National Planning Report
Literacy Assessment and Monitoring Programme (LAMP)

<Country Name>
Table of Contents

1.0 Introduction .................................................................................................................................. 1

2.0 National Project Team ..................................................................................................................... 2
  2.1 Qualifications and Expertise ........................................................................................................ 2
  2.2 Project Structure ............................................................................................................................. 4

3.0 Survey Objectives ............................................................................................................................ 6
  3.1 International Objectives .............................................................................................................. 6
  3.2 Country-Specific Objectives ........................................................................................................ 6
    3.2.1 Background and Rationale for Country-Specific Objectives .................................................. 7

4.0 Sample Design Factors ..................................................................................................................... 9
  4.1 Target Population ...................................................................................................................... 9
  4.2 Method of Data Collection ....................................................................................................... 10
  4.3 Sample Frame ........................................................................................................................... 10
  4.4 Sample size ................................................................................................................................... 11

5.0 Sample Design ................................................................................................................................ 13
  5.1 Sample Allocation and Selection ............................................................................................... 13

6.0 Assessment/ Module A/B + Filter .................................................................................................... 15

7.0 Background Questionnaire ............................................................................................................ 16
  7.1 Rationale for Inclusion and Placement of Country-Specific Questions ....................................... 16
  7.2 Description of Pre-test Strategy .................................................................................................. 16

8.0 Data Collection ................................................................................................................................ 18
  8.1 Survey Promotion Strategy ...................................................................................................... 19
    8.1.1 Public ‘Awareness’ Campaign ......................................................................................... 19
    8.1.2 Advance Survey Information ......................................................................................... 20
  8.2 Contact Strategy ....................................................................................................................... 20
  8.3 Response Rate Strategy to Minimize Non-response .................................................................. 21
  8.4 Interviewer Hiring Plan ............................................................................................................. 22
    8.4.1 Number of Interviewers / expected no. of interviews per interviewer – total/per day ...... 22
    8.4.2 Method of Payment ......................................................................................................... 23
    8.4.3 Interviewer Training Plan ............................................................................................... 23
  8.5 Interviewer Supervision Procedures ............................................................................................ 23
  8.6 Number of Supervisors ............................................................................................................. 23
    8.6.1 Supervisor Responsibilities .............................................................................................. 23

9.0 Data Processing .................................................................................................................................. 25
  9.1 Data Capture ............................................................................................................................... 25
    9.1.1 Data Capture System Test .............................................................................................. 25
    9.1.2 Data Capture Verification ............................................................................................... 26
  9.2 Coding .......................................................................................................................................... 26
  9.3 Scoring Task Booklets ............................................................................................................... 26
    9.3.1 Recruiting and Training Scorers ..................................................................................... 26
    9.3.2 Ensuring Inter-Scorer Agreement .................................................................................. 26
    9.3.3 Documenting the Scoring Process .................................................................................... 27
  9.4 Creation of International Data File ............................................................................................... 27
  9.5 Data Editing System .................................................................................................................... 27
    9.5.1 Editing Background Questionnaire Data ........................................................................... 27
    9.5.2 Editing Assessment Data ................................................................................................. 28

10.0 Weighting ........................................................................................................................................ 29
  10.1 Weighting Procedures ............................................................................................................... 29
    10.1.1 Benchmarking Variables ................................................................................................. 30
1.0 INTRODUCTION

Rationale

The introduction should inform the UIS of the history of events leading to participation in the LAMP. The intention is to provide an explanation of the nature of the literacy situation in the country. An overview of the literacy concerns and LAMP expectations will provide insight into the needs of the country in this regard.

Report Requirement

1. Provide a brief background of the country’s involvement in the LAMP,
   a) Include, for example, a brief overview of the literacy situation in the country, reasons for participation, expected benefits for the country, etc.
2.0 **NATIONAL PROJECT TEAM**

**Rationale**

The quality of the LAMP depends on the practical abilities and experience of the National Project Team responsible for the design and implementation of the survey. In order to ensure the survey quality, the team must have expertise and qualifications specific to the design and implementation of large-scale surveys. Also, in many participating countries there may not be a single organization that has all the qualifications needed to undertake the LAMP on its own. There may be a need for collaboration between different ministries, agencies or organizations and, at least one must have qualifications in collaborating with other national and international organizations so that expertise in the relevant LAMP areas is available.

In general, each LAMP National Project Team should be made up of experienced, knowledgeable personnel with expertise in one of the following survey areas: survey management, probability sample design, data collection including interviewer training and non-response reduction, data processing including data capture, coding, and editing, survey weighting and estimation, or data analysis. Furthermore, expertise in coding levels of education and industry and occupation data to international standards is required. In addition, a language specialist is needed to provide expertise in the translation and adaptation of the survey instruments.

**2.1 Qualifications and Expertise**

**Report Requirement**

1. Provide an overview of the qualifications & expertise of the National Project Team.
   
   a) Include names & types of surveys conducted.
   
   b) Indicate the size(s) of survey(s) (i.e., sample size) undertaken.

**Example – Project Team Qualifications**

The following example is presented to illustrate the type of information that should be included in this section.

A project team has been established to carry out the LAMP in <Country>. This section identifies the project team members, outlines their qualifications and experience, and summarizes the responsibilities of each team member.

1. **National Project Leader**

   Mr. <Project Leader> has been appointed as the National Project Leader. Mr. <Project Leader> graduated from <the University of Learning> with <degree, diploma, certificate, etc.>. He is currently <the manager of the Center for Education Statistics at the National Statistics Institute>. He is responsible for the country’s educational statistics programme consisting of four large-scale national surveys. He manages a staff of ten employees. He has also successfully managed and directed a variety of national and international surveys including for example the <Survey Name>, the <Survey Name>, and the <Survey Name>. These surveys ranged in size from a sample of 3000 for the <Survey Name> to a sample of 10,000 for the <Survey Name>. 
Supporting <Mr. Project Leader> is an experienced group of individuals having expertise in survey management, probability sample design, data collection (including interviewer training and non-response reduction), data processing (including data capture, coding, and editing), survey weighting and estimation, and data analysis. The team will consist of <Ms. Senior Survey Methodologist>, <Mr. Data Collection Manager> and <Ms. Data Processing Manager>. These individuals have worked directly with previous national and international large-scale surveys as well as with the design and development of both paper-and-pencil and computer-assisted surveys. While each individual is assigned an area of primary responsibility, they will work so that each has a complete understanding of the overall project objectives and requirements. Within these areas of primary responsibility an individual will be required to monitor and oversee progress on all relevant tasks, and to report regularly to <Mr. Project Leader>.

In addition, <Ms. Language Specialist> has been engaged to be responsible for the translation and adaptation of all LAMP materials such as the Background Questionnaire, the Assessment Items, Interviewer Manuals, etc.

2. Senior Survey Methodologist

<Mr. Senior Survey Methodologist> is a Senior Survey Consultant with <Organization Name>. He graduated in 1986 with a Master of Science (Major: Statistics) from <University Name>. He also received in 1971 a Bachelor of Science (Major: Mathematics) from <University Name>. <Mr. Senior Survey Methodologist> has approximately twenty-five years experience in the design and implementation of surveys, including such activities as sample design, questionnaire design, interviewer hiring and training, data processing, weighting, estimation, and analysis of survey results. He also has extensive experience in the development and delivery of training programs pertaining to survey design and implementation, and data processing.

Currently, he is the Senior Survey Consultant for the <Survey Name>, a national household survey on <subject matter>. <Mr. Senior Survey Methodologist> is the methodology representative on the survey team. He is responsible for all aspects of the survey design, weighting, and estimation. In addition, He provides advice to the other team members regarding the methodological considerations for the data collection and data processing.

3. Data Collection Manager

<Mr. Data Collection Manager> is a data collection manager with <Organization Name>. He graduated in 1991 from the City University with a <degree, diploma, certificate, etc.> in <subject matter>. <Mr. Data Collection Manager> is currently working on the <Project Name>. He is responsible for the implementation of the survey in all regions of the country. This includes responsibility for the hiring, training and supervision of Interviewers and Interviewer Supervisors, preparation of the data collection budget and schedule, monitoring data collection progress and costs, etc. <Mr. Data Collection Manager> has been with <Organization Name> for ten years and has been the data collection manager for a variety of large-scale surveys.
4. Data Processing Manager

<Ms. Data Processing Manager> is a Data Processing Manager with Special Surveys Division of the Bureau of Statistics. She has accumulated 25 years of experience in survey development and data processing. <Ms. Data Processing Manager> has frequently participated in project teams involved in survey design and implementation. She has extensive experience in survey planning; design and development of survey questionnaires; preparation of interviewer manuals, training guides, procedures and information manuals; data entry, data editing, and generalized coding systems. She has also acquired considerable knowledge in working with various data collection methods, survey methodologies, and data processing systems. Her experience in data dissemination and micro data production has resulted in major contributions to the quarterly and annual publications of the Fuel Consumption Survey, the cyclical National Post-Secondary Graduates survey publications, and to the publication on Adult Literacy. <Ms. Data Processing Manager> has also marketed divisional survey products such as the National Survey of Graduates, Adult Education and Training and Adult Literacy, at an international conference on adult education. <Ms. Data Processing Manager> completed a three-year programme in Arts at the City University in 1973. Over the years <Ms. Data Processing Manager> has continued to add to her knowledge by taking courses in Project Management, Survey Methodology, Data Processing and a multitude of software courses geared toward Mainframe and PC computer operations.

5. Language Specialist

<Ms. Language Specialist> has an MA in Languages with specialization in Translation and Interpretation. She is a professional Translator/Interpreter with the Country Language Institute and is fluent in Hausa, Urdu, French, English and Spanish. She has fifteen years experience in translating documents for international corporations and governments. She has also provided interpretation services at many international conferences and meetings such as <conference1>, <conference 2>, <conference 3>, <international meeting 1>, <international meeting 2>, and many others.

2.2 Project Structure

<table>
<thead>
<tr>
<th>Report Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the sponsoring organization</td>
</tr>
<tr>
<td>2. Provide an overview of the management reporting structure.</td>
</tr>
<tr>
<td>a) Include the project organization chart</td>
</tr>
</tbody>
</table>

**Example – Project Team Structure**

The following example is presented to illustrate the type of information that should be included in this section.

LAMP is jointly sponsored by the <Sponsor Name(s), e.g., Ministry of Education and the Ministry of Labor>. A Steering Committee has been established to provide direction to the project. The committee is comprised of <Name(s)> from the <Sponsor(s)>, and <Name(s)> from the National Statistics Institute.

The LAMP will be carried out by the project team headed by <Mr. Project Leader> who will report to <Name> from the National Statistics Institute. <Mr. Project Leader> will also attend steering committee meetings to brief the committee on the LAMP progress.
The organization chart for LAMP is as follows:

Mr. Project Leader, the National Project Leader, will have responsibility for:
- overall direction and management of the project,
- liaising with the members of the UIS,
- the development and validation of all instrumentation for LAMP;
- developing the project plan,
- ensuring that the project requirements are delivered on time and within budget,
- liaising with data users.

Ms. Senior Survey Methodologist, the LAMP methodologist, will be responsible for
- survey design and implementation,
- weighting and estimation,
- regular data analysis.

Mr. Data Collection Manager, the LAMP Data Collection Manager, will have responsibility for:
- hiring, training, monitoring and control of data collection staff, such as interviewers and interviewer-supervisors,
- development of interviewer materials
- development and implementation of data collection procedures
- control of both item non-response and complete non-response

Ms. Data Processing Manager, the LAMP Data Processing Manager, is responsible for:
- data capture,
- coding,
- editing,
- file creation
- tabulation of survey results

Ms. Language Specialist, the LAMP Language Specialist, will be responsible for:
- translation and adaptation of LAMP materials such as the assessment items, background questionnaire, data collection materials.
3.0 **SURVEY OBJECTIVES**

<table>
<thead>
<tr>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A description of the main objectives of the study is required to assure uniformity and consistency in the design and analysis of the LAMP across participating countries. It is important that the participating countries share a common set of assessment objectives to facilitate comparisons of the results between countries.</td>
</tr>
<tr>
<td>In addition to the main survey objectives, each participating country may define country-specific analytic requirements for the LAMP. In this case, the country must ensure that adequate sample sizes will be obtained to allow analyses with acceptable precision to meet these needs. For example, countries may wish to produce survey estimates for special subgroups of the population, in which case additional sample may be required to yield survey estimates with a desired precision.</td>
</tr>
</tbody>
</table>

3.1 **International Objectives**

<table>
<thead>
<tr>
<th>Report Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Include a list of the LAMP international objectives.</td>
</tr>
</tbody>
</table>

The UNESCO Institute for Statistics (UIS) representing national and international policy-makers and literacy programme planners considers literacy and numeracy skills to be important indicators of human capital and the measurement of these skills to be a valuable tool for planning and monitoring literacy goals. The UIS seeks to ensure that quality data on literacy are available within countries and internationally to aid policy development and appropriate programme interventions for the improvement of literacy and to effectively monitor the effects of these interventions. The Literacy Assessment and Monitoring Programme (LAMP) of the UIS has three specific objectives:

- To provide countries with a methodology for assessing literacy among persons 15 years of age and older and to assist with its preparation and implementation;
- To provide reliable and comparable information to national and international policy makers and programme providers to assist them with programme planning, development and monitoring; and
- To assist with building knowledge and capacity in participating countries to conduct literacy assessments and to utilize the results of these assessments in the planning process.

3.2 **Country-Specific Objectives**

<table>
<thead>
<tr>
<th>Report Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Provide a list of the ‘country-specific’ objectives separating analytical objectives from others.</td>
</tr>
<tr>
<td>2. Include the relevant background &amp; rationale for the ‘country-specific’ objectives.</td>
</tr>
</tbody>
</table>
**Example – Objectives**

The following example is presented to illustrate the type of information that should be included in this section.

In addition to the main objectives outlined in the previous section, <Country> is interested in achieving the following objectives with LAMP:

- Provide a profile of the level and distribution of literacy and numeracy for adults enrolled in federally funded adult education programs.

To take full advantage of the analytic possibilities offered by the LAMP, <Country> is using the LAMP instruments to also survey the population of adults enrolled in federally funded adult education programs. This will allow us to compare, for the first time ever, the performance of the general population with the performance of those enrolled in adult education programs. Assessments will also be conducted in English and Spanish in order to compare the literacy performance of native Spanish speakers in English and Spanish. Questions to be addressed include:

- What is the distribution of literacy and numeracy skills among individuals participating in adult education programs and how does this compare with the skill distribution of the <Country> adult population in general and with those of adults in other countries?
- What is the distribution of these skills by type of adult education programme and by type of provider?
- Among the ESL population, how do participants’ Spanish and English literacy skills compare?

Information from the LAMP will be used by:

- Federal policymakers to plan Federal programs aimed at improving literacy skills (including identifying best practices from abroad);
- Regional and local officials to enhance adult education and other literacy programs;
- News media to inform the public about similarities and differences between <Country> and international adult populations; and
- Business and educational organizations to better understand the skills of the labor force and plan programs to address skill gaps.

### 3.2.1 Background and Rationale for Country-Specific Objectives

The LAMP will provide policymakers with an accurate picture of the literacy and numeracy skills of the country’s adult population as compared to the adult populations of other countries. As demonstrated by previous surveys, direct measures of these skills are far better predictors of successful participation in society than are previous indicators such as education credentials.

The LAMP will provide policymakers with information about the distribution of literacy and numeracy skills in the <Country> to help develop skill enhancement policies and programs. LAMP data at the household level will help identify those individuals at risk because of low literacy skills so that programs can be better targeted to improving their skills.
In its 2003-2008 strategic plan one of the Department of Education’s objectives reads, “All adults, especially educationally disadvantaged adults and individuals with disabilities, will strengthen their literacy skills or employment-related skills to improve their earning power through lifelong learning.” Information from the LAMP will be used to track the Department of Education’s and the nation’s progress in meeting that objective.

In addition, one of the national goals set by the National Education Goals Panel states, “By the year 2010, every adult in <Country> will be literate and will possess the knowledge and skills necessary to compete in a global economy and exercise the rights and responsibilities of citizenship.” Information from the LAMP can also be used to track continuing progress in meeting that education goal.
4.0 **SAMPLE DESIGN FACTORS**

4.1 **Target Population**

<table>
<thead>
<tr>
<th><strong>Rationale</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A clear definition of the target population identifies the population of interest for the LAMP. This definition is necessary in order to assure that adequate steps are taken to correctly cover the population of interest in the sampling process, and to assure that appropriate and accurate statistical inferences are made using the survey data. Limited exclusions from the target population are not unusual, but should be specified to assure that the survey population is clearly defined and to assure that no extensive biases are introduced due to the coverage of the target population. In essence, the definition of the target population specifies the population from which the sample is to be selected and, consequently, the population to which the sample results may be generalized.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Report Requirement</strong></th>
</tr>
</thead>
</table>
| 1. Definition of the target population.  
   a) Specify any exclusions from the LAMP target population.  
   b) Include the definitions of concepts related to the survey unit, e.g., dwelling, household, usual place of residence.  
2. Specify any special additions to the target population.  
   a) Include the relevant background & rationale for additions. |

<table>
<thead>
<tr>
<th><strong>Example – Target Population</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following example is presented to illustrate the type of information that should be included in this section.</td>
</tr>
</tbody>
</table>

*The LAMP target population comprises usual residents, aged 15 years of age and older, who are living in private dwelling units at the time of the survey.*

*There are two official languages, *<language 1>* and *<language 2>* in *<Country>*. There are 25,000,000 individuals in the target population, consisting of approximately 15,000,000 who indicated in the last census that their mother tongue is *<language 1>* and about 10,000,000 who stated that *<language 2>* is their mother tongue. The majority of the population is fluent in both official languages.*

*The following are excluded from the LAMP:*  
  - Residents of Institutions (prisons, hospitals, etc.)  
  - Residents of Senior Homes and Hospices  
  - Group dwellings  

*There are no special additions to the LAMP survey in *<Country>*.*
4.2 Method of Data Collection

**Rationale**
The data collection method must be the same for all participants in order to avoid any potential bias that might be introduced, e.g., the data collection method might affect the quality of respondents' answers.

**Report Requirement**
1. State the method of collection to be used for each survey component, i.e., Filter Module, Background Questionnaire, and Assessments.

**Example – Method of Data Collection**

*Each component of the LAMP Survey will be carried out by a personal visit using a Paper And Pencil Interview (PAPI) method.*

4.3 Sample Frame

**Rationale**
In essence, the sampling frame is the list of the population from which the LAMP sample will be selected. The sampling frame defines the coverage of the target population and provides access to the selected sample. The frame can be a source of non-sampling errors, such as error due to under coverage or over coverage of the target population, or errors due to duplication of population members on the frame. Since the frame provides the means to identify and locate selected population members, the quality of the information on the sampling frame directly affects the quality of the selected sample as well as the data collection operation. Therefore, the information contained on the survey frame must provide acceptable coverage of the target population and be complete, accurate, and up-to-date.

It is essential to ensure that the sampling frame provides acceptable coverage of the target population, and satisfactorily meets the requirements for sampling, locating selected population members, and for estimation purposes.

**Report Requirement**
1. Description of the sample frame
   a) Frame type (e.g., population register, household list, list of geographic units, etc.)
   b) Data items on the frame for each stage of sampling (e.g., name, address, age, gender, education, etc.)
   c) Exclusions/inclusions from title frame.
   d) Quality assurance procedures (i.e., assessment of quality of frame information)
Example – Sample Frame
The following example is presented to illustrate the type of information that should be included in this section.

The sample frame will be the official register of all residents in <Country>. Each person is registered either at birth or when he or she immigrates to <Country>. Between 25,000 and 30,000 immigrants are registered each year. Each year 45,000 residents die and another 20,000 emigrate. There are sometimes delays regarding the registration of emigrants. The following data is registered for all persons: time and place of birth, sex, marital status, mother tongue, citizenship, land of origin, place of residence (municipality, street address).

Coverage, Accuracy and Completeness of the Sample Frame
It is estimated that the described sample frame covers 99% of the total population (persons living permanently in institutions excluded). The same person is never registered more than one time. It is mandatory to report a change in place of residence within 30 days. The frame is updated monthly to reflect change in the place of residence. Each year, a questionnaire is sent to one-fifth of the addresses in the register to verify the list of persons at the address. The register is completely verified during the census of the population that is conducted every 10 years - the last census was conducted in 2001.

4.4 Sample size

Rationale
The LAMP minimum sample size requirements must be met to ensure that the estimates produced from LAMP can be generalized to the population from which the sample is selected, and that these estimates have an acceptable level of precision while meeting a minimum response level criterion.

Report Requirement
1. LAMP target sample sizes
2. Special additions to the LAMP sample size

Note: Step by step process for determining minimum sample size will be provided in the sampling manual.

Example – Sample Size
LAMP requires a minimum sample of 2000 completed interviews in each official language. <Country> will satisfy this requirement, and in addition will strive for an increased sample size in order to improve the multivariate analysis capability of the survey data. As a minimum, we plan to select a sample in each of the country’s five regions to satisfy the following sampling criteria:

1) The minimum proportion of the population belonging to any literacy profile category for which estimates are to be published is 0.10.
2) The design effect used to account for the use of a slightly clustered sample design is approximately 2.
3) The anticipated response rate is 70%.
4) The precision goal for the survey estimates is a coefficient of variation of 16.5%, which is considered sufficient precision for the publication of estimates without qualification.

The above four criteria require an initial sample size of approximately 950 in each of the five regions resulting in a total sample size of 4750. Since the above discussion assumes a response rate of 70%, the final sample size goal is 3300 complete interviews (in each official language).

The resulting final sample size of about 660 in each of the country’s five regions is sufficient to provide regional survey estimates. Similarly, a final sample size of 660 respondents in any sub-population will permit the production of survey estimates satisfying the above precision criteria. For example, in order to analyze the survey results for a sub-population of 16-24 year olds, say, a final sample of about 660 respondents in this age category is required if the above precision is to be realized. Similarly, the analysis of survey data for other important sub-populations would require a final sample size of 660 for each such sub-population.
5.0 **SAMPLE DESIGN**

<table>
<thead>
<tr>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>The development of a sample design should consider the LAMP objectives as well as methods of data collection and the relative cost of the data collection. An appropriate sample design should be driven by the desire to obtain the best precision possible for the stated sample size balanced against the need to establish a highly efficient data collection. Only probability sample designs are based on recognized sampling distribution theory, permitting the estimates derived from the survey sample to be legitimately generalized to the population from which the sample is selected. Also, only with a probability sample design can the sample data be used to produce estimates of measures of precision of the survey estimates, such as the coefficient of variation, the standard error, or the margin of error. As well, the credibility and quality of the survey results requires a reasonably good survey response rate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Description of the probability design to be used, including any stratification and multi-stage sample design considerations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example – Sample Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following example is presented to illustrate the type of information that should be included in this section.</td>
</tr>
</tbody>
</table>

*Country’s* LAMP sample design will be a probability design. A stratified design with two or three stages of sampling is planned. The primary stratification will be the five regions of the country. Each region will be further stratified into two strata: Stratum A representing the large urban centres (i.e., population size of 50,000 or more), and Stratum B comprised of small urban centres (less than 50,000 population) and rural areas.

Stratum A has a two-stage sample design. The primary sampling units (PSUs) are dwellings and the second stage sample units are individuals 15 years of age or older. Only one person belonging to the target population will be sampled from the selected dwellings.

Stratum B has three stages of sampling: the PSUs are geographical areas, the secondary sampling units correspond to dwellings and the final units are individuals. This type of design is necessary due to the nature of the survey, which requires personal interviews. Consequently, this design helps to minimize interviewers’ travel costs. The concentration of the population in stratum A renders it unnecessary to subdivide in this way. Similar to stratum A, only one person belonging to the target population will be sampled from the selected dwellings in stratum B.

5.1 **Sample Allocation and Selection**

A sample size of *n* individuals from each of the five regions is required. Within each region the sample will be allocated to Stratum A and Stratum B proportional to the number of dwellings in each stratum.
**Stratum A**

There are $<X>$ PSUs in Stratum A, consisting of $< M_A>$ dwellings. The sample size will be allocated to each PSU proportional to the number of dwellings in each PSU.

At the first stage of sample selection the dwellings will be systematically selected from a sorted PSU list. Within each selected dwelling an eligible household member will be randomly selected using a Kish-style Person Selection Grid.

**Stratum B**

There are $<Y>$ PSUs in Stratum B, consisting of $< M_B>$ dwellings. $< N_B>$ PSUs will be selected in Stratum B. The PSUs will be selected with probability proportional to the PSU census population size. The stratum sample size will be allocated to each PSU proportional to the number of dwellings in each PSU.

At the second stage of sample selection, the dwellings will be systematically selected from a sorted PSU list. The third sample selection stage will randomly select an eligible household member within each selected dwelling using a Kish-style Person Selection Grid.

The detailed allocation of the sample to Stratum A and Stratum B within each region will be provided in $<$Country’s$>$ National Panning Report- Main Survey.
### Rationale

In order to ensure that the LAMP assessment results are comparable across participating countries it is essential that the assessment be consistently administered in all participating countries.

### Report Requirement

1. Description of the LAMP assessment to be implemented.

### Example – Assessment

*<Country>* will implement the LAMP assessment design including nationally items. The details will be provided in *<Country’s>* National Panning Report- Main Survey.
7.0 BACKGROUND QUESTIONNAIRE

Rationale
The background questions must have the same meaning for respondents in all participating countries despite differences in language and culture. A core set of questions with standard concepts and definitions related to the survey objectives is necessary to allow comparability of the survey results between participating countries. Since there are many participating countries, each with its own language and culture, a standard translation procedure is also critical to ensuring that the background questions do indeed have the same meaning for respondents, survey researchers and data users. Furthermore, a pre-test of the Background Questionnaire in each country is required to assess whether or not respondents in all participating countries have a common understanding of the wording of the questions which is consistent with the expectations of the survey designers. In addition, the pre-test will give the survey team insight into the practical feasibility of the background questions, including the overall flow of the questionnaire, length of the background interview, potential response problems, etc.

Report Requirement
1. Rationale for the inclusion and placement of country-specific questions on the Background Questionnaire.

Example – Background Questionnaire

<Country> will implement the LAMP Background Questionnaire including nationally created items. It will be pre-tested as required by the UIS.

7.1 Rationale for Inclusion and Placement of Country-Specific Questions

<Country> plans to include a question on race/ethnicity in the LAMP questionnaire. Race/ethnicity is routinely collected in the census and other national studies in <Country>, and it is a common demographic and stratification variable. The race/ethnicity data will be collected from a two-part question by first asking ethnicity followed by the identification of race.

In addition, 3 questions concerning language are planned. The language used in every day life is very important for the literacy achievement in the official languages. The Department of Official Languages is contributing to the funding of the project and is interested in the cross-tabulation of these questions with the literacy data from the LAMP.

The four additional questions will be submitted to the UIS after the language questions have been pre-tested. The UIS will be consulted regarding the placement of these questions in the LAMP Background Questionnaire.

7.2 Description of Pre-test Strategy

There is no pre-test plan for the race/ethnicity question since the form of the question is prescribed by the National Statistical Institute and it has been included in many surveys in the country. The consensus is that the question functions well in its current form.
The 3 language questions are currently being developed. As part of this development stage five focus groups are planned with members of the target population to obtain input into the wording of the questions. Once the questions have been developed, the questions will be pre-tested with a non-probability sample of 50 members of the target population.
## 8.0 DATA COLLECTION

### Rationale

The collection of data from respondents should be as consistent as possible so that potential bias may be minimized. There is a need to ensure that the interviewers have the necessary material for selecting a respondent within a household and the survey instruments are administered uniformly by all countries.

The participating countries consider literacy to be an important topic. The survey results will reflect on the image of the participating countries. Raising public awareness of literacy and the LAMP survey through a public promotion campaign should result in a more informed population that will hopefully be more cooperative in participating in a burdensome data collection effort. In any survey, respondents are usually more cooperative when they are provided information pertaining to the survey purpose, the survey sponsor, the use of the data, etc.

A well-formulated contact strategy is important to ensure that interviewers make every effort to reach selected individuals. Such a strategy is essential to maximize response rates and thus lead to quality data.

Whenever there is any non-response to a survey there is a possibility that non-response bias may exist in the survey results. Non-response bias occurs when the non-respondents differ from the survey respondents with respect to important characteristics. If this is the case, the survey researchers and data users should not assume that the respondents' data is necessarily representative of the target population. Although such non-response bias can occur whenever there is any non-response, the risk of such an occurrence increases as the response rate decreases, i.e., as the number of non-respondents increases. Therefore, the success of the LAMP requires that each country develop a strategy to minimize non-response.

A key ingredient in the success of LAMP is the interviewing staff, which has a direct bearing on the quality of the data collected. The interviewer must be given an assignment that is large enough to make it financially worthwhile but at the same time is not so large that it is difficult to complete on time. Interviewers should also be fairly paid for the number of hours that they actually work rather than being remunerated on a piece-meal basis according to the number of completed interviews achieved. If paid on a piece-meal basis there is an increased risk that the quality of an interviewer's work may suffer, e.g. an interviewer might consciously or sub-consciously rush to complete interviews without due regard to the quality of the data collected from respondents. In addition, the interviewer supervision is required to ensure that the interviewer work is of acceptable quality, to uncover potential problems that may have an impact on the survey data, and to provide opportunities to receive and provide interviewer feedback.
Report Requirement

1. Survey promotion strategy
   a) If applicable, briefly describe the planned activities for public awareness.
2. Contact strategy
3. Response rate strategy
   a) Briefly describe the methods to be used to minimize non-response
4. Interviewer hiring plan
   a) No. of interviewers, expected no. of interviews per interviewer – total/per day
   b) Method of payment
5. Interviewer training plan
6. Interviewer supervision procedures
   a) No. of supervisors (senior interviewers)
   b) Responsibilities

Example – Data Collection

The following example is presented to illustrate the type of information that should be included in this section.

8.1 Survey Promotion Strategy

8.1.1 Public ‘Awareness’ Campaign

A Public ‘Awareness’ Campaign is planned for the LAMP Main Assessment. The following components are currently under consideration:

- newspaper articles
- announcements in national newspaper and some strategic community papers
- radio, TV announcements (periodically during data collection)
- posters
- seeking approval of Members responsible for local regions

In addition, in order to obtain input with respect to the Public ‘Awareness’ Campaign, consultations are planned prior to the Field Test Survey with the survey sponsor(s) and with key people such as educators, government officials, business leaders.

The details of the Public ‘Awareness’ Campaign will be provided in <Country’s> National Design and Implementation Report prior to the Main Lamp Survey.
8.1.2 Advance Survey Information

Advance Letter & Brochure

A major factor that can influence response is the initial method of approaching a household. Therefore, the first contacts with selected households will be a carefully worded, attractive advance letter from the Chief Statistician of <Country>. Interviewers typically report that they are better received if respondents have read the introductory letter and that official-looking letters on Government stationery have a good likelihood of being read.

In addition a brochure may be sent to all sampled dwelling units before the interviewer’s visit. The brochure will provide full information about the study, including the survey purpose, voluntary nature of participation, benefits to the respondent/population, etc.

The letter and brochure may contain a local contact, a toll-free number or a website address that respondents can reach for further information about the survey.

8.2 Contact Strategy

The first contact will be by means of the advance materials described in the previous section.

All selected households will be contacted by a personal visit from a LAMP Interviewer. At least three contact attempts will be made before coding the case as a non-contact.

The interviewers will also be provided with a “Sorry I Missed You” card to leave at the selected household when nobody is at home. The interviewers will also be instructed to try to establish a likely time when someone can be reached by contacting a neighbor.

Contact attempts subsequent to the first attempt will be scheduled according to the information received during the first contact attempt, or at different times of the day and different days of the week.

Trained Interviewers

Major factors in gaining respondent cooperation are the respondent’s perception of the survey and his or her reaction to the interviewer. The respondent must be made to feel that he/she will be making a valuable contribution to an important research effort. The spokesperson for the study is the interviewer; therefore, each interviewer will be well trained to discuss the merits of the LAMP. To adequately prepare the interviewing team, all interviewers must attend an in-person training session, where time can be spent developing these necessary skills.

Interviewer Identification

Establishing the legitimacy and importance of the survey effort for the respondent encourages respondent cooperation. Many people are suspicious of any stranger who comes to the door, and a number of procedures help to establish the legitimacy of an interviewer’s visit. The most effective way of overcoming suspicion is through a good introductory statement during which the interviewer shows an ID badge and a copy of the advance letter and brochure.
8.3 Response Rate Strategy to Minimize Non-response

In an effort to obtain a response rate of 80 percent a number of non-response strategies are being considered. They include:

1) **Interviewer Training**: The interviewers will be instructed in techniques to obtain the cooperation of individuals who initially refuse or are reluctant to participate in the survey.

2) **Interviewer Supervision**:
   
   **Monitoring of Interviewer Work**
   
   Throughout the data collection period there will be on-going monitoring of the interviewers’ work by the interviewer supervisors. During the initial days and weeks of data collection, each interviewer's work will be carefully monitored. Interviewers will be informed during training that their work will be monitored.

   **Observation program**
   
   Each interviewer will be observed by a supervisor during the first two weeks of data collection, and at least one other time about halfway through data collection.

   **Verification Sample**
   
   Supervisors will contact a sample of the interviewers’ cases to verify the interviewer visit and case status.

3) **Follow-up**: If the interviewer is unable to gain the cooperation of a selected individual, the case will be referred to the interviewer’s immediate supervisor who will take steps to convert such cases to completed interviews.

   **Traveling Non-response Converters**
   
   During the field period, supervisors will identify outstanding interviewers and ask them to travel to areas with high non-response to build the cooperation rate.

4) **Endorsement Letters**: The project team plans to identify organizations that may provide the study with endorsement letters. Interviewers can show these letters to reluctant respondents or they can be mailed with refusal letters.

5) **LAMP Hotline**: A toll-free number will be established so respondents can ask questions, obtain more study information, or request an appointment to complete an interview/assessment. This hotline is a useful tool for reassuring respondents who are suspicious and do not immediately accept an interviewer’s explanation for the home visit. This number will be displayed on all study materials.

6) **LAMP Web Site**: A web site will be established. It serves to provide suspicious or reluctant respondents with additional information about the study. Again the purpose of the web site is to reassure respondents about the legitimacy of the study and its importance. This web site information will also be displayed on all study materials.

7) **Locked Building/Gated Community Packet**: This packet includes a special letter addressed to the resident manager that explains the purpose of the study and the role of the interviewer. In addition, the packet includes other survey materials and contact information which can help the interviewer obtain access to the building/community and assures the resident manager that the interviewer is not a “sales person” or undesirable trespasser.
8) **Call-back Card**: Interviewers will be supplied with cards that can be left at the doorstep when no one is home. The card will include the toll-free hotline number and web site information.

9) **Token Gift**: If approved and funded, all screener respondents will receive a small gift (e.g., pen, ruler) as a token of appreciation for their participation in this task. It should help obtain a higher screener response rate, and provide an up front incentive/inducement to participate for households with eligible study participants. In addition, respondents who complete the survey will receive a cash incentive.

### 8.4 Interviewer Hiring Plan

The Interviewer Supervisors will recruit interviewers for their regions, supervised by a Field Manager. Approximately 110 interviewers will be hired. To ensure efficient trips to the field and knowledge of the local geography and population, interviewers will be hired from the areas in which interviewing assignments are located.

Interviewer Supervisors will begin interviewer recruitment by drawing from experienced interviewing staff. They will use the National Statistics Institute’s computerized field personnel files system, which can quickly produce lists by demographic area of available field personnel who meet the qualifications for the project. The system also contains demographic information and information on each interviewer’s demonstrated ability in production, accuracy, cooperation and dependability. The Interviewer Supervisors will consider experienced interviewers who had high evaluations on previous projects and live in the areas in which the interviewing assignments are located.

Other sources of candidates will include applications from individuals with and without interviewing experience. These applications will either be on file at the National Statistics Institute or will be generated by ads placed in newspapers and other publications. When considering applicants for an interviewing position, supervisors will assess the applicants’ basic skills and personality traits. They will look for interviewers who have basic reading and computational skills, who are able to follow instructions, and who have an aptitude for working with a computer and using a keyboard. Desirable personality traits include receptivity to others’ ideas, open-mindedness, and motivation.

All candidates will be screened by telephone for availability, level of interest in the project, related job experience, and general ability to communicate personably and effectively. Those who meet the basic qualifications of availability and interest and who have generally good communication skills will be interviewed in depth by supervisors, who will then select the best candidates for interviewers for the LAMP.

### 8.4.1 Number of Interviewers / expected no. of interviews per interviewer – total/per day

Approximately 110 interviewers will be hired for data collection. A priority list will be established during the hiring process to identify suitable candidates in the event of interviewer turnover during the LAMP.
8.4.2 Method of Payment

The interviewers will be paid based on the number of hours worked. In addition, the interviewers will be compensated for any travel costs that are necessary to carry out an assignment.

8.4.3 Interviewer Training Plan

Interviewers will complete a three-day classroom training. In addition, prior to this training session the interviewers will complete 6 hours of home-study consisting of reading the Interviewer Manual and other supporting material and completing a home-study exercise. The 3-day classroom training will include General Interviewing Techniques, project-specific training on the administration of the Filter Module, Background Questionnaire, and the assessment instruments, as well as administrative procedures and the use of the Interviewer Management System. A separate training session will be held in each official language of the study.

The basic approach to training for the LAMP Main Survey is to maximize trainees’ involvement and participation in the training, to provide ample opportunity for supervisory staff to observe and evaluate trainee performance, and to provide trainees with detailed reference documents.

Trainees will be trained in groups of about 15 each, with two trainers for each group, so that more individual attention is provided. At the end of training, trainees will be paired for scripted role plays and lastly, set up with a “live/paid respondent” interview. All training will be conducted in a classroom or conference type facility.

Throughout training, interviewers will receive close attention and will be given extensive hands-on experience with the LAMP materials. Training scripts and exercises will be designed to address situations that the interviewers are likely to encounter and to build in complexity.

8.5 Interviewer Supervision Procedures

8.6 Number of Supervisors

The LAMP main study will have seven Interviewer Supervisors who will be supervised by a Field Manager.

8.6.1 Supervisor Responsibilities

Each of the Interviewer Supervisors will supervise about 15 interviewers. The supervisors’ responsibilities will include:

- Recruit and hire interviewers needed for their region;
- Attend and participate in interviewer training;
- Assign cases to their interviewers;
- Establish clear production and cost goals with interviewers;
- Hold a weekly meeting with each interviewer to review status of each of their cases, find out how much they have worked, review any problem situations, and motivate them to finish on time; they will also need to be available to receive calls from interviewers who have problems throughout the week;
- Monitor progress of data collection, review non-response reported by interviewers, and implement reassignment and conversion procedures;
- Review interviewers reporting of time and expenses;
- Perform validation of a designated fraction of each interviewer’s work by telephoning the respondent and asking a brief set of questions;
- Edit the data collected from each interviewer’s 3rd and 10th completed case; and
- Report to the Field Manager on a weekly basis (or more frequently if a problem arises) on the progress of the survey in their region.
9.0 **DATA PROCESSING**

<table>
<thead>
<tr>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>The processing of data from the LAMP instruments must be done using standardized programmes provided by the UIS to ensure that the captured data is as free as possible of capture errors. As well, the data capture system must be fully tested prior to the commencement of data capture. In addition to a fully-tested data capture system, sound quality control procedures such as 100% verification of the data capture will ensure that the LAMP dataset is free of data capture errors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Data capture and verification plan</td>
</tr>
<tr>
<td>2. Plan for coding and verification of data</td>
</tr>
<tr>
<td>3. Plan for scoring of the task booklets</td>
</tr>
<tr>
<td>4. Description of database creation and record layout</td>
</tr>
<tr>
<td>5. Description of the editing system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Example – Data Processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>The following example is presented to illustrate the type of information that should be included in this section.</td>
</tr>
</tbody>
</table>

9.1 **Data Capture**

*The responses from the Background Questionnaire and the Assessment Scoring Sheets will be manually keyed from the completed questionnaire.*

*Each item in the respondent assessment booklets will be scored and the score will be transcribed on a scoring sheet. A Microsoft Access data entry system will be used to enter the completed scoring sheets into the database. Subsequent to professional scoring and data entry, the coded cognitive data will be merged with the background questionnaire data. The resulting files will then be available for quality control and error resolution.*

9.1.1 **Data Capture System Test**

*The data capture specifications and system will be tested before implementation. The testing of the data capture system will involve a thorough review of the programming specifications prior to the development of the computer programming code, and the subsequent testing of the programs prior to the start of the data capture operation. Testing will be carried out by preparing mock survey instruments (Background Questionnaires and Scoring Sheets), passing them through the data capture system, and then reviewing the resultant data file outputs. Only when satisfactory data capture results are obtained will we commence the capture of the live LAMP survey data.*
9.1.2 Data Capture Verification

Data capture of the Background Questionnaires (paper and pencil) and Assessment scores will be 100% verified. The data capture will be done twice, by two different operators. All differences in the captured data will be resolved.

9.2 Coding

Uniform coding of the questionnaire and assessment data is essential.

Pre-coded response categories on the Background Questionnaire will correspond to the International Record Layout codes.

The ‘1997 International Standard Classification of Education (ISCED)’ will be followed in coding the education variable collected during the administration of the Background Questionnaire.

Each respondent’s occupation will be coded using the ‘ISCO Job Titles’.

The ‘International Standard Industrial Classification Of All Economic Activities, Third Revision’ will be used to code the industry variable.

9.3 Scoring Task Booklets

The assessment instrument will be scored using the Scoring Guides provided by the UIS.

9.3.1 Recruiting and Training Scorers

Recruiting qualified scorers to evaluate responses is crucial to the success of the assessment. The scorers selected will be required to hold at least some post-secondary education. At least five scorers will be hired and trained to score the LAMP Field Test instruments.

9.3.2 Ensuring Inter-Scorer Agreement

Inter-Scorer agreement refers to the consistency with which individual scorers assign a score to a question. This consistency is critical to the success of the LAMP and a number of methods will be used for monitoring this level of agreement.

First, scoring supervisors will review each scorer’s work to confirm that the scorer applies the scoring criteria consistently across a large number of responses and that the individual does so consistently across time. Scoring supervisors will evaluate approximately 10 percent of each scorer’s work in this process.

Next, all assessment items will be subject to a 20 percent agreement check involving a second rating by a second scorer across the scoring process. The results of the agreement check will be monitored on a weekly basis and will provide the scoring supervisor with inter-rater agreement percentages and the percent agreement for individual exercises. Individual scorers will receive feedback on their level of performance and, if necessary, receive feedback on particular items that they may have problems scoring. If particular items seem to be giving problems to a majority of scorers, retraining will be held for those items.
Consistent performance among scorers is paramount for the assessment to produce meaningful results. Therefore, we will carefully monitor the scoring process, which will result in early identification of problems, and flexibility in training and retraining scorers. According to information from previous literacy assessments, the average percentage of agreement among the scorers within a country for all open-ended items was 97 percent. The project team feels confident that this same high standard will be maintained for the LAMP.

9.3.3 Documenting the Scoring Process

All aspects of scoring constructed responses will be fully documented. In addition to warehousing the actual student booklets, we will keep files of all training materials and inter-scorer agreement reports. All the procedures used to assemble training packets, train scorers, and conduct scoring will be documented scoring reports. These scoring reports will also include all methods used to ensure scorer consistency, all reliability data, and all quality control measures. We will also summarize the basic scoring procedures and outcomes in the final survey report.

9.4 Creation of International Data File

LAMP data will be delivered to the UIS in a clean ‘weighted’ data file according to the International Record Layout (IRL) specifications. To facilitate the creation of this file, data collection has been designed with this final format in mind. Most data fields in the data collection process have been named with the same names as those fields in the IRL file. The response category codes in the Background Questionnaire were pre-coded to correspond to the codes required in the record layout.

9.5 Data Editing System

There are two major types of data to be edited for LAMP. These are the data resulting from administration of the Background Questionnaire and the data from the literacy assessment instrument. A computerized editing system will be developed and tested to facilitate the cleaning of the data. The detailed description of the editing system will be included in the <Country’s> National Planning Report - Main Survey.

9.5.1 Editing Background Questionnaire Data

The edit of the LAMP international data file will include the following minimum checks for the Background Questionnaire data. For each of these edits, if errors are discovered they will be resolved, i.e., the original erroneous value will be replaced with a corrected value.

1) ID check

   The record identification numbers on the LAMP data file will be checked for uniqueness and integrity to ensure that there is only one record per respondent on the file, and to ensure that the record identification number is unique and in the specified format.

2) Range checks

   A range check will be carried out for all those variables that can only take on specific values.
3) Logic checks, i.e., question flows

The LAMP data file will be edited to check the flow of respondents through the various sections of the Background Questionnaire. The objective of this edit is to ensure that the responses for respondents who should have skipped a given set of questions have been properly coded as a 'valid skip', and that there are appropriately coded responses for respondents who should have completed a given set of questions.

4) Consistency checks

An edit of the LAMP data file will be performed to identify inconsistencies that may have arisen as a result of response errors, coding errors, and data capture errors.

5) Outlier check

An edit will be performed to identify possible outliers, i.e., extreme quantitative data values. All identified outliers will be reviewed for legitimacy and to assess the potential effect on the survey estimates.

Imputation methods will not be used to treat missing Background Questionnaire data, i.e., item non-response and complete non-response.

9.5.2 Editing Assessment Data

The edit of the LAMP international data file will include the following minimum checks for the assessment data. For each of these edits, if errors are discovered they will be resolved, i.e., the original erroneous value will be replaced with a corrected value.

1) ID check

The editing of the assessment instrument will consist of confirming that the correct booklet was administered to each respondent and to confirm that the completed assessment booklet was received and labeled with the appropriate case information.

The record identification numbers on the data file will be checked for uniqueness and integrity to ensure that there is only one record per respondent on the file, and to ensure that the record identification number is unique and in the specified format.

2) Range checks

A range check will be carried out for all score variables that can only take on specific values.

Scored cognitive responses will be checked to ensure that they conform to the specified structure of the IRL.
**10.0 WEIGHTING**

**Rationale**

In order to generalize the sample findings to the survey population, the estimate of a population characteristic as well as the estimate of the associated sampling error should be based on the appropriate survey weights. Each record on the LAMP data file should include a single overall weight for use in producing survey estimates. It is strongly advised to include weight component factors, e.g., non-response adjustment factor, that contribute to the weight calculations. Replicate weights will also be required for use in estimating the standard error of the survey estimates.

As well, benchmarking the sample weights to agree with external population counts involves making adjustments to the sampling weights, so that when the resulting weights are summed across a particular population subgroup, the resulting total agrees with an external known population count (e.g. census counts) of the size of that subgroup. Benchmarking increases the precision of the survey estimates and also reduces the bias due to problems of survey coverage such as non-response, deficiencies in the sampling frame or data collection operations, etc.

**Report Requirement**

1. Description of weighting procedures including a list of the weights which will comprise part of the final survey data file
   a) Include a description of the post-stratification strategy.
      i) Specify the variables to be used for ‘benchmarking’.
      ii) Specify the source of the file to be used to create benchmark weights.

**Example - Weighting**

**10.1 Weighting Procedures**

*The weighting of the respondent records will be consistent with the <Country's> probability sample design.*

Survey weights will be calculated from the clean sample file (i.e., the file resulting from the editing process). The survey weights will be appended to each respondent record on the clean survey file. The following weights will comprise part of each respondent record:

1) **Theoretical or sample design weight** - the inverse of the probability of selection at the sample selection stage.
2) **Non-response adjusted sample weight** - based on the sample design weight and adjusted for non-response.
3) **Benchmark weight** - the weight resulting from the adjustment of the survey results to known population totals.
4) **Jackknife replicate weights** - there will be 30 of these weights which are used to calculate the standard error of the survey estimates.
10.1.1 Benchmarking Variables

The variables to be used for benchmarking are race/ethnicity, age, sex, region and metropolitan statistical area (MSA and non-MSA).

10.1.2 Source of Benchmark Variables

The benchmark weights will be created using data from the Census 2001.
11.0 CONFIDENTIALITY

**Rationale**
The UIS needs to ensure that each country is permitted to share the collected data with the UIS. The UIS must therefore be informed of the need to ensure that each country's rules on confidentiality regarding the handling of respondent information are respected.

**Report Requirement**
1. Outline the country's data confidentiality requirements.
2. Outline the steps to ensure data confidentiality.

**Example – Confidentiality**
The following example is presented to illustrate the type of information that should be included in this section.

11.1 Regulatory Requirements

The LAMP Survey will be conducted on the authority of the <Country’s> Statistics Act. All persons on the LAMP project team will have professional secrecy clearance. The interviewers and interviewer supervisors must take an oath of confidentiality as a condition of employment.

The LAMP data collects personal information from respondents. It will be managed according to the rules set out in the Statistics Act. The Statistics Act requires the protection of the identities of individual respondents. This protection is assured by removing or collapsing selected variables on the data set. Once screened, the data set is considered to be in the public domain and available to all users for the cost of reproduction.

In addition, the LAMP data collection is subject to the Personal Data Act and the guidelines from the Data Inspectorate, which requires very strict procedures for handling and securing personal data. Data will not be published or delivered in such a way that a respondent's identity can be revealed.

All prospective respondents in the survey will receive an introductory letter that will include information about the use of the data and any linkage to other administrative files. The letter will inform the respondents about their rights under the Personal Data Act, such as the right to revise or delete data and the right to withdraw from the survey at any time. Respondents are informed in the letter that participation in the survey is voluntary. If a respondent is under the age of 18, both the respondents and their parents/guardians will receive introduction letters. Parents/guardians have the right to decline from participation in the LAMP on behalf of a respondent under age 18.
12.0 QUALITY ASSURANCE

Rationale
The success of the LAMP depends on the steps taken to assure that the study is designed and implemented according to common goals and sound methodology and operational practices so that the survey results are reliable. The quality assurance procedures throughout the survey process will help to ensure that the sources of survey variability may be kept to a minimum and the comparison of survey results across participating countries is both feasible and credible.

Report Requirement
1. Outline the country's quality assurance plan.

Example – Quality Assurance
The following example is presented to illustrate the type of information that should be included in this section.

Quality assurance will be addressed at all stages of the LAMP. Many of the steps to ensure quality are outlined in earlier sections of this document. The following sections summarize the quality assurance measures to be implemented during the LAMP.

1) Survey Instruments

Background Questionnaire
The Background Questionnaire will include the international 'core' questions, and corresponding response categories and coding schemes developed by the UIS. The questionnaire design and layout will be consistent with the UIS requirements.

A pre-test of the Background Questionnaire will be conducted with a non-probability sample of 50 members of the target population.

A copy of the Background Questionnaire, in each official language, will be provided to the UIS for review and approval.

Assessment Instrument
The Assessment Instrument will be modeled after the master Assessment Instrument provided by the UIS. The instrument will be organized in the same way as the master instrument - the number of pages, the numbering and order of pages, the layout of stimulus material and directives, the graphics, the response format, the text format, and the print quality will all be the same as in the master Assessment Instrument provided by the UIS.

The translation and cultural adaptation of the assessment items will be carried out according to the guidelines prepared by the UIS.

A copy of the Assessment Instrument, in each official language, will be provided to the UIS for review and approval.
2) **Sample Design**

A probability sample design whereby each person in the survey population has a known (i.e., calculable), non-zero chance of being included in the sample will be used. The minimum LAMP sample size goal will be exceeded – 3300 completed interviews are planned.

The sample selection of one target person within a selected household will be carried out by the interviewer using a Kish-style selection grid to ensure uniformity in selection procedures. This sub-selection procedure will be verified for a sample of five percent of the interviewer's assignment by an interviewer supervisor.

3) **Data Collection**

The Data Collection Manager goals for quality assurance are as follows:

**Interviewing Staff**

a) Hiring of qualified, experienced interviewers and interviewer supervisors,
b) Classroom training of 3 days and a home study programme for all interviewers,
c) Regular meetings between interviewers and interviewer supervisors,
d) Interviewer Observation Program,
e) Sample Verification of Each Interviewer’s Cases.

**Response Rate**

a) A response rate goal of 70%,
b) Survey responses will be monitored throughout the collection activity,
c) Development and implementation of a contact strategy and a strategy to minimize non-response (described earlier in this report).

4) **Data Processing**

The following quality assurance procedures are planned:

a) Test of the data capture system
b) A 100% verification of captured data.
c) A 100% verification of coders’ work.
d) Development and implementation of scoring quality control procedures to ensure inter-scorer agreement.
e) Creation of the LAMP International Data File according to the record layout specifications provided by the UIS.
f) Data Editing
12.1 Field Test Survey

**Rationale**

The Field Test Survey is necessary to provide empirical evidence to assess the set of psychometric assessment items. The overall performance of assessment items can be evaluated, i.e., items that don't appear to be performing as expected can be examined and either corrected or replaced. As well, errors that may have occurred during translation and adaptation of the assessment items can be detected.

The Field Test Survey will also provide participating countries the opportunity to gain experience with the administration of the Background Questionnaire and the psychometric assessment. In general, countries can evaluate their survey procedures and, if necessary, make adjustments before the main LAMP survey.

**Report Requirement**

1. Describe the country's Field Test Survey design.

**Example – Field Test Survey**

*A Field Test Survey is an essential LAMP survey step that contributes to the assurance of the overall quality of the survey results. <Country> plans to conduct a Field Test Survey in the fall of 2004.*

12.1.1 Field Test Survey Objectives

*The Field Test Survey will evaluate various aspects of the data collection instruments, i.e., cognitive assessment items and questionnaire items. The cognitive assessment data collected in the Field Test Survey will be used to ensure that the existing assessment items are functioning well for <Country>. It will also provide the opportunity to assess operational considerations such as cost and time requirements, and to become familiar with and evaluate survey procedures.*

*The objectives of the LAMP Field Test Survey in <Country> are as follows:*

1) Verify the performance of the items that are included in the LAMP psychometric assessment.
2) Evaluation of the sample frame and sample selection procedures
3) Ascertain the appropriateness of survey procedures and training programs.
4) Confirm key design and costing assumptions.

12.1.2 Field Test Assessment Design

*The design for the Field Test assessment will be as prescribed by the UIS.*
12.1.3 Field Test Sample Design

The Field Test sample will be designed to yield a good cross-section of individuals in terms of education, age, and gender. Although a non-probability design is acceptable for the UIS, <Country> plans to use a probability design since the Field Test Survey provides the opportunity for the project team to put into practice all survey concepts and procedures. Therefore, the Field Test sample design will be the same as the sample design proposed for the LAMP Main Survey, thus also allowing the evaluation of the sample frame and sample selection and weighting procedures.

The sample design for the Field Test assessment will satisfy the UIS’ prescribed requirements.
13.0 **SCHEDULE & BUDGET**

**Rationale**
A schedule of activities and a budget of expenditures are key planning tools.

**Report Requirement**
1. Provide the schedule and the budget of activities for the LAMP implementation.

The LAMP activities are as follows:

<p>| Table 1 : Schedule of activities &amp; Budget estimate – Field Test Assessment Phase |
|-------------------|-------------------|-------------------|-------------------|
| <strong>Activity</strong>      | <strong>Responsibility</strong> | <strong>Time Period</strong>   | <strong>Estimated Expenditures in USD</strong> |
| Preparatory       |                   |                   |                                |
| 1. Ministerial letter | Country           |                   |                                |
| 2. Awareness WORKSHOP | UIS            |                   |                                |
| 3. Memorandum of Understanding | UIS + Country |                   |                                |
| 4. Prepare National Project Report | Country |                   |                                |
| 5. Prepare budget | Country           |                   |                                |
| 7. Provide countries with documentation on: | UIS | 1 June 2004 | 240,000 |
| Assessment instruments |                   |                   |                                |
| Background Questionnaire | UIS | 1 June 2004 |                                |
| Instruction manual for interview (selection, Background Questionnaire, Assessment) | UIS | 30 June 2004 |                                |
| 8. Prepare training packages on: |                   |                   |                                |
| Item creation and test development | UIS | 30 June 2004 |                                |
| Adaptation and translation of assessment items | UIS | 30 June 2004 |                                |
| Background Questionnaire review including questions creation | UIS | 30 June 2004 |                                |
| Sample design and selection | UIS | 31 July 2004 |                                |
| Phase 1: Field Test |                   |                   |                                |
| 9. Training WORKSHOP on adaptation of survey instruments | UIS + Country Reps | August 2004 | 50,000 |
| 10. Development of national instruments | Country          |                   |                                |
| 11. Approval of national instruments | UIS            |                   |                                |
| 12. Pre-test | Country           |                   |                                |
| 13. Review of instruments | Country          |                   |                                |
| 14. Approval of national instruments | UIS            |                   |                                |
| 15. Printing | Country           |                   |                                |
| 16. Training WORKSHOP on sampling and operations | UIS |                   | 15,000 |
| 17. Sample design for field-test | Country          |                   |                                |
| 18. Approval of field-test sample design | UIS            |                   |                                |
| 19. Hire interviewers | Country          |                   |                                |
| 20. Training WORKSHOP for interviewer supervisors | UIS |                   | 15,000 |
| 21. Training of interviewers | Country          |                   |                                |
| 22. Field test data collection |                   |                   |                                |
| A. Field Test Survey Data Processing |                   |                   |                                |
| 23. Scoring | Country           |                   |                                |
| 24. Re-scoring | Country          |                   |                                |
| 25. Data capture, coding, data cleaning | Country          |                   |                                |
| 26. File construction and delivery | Country          |                   |                                |
| B. Field Test Evaluation |                   |                   |                                |
| 27. Obtain feedback on survey procedures from staff | Country          |                   |                                |
| 28. Review survey procedures and instruments | UIS + Country |                   |                                |
| 29. Preparation of Field Test Survey Evaluation Report | UIS + Country |                   |                                |</p>
<table>
<thead>
<tr>
<th>Activity</th>
<th>Responsibility</th>
<th>Time Period</th>
<th>Estimated Expenditures in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 2 : Main Assessment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Main Survey Preparation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30.</td>
<td>Preparation of Sample Design &amp; Weighting Specifications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32.</td>
<td>National Background Questionnaire revision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33.</td>
<td>Translation &amp; adaptation of revised survey instruments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34.</td>
<td>Assessment Booklet composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35.</td>
<td>Hiring of Field Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36.</td>
<td>Preparation of interviewer materials &amp; training package</td>
<td></td>
<td></td>
</tr>
<tr>
<td>37.</td>
<td>Printing of survey materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>38.</td>
<td>Sample Selection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39.</td>
<td>Preparation of interviewer assignments</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B. Main Survey Data Collection</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40.</td>
<td>Interviewer Supervisor Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>41.</td>
<td>Interviewer Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>42.</td>
<td>Main Survey field collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C. Main Survey Data Processing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>43.</td>
<td>Scoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>44.</td>
<td>Data Capture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>45.</td>
<td>Coding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46.</td>
<td>Weighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47.</td>
<td>Data Editing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>48.</td>
<td>File construction and delivery</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D. Data Analysis</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49.</td>
<td>WORKSHOP on data analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50.</td>
<td>International report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51.</td>
<td>National report</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E. Main Survey Evaluation</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52.</td>
<td>Obtain feedback on survey procedures from staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>53.</td>
<td>Review survey procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>54.</td>
<td>Preparation of Main Survey Evaluation Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>