



Harmonisation and Dissemination of Survey Data

Document prepared by the UNECE Population Activities Unit;

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Institutional Setup

The UNECE Population Activities Unit (PAU) acts as the GGP Coordination Centre that organises interaction with the organisations delivering data and with data users. As proposed by the GGP Consortium Board and accepted by the GGP International Working Group, other institutions of the Consortium, such as the Max Planck Institute for Demographic Research (MPIDR) and the *Institut national d'études démographiques* (INED) carry out some of the work related to harmonisation and dissemination of the micro data files of the Generations and Gender Surveys (GGS).

This document outlines the procedures and options of this work.

Preparation for Harmonisation

Documentation

The PAU and the MPIDR have prepared the following materials necessary for documenting the data:

1. Data description table of the Harmonised Data File (HDF)¹, including
 - a. question numbers based on the GGS Full Questionnaire,
 - b. variable labels,
 - c. harmonised variable names,
 - d. variable formats
2. Template for data availability report². This report should allow a data user
 - a. to detect easily all the occasions where a variable cannot be fully harmonised and
 - b. to find explanation and documentation for the country-specific solutions, including variables where the questionnaire explicitly calls for such solutions.

Please note that the data description table and the data availability report use different numbering of questions. The HDF data description document uses the FULL GGS wave 1 questionnaire numbering, while the Data availability uses the separated GGS Wave 1 Core and Optional sub-modules notations. In the data availability report it was necessary to separate the core questionnaire from the optional modules to set the standard for comparability in core questions, while with the preparation for the HDF it was necessary to prepare the notations suited for the maximum amount of implemented questions.

Activities in participating countries

The in-country data preparation should include the following activities:

1. Basic data cleaning according to internationally accepted standards in social research. This activity needs to be documented.
2. Naming and formatting of variables according to the HDF specifications, see <http://www.unece.org/pau/ggp/materials.htm>
3. Recording and explaining all the instances where the national data differs from the HDF in data availability report (see template at <http://www.unece.org/pau/ggp/materials.htm>).
4. Providing the basic methodological information about the survey, concerning sampling, response rate, fieldwork and panel maintenance strategy.

¹ available at <http://www.unece.org/pau/ggp/materials.htm>

² available at <http://www.unece.org/pau/ggp/materials.htm>

Countries are requested not to manipulate the data set they submit for harmonisation beyond the activities listed above, to allow harmonisation procedures be applied on a common platform.

Submission of Data

The data set complying to the HDF specifications with the accompanying documentation will be submitted to the Coordination Centre. This transaction will be documented by a co-operation agreement between the Coordination Centre and the institution in charge of the national GGS data set. Among other things, the agreement stipulates that the data can be harmonised and archived by other institutions in the GGP Consortium that act under cooperation agreement with the Coordination Centre.

Requests to Use the Data

Data requests will be handled using a system of online applications, which allows automating many standard procedures.

Application would include the following procedures.

1. Registration of the applicant.

The applicant registers by providing personal and institutional details including a valid e-mail address and receives the username and password.

2. Submission of the proposal.

Upon receiving the username and password, the user can submit the plan for the research. The plan should have sound scientific base, analytical plan for data use and the plan for publication. Proposals from students (undergraduate, postgraduate or doctoral) have to include an approval of the supervisor.

3. Review process.

A pool of reviewers will be established to act as the reviewers of the submitted plans for research using GGS data. The members of the pool will be predominantly members of the Consortium institutions.

Upon the submission of the application, the Coordination Centre is notified and initiates review. The reviewers are instructed to assess the application at the most basic level establishing scientific relevance of the proposed research and feasible analytical plan.

4. Signing cooperation agreements.

Upon the positive review, the user is notified and the prepared agreements are placed within his on-line designated space.

5. Data dissemination.

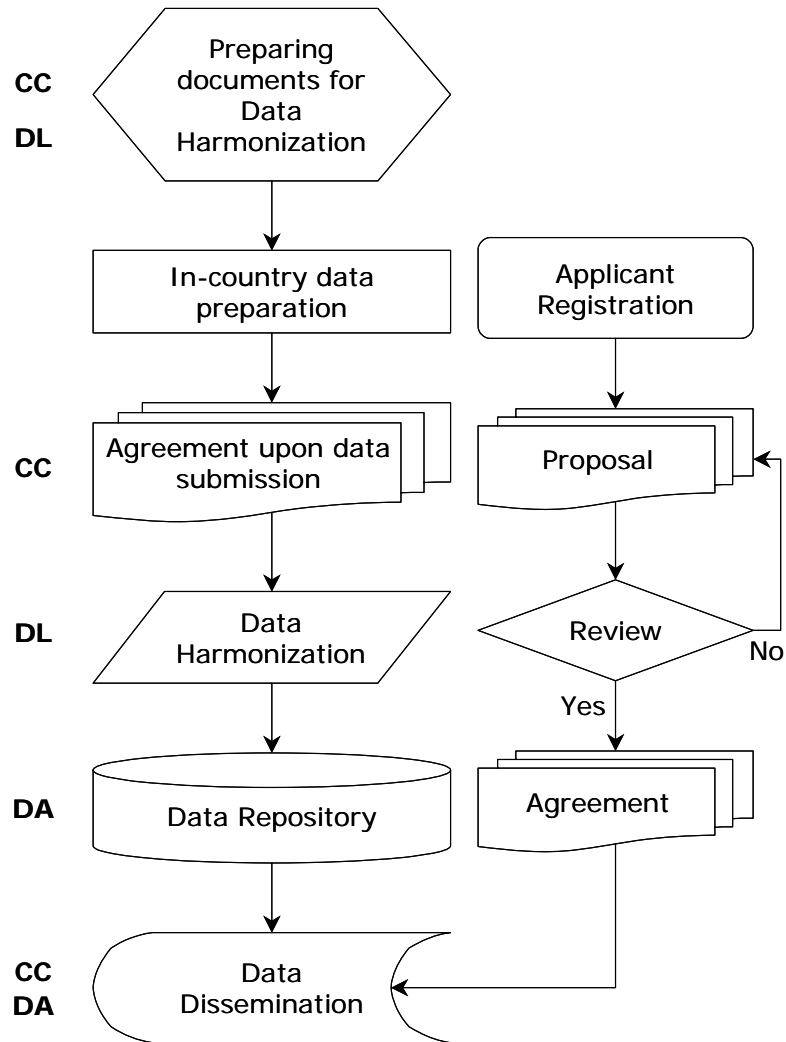
Upon the receipt of the signed cooperation agreement the user is notified of data availability.

Services of the GGS Data Archive

1. At the beginning, the functions of the Data Archive are limited to the provision of Data download from designated web space integrated into the on-line registration process. Provision of complete datasets for download from a password-protected page.
2. As an alternative, data can also be sent on digital media (CD/DVD)
3. Provision of tabulations and other aggregated outputs.

Since access to aggregate data does not have to be strictly regulated as access to micro data does, this option may attract attention among a broader circle of users interested in the outputs of the GGP but not in carrying out advanced analyses of micro data. This option may increase the impact of GGP outputs on public discussion about population issues, while it helps to safeguard basic methodological consistency in presenting aggregate indicators.

Process Diagram



CC – Coordination Centre, DL – Data Laboratory, DA – Data Archive