

30. What selection method was used to identify a respondent?

(Do not answer if your sampling frame consists of named individuals – which are the target persons. Continue with question 32.)

Kish grid

Last (or next) birthday

Quota

Other (please write in details)

31. Please describe your quota procedures.  
(Only if you used quota, otherwise continue with question 32)

*Please write in:*

32. Was substitution or replacement permitted at any stage of your selection process or during fieldwork?

Yes  →Question 33

No  →Question 34

33. Please provide details of the substitution or replacement procedures used.

*Please write in:*

In case, there was no household in the given address (commercial or factory units, see 29a).

34. All in all, what are the known limitations (biases) of your net sample?  
For example: is there differential coverage of particular groups, either because of sample design or response differences?

*Please write in:*

Homeless people were excluded from the sample (based on the selection of respondents according to the addresses and households).

## Data Collection

35. What data collection methods were used for the module (substantive and background questions)?

Face-to-face

Self-completion (with some interviewer involvement in delivering or collecting)

'Mixed mode': part self-completion, part face-to-face (please write in details)

Other (please write in details)

*If 'mixed mode' or other, please write in:*

36. Please write in the approximate start and end dates of fieldwork.

**DD MM YY**

Start date

End date

37. Were postal or telephone components used at any point (e.g., advance contacts)?

Yes - postal  → Question 38

Yes - telephone  → Question 38

No  → Question 39

38. Please give details of the postal and/or telephone components.

*Please enter details:*

The notification letters were sent to chosen households; they provided brief information about the survey and the future visit of the interviewer.

39. Were incentives offered?

Yes, to respondent

Yes, to interviewer

No, neither to respondent nor to interviewer

### Interviewer Procedures

40. Were interviewers paid according to realized cases?

Yes

No

41. Which, if any, of these rules governed how an interviewer approached an address/household?

**Tick all that apply**

Calls/visits must be made at different times of day

Calls/visits must be made on different days of week

Neither of the above

42. Were interviewers required to make a certain number of calls/ visits before they stopped approaching an address or household?

Minimum number of calls/visits required - please write in number

No minimum call requirement

43. Were any interviews supervised (that is, supervisor accompanies interviewer)?

Yes - please write in approximate proportion 

	1
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 %

No 

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44. Were any interviews back-checked (e.g. supervisor checks later whether interview conducted)?

Yes - please write in approximate proportion 

3	3
---	---

 %

No 

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### Response and Outcome Information

45. Please fill in the following details about your issued sample.

**Some categories may not apply, but please complete to the highest level of detail possible.**

Total number of <u>starting</u> or <u>issued</u> names/addresses (gross sample size)	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">2</td></tr></table>	2	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">4</td></tr></table>	4	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">3</td></tr></table>	3	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">1</td></tr></table>	1
2								
4								
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addresses which could not be traced at all/ selected respondents who could not be traced	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
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- addresses established as empty, demolished or containing no private dwellings	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
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- selected respondent too sick/incapacitated to participate	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">9</td></tr></table>	9
9								
- selected respondent away during survey period	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">3</td></tr></table>	3	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">2</td></tr></table>	2
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2								
- selected respondent had inadequate understanding of language of survey	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">6</td></tr></table>	6
6								
- no contact at selected address	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">1</td></tr></table>	1	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">8</td></tr></table>	8	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">7</td></tr></table>	7		
1								
8								
7								
- no contact with selected person	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
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- personal refusal at selected address	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">7</td></tr></table>	7	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">8</td></tr></table>	8	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">6</td></tr></table>	6		
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- proxy refusal (on behalf of selected respondent)	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">2</td></tr></table>	2
2								
- other refusal at selected address	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">9</td></tr></table>	9
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- other type of unproductive reaction(please write in full details in the box below)	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
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- full productive interview (net sample size)	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">1</td></tr></table>	1	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">4</td></tr></table>	4	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
1								
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- partial productive interview	<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td></tr></table>		<table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px; text-align: center;">0</td></tr></table>	0
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More information on Other type of unproductive reaction

*Please write in:*

### Coding and Verifying

46. Were any measures of coding reliability employed?

Yes

No

47. Was keying of the data verified?

Yes - please write in approximate level of verification  2  5 %

No

48. Were any reliability checks made on derived variables (that is variables constructed on the basis of other variables collected)?

Yes

No

No derived variables

49. Were data checked/edited to ensure that filter instructions were followed correctly?

Yes

No

50. Were data checked/edited for logic or consistency?

Yes

No

51. Were data checked/edited to ensure they fell within permitted ranges?

Yes

No

**If you answered YES for any question from Q46 to Q51, continue with Question 52.  
If you answered NO for all questions Q46 to Q51, continue with Question 53.**

52. Were errors corrected?

**Tick all that apply**

Yes - individually

Yes - automatically

No - not corrected

53. Were the data weighted or post-stratified?

Yes  → Question 54

No  → Question 55

54. Please briefly describe the weighting or post-stratification strategy used.

*Please write in:*

The post-stratification weights were created. They are based on the education, age, gender and size of municipality for regions (NUTS3).

55. Is a national methods report available for your study?

Yes

No

56. If there is anything you would like to comment on, please do so here.

*Please write in:*

**THANK YOU VERY MUCH**

**Please send your completed SMQ to: [philip.gendall@otago.ac.nz](mailto:philip.gendall@otago.ac.nz)**