Instructions



Respondent information:

Country:	
Name of Statistical Agency:	
Name of respondent:	
e-mail address of respondent:	
Telephone number of respondent:	

Respondents will be contacted only if clarification is required. Contact information will not be disclosed or retained, and the identity of respondents will not be disclosed in publishing results.

To assist in the interpretation of responses, a knowledge of the structure of the statistical system in your country is important. **Centralised** refers to having a single, national statistical office (NSO). **Clustered** refers to having agencies organised around groups of departments (e.g. economic departments). **Decentralised** refers to each department or ministry providing the national statistics within its domain. Respondents who represent international agencies may so indicate below.

URL of your agency website				
Structure of the statistical system	○ Centralised	O Clustered	O Decentralised	Other
(International agencies only)		onnaire is largely orient nments and NSOs. Inte	national Statistical Agency red towards the responsibil rnational agencies should	

(i) Survey Background

Governments around the world are embracing the Internet to deliver programs and services to citizens who are increasingly Internet-connected. As public departments or agencies, NSOs are often among the government organisations most strongly involved in utilising the Internet, including for conducting surveys, disseminating information, and for consulting with stakeholder and advisory groups.

NSOs' use of the Internet can present many unique advantages, most notably in greatly expanding the availability and use of statistical data and information. The Internet can also, however, involve unique issues for NSOs. These include possible erosion -- real or perceived -- of an NSO's independence from the political process, since NSO data are so easily published electronically. The Internet "culture" typically also favours free information over user fees. And since the national governments of many countries are investing in common infrastructures, many NSOs are being expected to utilise common services that they must ensure also meet standards for privacy and confidentiality.

This research survey is being conducted on behalf of the Conference of European Statisticians. All NSO members of the Conference are being invited to complete the survey. It is hoped that the consolidated results will produce a snapshot of how NSOs are being affected by the move towards e-government: the opportunities ... the challenges ... and the issues ahead.

The following were key considerations in developing the survey questionnaire:

- preserving value in a "one-size-fits-all" instrument, despite the great diversity among NSOs;
- producing findings of genuine value to members beyond simply general-interest information;
- facilitating analysis of the findings by different categories of survey participants (ie: by size of population; organisations that are/are not responsible for survey/collection); and
- the possibility that such a survey might be useful as an annual "benchmark" profiling e-government progress and issues among all NSOs.

Results of the survey will be published (Need to decide where, how and when) as consolidated findings, without individual attribution.

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(ii) Content

The survey comprises five sections, reflecting different dimensions of e-government and NSOs' involvement in it:

Section I NSO role in e-Government

The degree to which your national government has embraced the Internet
as a means to communicate with its citizens, and the ways and manner in
which the NSO is involved in these activities. Also included are some
national statistics regarding the number of households and businesses,
their Internet connectivity and use.

Section II Survey collection

• The NSO's use of the Internet in conducting surveys to collect data.

Section III Data dissemination

 The distribution of data and information via the Internet by publishing electronically.

Section IV Stakeholder relations

 Consulting and communicating with stakeholders such as advisory councils, government partners, associations, researchers and other consultatative groups.

Section V Electronic infrastructure

Technologies employed and operational practices in developing electronic infrastructures

(iii) Definitions

To ensure a common perspective for the responses from all NSOs, the following standardised references were developed for two key areas of the survey:

- 1. Externally-directed services for NSOs have been divided into 3 broad categories: Survey Collection; Data Dissemination; and Stakeholder Relations.
- 2. The following grid was created to define differing levels of maturity for each category of e-services. Please refer to these definitions in responding to survey questions that address levels of development in e-services.

Development levels	Development levels Level one		Level three
Survey Collection	Basic on-line information and instructions available for survey respondents. An on-line survey questionnaire may be available but respondents have to print a hard copy in order to complete the survey.	Questionnaires can be completed on-line but there is no interaction. Results are transmitted to the NSO using email or file upload.	Questionnaires may be completed interactively on-line and may contain active logic such as field editing or automated skips that depend on entered data. Confidentiality of the data is assured by encryption technology.
Data Dissemination	Information is available on- line to inform the audience about the organization. Statistical releases are available on-line as static tables and analysis.	On-line information is structured by topic or user community, with aids to assist user navigation. User can search output databases and display desired data.	Custom data products may be specified on-line. Products may be puchased using e-commerce.
Stakeholder Relations	Basic on-line information is available for communicating with stakeholder groups.	Specialised private areas of the site are available to stakeholders. Communication is one-way from the agency to the stakeholder.	Interactive consultation and communication using secure user authentication and confidential interchange are possible.

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Section I - NSO Role in e-Government

This section asks about how your national government has used the Internet to communicate with its businesses and citizens and records some basic statistics about your country's population and the penetration of information and

	communication technologies (ICT). The emphasis is on I the trends in this domain. Questions also refer to the s within the broader government on-line strategy or initial initiatives within the agency itself.	tatistical agency	responding to	the survey and	the role it plays
1.1	Has your national government established a date by wh products, programs and services available online? If so, we have the services available on the services are services.			s are expected	to make all their
		Year:			
1.2	Does your government presently have a single, central all available electronic products and services?	web site through	n which citizens	can directly or	indirectly access
			O Yes	O No	
	If so, which of the following best describes how the info	rmation on this s	ite is structured	or organised:	<u> </u>
	• organisationally, by individual department/agency		0		
	• thematically, by type of government service available	e to citizens	0		
	• thematically, by type of issue being addressed by cit	tizens	0		
1.3	What are the key motivations of your national governmentizens and businesses. Please indicate the level of important control of the control o	ortance of each f			nd services to its
		Extremely Important	Important	Somewhat Important	Not Important
	Improving citizen satisfaction with government services	0	0	0	0
	Improving accessibility to government programs	0	0	0	0
	Responding to political expectations	0	0	0	0
	Responding to industry expectations	0	0	0	0
	Improving government performance (or efficiency)	0	0	0	0
	Improving timeliness or responsiveness of services	0	0	0	0
	Pressure to reduce program delivery costs	0	0	0	0
1.4	Please respond below to some basic meaures for your of the Internet and the number of visitors to the government have official measures use projections or estimates.				
		2001	2002	2003	2004
	Population				
	Number of households				
	Households with one or more computers				
	Households with access to the Internet at home				
	Number of businesses				
	Businesses with access to the Internet				
	Peak monthly visitors to main government website				

The items below characterise ways that the statistical agency can support other departments and the government as a whole in providing information on the Web. Check each box that describes the relationship of your agency and its website to other websites within the government.						
	Other departments pull data from You push data to other department Government has a central information of the sites refer to you by URL (conditions) Other sites have access to your o	nts ation broker click thru')	You have ar Data source Mechanisms	Web services for data identity independent is are always identified is ensure government- statistical data appear	of the government i wide consistency	
1.6	Are you required to report regularly (annually or more regarding your status and plans for on-line services and	,		•	your department	
	 No common reporting is required. Status and plans are reported annually. Status and plans are reported more frequently than annually. Reports are used to control or allocate funding. Reports are used for government strategic planning. 					
.7 The increasing availability of government services online will have potentially diverse effects. Please indicate the likelihood over the next 3 to 4 years for each outcome identified below.						
1.7	, ,			erse effects. Plea	ase indicate the	
1.7	, ,				Definitely Not	
1.7	, ,	dentified below.	,			
1.7	likelihood over the next 3 to 4 years for each outcome in	Definitely	Probably	Probably Not	Definitely Not	
1.7	likelihood over the next 3 to 4 years for each outcome in Public confidence in statistics will improve	Definitely	Probably	Probably Not	Definitely Not	
1.7	Public confidence in statistics will improve Public trust in the government will be enhanced	Definitely	Probably	Probably Not	Definitely Not	
1.7	Public confidence in statistics will improve Public trust in the government will be enhanced The identity of the statistical agency will diminish	Definitely O O	Probably O	Probably Not	Definitely Not	
11.7	Public confidence in statistics will improve Public trust in the government will be enhanced The identity of the statistical agency will diminish Public will expect more timely data	Definitely O O O O O O O O O O O O O O O O O O	Probably O O O O	Probably Not	Definitely Not	
1.7	Public confidence in statistics will improve Public trust in the government will be enhanced The identity of the statistical agency will diminish Public will expect more timely data Response rates to surveys will improve	Definitely O O O O O	Probably O O O O O	Probably Not	Definitely Not	
1.7	Public confidence in statistics will improve Public trust in the government will be enhanced The identity of the statistical agency will diminish Public will expect more timely data Response rates to surveys will improve Perception of privacy protection will be more positive	Definitely O O O O O O O O O O O O O O O O O O	Probably O O O O O O O O O O O O O O O O O O	Probably Not O O O O O O O O O O O O O O O O O O	Definitely Not	

Section II - Survey Collection

The scope of this section addresses on-line survey taking and statistical data collection activities that utilise the Internet.

		surveys means those surveys yo c. Established surveys would the				
2.1	Of the established sur defined categories:	veys your organisation conducted	d in 2003, please	indicate how m	nany surveys fell in	to the following
	Census:		All household	ds, comprising a	all citizens / residen	ts.
	Social:		Sampling ind	ividuals, house	holds - excluding C	ensus.
	Business:		Sampling private-sector enterprises, including agriculture.			
		Note: Institutions, public sector of	organisations, de			_
		included in the definitions above.				
2.2		r organisation be conducting its nplete the survey on-line using the				
	Census year:		On-line option a			ot applicable
	Of the established sur	veys your organisation conducted	d in 2003, please	indicate how m	any of them offers	nd reenondents
2.3		ne response option in each categor		indicate now ii	ially of them offere	a respondents
			Social S	Surveys	Business	Surveys
2.4	Please indicate which	of the following were features of t	the on-line respo	nse options offe	red in 2003.	
	For Social surveys:		Always	Usually	Sometimes	Never
	A separate web	site for each survey	0	0	0	0
	A customised pa	age per respondent	0	0	0	0
	Offline question	naire uploaded via Internet	0	0	0	0
	E-mail used to	engage respondent	0	0	0	0
	Access code or	PIN required	0	0	0	0
	Session interrup	otion and resume supported	0	0	0	0
	"Roaming" (mul	tiple locations) allowed	0	0	0	0
	Known informat	ion pre-filled	0	0	0	0
	Previous cycle i	nformation pre-filled	0	0	0	0
	For Business survey	s:	Always	Usually	Sometimes	Never
	A separate web	site for each survey	0	0	0	0
	A customised pa	age per respondent	0	0	0	0
	Offline question	naire uploaded via Internet	0	0	0	0
	E-mail used to	engage respondent	0	0	0	0
	Access code or	PIN required	0	0	0	0
	Session interrup	otion and resume supported	0	0	0	0
	"Roaming" (mul	tiple locations) allowed	0	0	0	0
	Known informat	ion pre-filled	0	0	0	0
	Previous cycle i	nformation pre-filled	0	0	0	0

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On-line response options can feature different levels of technological development. Broad definitions have been provided with the instructions for this survey. Please indicate below the first year in which your organisation introduced on-line 2.5 options that resembled the development levels described for any one survey within the category. (Introductions planned after 2003 are addressed in question 2.6.) **Established Surveys:** Level 1 Level 2 Level 3 Census Social **Business** For introductions expected or planned after 2003, please specify the year in which your organisation will be introducing 2.6 on-line response options that will feature the indicated development levels for at least one survey within the category. Level 1 Level 2 Level 3 Census: Social: **Business:** The remaining questions in this section use the term Electronic Response Option (ERO). This is intended to mean an on-line response that at least meets the following level of development: the respondent can access the entire survey electronically; complete the survey interactively while on-line (in one session or in multiple sessions); and return the completed survey via the Internet. 2.7 Given this definition, please indicate what percentage of your established surveys that: Did include an ERO during Will include an ERO by 2006 2003 Social: Social: **Business: Business:** EROs may be more suitable for some surveys than for others, and in some cases may not be practical at all. Given current technologies as well as organisational policies and practices, please indicate the percentage of your established surveys that you feel have the potential for an ERO in the next 3 or 4 years. Social: **Business:** 2.9 Please indicate the extent to which the following are motivating factors for your organisation in developing EROs. Importance as a motivating factor for Social Extremely Somewhat **Important** Not Important Important Surveys: Important Improving overall response rates 0 0 0 0 Respondent demand for EROs 0 0 \bigcirc 0 Improving respondent relations 0 0 0 0 Meeting expectations of e-government policies 0 0 0 0 0 Improving quality of data collected 0 0 0 Improving timeliness of data collected 0 0 0 0 0 Reducing costs of data collection activities 0 0 0 Other (please specify below) 0 0 0 0

Importance as a motivating factor for <u>Business</u> <u>Surveys:</u>	Extremely Important	Important	Somewhat Important	Not Important
Improving overall response rates	0	0	0	0
Respondent demand for EROs	0	0	0	0
Improving respondent relations	0	0	0	0
Meeting expectations of e-government policies	0	0	0	0
Improving quality of data collected	0	0	0	0
Improving timeliness of data collected	0	0	0	0
Reducing costs of data collection activities	0	0	0	0
Other (please specify below)	0	0	0	0

2.10 Please indicate the likelihood of EROs having an impact on the following factors within the next 3 or 4 years:

Liklihood of impact for Social Surveys:	Extremely Likely	Likely	Possibly	Not at all likely
Improve overall response rates	0	0	0	0
Improve respondent relations	0	0	0	0
Improve quality of data collected	0	0	0	0
Improve timeliness of data collected	0	0	0	0
Reduce costs of data collection activities	0	0	0	0
Other (please specify below)	0	0	0	0

Likelihood of impact for Business Surveys:	Extremely Likely	Likely	Possibly	Not at all likely
Improve overall response rates	0	0	0	0
Improve respondent relations	0	0	0	0
Improve quality of data collected	0	0	0	0
Improve timeliness of data collected	0	0	0	0
Reduce costs of data collection activities	0	0	0	0
Other (please specify below)	0	0	0	0

Take-up rate is defined as that percentage of respondents who were presented with the opportunity or option to respond electronically, and did so: receiving, completing and returning their completed survey using the electronic channel exclusively. Could you specify the expected or average take-up range in 2003 for each class of survey below:

Take-up as a percentage of respondents receiving an ERO	0 - 25%	26% - 50%	51% - 75%	Over 75%
One-time or first offering of social surveys	0	0	0	0
Well established and repeating social surveys	0	0	0	0
One-time or first offering of business surveys	0	0	0	0
Well established and repeating business surveys	0	0	0	0

2.12 What are your expectations for respondent take-up of EROs in 3 or 4 years time?

Future take-up as a percentage of respondents receiving an ERO	0 - 25%	26% - 50%	51% - 75%	Over 75%
One-time or first offering of social surveys	0	0	0	0
Well established and repeating social surveys	0	0	0	0
One-time or first offering of business surveys	0	0	0	0
Well established and repeating business surveys	0	0	0	0

Section III - Dissemination

This section refers to the website (or websites) that your organisation maintains for the purpose of delivering information and data to the general public and/or to specific client groups. Many organisations provide some information electronically on a no-charge basis while other, less general data are made available as commercial transactions, on a for-fee basis. Electronic dissemination can therefore also feature different levels of technological development. Broad definitions have been provided with the instructions for this survey.

3.1	Please indicate the first year in which your organisation's electronic dissemination featured the development levels described. (Dissemination developments planned after 2003 are addressed in 5.2).				
		Level 1	Level 2	Level 3	
	Year:				
3.2	If Level Three has not yet been realised, please in dissemination will feature higher-developed level(s).	dicate the year	in which your	organisation ex	pects electronic
		Level 1	Level 2	Level 3	_
	Year:				
3.3	If your organisation has a sole or primary web site fo number of daily visits, based on 2003 site traffic, and gi that begins when a visitor to the site views their first remains idle beyond the idle-time limit, if such a limit is it	ven the following page on the site	definition for a	visit: A visit is a	series of actions
		Average site	visits per day:		
3.4	There can be many differences in how users navigate organised and presented. Please indicate the extent dissemination site as of 2003.				

Data organisation and site functionalities

	In all cases	In most cases	In some cases	In no cases
Notification of newly-available information is posted on the site's front or main page.	0	0	0	0
Information is organised by topic or subject hierarchy	0	0	0	0
Clients locate what they are looking for primarily by using a key-word search.	0	0	0	0
Clients locate what they are looking for by using a geographic search.	0	0	0	0
Data and information can be located by using a variety of different search functions.	0	0	0	0
Data are published in text or story format	0	0	0	0
Data are published in traditional table format	0	0	0	0
Data are published using charts and graphs	0	0	0	0
All pages on the site feature a common look and style.	0	0	0	0
Meta-data and explanatory information are either provided in context or conveniently linked.	0	0	0	0
Links or accesses to client support services are featured.	0	0	0	0
The data and information are also available on a parallel dissemination site(s) in other national	0	0	0	0

The data and information are also available on a parallel dissemination site(s) in other national languages.

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3.5 Please indicate the importance of each of the following as factors that motivate your organisation to disseminate via the Internet.

	Extremely Important	Important	Somewhat Important	Not Important
Reduce publishing costs	0	0	0	0
Reduce distribution costs	0	0	0	0
Increase revenues from for-fee data	0	0	0	0
Increase access to no-charge data	0	0	0	0
Expand quantity of no-charge data	0	0	0	0
Conform with government policies or programs	0	0	0	0
Respond to clients' needs / expectations	0	0	0	0
Other (please specify below)	0	0	0	0

3.6 Please indicate the extent to which the following reflect your organisation's experiences with electronic dissemination.

	Strongly Agree	Agree	Disagree	Strongly Disagree
The web is now our primary distribution channel	0	0	0	0
We've discontinued printing low-volume publications	0	0	0	0
We are more timely responding to the media	0	0	0	0
There are better informational resources for academics and researchers	0	0	0	0
There are better learning resources for schools	0	0	0	0
There are better informational resources for libraries or partners	0	0	0	0
The general public is able to be better informed	0	0	0	0
The agency's reputation and profile is enhanced	0	0	0	0
Our relations with users and clients are improved	0	0	0	0
Our site is a primary public source of government information	0	0	0	0
Overall our publishing and distribution costs are unchanged or lower	0	0	0	0
Other (please specify below)	0	0	0	0

Many organisations are finding that disseminating electronically offers increased opportunity to obtain feedback from users/clients on a variety of subjects. Please indicate whether your organisation is involved in the following research activities on a regular and on-going basis.

Our organisation:	Often	Occasionally	Never	
uses site surveys to measure user satisfaction	0	0	0	
uses site surveys to profile types of users	0	0	0	
conducts usability testing of our site	0	0	0	
has established benchmarks and metrics for site traffic	0	0	0	
conducts off-site feedback research	0	0	0	
collects e-mail feedback directly via the site	0	0	0	
collects site feedback through a Helpdesk	0	0	0	
conducts site feedback surveys with specific user or client groups	0	0	O	
evaluates site security measures regularly	0	0	0	
has a separate feedback process for users with disabilities or special accessibility needs	0	0	0	
Other (please specify below)	0	0	0	

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Section IV - Stakeholder Relations

Many statistical organisations regularly seek advice and input from a variety of different advisory groups and committees who have a particular interest in survey content, what statistical data are being collected, and what data are being disseminated. This section addresses a developing trend in which the Internet is (also) being used to conduct these consultations and support these stakeholder relationships.

	What percentage of the individual members of advisory groups and organisations with which you consult would you
4.1	estimate have personal day-time access to the Internet, and also use the Internet daily?

Percentage of advisory community: 0%

4.2 Within these advisory communities, how common are the following electronic communication formats?

	Highly Common	Common	Less Common	Uncommon
e-mail	0	0	0	0
List-serve	0	0	0	0
Hosted list-serve	0	0	0	0
Audio conferencing	0	0	0	0
Video conferencing	0	0	0	0
Internet conferencing (chat-rooms, etc.)	0	0	0	0
Internet streaming (audio-video)	0	0	0	0

4.3 How common are these electronic communication formats in your organisation's consultations with its key advisory groups?

	Always	Often	Sometimes	Never
e-mail	0	0	0	0
List-serve	0	0	0	0
Hosted list-serve	0	0	0	0
Audio conferencing	0	0	0	0
Video conferencing	0	0	0	0
Internet conferencing (chat-rooms, etc.)	0	0	0	0
Internet streaming (audio-video)	0	0	0	0

4.4 How likely is it that your organisation will use these communication formats within the next three or four years in consultation with your advisory communities?

	Definitely	Probably	Possibly	Definitely not
e-mail	0	0	0	0
List-serve	0	0	0	0
Hosted list-serve	0	0	0	0
Audio conferencing	0	0	0	0
Video conferencing	0	0	0	0
Internet conferencing (chat-rooms, etc.)	0	0	0	0
Internet streaming (audio-video)	0	0	0	0

Please indicate how important the following would be in motivating your organisation to conduct *e-consultations* (i.e: using real-time and/or more highly-developed interactive communication formats than e-mail in consulting with stakeholders).

	Impor
evidence that the method produces better information	0
demand among stakeholders becoming significant	0
need to expand access to consultations	0
expectations from national government policies	0
e-consultation technologies becoming simpler	0
the cost of these technologies decreasing	0
qualified e-consultation personnel becoming more available	0
evidence that e-consultation was more cost-efficient	0
need for more transparent decision-making	0

Extremely Important	Important	Somewhat Important	Not Important
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0

Section V - Technology

This section deals with the technology infrastructure used to support and enable the Internet presence of your agency. Responses may require input from your technical staff.

5.1 Could you characterise the management of your technology infrastructure based on the following attributes.

Exclusively Significantly Partially Not at all 0 0 Povided using in-house facilities

		_	=	_	_
	Provided by another government organisation	0	0	0	0
	Outsourced to a commercial supplier	0	0	0	0
	Consolidated under common management	0	0	0	0
	Managed separately for each service	0	0	0	0
5.2	Which of the products identified below are are used wit Microsoft Windows Server OS UNIX (including all vendor variants Linux (Open Source from any distribution Microsoft IIS Apache Web Server (Open Source)	s) ributor)	Dlogy infrastructure. Zope (Open Sor Microsoft SQL S Oracle Databas Other: Other:	urce content mana Server	
5.3	Which of the following security technologies are you en Dual firewalls (from separate vence PIN/SSL for interactive services. PKI confidentiality encryption. PKI Digital Signatures. Air-gap/Network separation devices.	lors)	otect your on-line se	ervices.	

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