MASHA – Manual for SHARE

A practical introduction and reference book for SHARE Country Teams

"A lot of really cool people"

"A great family"

"Building Europe"

"Importance of the topic"

What do you like about being part of SHARE?

"Meet a lot of people (nice ones)"

"So (many) different people all with the same goal (good data)"

"Cooperation"

"SHARE data will make a difference"

"It's SHARE – things happen, but no worries, everything will be OK in the end. And if it's not ok, it's not the end"

"Read papers that use the data to appreciate its values"

"Use the data (right after the first main data collection)"

What recommendations do you have for new CT members?

"Go to SHARE User Conferences"

"Know SHARE timeline"

"Learn SHARE terminology"

Quotes from SHARE Country Team Members

How did you get started with SHARE?

“First Results Books”

“Reading old meeting’s presentation and slides and old materials”

“Attend all international meetings and get familiar with SHARE terminology and get to know the SHARE timeline”

“Ask questions”

“Read Methods Volumes”

“Attending international meetings, analysing data, having conversations with interviewers”

“Inform SHARE Central”

“Establish good relations with your agency”

“Make lists of questions and ask, ask, ask”

Good communication is important on all levels:

“Make sure all information is always shared with all members of your team (shared folders, group email address, etc.)”

“Connect with people with similar tasks/roles in other countries”

“Have a good contact with respondents (e.g. information)”

IMPRINT

MASHA – Manual for SHARE. Version 2.0 March 2019.
Publication date: 1 March 2019

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For printing your own hard copy we recommend the following:

Print all pages double-sided in colour on DinA4 (210x297mm), ~100g/m^2.

Print cover and back on DinA3, 300g/m^2 and cut it to DinA4 afterwards so the print reaches all the way to the edges. Use spiral/coil binding to enable easy flipping.

PREFACE

This document (**MASHA**=**Ma**nual for **SHA**RE) serves two purposes:

First, MASHA serves as an **introduction** to the Survey of Health, Ageing, and Retirement in Europe (SHARE) from an operational perspective. It is intended for all persons starting working for SHARE, especially new people at the university-based teams in the countries implementing SHARE. Therefore, we tried to take the perspective of the Country Team and put special emphasis on the Country Team's role within the entire SHARE project.

Second, MASHA serves as a **reference book**. The overall structure of the document moves from the big picture of the overall structure, to an overview of the roles in the Country Teams, onwards to the description of tasks relevant to the Country Teams, and lastly to short explanations of (SHARE-) specific terminology in the glossary.

SHARE is always changing. The most up-to-date information about specific and timely issues is distributed at SHARE Meetings and all presentations can be downloaded for reference in the SHARE Intranet on www.share-eric.eu.

MASHA is provided by SHARE Central, which is located at the Munich Center for the Economics of Aging (MEA), in Munich, Germany. For the most up-to-date information about people working at SHARE Central, please refer to http:/mea.mpisoc.mpg.de/index.php?id=223.

TABLES

FIGURES

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A. GENERAL OVERVIEW

Population ageing is a major challenge to societies in general and pension systems in particular. SHARE seeks to analyse the process of population ageing in depth. It is the first study to examine the different ways in which people aged 50 and older live in 27 European countries from Sweden to Greece and Portugal to Estonia – and Israel. Its scientific potential lies in the extensive longitudinal data gathered from more than 120,000 individuals (more than 297,000 interviews) all across Europe, covering the interplay between economic, health, and social factors in shaping older people's living conditions.

SHARE has led to a large number of fundamental and application-oriented research results. Publications include contributions to **leading international journals** such as the American Economic Review, the American Journal of Public Health, Demography, Economic Journal, the European Journal of Public Health, the European Sociological Review, the Gerontologist, the International Journal of Epidemiology or Social Science and Medicine. The multidisciplinary study of individual and population ageing has become a top scientific field in Europe, not the least due to the rich multidisciplinary data provided by SHARE.

Many of the SHARE findings have strong **policy implications** with large economic and societal impacts. SHARE was used as a device to enable evidence-based decisions in policy making. For instance, in the Czech Republic, SHARE data was used in preparing a new law on long-term care. On a broader level, SHARE has been used intensely by the Organisation for Economic Cooperation and Development (OECD), the World Health Organisation (WHO), and the World Bank. More information on recent SHARE findings and its policy implications can be found in the SHARE-ERIC Annual Activity Reports, available in the SHARE intranet and on www.share-eric.eu.

SHARE is not only appealing through its scientific potential, but also by providing a unique assembly of researchers. Overall, more than 150 researchers are part of SHARE, a group which we informally call the "SHARE Family". As a Country Team member, you are part of this family. A superb **network** of engaged researchers all over Europe work together, publish together, gather at meetings and social events, and a common good that makes a major contribution to understanding ageing processes in our changing societies.

01. CONCEPTIONAL BACKGROUND

SHARE is based on **three leading principles:** (1) longitudinal study design, (2) cross-nationality, (3) ex-ante harmonisation. These principles are explained in the following subchapters.

Starting from a very simplified, general survey process, five consecutive steps are necessary to create SHARE data for your country: applying for funding, hiring a Survey Agency to conduct the interviews, develop and test the questionnaire and software tools, then collect the data, clean and prepare them for scientific use and eventually release the data and disseminate results of the study (see below). In SHARE this process takes about four years of time per wave of data collection. This general, stylised process given in Figure 1 will guide the reader through the chapters.

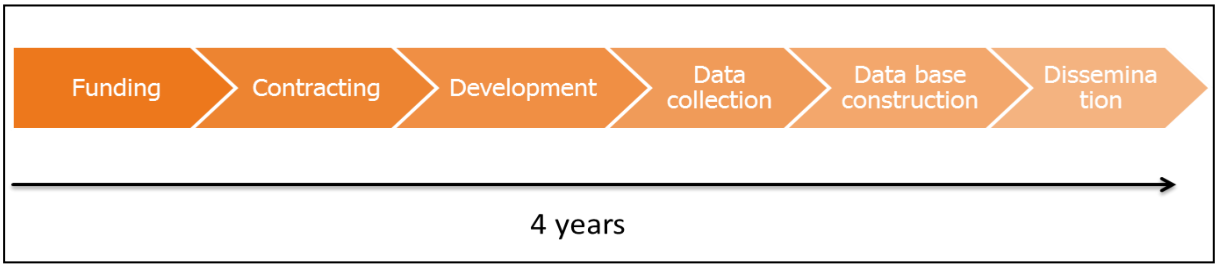


Figure 1: Simplified survey process

In real-life, this may look differently with several processes running simultaneously or with large overlap, e.g. questionnaire development starts earlier than contracting Survey Agencies. Also, PR (as part of dissemination) is a permanent, never-ending task. A simplified depiction of the simultaneity and the overlaps within one cycle of data collection is given in Figure 2.

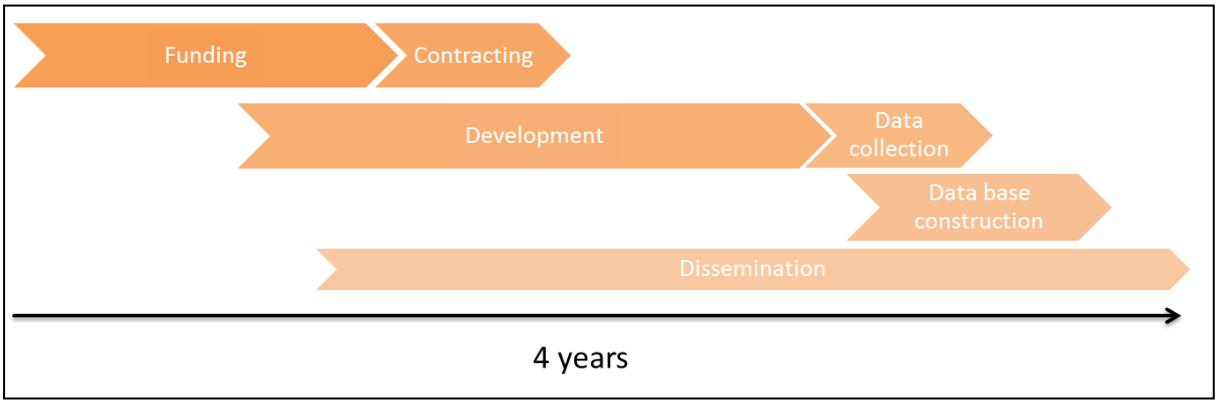


Figure 2: Simultaneous or overlapping processes

LONGITUDINAL DESIGN

SHARE is a panel study. This is essential because ageing is a dynamic process over time which cannot be studied with a single observation in time. Tracking the same individuals over time is crucial for enabling researchers to study changes over the life-course. A new wave of data collection is being done every other year, with one wave taking up four years from conceptualisation to final release of the processed data to the research community. Therefore, longitudinal design introduces a large temporal overlap of the waves.

Figure 3 shows the survey process of each respective wave ordered along the project duration of SHARE up to now. The red rectangle highlights the overlap of waves when looked at as simultaneous workload of the year 2015. One example may highlight the idea of “overlapping waves”: in autumn 2015 the first results book of Wave 5 was published, while main data collection of Wave 6 was still ongoing and questionnaire changes for Wave 7 were discussed.

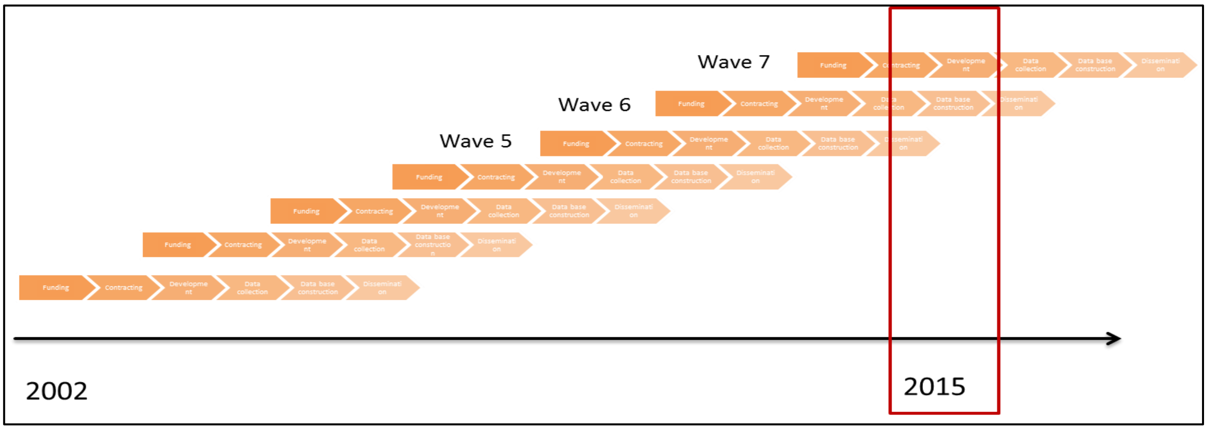


Figure 3: Temporal overlap of waves

CROSS-NATIONAL DESIGN

SHARE is a cross-national study. This is essential because we use Europe as a kind of laboratory with different social and policy "experiments" that create different social, economic, and health outcomes. Learning how different policies affect ageing populations is a key task for SHARE. Therefore, respondents are observed repeatedly under different social and economic conditions.

For conducting the study, many actors on several levels need to be involved (see Figure 4). For operational purposes, this involves the five key actors SHARE Central (central coordination in Munich), Area Coordinators (researchers with their teams developing the questionnaire), CentERdata (software developers), and the Country Teams with contracted Survey Agencies. Details about the key actors are given in Table 1.

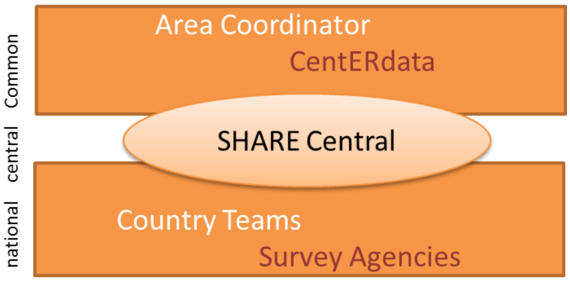


Figure 4: Key actors in SHARE

Table 1: The who-is-who of SHARE's operational structure

SHARE Central	Researchers at the Munich Center for the Economics of Aging (MEA), which is one department of the Max Planck Institute for Social Law and Social Policy in Munich, Germany. From here, all SHARE operations are coordinated and the data base is constructed. An updated list of staff at MEA can be found on http://mea.mpisoc.mpg.de/. Task-specific contact persons at MEA are listed at the end of each task description and in the additional document "MASHA - Contact Persons at SHARE Central" available in the SHARE Intranet.
Area Coordinators	The questionnaire is subdivided into the five content areas (hence "area" coordinator): Income & Wealth, Health, Health Care, Work & Retirement, and Social Networks. Each section is scientifically coordinated and overseen by a professor in this area of research. Details can be found on www.share-eric.eu. Area coordinators : • Guglielmo Weber, Padua, Italy – Employment & Pension • Karen Ranberg-Andersen, Odense, Denmark – Health • Florence Jusot, Université Paris-Dauphine, France – Health care • Agar Brugiavini, Ca' Foscari University of Venice, Italy – Work & Retirement • Howie Litwin, Jerusalem, Israel – Social Networks
CentERdata	Software developers located in Tilburg, Netherlands. CentERdata takes care of SHARE's IT infrastructure. This mainly includes software programming and maintenance, as well as data processing and archiving. Staff at CentERdata: http://www.CentERdata.nl/en/about-us Tool-specific contact persons: • Maurice Martens – CAPI, Translation Management Tool • Iggy van der Wielen – Case CTRL, Sample CTRL, Data delivery services
Country Teams	Each national study is coordinated by a team located at a university or research institute in the respective countries. A Country Team consists of a Country Team Leader (CTL), Country Team Operator (CTO) and – depending on funding - additional scientific staff. More details on the roles of CTL and CTO are explained in section B of this document.
Survey Agency	A survey business in charge of recruiting and managing a face-to-face interviewer staff collecting the SHARE interviews. A Survey Agency is contracted by SHARE-ERIC or the Country Team (if the country is not an ERIC member) after a public procurement process.

EX-ANTE HARMONISATION

Ex-ante harmonisation is SHARE's strategy to provide comparable data across countries and over time. Without harmonisation, the data would create artefacts solely due to different measurement methods. Ex-ante harmonisation means that all countries use the same questionnaire (obviously translated into the national language(s)), the identical software tools and all countries following the same project schedule.

In the figure below, the involvement of the different actors on the several levels is displayed along the survey process of one wave. In any step at least three actors are involved. This highlights that close collaboration and good communication is essential to keeping SHARE running smoothly. SHARE Central hereby serves as mediating institution and needs to be involved in all communication.

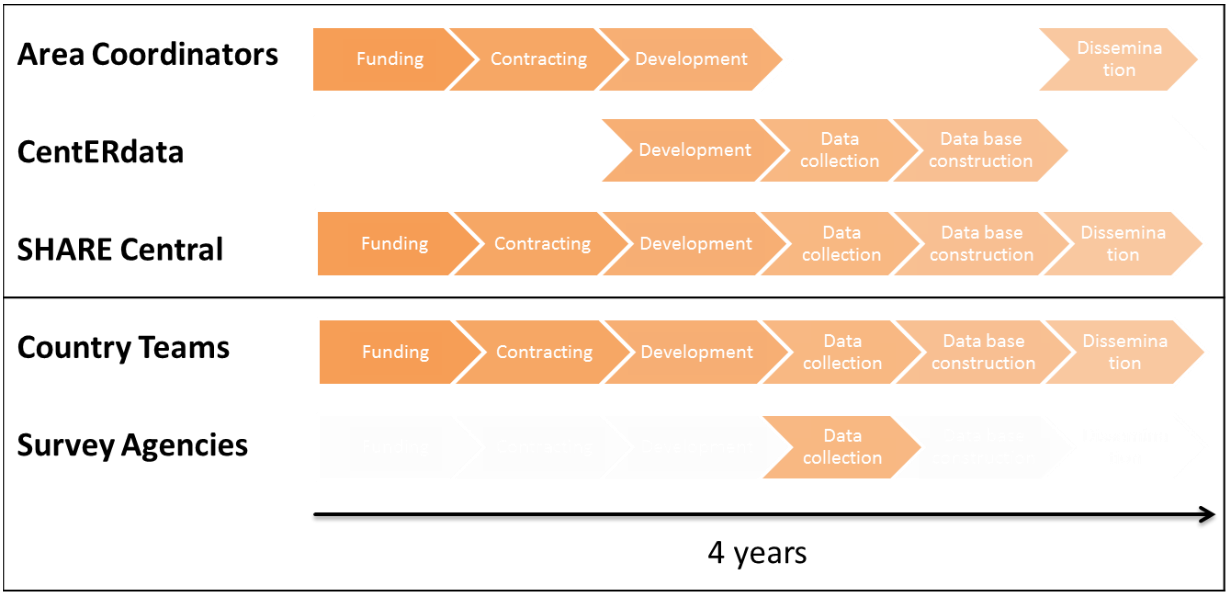


Figure 5: Involvement of key actors along the general survey process

02. GOVERNANCE STRUCTURE

The governance of SHARE (displayed in Figure 6) involves separate bodies. These are a legal entity called SHARE-ERIC, a Research Consortium formed by the scientists who carry out the scientific work in SHARE, and a Scientific Monitoring Board, which is independent from the two other bodies and advises both the SHARE-ERIC and the Research Consortium.

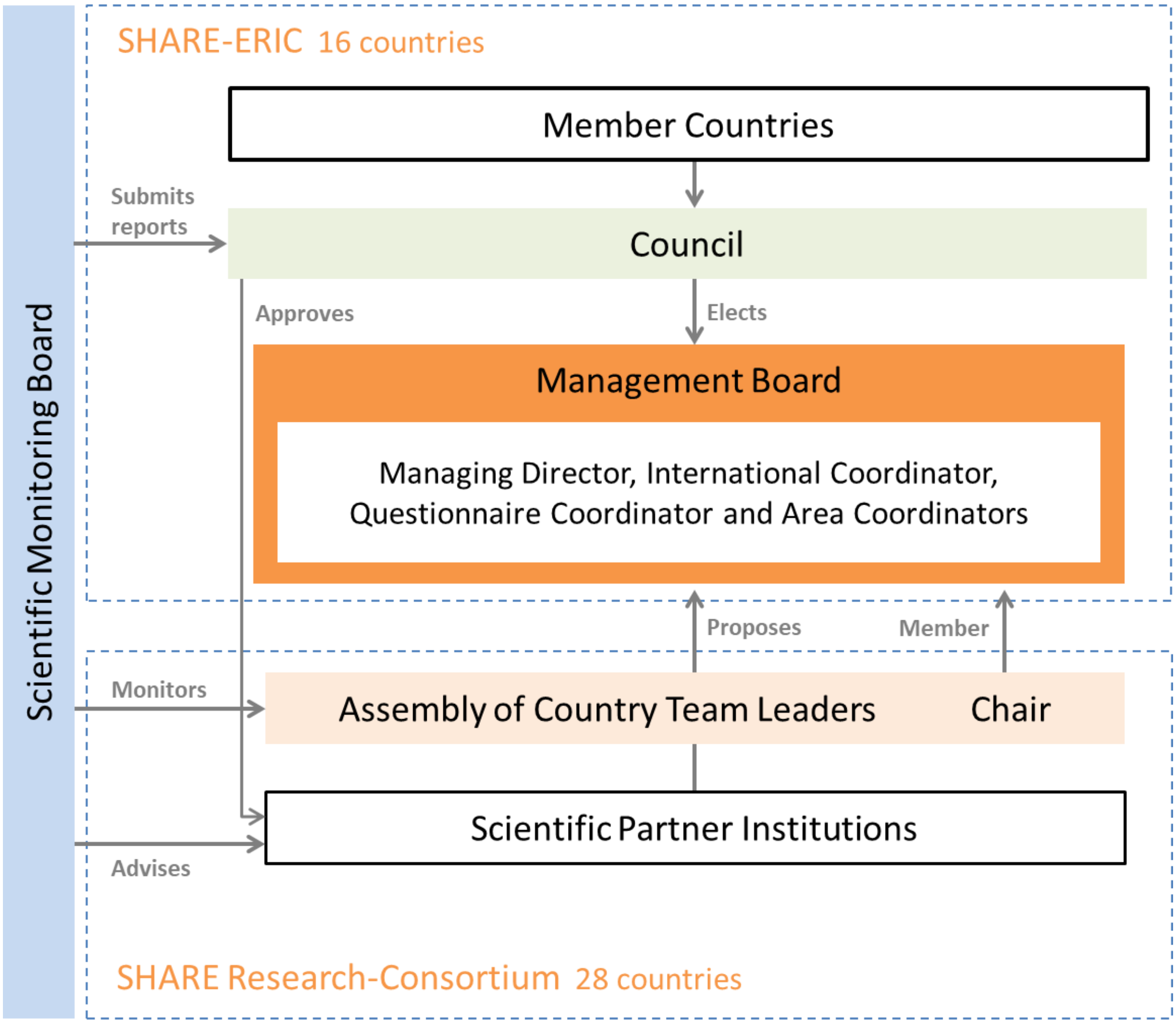


Figure 6: Governance structure of SHARE

SHARE-ERIC

SHARE's legal status is that of a VAT-exempt European Research Infrastructure Consortium (ERIC). The rules governing SHARE-ERIC are the articles of the "Statutes of SHARE-ERIC" (available on www.share-eric.eu). All participating countries send one or two representatives into the Council. The number of votes depends on the respective financial commitment of each country (up to two votes for a running phase). The Council approves the annual budget and the annual activity plan. It elects the Management Board (the Managing Director, the International Coordinator, the Area Coordinators, and additional members) upon proposal of the representatives of the Assembly of CTLs. The Managing Director as the head of the Management Board, is the legal representative of the SHARE-ERIC, and the Principal Investigator.

Scientific partner institutions based in countries which are not yet ready to become member of SHARE-ERIC are requested to sign the "SHARE Consortium Agreement" as the necessary common basis e.g. for joint EU funding applications (available in the intranet).

RESEARCH CONSORTIUM

This consortium consists of the scientists who carry out the scientific work in SHARE (questionnaire design, supervision of data collection, data cleaning, and dissemination). One scientist in each country leads the work in her/his country (the Country Team Leader, CTL). Her/his affiliation (university or research institute) is the Scientific Partner Institution in this country.

ASSEMBLY OF COUNTRY TEAM LEADERS

The CTLs meet in the Assembly of CTLs, which makes major scientific decisions. The Assembly of CTLs elects from their midst a chairperson who becomes Member of the Management Board.

SCIENTIFIC MONITORING BOARD

The Scientific Monitoring Board is independent from SHARE-ERIC and the Research Consortium. It gives regular feedback on the general scientific strategy of SHARE and every two years delivers a written report to the Council. It must be involved when new Scientific Partner Institutions are suggested or existing ones replaced. The rules governing the Scientific Monitoring Board are set in an annex to the Statutes of the SHARE-ERIC.

B. ROLES AND TASKS ON THE NATIONAL LEVEL

The implementation of SHARE on the national level is coordinated by a Country Team, located at a university or research institute in the respective countries. A Country Team consists of a Country Team Leader (CTL), and at least one Country Team Operator (CTO). It may be advisable to hire additional scientific staff to support the CTL in scientific or survey management tasks. In addition, Survey Agencies (SA) are contracted for conducting the actual fieldwork, i.e. collecting interviews from respondents.

These three roles and an overview of their tasks are summarised in the following chapters. Oftentimes, a strict separation of these roles does not live up to the complexities of conducting SHARE on the national level. For example, sometimes roles are combined in one person, sometimes several persons work on the manifold tasks of one role (e.g. CTO and additional staff). The tables in this chapter are "stylised" versions of this complexity. The task overview shall provide a general idea of "who is doing what at which point in time". The columns resemble the general survey process, the rows at the bottom of the table indicate with whom close collaboration is needed during which phase. The table provides keywords only. Detailed explanation about the tasks can be found in part C of this document.

01. COUNTRY TEAM LEADER (CTL)

The Country Team Leader (CTL) is responsible for the implementation of the SHARE survey in all of its phases in the respective country. The chief responsibility of the CTL is to secure (co-)funding for the SHARE study from national sources. The Country Team Leaders needs a budget which must enable them to hire a full-time country operator (or buy time of the Country Team Leader), plus funds to subcontract tasks such as translating the questionnaire or ascertaining legal requirements. Furthermore, the CTL is advised to build up a network of scientists who are experts in one of the SHARE research areas and might be available on an advisory basis (e.g. on national retirement regulations, specialities about the national health care system, etc.).

An overview of CTL tasks can be found in Table 2.

02. COUNTRY TEAM OPERATOR (CTO)

The Country Team Operator (CTO) runs the day-to-day operations in each country (some of these tasks may be performed by the CTL conditional on country-specific arrangements). Tasks are manifold and run from translation and testing to interviewer training and assisting SHARE Central in the preparation of SHARE data bases (e.g. preload samples).

An overview of CTO tasks can be found in Table 3.

03. SURVEY AGENCY (SA)

Survey Agencies are subcontractors of SHARE-ERIC or the Country Team (if the country is not an ERIC member). Survey Agencies are not part of the Country Team, but important actors on the operational level. The following tables should assist the CTL in keeping track of tasks that need to be fulfilled by the agency.

An overview of agency tasks can be found in Table 4.

Table 2: Task overview Country Team Leader (CTL)

	Funding	Contracting	Development	Data collection	Data base	Dissemination
TASK OVERVIEW	Funding at national level: - Write grant proposal to obtain national (co-)funding - Manage budget over time - Write reports of financial situation and progress reports to national funders International funding: - Contribute to proposals for European and other funding - Contribute to reports on the funding situation	- Hire and supervise CTO and additional scientific or administrative staff Survey Agency - Coordinate with SHARE Central on the procurement process of acquiring a Survey Agency (based on model contract) - Issue tender for survey Agencies - Negotiations and clarifications with agency - Collaborate on sample design with SHARE Central	Questionnaire - Questionnaire development (propose and decide on changes) - Supervise and approve questionnaire translation - Decide on additional SHARE projects (interviewer survey, linkage, drop-off) - Analyse data after Pretest and Field Rehearsal to investigate problems - Coordinate between national academics and SHARE Central on questionnaire development Coordination - Supervise Sampling Design - Supervise CAPI testing and communication with agency - Revise & approve survey material - Coordination between SHARE Central and agency - Prepare feedback to SHARE Central; - Participate in NTS (and TTT) and debriefing with agency - Observe national legal requirements	Monitoring - Supervise work of national team and data quality control - Coordinate monitoring of fieldwork progress - Communicate with agency about progress		- Write scientific and policy papers - Write SHARE FRB chapters or publish national SHARE books and information materials - Advertise SHARE at conferences and policy meetings - Organise national conferences - Coordinate work of national research teams - Revise & approve material for panel care - Use the data
Central MEETINGS	SHARE-ERIC	Kick-off	Post-Pretest; Post-Field Rehearsal; TTTs	Mid-term, final; meetings in Munich		Press conference; SHARE users' conference
PARTNERS						
SHARE Central	Principal Investigator, Head of Finance	Model contract from Head of Finance	Operations	Monitoring reports (Operations)		PR material provided in the SHARE Intranet
CentERdata						
Agency		Communication	Communication; 3-5 (or more) NTS	Communication; debriefings		

Table 3: Task overview Country Team Operator (CTO) and Scientific Support

	Funding	Contracting	Development	Data collection	Data base	Dissemination
TASK OVERVIEW	- Support CTL on obtaining national (co-) funding - Support CTL on reporting	- Support CTL, e.g. review agency cost sheet	Questionnaire and tools - Translation of questionnaire and Case Cntrl (in TMT) - Software testing (Case Ctrl, CAPI) - Work on additional projects (if Country Team participates) - Data checks after Pretest and Field Rehearsal Fieldwork preparation - Respondent material - Interviewer material - Participate in TTT - Train interviewers (NTS) - Preload information to DBM - Debriefing of interviewers after Pretest/Field Rehearsal/Main	- National fieldwork monitoring - Communication with agency - Debriefing of interviewers - Respondent support - Documentation Data - Quality checks - Data cleaning - Fieldwork checks	Data - Fieldwork checks - Country-specific data cleaning and checking - Coding of variables - Input for DBM - Update, check and clean gross sample - Review interviewer remarks - Meta data (quality control profiles) - Documentation (in general and of country-specific specific problems	- Panel care (Christmas and Thank you Cards, Flyers for respondents) - National websites (for respondents and scientists) - Write scientific and policy papers - Participate in SHARE User Conference - Participate in activities of national research team - Organise national conferences - Use the data - User support
Central MEETINGS		Kick-off	Operators meetings; Post-Pretest; Post-Field Rehearsal; 3 TTT's	Operator meetings and Mid-term, final; meetings in Munich;	Operators meetings	Press conference; SHARE users' conference
PARTNERS						
SHARE Central			Gross Sample to DBM/Survey Methodology Final questionnaire	Monitoring data (DBM) Monitoring reports (Operations) Check files from/to DBM	Check files, memos, coding, documentation from/to DBM	PR material provided in SHARE Intranet
CentERdata			Software (National SMS/CAPI)			
Agency			Communication; 3-5 (or more) NTS	Communication; 3 debriefings with agency	Communication	Communication

Table 4: Task overview Survey Agency (SA)

	Funding	Contracting	Development	Data collection	Data base	Dissemination
TASK OVERVIEW			- Draw/compile a gross sample - Preload information to DBM - Sample distribution to interviewers - Install and prepare SD and SMS for three data collection phases - Participate in TTT - Train interviewers (NTS) - Interviewer profiles to SHARE Central - Debriefing of interviewers after Pretest/Field Rehearsal	- Quality checks - Communication with Country Team - Biweekly data upload - Managing sample addresses - Interviewer support - Monitoring of interviewer staff - Respondent support - Debriefing of interviewers after main fieldwork - Documentation of errors and problems during fieldwork	- Meta data deliverables: quality control profiles, agency feedback forms, interviewer profiles to SHARE Central - Address data update - Checks of special problems	Logistics (sending out panel care)
Central MEETINGS			3 TTT's			
PARTNERS						
SHARE Central			Preload from DBM	Communication with DBM on fieldwork problems	Meta data deliverables to Operations Communication with DBM on fieldwork problems	
CentERdata			Software (SD, SMS, CAPI)	Biweekly data upload to CentERdata		

C. TASK DESCRIPTIONS

This section contains rather detailed descriptions about each task needed for doing SHARE. It serves as a reference when working at a specific task and a first stop on where to find further information. All chapters are structured along the same headings to help the reader in skimming and extracting information easily. References are provided for each task on where to find further information and on who to contact at SHARE Central for detailed, practical issues.

The order of the tasks follows the general survey cycle of one wave. Please keep in mind that (1) some tasks are ongoing tasks, e.g. public relations, (2) tasks overlap within one wave, e.g. contracting and questionnaire development, and (3) timely distances between the same task in each following wave might appear longer than they are in practice, e.g. a complete wave cycle is four years, but main data collection takes place every two years. This is due to the huge timely overlap of the wave cycles.

01. FUNDING

GENERAL DESCRIPTION

SHARE Funding is complex and requires many funding sources (see Figure 7).

National funding

According to the ESFRI-rules, all countries pay the survey in their own country and the personnel to conduct the survey (the CTL is usually paid by her/his university, institute or academy; the survey and the CTO are paid by a national grant, usually through the ministry of science, health or labour, or a research council). The survey money for SHARE-ERIC member countries is given to SHARE-ERIC who engages the national Survey Agency. This is done for three reasons: to guarantee a harmonised contract across all countries, to take advantage of the simplified tendering procedure, and to save on VAT.

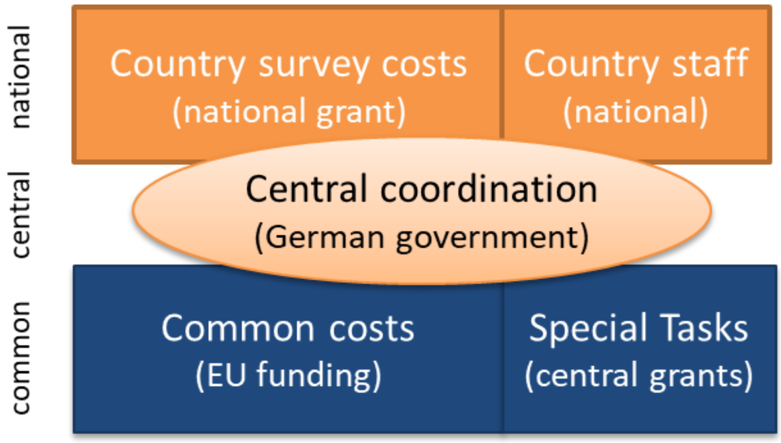


Figure 7: Current general principles

Central and common funding

Central coordination in Munich is paid by the German government. Routine common costs such as ERIC administration and IT services are paid from SHARE-ERIC membership fees and participation fees. Area coordination of innovations and development is paid by the EU Commission through Horizon 2020. Special tasks are paid from central grants. Examples are the dried blood spot collection in Wave 6, the accelerometer data collection in Wave 8 and the HCAP project in Wave 9 (all paid through US NIA).

Temporary exceptions and long-run perspectives

Currently, survey and staff costs in 12 smaller and/or less wealthy countries are partially subsidised by the EU Commission (DG Employment). This is a temporary relief, which will end after Wave 8. This temporary relief is based on the subsidiary principle: it requires a certain extent of national co-funding which may include in-kind contributions; national funding must prioritise survey and staff costs; national and EU funds must be documented in an auditable way. From Wave 9 onwards, all countries must rely on national funds. They typically consist of grants from ministries and research councils but may also include EU Structural Funds granted to the countries and consist of Operational Programmes, which have tasks that can be used to finance SHARE.

CHECK LIST

CTL	- Write proposals for national grants and/or applications for Structural Funds - Manage national budget over time - Report on funding situation to national funders and SHARE-ERIC - Contribute to proposals and reporting for EU funding
CTO	- Support CTL on national funding collection, managing and reporting
SA	- Not involved

FURTHER INFORMATION

- Annual Activity Report of SHARE-ERIC (on www.share-eric.eu)
- Generic SHARE Data Collection Contract (model contract) and annexes *(in the SHARE Intranet)*
- Funding memos by Coordinator of SHARE

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■ ■■ [varies by funding source, in practice this is an ongoing task]

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Principal Investigator of SHARE – Axel Börsch-Supan
Head of Financial Affairs – Kathrin Axt
Structural Funds: Head of European Relations – Andrea Oepen

02. PROCUREMENT

GENERAL DESCRIPTION

Procurement in SHARE is either done by SHARE-ERIC (first case) or the CTL's national institution (second case) – depending on the country's status in SHARE. *In the first case,* the country is a SHARE-ERIC member state *or* is eligible to survey funding from EU funds granted to SHARE-ERIC. Procurement follows SHARE-ERIC's procurement rules. *In the second case*, the legal rules of the CTL's national institution apply. For both cases, the SHARE Model Contract including its annexe(s) is mandatory. The generic model contract is elaborated by SHARE Central. Before the procurement procedure starts this generic version has to be adapted into a generic country specific version.

First case: SHARE-ERIC member countries

All documents as well as internal and external communication with the agencies take place without exception in SHARE-ERIC's working language which is English. SHARE Central and CTL/CTO set up a country specific version of the following procurement documents:

- Country specific model contract (including Annexes)
- Country specific cost specification form
- Invitation letter including a description of services to be offered

Furthermore, SHARE-ERIC sends the following generic procurement documents to the CTL/CTO for information:

- Self-Declaration
- Tenderer Identification Form
- Checklist: Technical and Organisational Measures

CTL proposes at least three agencies with addresses and contact persons to be invited by SHARE-ERIC. CTL provides a written justification if less than three agencies must be proposed. No communication shall take place between any agency and CTL/CTO or SHARE-ERIC at this stage of the procurement.

After a final check, SHARE-ERIC sends the final procurement documents via email to the agencies, starting the actual tendering period, which is 25 calendar days. The following dates are fixed in advance and captured in the invitation document by SHARE-ERIC and CT in accordance with the SHARE schedule requirements:

- Deadline for the agencies to submit questions
- Date for publishing of all answers on the SHARE-website
- Deadline for the agencies to submit their final proposal
- Date for notification of the tender outcome

All agencies shall address any questions about the tender exclusively via email to SHARE-ERIC. Answers to these questions are prepared within the following seven calendar days by SHARE Central in cooperation with CT and put down in writing in a “Q&A” document that is published on the SHARE website. During the entire tendering period, SHARE-ERIC shall be the only entity to communicate with the agencies. CTL/CTO shall be included in the preparation of the answers if requested by SHARE-ERIC. CTL/CTO shall however not communicate directly with the agencies.

After SHARE-ERIC has formally received the agencies' offers, they are forwarded to the Country Team. CT examines the offers, and, if needed, enters into negotiations with the agencies directly. SHARE-ERIC shall be informed about content, timeline and outcome of these negotiations. SHARE-ERIC will not be directly involved in negotiations with the agencies. CT composes a written assessment report of approximately four pages, comparing the offered services, evaluating them according to offered prices, SHARE quality standards and the answers to the questionnaire given by the agencies. According to the outcome of this assessment, the CTL recommends the most suitable agency to the SHARE-ERIC management and sends her/his report to SHARE-ERIC for final decision. SHARE-ERIC might point out issues to be renegotiated by the CT with the agencies before approving the final decision.

Once SHARE-ERIC has approved the written and signed assessment, SHARE-ERIC notifies all tendering agencies of the result of the tender.

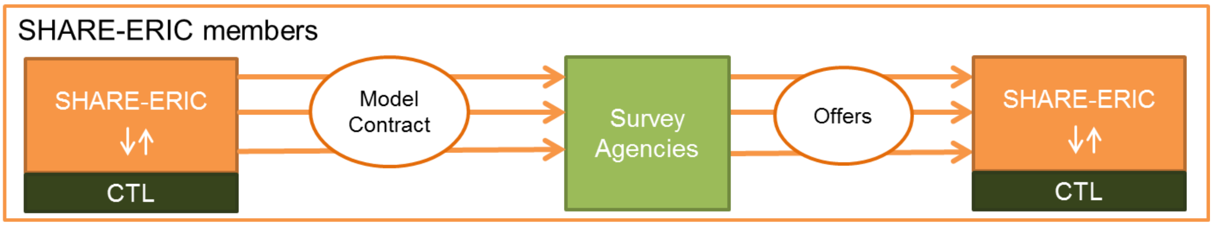


Figure 8: Procurement: SHARE-ERIC member countries

Rule of thumb for CTLs concerning communication

SHARE Central is the only party that should communicate with the Survey Agencies (SA) directly during the official procurement period. Refrain from any communication with SA before you receive the offers from SHARE Central.

Once you as CTL have received the offers, you should enter into negotiations with the SA directly and clarify any open issues. This will not be done by SHARE Central.

Any kind of official notifications or answers to questions concerning the procurement or the result of the tender shall only be communicated by SHARE Central. However, SHARE Central might ask for help of CTL to prepare those answers.

Second case: Non-member countries

CT and national institution use the model contract and annexes according to applicable legal regimentations. Any intended changes of the generic version have to be communicated to SHARE-ERIC in order to allow for a check at SHARE Central for compliance with harmonised SHARE survey standards and instruments. If the generic model contract cannot be used in its English version, the model contract and its specifications have to be translated into national language.

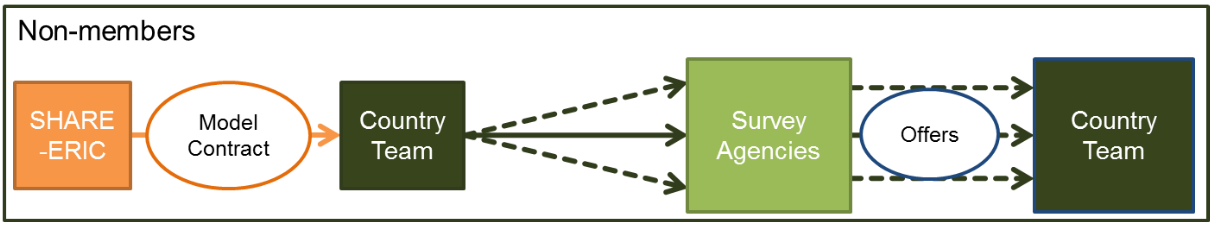


Figure 9: Procurement: Non-member countries

CHECK LIST

CTL	- Prepare generic country-specific version of model contract and annexes for procurement (as far as names and addresses, samples sizes, interviewing language(s), applicability of panel/baseline/refresher, and drop-off are concerned) - Provide list of agencies to be invited - Help providing answers to questions about the tender, if requested by SHARE-ERIC - Evaluate agency offers - Negotiate offers/price quotes with agencies after the offers have been formally submitted and forwarded to CT - Document the agency selection (prepare the assessment)
CTO	- Support CTL
SA	- Submit questions about the tender to SHARE-ERIC - Submit offers to SHARE-ERIC

FURTHER INFORMATION

- Section on procurement on www.share-eric.eu
- Generic SHARE Data Collection Contract (model contract) and annexes *(in the SHARE Intranet)*
- Q&A for SHARE *(in the SHARE Intranet)*
- Selection criteria for SHARE-ERIC

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■■■ Oct 2017 – Sept 2018

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Procurement and SHARE-ERIC:

Head of European Relations – Andrea Oepen
European Relations – Judith Kronschnabl

Data protection:

Data Privacy and Ethics – Daniel Schmidutz

Samples and fieldwork specifications:

Head of Survey Methodology – Michael Bergmann
Database Management – Sabrina Zuber

03. CONTRACTING AND PAYMENT OF SURVEY AGENCIES

GENERAL DESCRIPTION

Contracts with the Survey Agencies of SHARE are either concluded with SHARE-ERIC (first case) or the CTL's national institution (second case) – depending on the country's status in SHARE. *In the first case,* the country is a SHARE-ERIC member state *or* is eligible to survey funding from EU funds granted to SHARE-ERIC. *In the second case*, the legal rules of the CTL's national institution apply.

For both cases, using the SHARE Model Contract including its annexe(s) is mandatory. The generic model contract is elaborated at SHARE Central. Before the procurement procedure, this generic version has been adapted into a generic country specific version and has been used by the Survey Agencies to prepare their offers.

First case: SHARE-ERIC member countries

After SHARE-ERIC has accepted the bid of an agency, SHARE-ERIC prepares the country specific model contract version based on the procurement version and the offered prices and sends it to CTL for a final check. CTL checks the draft, amends it in cooperation with SHARE-ERIC before SHARE-ERIC sends it to the agency. After approval and signature of the agency the contract is signed "read and approved" by the CTL and signed by SHARE-ERIC.

Final Payment: CT will be provided with an Excel sheet to be filled in with gross and net sample sizes according to the final number of interviews based on the SMS/CAPI data available at SHARE Central, amounts paid so far and final amount to be paid. CT sends Excel sheet to SHARE-ERIC's financial department for final checks. SHARE-ERIC informs Survey Agency and starts payment procedure.

Second case: Non-member countries

CT and national institution use the generic model contract and annexes in accordance with all applicable legal regimentations in their country. Any intended changes to the generic version have to be communicated to SHARE-ERIC in order to allow for a check at SHARE Central for compliance with harmonised SHARE survey standards and instruments. If the generic model contract cannot be used in its English version, the model contract and its specifications have to be translated into national language. After signature, a copy of the national contract with the Survey Agency has to be provided to SHARE-ERIC.

CHECK LIST

CTL	- Checks contract and sends it to SHARE-ERIC, signs “read and approved” - Communicates on the country level with the agency when necessary for negotiations and clarifications in close cooperation with SHARE-ERIC - Calculates Excel sheet for final payment and sends it to SHARE-ERIC
CTO	- Support CTL
SA	- Prepares “pro forma invoices” and sends it to SHARE-ERIC, Amalienstr. 33, D-80799 Munich for VAT exemption procedure - After obtainment of VAT exemption, agency receives back form VAT EXEMPTION CERTIFICATE (*) (Directive 2006/112/EC – Article 151 and Directive 2008/118/EC – Article 13) for its accounting - Prepares invoice and sends it to SHARE-ERIC, Amalienstr. 33, D-80799 Munich

FURTHER INFORMATION

- Generic SHARE Data Collection Contract (model contract) and annexes *(in the SHARE Intranet)*

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■ Start: July 2018	■	■

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Contracts and SHARE ERIC: Head of European Relations – Andrea Oepen
Head of Financial Affairs – Kathrin Axt
Contracts: European Relations – Judith Kronschnabl
Invoicing: Financial Affairs – Corina Lica
Data protection: Data Privacy and Ethics – Daniel Schmidutz

04. DATA PROTECTION REQUIREMENTS AND RESEARCH ETHICS

GENERAL DESCRIPTION

Data privacy and ethical considerations are relevant to all processes throughout the survey production lifecycle in SHARE. While SHARE-ERIC bears the overall responsibility as regards compliance with data protection requirements and norms and standards of research ethics on an international level, the CTL is responsible for observing the legal and administrative requirements such as data protection provisions, confidentiality requirements, and ethical guidelines that have to be complied with in the respective country. Under the European General Data Protection Regulation (GDPR) the legal relationship between SHARE-ERIC and the CTL's institution is defined as a "joint controllership" as regards the collection and processing of personal data on national levels.

In SHARE particular importance is placed on the compliance with European and national data protection law as well as on the safeguarding of sensitive personal data and confidential information. Therefore, all persons who are involved in the collection and processing of respondents' data are responsible to ensure that appropriate measures to protect respondents' privacy are taken in relation to the respective tasks they are involved in. This concerns SHARE Central, the Country Teams, CentERdata and the Survey Agencies and, therefore, also is part of the contracts between the different actors.

Besides data protection requirements, ethics issues arise and have to be addressed at various stages throughout the survey lifecycle. Furthermore, 'ethical requirements' of the national institutional contexts and the administrative frameworks of the SHARE Country Teams have to be acknowledged. This, in particular, concerns ethics review requirements as part of funding applications and reviews of the study or certain parts of it (such as the dried blood spot collection in SHARE Wave 6) by national or local research ethics committees.

Figure 10: Data Protection Word Cloud

The SHARE survey is subject to ethics reviews on a regular basis. Before each SHARE wave the new questionnaire and, if applicable, additional projects (e.g. record linkage), are centrally reviewed (currently by the Ethics Council of the Max Planck Society). Since the organisation of the national ethics committee systems in Europe differs a lot between different EU Member States, each CTL, however, is responsible for complying with all national administrative requirements in this regard and for applying for ethics approval in due time, if an additional ethics review is required. If this is the case SHARE Central has to be informed.

CHECK LIST

CTL	**In general:** Observe and ensure compliance with European and national data protection requirements and administrative requirements related to ethics regarding the tasks of the Country Team at all stages of the survey production process ■ **1.** Observe requirements for ethics review and apply for ethics approval in due time, if required ■ **2.** Develop appropriate procedures and documents in order to obtain respondents' informed consent in accordance with data protection laws *(together with SHARE-ERIC)*; take into account international norms and standards of research ethics ■ **3.** Apply internal SHARE rules for data processing and data usage ■ **4.** Record all applied procedures and archive all relevant documents and forms
CTO	As delegated by the CTL (please see list above)
SA	**In general:** Observe and ensure compliance with European and national data protection requirements regarding the tasks of the Survey Agency at all stages of the survey production process ❍ **1.** Set up appropriate technical and organisational measures regarding the security of data processing ❍ **2.** Provide comprehensive information on these measures in the context of the Agreement for contract data processing, which is concluded between SHARE-ERIC and the Survey Agency ❍ **3.** Obtain and document respondents' informed consent based on the procedures developed by SHARE-ERIC and the Country Team ❍ **4.** Comply with the Agreement for contract data processing and apply technical and organisational measures when processing personal data ❍ **5.** Record all applied procedures and archive all relevant documents and forms

FURTHER INFORMATION

- Schmidutz et al. (2013): Report about New IPR Challenges: Identifying Ethics and Legal Challenges of SSH Research, Deliverable D6.2 of Data Service Infrastructure for the Social Sciences and Humanities (DASISH), available at: http://dasish.eu/deliverables/
- Annex 2 of the generic SHARE Data Collection Contract (Model contract): Agreement for contract data processing *(upon request)*
- Checklist: "Technical and organisational measures" *(SHARE Intranet)*
- SHARE wave-specific ethics approval *(upon request)* and overall ethics approval of the SHARE study *(SHARE website)*
- Internal documentation: Data Handling & Data Protection in SHARE *(SHARE Intranet)*

LOCATION ON TIMELINE

General process

Country Team ■1 ■2 ■■■■■■■■3 ■4

Survey Agency ❍1 ❍2 ❍3 ❍❍❍❍❍❍4 ❍5

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Data Privacy and Ethics – Daniel Schmidutz

05. SAMPLING

GENERAL DESCRIPTION

The aim of SHARE is to have probability samples, representative of the target population with known selection probabilities. If possible, a named person sample drawn from a population register is preferred to a household or address sample. The majority of the participating countries in SHARE use a multi-stage stratified and clustered sampling procedure. However, the institutional conditions with respect to sampling differ between countries, so the sampling design must be tailored to the specific situation. Therefore, we ask you to report your sample design using an online sampling design form (SDF). Your proposed design is then evaluated by SHARE Central and, if necessary, discussed with you. You will receive the URL for the online form from us. The information that is required for the online documentation is specified in the Sampling Guide.

After SHARE Central has formally approved the design, a baseline/refreshment sample can be compiled by you/your agency. The corresponding gross sample template (GST) should be delivered to SHARE Central at least 4 weeks before. The GST must contain all variables specified in the Sampling Guide. Furthermore, it may not contain any last names, addresses or phone numbers to preserve anonymity. All SHARE countries belong to one of these two situations:

a) Version A sample: register of individual persons with information on age
b) Version B sample: register of individuals without age information; household or address registers

The GST must contain one single row per case corresponding to each drawn person (Version A) or each selected household (Version B). For Version B gross samples individual eligibility is not known at time of sampling, while only an address and/or phone number is available. Each sampled address or phone number corresponds to a potential respondent household that has to be screened for eligible individuals. We require using Case Control for screening the whole sample (for details consult the Sampling Guide). After carefully checking the GST it is sent to CentERdata for compiling the Sample Control (SC).

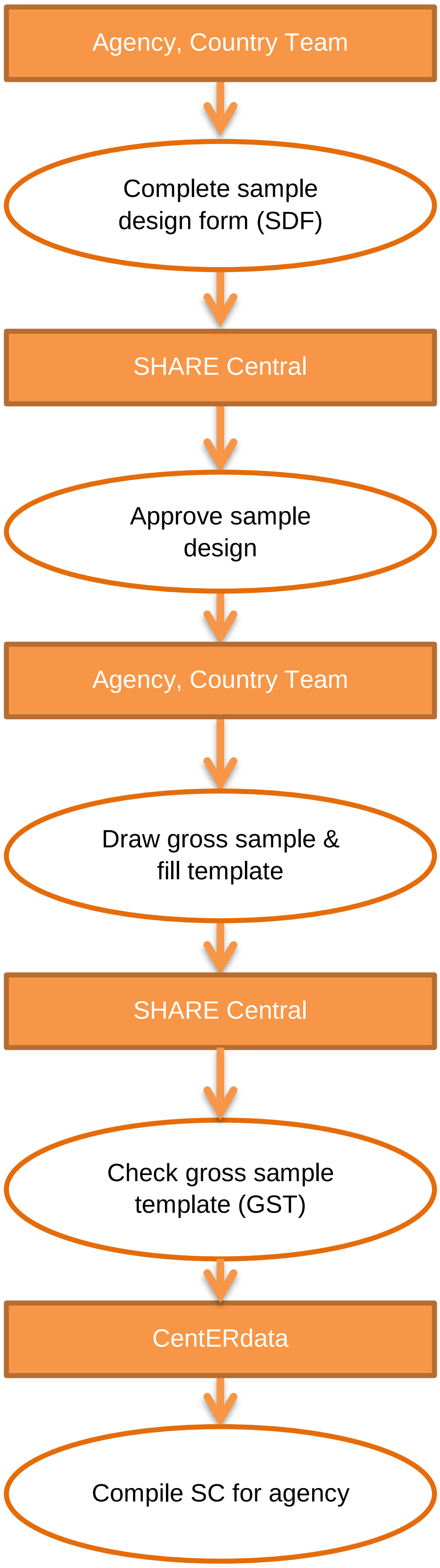


Figure 11: Sampling

After fieldwork has ended, new information might become available for the gross sample that is not available through Case Control, such as death of a drawn respondent or refusal feedback tracked through a survey agency hotline. Receiving this information is essential for SHARE Central to prepare a proper preload for the next wave and computation of final retention rates (see SHARE Working Paper on survey participation). Missing information will be requested from SHARE Central on a bilateral basis. Further information on the importance and definition of response rates as well as the use of batches/replicates can be found in the Sampling Guide.

CHECK LIST

CTL	- Complete sampling design form (together with agency) - Decide on activating a new fieldwork batch (needs approval by SHARE Central and CentERdata)
CTO	- Not involved
SA	- Request access to the population register/create address list - Draw/compile a gross sample - Deliver anonymised gross sample template (GST) to SHARE Central - Setting up the Sample Control (SC) at the agency server, assigning laptops and interviewers to households - Setting up Case Control clients on interviewers laptops

FURTHER INFORMATION

- SHARE Sampling Guide
- *Methods Volume Wave 6*: Chapter 4 on “Sample design and weighting strategies in SHARE Wave 6.” Available as publication on www.share-eric.eu
- Presentation at the Pretest-TTT: Sampling in Wave 8, Munich, Germany 06-2018 (available in the SHARE intranet)
- Manual for the Sample Control (available in the SHARE Intranet)
- Manual for the Case Control (available in the SHARE Intranet)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■ Jan – Jul 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Head of Survey Methodology – Michael Bergmann
Survey Methodology – Arne Bethmann
…and always cc share-intern@share-project.org

06. PRELOAD

GENERAL DESCRIPTION

The preload data contain information on all households that should be interviewed and are loaded into the Sample and Case CTRL prior to fieldwork in order to steer the CAPI software on the interviewers' laptops. A preload is needed for all three stages of data collection, i.e. Pretest, Field Rehearsal and main fieldwork.

For the first wave in a country (baseline sample) as well as for refreshment samples, the preload file contains only basic demographic information from the gross sample (as described in the task on Sampling) as well as information on wave and/or country specific modules e.g. record linkage (described in "Additional projects"). For households that participated in a previous wave the preload database additionally includes information on household composition, eligibility status, and selected content information, which come from a previous wave of data collection (longitudinal sample).

The Database Management Team (DBM) at SHARE Central prepares the longitudinal preload based on the data from previous waves. The CT and Survey Agency are involved in the process by providing information. The CT and the Survey Agency have to inform SHARE Central about households that should not be part of the sample, e.g. households that moved abroad (agency info file). The CT provide information on wave- and/or country-specific modules, e.g. if the country needs the record linkage module. Sometimes special issues on individual cases appear during the preparation of the preload that have to be discussed with the CT.

SHARE Central transfers the preload file – refreshment and longitudinal sample combined – to CentERdata. After processing the file, CentERdata provides the Sample CTRL to the Survey Agency. The CT receives the file for information.

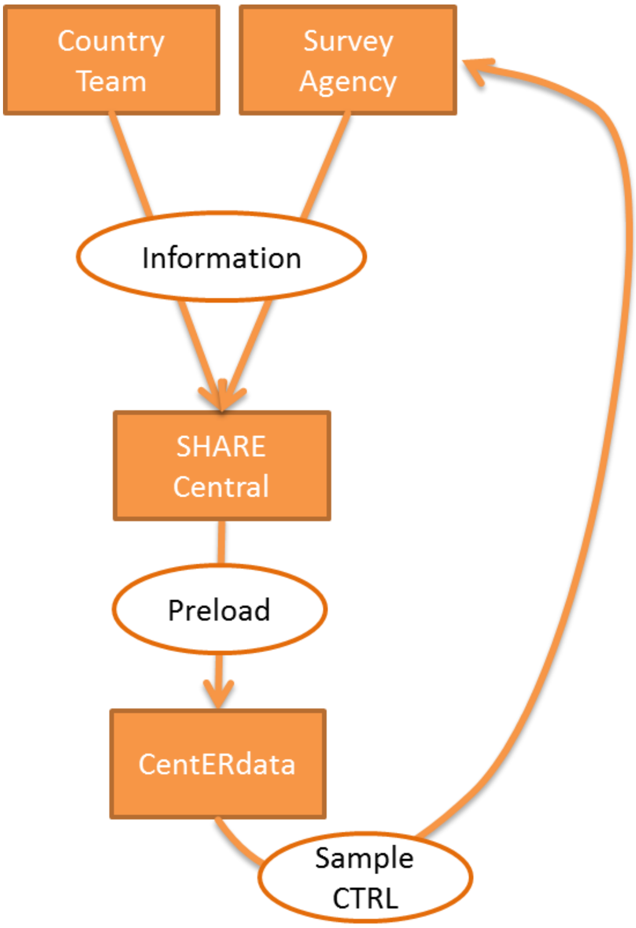


Figure 12: Preload

CHECK LIST

CTL	- Not involved
CTO	- Inform SHARE Central about households to drop from Preload (in cooperation with Survey Agency) - Provide information on wave- and/or country-specific modules (e.g. record linkage) - Special issues/individual cases
SA	- Inform SHARE Central about households to drop from Preload (in cooperation with CTO) - Address data update - Upload addresses, last names, proxy info, etc. into Sample CTRL

FURTHER INFORMATION

- Presentation at Wave 8 Pretest TTT: SHAREw8_Pretest_TTTs_2018_06_PanelSample_Preload.pptx (available in the SHARE Intranet)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■ Aug – Oct 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – Sabrina Zuber & Senta-Melissa Pflüger
…and always cc *share-intern@share-project.org*

07. QUESTIONNAIRE DEVELOPMENT

GENERAL DESCRIPTION

Before a SHARE wave can go into the field, a questionnaire-improving process takes place. All changes are implemented on the generic source questionnaire in English. The national questionnaires will be updated at a later stage. By this, we can ensure ex-ante harmonisation in all SHARE languages.

The whole process of questionnaire development is supervised by Hendrik Jürges. Five Area Coordinators (Health, Health Care & End-of-Life, Income & Wealth, Work & Retirement, Social Networks) are responsible for the content of the core questionnaire. The core questionnaire takes about 2/3 of the survey time. The remaining time is allocated to add-on modules. Country Teams and other researchers have the possibility to suggest new questions/modules. Final decisions on questionnaire content are made jointly by the Questionnaire Coordinator, International Coordinator and the Managing Director of SHARE-ERIC. SHARE gives methodological advice and later assigns the changes to the software developers.

The software developers at CentERdata program a first CAPI version. It is being tested by CentERdata (technical aspects), SHARE Central (technical aspects and content issues) and the Area Coordinators (content issues). The questionnaire will be improved until a stable first version exists (=Pretest version). This version will be “frozen” and given to the CTO for translation. When the translation phase is finished, CentERdata builds up national instruments that are tested by the CTOs in cooperation with SHARE Central until a stable national version of the instrument evolves. After the Pretest, the second round of questionnaire development starts (to develop the version for the Field Rehearsal). In contrast to the first round, new content will not be included anymore. There will be technical and wording improvements and cuts only. After the Field Rehearsal, only major technical bugs will still be fixed and questions will be cut if the questionnaire proves to be too long.

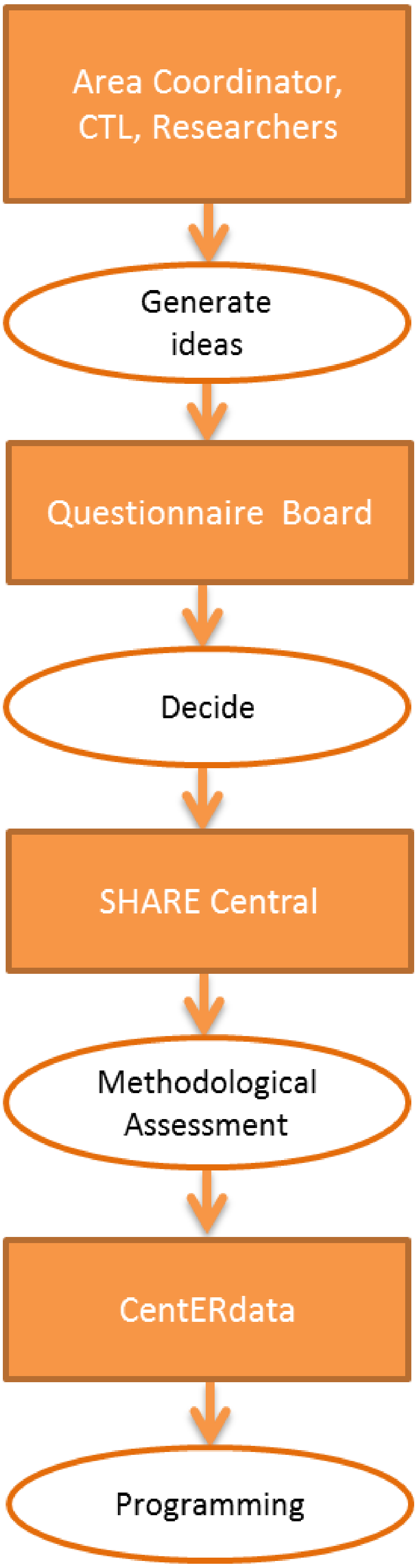


Figure 13: Questionnaire Development

CHECK LIST

CTL	-	Suggest new content and cuts (optional)
CTO	-	Translate and test the questionnaire (see next tasks on translation and testing)
	-	Give feedback on translatability issues (optional)
SA	-	Not involved

FURTHER INFORMATION

- *Methods Volume Wave 5:* 2.1 Questionnaire development in the fifth wave of SHARE (available as publication on www.share-eric.eu)

LOCATION ON TIMELINE

General process
In Wave 8
(indicative example)

■■■■■■■
Apr – Dec 2018

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Questionnaire Coordinator – Hendrik Jürges
Operations – Theresa Fabel & Melanie Wagner
…and always cc share-intern@share-project.org

08. TRANSLATION

GENERAL DESCRIPTION

SHARE ensures high quality translation from the English source questionnaire into the target languages implementing the following best practices: TRAPD procedure, cognitive testing of the translation, and verification by a language service provider.
TRAPD is an acronym for Translation, Review, Adjudication, Pretesting and Documentation (Harkness 2005) and the procedure requires three different roles to produce the version of the translated questionnaire for the fieldwork: translators, reviewers, and adjudicators. Any new item has to be translated following the TRAPD procedure (see Figure 14). **Cognitive testing of the translation** provides feedback about possible misunderstandings made by respondents. It could be implemented if the concept the question wants to capture is not easily translatable in the target language. **Verification by a language service provider** is an additional quality check coordinated by SHARE Central.

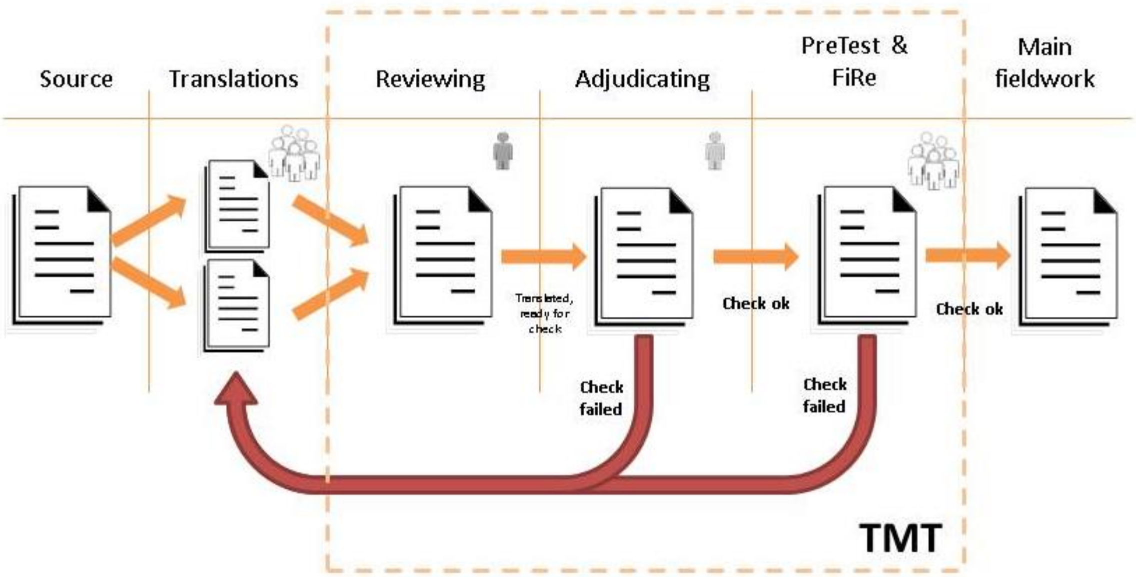


Figure 14: TRAPD Procedure

Country Teams are responsible for organising the translation of the items of the survey in their respective languages and for processing the inputs from the Area Coordinators and the Survey Agency feedback from the fieldwork.

Translations are handled through an online tool (TMT – Translation Management Tool) that allows software developers to build up the CAPI instrument in the national language.

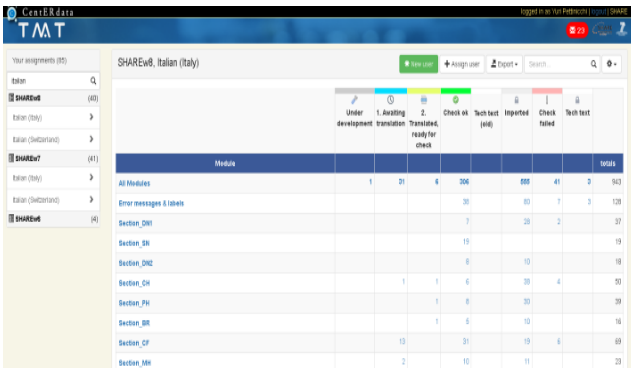


Figure 15: Screenshot of Translation Management Tool (TMT)

Translation guidelines are available directly in the TMT. We distinguish between background information, aka “QxQ - Question by Question”, and “Translator’s Instructions”. **QxQ** aims at improving the understanding of the concept the question is after. QxQ also provides definitions of the terms used in the source language and extra information for the interviewer in order to code special cases. **Translator’s instructions** point out practical recommendations to what to pay attention during the translation.

CHECK LIST

CTL	- Responsible for high quality translation - Contacting the National expert if needed
CTO	- Supervising the Translation Team and implementing TRAPD procedure - Getting feedback from SHARE central, Area Coordinators, National experts and Survey Agency
SA	- Debriefing meetings after Pretest and Field Rehearsal to collect interviewers' experience

FURTHER INFORMATION

- Presentation 6_Pettinicchi_TranslationProcedures_Wave 8.pptx
  (available in the SHARE Intranet – Malta Meeting)
- Presentation SHARE_w8_2018_TranslationProcedures.pptx
  (available in the SHARE Intranet – Malta Meeting)
- Harkness (2005): SHARE Translation Procedures and Translation Assessment in Method Volume 1 & 2, Chapter 4, pp 24-27 (*available on www.share-eric.eu*)
- Translation Guidelines (2005) in Method Volume 1 & 2, Appendix, pp 337-341 (*available on www.share-eric.eu*)
- TMT Manual (*available in the SHARE Intranet*)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■ Feb – May 2018

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Translation: Operations – Yuri Pettinicchi
…and always cc share-intern@share-project.org

09. TESTING

GENERAL DESCRIPTION

Testing is essential during the development of the instruments for all three stages of a SHARE Wave – namely the preparatory Pretest and Field Rehearsal stages and the actual Main data collection.

In each stage, the first phase of testing involves testing of the generic English language instrument at SHARE Central and CentERdata. After several rounds of testing, conceptual changes and bug fixing, a final stable version is obtained. At this stage the generic CAPI is frozen and uploaded to the TMT since it is ready to be translated. After finishing the first round of translation, the CTO contacts SHARE Central to ask for a national version of the CAPI.

Country Teams are responsible for testing the survey instruments in their respective languages.

SHARE Central in coordination with CentERdata plans and schedules the development of the first national CAPI (NatCAPI). Once the instrument is ready, SHARE Central verifies and releases this first version via a sharing website to the country team along with information about any outstanding issues. This first CAPI version needs to be tested by several persons to cover as many different interview scenarios as possible (refresher/panel interview, End-Of-Life interview, working/retired persons, with/without children etc.). Intensive testing helps to identify bugs in the instrument related to language, missing response options, routing or technical issues. Different test cases should be used to check different scenarios. The Country Team reports any bugs or issues they find by creating tickets in Redmine which is the project management tool used by SHARE Central and CentERdata. Reporting issues via Redmine is important so that all parties involved can keep track of issues as they are detected and rectified.

Once translation related adjustments are made in the TMT, CentERdata will solve the issues and generate a new version of the instrument. After verification SHARE Central releases this instrument to the Country Team via the sharing website. This process is repeated until a robust version of the national CAPI is obtained which is suitable to be used in field.

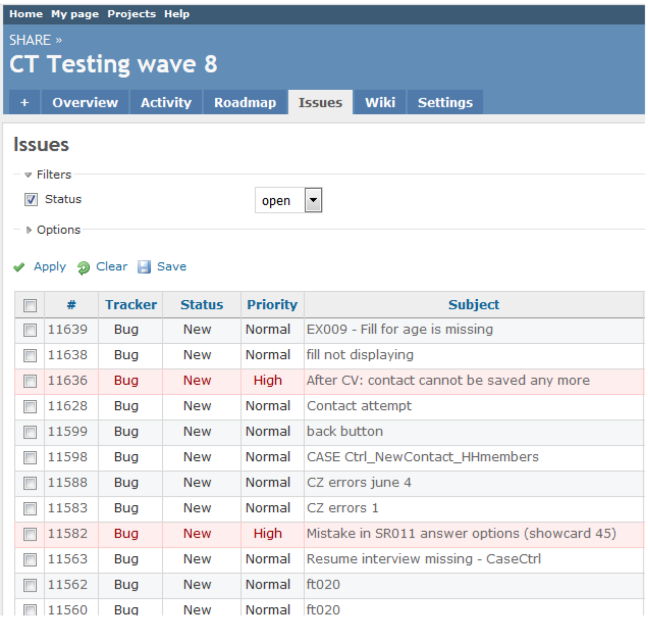
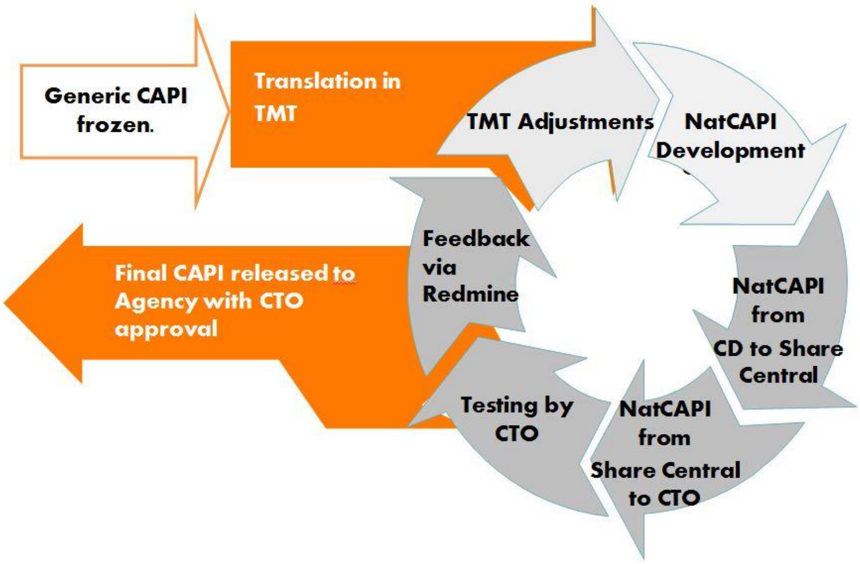


Figure 16: Redmine Bug Reporting and Tracking System



Note: CD: CentERdata; CTO: Country Team Operator

Figure 17: National Testing

CHECK LIST

CTL	-	Testing instrument (optional)
CTO	-	Managing the testing process (organise other testers)
	-	Test different scenarios, communicate with SHARE Central
	-	Arranging actual interviewer laptops used in the field for Country Teams to test (optional)
SA	-	Testing a late version of the instrument on interviewer laptops

FURTHER INFORMATION

- Presentation Malta 2018 (Available on the SHARE Intranet)
- Testing Manual

LOCATION ON TIMELINE

	
General process In Wave 8 (indicative example)	■■■ Dec 2017 – Mar 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Testing: Operations – Jeny Tony Philip

…and always cc share-intern@share-project.org

10. SHARE INTERVIEWER SURVEY

GENERAL DESCRIPTION

SHARE Central coordinates additional, innovative projects where data collection moves beyond the core CAPI interview. One of them is the SHARE interviewer survey. Please note that participation of countries is voluntary.

Interviewers play a key role in obtaining high-quality SHARE data as they directly mediate between the researchers' questions and the respondents' answers. Literature exists on interviewer effects but little is known about the mechanisms behind. The interviewer survey fills this gap by collecting detailed information on SHARE interviewers' attitudes, behaviour, experience, and expectations towards fieldwork.

The interviewer survey is a web survey and coordinated by SHARE Central. SHARE Central provides a generic questionnaire to the Country Teams for translation into national languages using the Translation Management System (TMT). At the National Training Sessions (NTS), the interviewers are invited to participate in the web survey via invitation letters with a web-link to the survey as well as a unique login code. At the end of the web survey, interviewers are asked to provide their SHARE Interviewer-ID, so the interviewer data can then be linked to the SHARE survey data. The linkage of the two surveys is done by SHARE Central.

CHECK LIST

CTL	-	Decision on participation and communication to SHARE Central
CTO	-	Translation of the questionnaire and invitation letter
	-	Informing the Survey Agency
	-	Announce the project and distribute invitation letters at the NTS
SA	-	Distribution of interviewer incentives if used

FURTHER INFORMATION

- *Methods Volume Wave 5:* Chapter 5: Interviewing interviewers: The SHARE interviewer survey (on www.share-eric.eu)
- Section on ierviewer survey in methodological research on www.share-eric.eu
- Blom & Korbmacher (2013): "Measuring Interviewer Characteristics Pertinent to Social Surveys: A Conceptual Framework". In: Survey Methods: Insights from the Field, http://surveyinsights.org/?p=817

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■ [varied by country]

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

SHARE German Country Team – Sabine Friedel

11. RECORD LINKAGE

GENERAL DESCRIPTION

The combination of survey data with administrative data is a promising innovation and expands the research potential of SHARE. Administrative record data closely connected to SHARE survey content are of special interest and might consist of health, employment, pension or educational data. The goal of the linkage project is to link a set of administrative data to the SHARE survey data and make it available to the SHARE research community. The participation of countries is voluntary and the administrative records are country-specific.

The responsibility for the country-specific linkage projects lies with the Country Teams. SHARE Central supports the Country Teams in implementing a country-specific record linkage module into the generic CAPI instrument and in verifying the procedure of record linkage. This, in particular, includes support with regard to challenges in relation to data protection such as setting up a data protection compliant procedure for data processing, data transfer and data linkage as well as obtaining respondents' written consent for the purpose of record linkage. SHARE Central and the Country teams have a joint responsibility with regard to data protection compliance. The coordination of the national projects and especially the description and implementation of the linkage procedure are tasks of the Country Teams.

CHECK LIST

CTL	- Decision on participation, secure funding for the linkage project and definition of the external data sources that will be linked + information to SHARE Central - Compliance with legal, ethical and administrative requirements, including production of national consent documents (+ provide English version to SHARE Central) - Negotiations with the providers of administrative data (data access, contracts, etc.) - Short description of the planned linkage project to SHARE Central for approval (the "Memo"; including aims and a step-by-step documentation of the linking procedure)
CTO	- Generation and testing of the country specific CAPI module - Linkage and dissemination of the administrative data, including documentation - (Sometimes this is done by the institution holding the administrative data)
SA	- Train interviewers on obtaining informed consent - Obtain and document respondents' informed consent - Provide consent information (if required according to the country-specific procedure)

FURTHER INFORMATION

- *Methods Volume Wave 5:* Chapter 4: A note on record linkage in SHARE *(SHARE website)*
- *Presentation* at SHARE Mid-term Meeting and Wave 7 Kick-off Meeting Croatia, September 2015: 6_HR_record_linkage_W7_11.09.2015_JK_DS.pdf *(SHARE Intranet)*
- *Checklist*: Consent for Record Linkage in SHARE Wave 8 *(SHARE Intranet)*

LOCATION ON TIMELINE

	Funding	Contracting	Development	Data collection	Data base construction	Dissemination
General process	■		■	■	■	■

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Survey Methodology – Johanna Bristle & Arne Bethmann
Operations – Yuri Pettinicchi
Data Privacy and Ethics – Daniel Schmidutz

12. DROP-OFF QUESTIONNAIRE

GENERAL DESCRIPTION

Each country has the possibility (but is not required) to conduct a short paper-pencil questionnaire after the CAPI interview for national topics. This is entirely the decision and responsibility of the Country Team. There will not be a generic drop-off. A first draft of the drop-off questionnaire needs to be translated into English by the CTO. SHARE Central will check whether the questionnaire meets the requirements outlined in the Drop-off Memo. In particular, there are limits to acceptable length and content, and drop-off questionnaires need to be tested both at the Pretest and at the Field Rehearsal. The final versions of the Pretest, Field Rehearsal, and main data collection also have to be translated into English for coding the data. The CTO needs to provide English variable names and labels by STATA do-file. Release will be done by SHARE Central along with the scientific release of the survey data.

CHECK LIST

CTL	- Decision on having a drop-off and communication to SHARE Central - Questionnaire development
CTO	- Translation into English (first draft, final versions for the Pretest, Field Rehearsal, main data collection) and upload to Basecamp (for review by SHARE Central, coding, and documentation) - Data preparation (provide English variable names and labels)
SA	- Read in the data (Stata, SPSS, Excel, csv or txt format) - Upload the data via the transfer server (or transfer securely otherwise, e.g. MPG Cryptshare)

FURTHER INFORMATION

- Drop-off Memo (available in the SHARE Intranet)
- Previous drop-off questionnaires on www.share-eric.eu

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■ Apr 2018	■ Oct 2020

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Questionnaire Queries: SHARE Operations – Elena Sommer
Implementation: SHARE Database Management – contact *share-intern@share-project.org*

13. SURVEY MATERIAL

GENERAL DESCRIPTION

Although the SHARE interview is conducted with a laptop, some paper documents and other materials are needed for the data collection. At best, the material is already prepared for the Pretest, revised for the Field Rehearsal and not changed again for the main data collection.

Figure 18: SHARE survey material in Wave 6

Only the advance letter announcing the upcoming survey and the compulsory data protection statement are sent to the respondents before the interview. All other materials are carried by the interviewers and, therefore, usually needed only once per interviewer: laptop, showcards, devices for physical measurements, interviewer manual etc. Interviewers might also distribute additional respondent materials such as flyers and information leaflets during their visit. In case of additional studies following the regular SHARE interview, e.g. accelerometer data collection or the drop-off questionnaire, the required materials and devices are either sent to the respondents by the Survey Agency or delivered to them by the interviewers.

The Country Teams prepare the material in collaboration with SHARE Central. SHARE Central usually provides templates with wording suggestions and layouts. The country-specific material is then produced by professional text agencies/professional graphic designers. The Survey Agencies are responsible for printing and providing the material to the interviewers/respondents. After a consultation with the CTO, the Survey Agency is also responsible for administering respondent incentives, which are usually delivered to the respondents by the interviewers or with the advance letter.

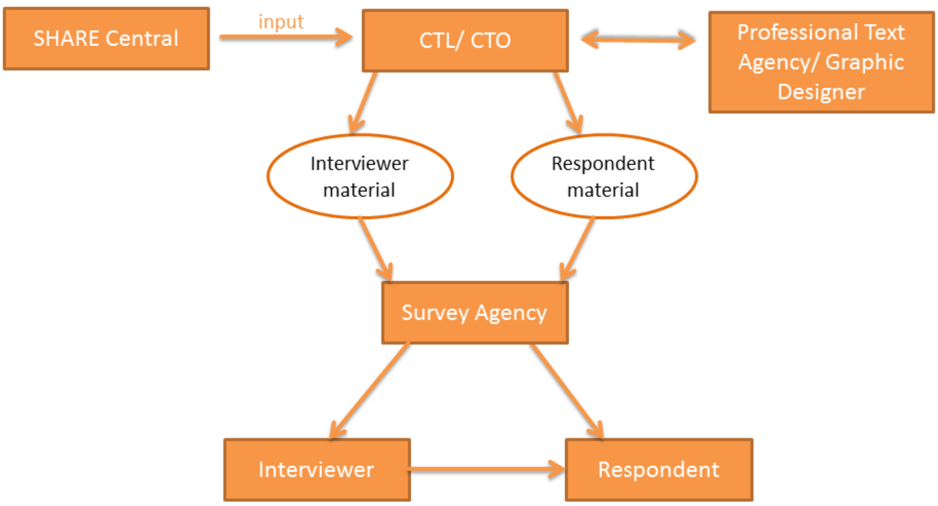


Figure 19: Survey Material

CHECK LIST

CTL	- Revising and approving material (often signature of CTL is used)
CTO	- Drafting/formatting of the following documents: o Advance letter (two slightly different versions for panel and refreshment sample) o Data protection statement o Showcards o Test recording booklet o Interviewer manual o Documents for additional projects such as record linkage or accelerometer project (optional) - Organising material for physical tests in coordination with SHARE Central (dynamometer, accelerometer etc.) - Respondent website (optional)
SA	- Logistics: Printing and providing the materials to the interviewers/respondents; organising laptops - Respondent incentives (optional, in consultation with CTO)

FURTHER INFORMATION

- Instructions from SHARE Central are sent out by email to Country Teams

LOCATION ON TIMELINE

	
General process	■■■
In Wave 8	May 2018 (Pretest), Mar 2019 (Field Rehearsal), Sept 2019 (Main)

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Operations – Elena Sommer
…and always cc share-intern@share-project.org

14. INTERVIEWER TRAINING (TTT and NTS)

GENERAL DESCRIPTION

Interviewer training in SHARE follows a multiplier principle where trainers of the Survey Agencies are trained by SHARE Central, called “Train-the-Trainer” (TTT). These agency trainers then go home to their respective countries and teach their interviewers what they learned at the centralised training in Munich. This second step is called the National Training Sessions (NTS). The figure below illustrates the principle.

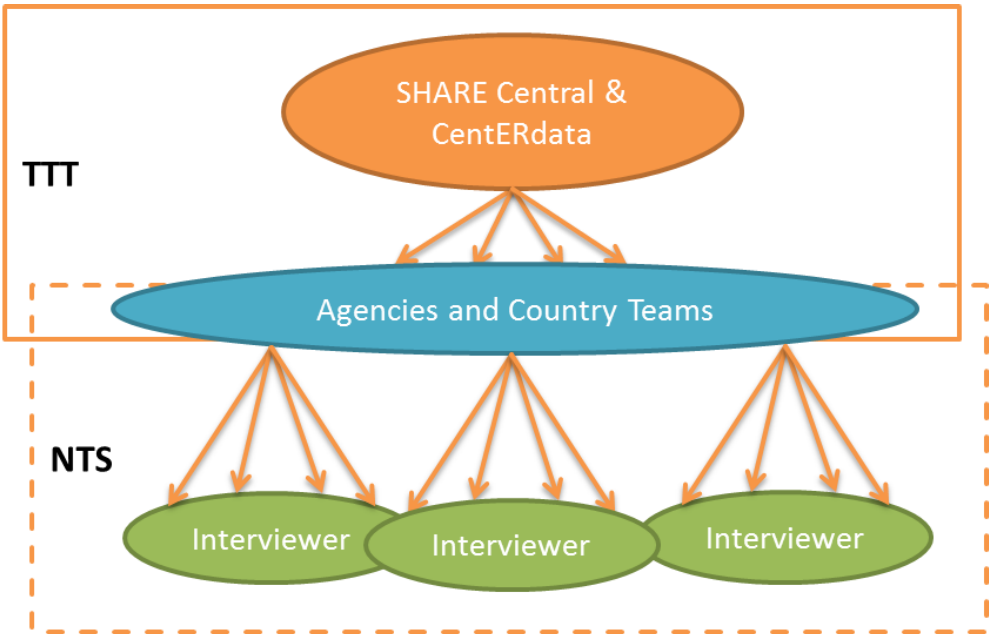


Figure 20: Interviewer Training Model

Train the Trainer Sessions (TTT■)

The TTT sessions are hands-on trainings to prepare the Survey Agencies before each data collection on all aspects necessary for a successful data collection. The TTTs are held in Munich und usually take up two full days. For each wave, there are three TTTs, one before the Pretest data collection, one before the Field Rehearsal, and one before the main data collection.

The Survey Agencies are supposed to send at least two trainers to the TTT, who are the persons conducting the interviewer trainings in their respective countries. In parallel, Survey Agency IT managers are instructed by CentERdata on how to operate the software tools in detail (especially the Sample CTRL). SHARE expects attendance of at least one Country Team representative at each TTT accompanying the Survey Agency. The content of the TTT addresses all technical, logistical, and managerial aspects of successful fieldwork. The focus of each TTT is the so-called mock interview. It is the simulation of an actual SHARE interview in which all TTT attendees take on the role of an interviewer who conducts the mock interview with a real mock respondent. The mock respondent is a member of SHARE Central who receives a script with all suggested answers. The TTT employs a lot of different teaching modes in order to keep attendees engaged. The goal is to minimise teaching with slides and maximise interactive formats such as the mock interview, group exercises, and mini-presentations made by the attendees.

National Training Sessions (NTS ❍)

The NTS are the training sessions for the interviewers in each country. SHARE expects that the NTS is a copy of the TTT. The TTT serves as a template for Survey Agencies on how to train their interviewers. Most countries conduct several NTS in different regions within each country before the main data collection.

CHECK LIST

CTL and CTO	- At least one person to each TTT to accompany the agency representatives - Prepare for the TTT: software installation on your laptops, gathering of country-specific information requested by SHARE Central at the TTT (instructions on how to prepare are sent by email) - Accompany NTS
SA	- Two representatives attending and learning at the TTT, plus one IT manager to be trained on installing and maintaining the Sample Distributor - Prepare for the TTT (see above) - Representatives train interviewers according to TTT at the NTS

FURTHER INFORMATION

- Previous TTT slides (available in the SHARE Intranet)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■❍❍❍■❍❍❍■❍❍❍ Jun 2018/Jan 2019/May 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Head of Operations – Karin Schuller

…and always cc share-intern@share-project.org

15. FIELDWORK

GENERAL DESCRIPTION

Each wave of SHARE contains three phases of data collection: two test runs (Pretest and Field Rehearsal) and the main data collection (main fieldwork). Only data from the main data collection will result in scientific use files released to the entire scientific research community.

Pretest (■)

The first data collection (Pretest) takes place around one year before the main collection starts. In this first test run the questionnaire, the software tools, and data upload procedures are tested in a real-field scenario. Sampling is recommended to be a full probability sample. If funding does not allow for it, a sample can be drawn from a pre-recruited panel representing the full population. The focus of the Pretest is to detect major bugs in the software tools and putting new items to a first test. After the fieldwork of the Pretest, the data is analysed on data quality aspects to inform questionnaire development. SHARE requests each country to conduct around 100 interviews for the Pretest.

Field Rehearsal (♦)

The second test run (Field Rehearsal) is conducted around six months prior to the main data collection. After revising the questionnaire and the tools based on Pretest results, the procedures are tested once again for checking and approving the changes made. The sample needs to be a true probability sample, drawn in the same way as the sample for the main data collection. Again, SHARE requests each country to conduct around 100 interviews. The Field Rehearsal differs from the Pretest in that no more conceptual changes can be made afterwards. It is a strict dress rehearsal.

Main fieldwork (❍)

The duration of SHARE's main data collection (main fieldwork) varies slightly across countries. It usually lasts around six to seven months. All countries are forced to end at the same time to allow for proper and simultaneous data processing across all countries. Only interviews conducted during the main fieldwork will eventually be released to the scientific community. Country Teams should take care of agencies documenting all errors and potential problems occurring during fieldwork. A major additional task during main data collection is fieldwork monitoring.

CHECK LIST

CTL	- Surveillance - Decide if you want to implement strategies for responsive design etc. - Communication with agency
CTO	- Data quality control and analysis - Documentation of errors and problems during fieldwork - Communication with and management of Survey Agency - National monitoring during main fieldwork (optional)
SA	- Conduct interviews and upload interview data to the CentERdata servers (Pretest: 100 completed interviews, Field Rehearsal: 100 completed interviews, main: depends on panel preload and refreshment samples) - Talk to interviewers about experiences in the field - Monitoring of interviewer staff

FURTHER INFORMATION

- Presentations on schedule at SHARE Conferences

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■ ♦ ❍❍❍❍ Jun – Jul 2018/Feb 2019/Jun – Dec 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Operations

…and always cc share-intern@share-project.org

16. FIELDWORK MONITORING

GENERAL DESCRIPTION

During data collection of the main wave, SHARE Central sets up a procedure to monitor fieldwork in each participating country. Interviewers synchronise their interview data gathered on their laptops with the Survey Agency server (Sample CTRL, see Figure 21 below). This happens automatically, but can also be done manually. Every other week, the Survey Agencies transfer the data to servers at the IT contractor CentERdata. After several technical procedures, SHARE Central receives the data.

These data are then used by SHARE Central to follow the progress made in each country. It is thus possible for SHARE Central and the Country Teams to monitor contact attempts, successful contacts, successful cooperation, cases of initial refusals, and more in a harmonised fashion. Indicators are calculated according to standards set by the American Association of Public Opinion Research for the various levels that are relevant during fieldwork: aggregated to the country level, or for each interviewer. Reports on fieldwork progress are sent to Country Teams, Survey Agencies, and scientific coordinators about one week after data have been sent from Survey Agency to CentERdata. This time is needed for a proper data extraction.

With this information SHARE Central is able to identify possible problems in the field – such as underperforming or inactive interviewers – fairly early in the process. Strategies on how to cope with identified problems can be discussed with the Country Teams and Survey Agencies and implemented without too much delay.

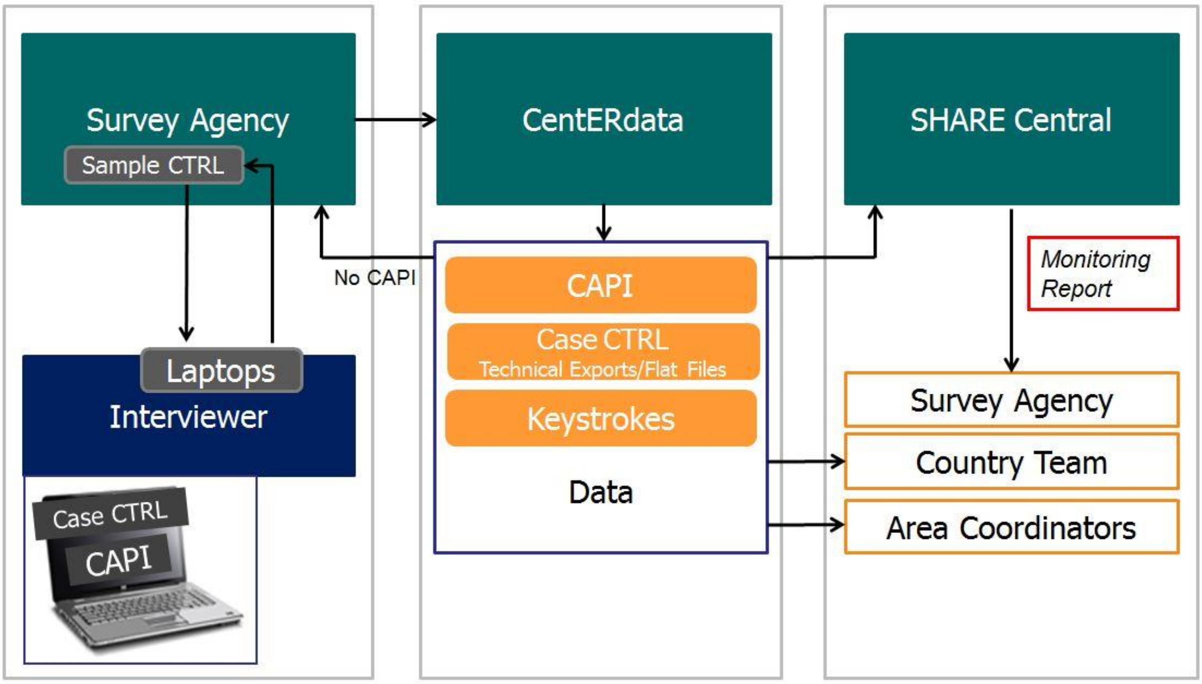


Figure 21: Fieldwork Monitoring

CHECK LIST

CTL	- Decide on national reports with data quality checks (Agency does not have CAPI data) - Consult with Survey Agency to find solution for possible issues with underperforming interviewers
CTO	- Read monitoring reports by SHARE Central & check back with agency on progress - Analyse incoming data biweekly if needed (optional) - National monitoring with data quality checks (optional)
SA	- Monitoring of interviewer staff

FURTHER INFORMATION

- *Methods Volume Wave 7*: Chapter 7.1 on "Fieldwork monitoring and survey participation in the seventh wave of SHARE" (available on www.share-eric.eu)
- Presentations at SHARE meetings (available in the SHARE intranet)
- Manual for the Sample CTRL (available in the SHARE intranet)
- Manual for the Case CTRL (available in the SHARE Intranet)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	Jun – Dec 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Head of Operations – Karin Schuller
Operations – Gregor Sand
Head of Survey Methodology – Michael Bergmann
…and always cc share-intern@share-project.org

17. DELIVERABLES AND COMPLIANCE PROFILE

GENERAL DESCRIPTION

A major challenge at SHARE Central is to ensure the ex-ante harmonisation of the survey. To this end, SHARE employs three instruments:

1. The SHARE Model Contract provides the legal framework for standards and quality control (see also chapters on Procurement and Contracting and Payment of Survey Agencies).

2. The SHARE Survey Specifications are legally framed as an annex to the SHARE Model Contract and define the quality standards of the survey ex-ante. The annex contains a list of so-called **deliverables** that must be provided by all parties at specific times (see complete list of deliverables in Annex 1 (Figure 22)). Many deliverables are obtained directly through the SHARE IT infrastructure (CASE CTRL data, CAPI data and keystroke files). For deliverables related to interviewer training, interviewer retention and interviewer quality control, SHARE Central requests documentation in (partly) standardised forms and templates from Survey Agencies and/or scientific Country Teams, such as interviewer rosters, sampling design forms, training slides, and interviewer quality back-checks. For instance, all Survey Agencies are required to complete a so-called Survey Agency feedback form sent to them by SHARE Central at the end of each wave.

Annex 1, Table 1. Deliverables of SURVEY AGENCY – SHARE Wave 6

Nr.	Deliverable	Based on SHARE Coordination deliverable	Due date
SA09	Completed survey agency feedback form	SHARE10	31 Dec. 2015

Figure 22: Example of Survey Agency Deliverable

3. The SHARE **Compliance Profiles** consist of a set of quality control indicators based on the SHARE Survey Specifications listed above. It is a report that summarises the performance and adherence to quality standards of each country at the end of the main data collection. The results are presented at SHARE conferences and published on the SHARE website (available on www.share-eric.eu). All participating countries are evaluated on these indicators uniformly.

	Refreshment sample sign-off forms [SA05]	Gross sample file of pretest [SA06a]	Gross sample file of field rehearsal [SA06b]	Gross sample file of main data collection [SA06c]	NTS slides [SA08]	Agency feedback form main survey [SA09c]
Austria (AT)	na	na	na	na	●	●
Belgium (BE-FR)	na	●	●	na	●	●
Belgium (BE-NL)	na	●	na	na	●	●
Bulgaria (BG)	●	na	●	●	●	●
Switzerland (CH)	na	●	na	na	●	●
Cyprus (CY)	●	na	●	●	●	●
Czech Republic (CZ)	na	na	na	na	●	●
Germany (DE)	na	●	●	na	●	●
Denmark (DK)	na	na	na	na	●	●
Estonia (EE)	na	●	na	na	●	●
Spain Girona (EG)	na	●	●	na	●	●
Spain (ES)	na	●	●	na	●	●
Finland (FI)	●	na	●	●	●	●

Figure 23: Compliance Profiles (excerpt) - input of Wave 7

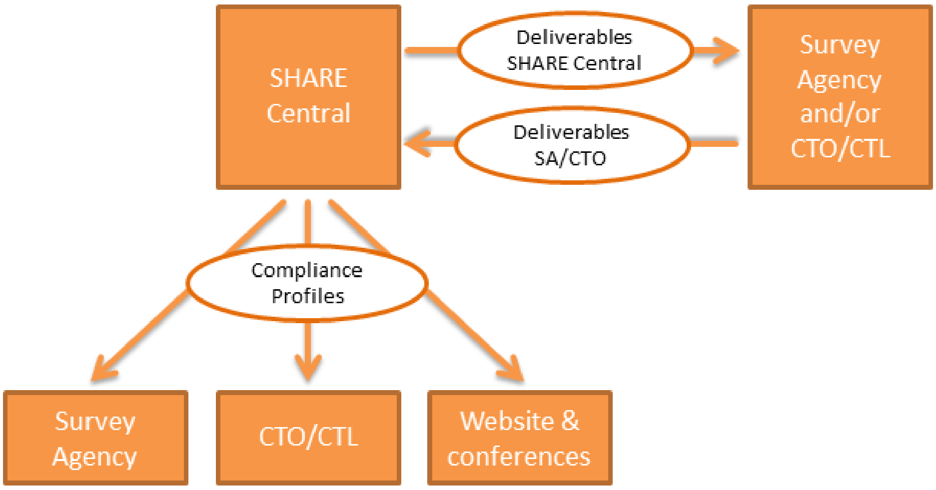


Figure 24: Workflow for Deliverables

CHECK LIST

CTL	- Supports CTO if necessary
CTO	- Check Annex 1 to Model Contract, especially Table 1 (list of deliverables) - Make sure that Survey Agency submits deliverables (on time) - Submit CTO-specific deliverables (e.g., drop-off) to the contact person at SHARE Central
SA	- Check Annex 1 to Model Contract, especially Table 1 (list of deliverables) - Provide CTO with necessary material for their deliverables - Submit deliverables to the contact person at SHARE Central

FURTHER INFORMATION

- Instructions, templates, reminders are sent out by email by SHARE Central
- Generic SHARE Data Collection Contract (model contract) and annexes *(in the SHARE Intranet)*

LOCATION ON TIMELINE

General process in Wave 8	■■■■■■■ Jun 2018 – Dec 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Operations – Elena Sommer
Head of Operations – Karin Schuller
…and always cc share-intern@share-project.org

18. DATA PROCESSING DURING FIELDWORK

GENERAL DESCRIPTION

The dissemination of the SHARE data is coordinated centrally in Munich by the database management team (DBM) in close cooperation with CentERdata. During fieldwork, a biweekly process of data distribution takes place as illustrated in the graph below. The interview data that is collected in the field is transferred to CentERdata by the agencies, using the sample distributor (SD). CentERdata and SHARE Central then jointly process and provide specific data versions to the respective recipients. All data is in Stata format, individual access is provided by SHARE Central. All data processing and cleaning in SHARE is harmonised and centrally organised by the DBM team of SHARE Central.

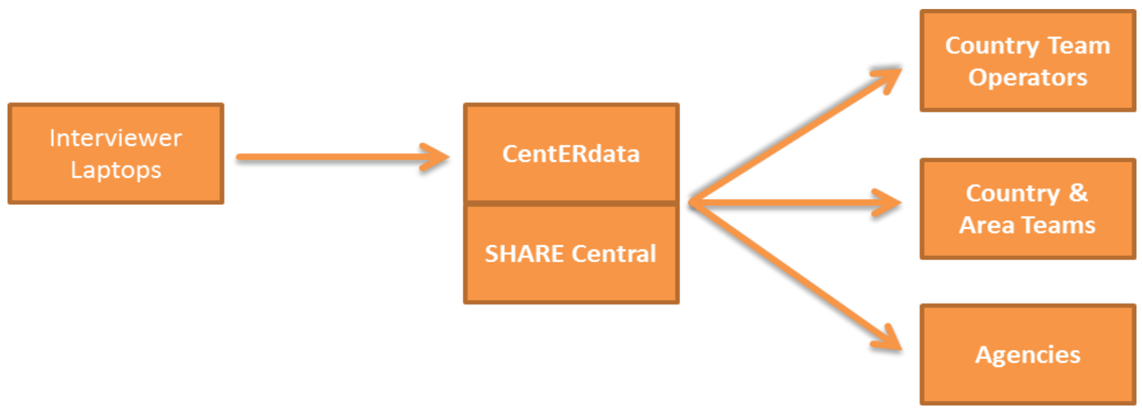


Figure 25: Data processing during fieldwork

CHECK LIST

CTL	- Request access for Country Team and all countries data versions via CentERdata portal (individual access) https://shareinternaldata.uvt.nl/ - Download the data and look at it
CTO	- In addition request access for Country Team operator data via SFTP server (individual access), mail to: share-intern@share-project.org - Download the data and look at it
SA	- Optional: Request access to agency data (not all agencies do it) - Individually signed user statement required, mail to: share-intern@share-project.org

FURTHER INFORMATION

- Presentations at operators meetings (available in the SHARE intranet on www.share-eric.eu (Download Section - Database Management)

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■ Jun – Dec 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – contact *share-intern@share-project.org*

19. DATA CLEANING

GENERAL DESCRIPTION

The aim of the data cleaning process is harmonised, consistent, and correct data that serves as the basis for the scientific release files and the longitudinal preload (see chapter 21 "Release of SHARE data" and chapter 6 "Preload").

For all tasks concerning data cleaning SHARE Central provides templates and manuals that are presented at the operators meetings (that usually take place the day before regular SHARE meetings). When the Country Teams (mainly the CTO) have finished their task, the completed template should be uploaded to the secure transfer server. SHARE Central incorporates the corrections into the database.

SHARE Central compares different data sources of the current fieldwork (e.g. Case Control (former SMS), CAPI, drop-off) also with information from previous waves (if available) in order to detect inconsistencies, e.g. concerning IDs, gender or year of birth. Such inconsistencies are documented in a so-called "checkfile". A checkfile is an Excel file that contains a description of the inconsistencies as well as some important information on the respective households that can help to fix the problems. The task of the CTO is to examine the problems documented in the checkfile and try to figure out what happened in the field – maybe it's a typo, maybe the interviewer mixed up respondents, maybe it's a fake interview, etc. For this purpose, it may be useful to contact the Survey Agency and ask for help. The CTO can fill in corrections directly into the checkfile. Aside from working on the checkfile, the CTO has the task to review the interviewer remarks. SHARE Central provides a template in which remarks are listed. The CTO has to translate important remarks into English. Based on these translations corrections are made in the database by SHARE Central.

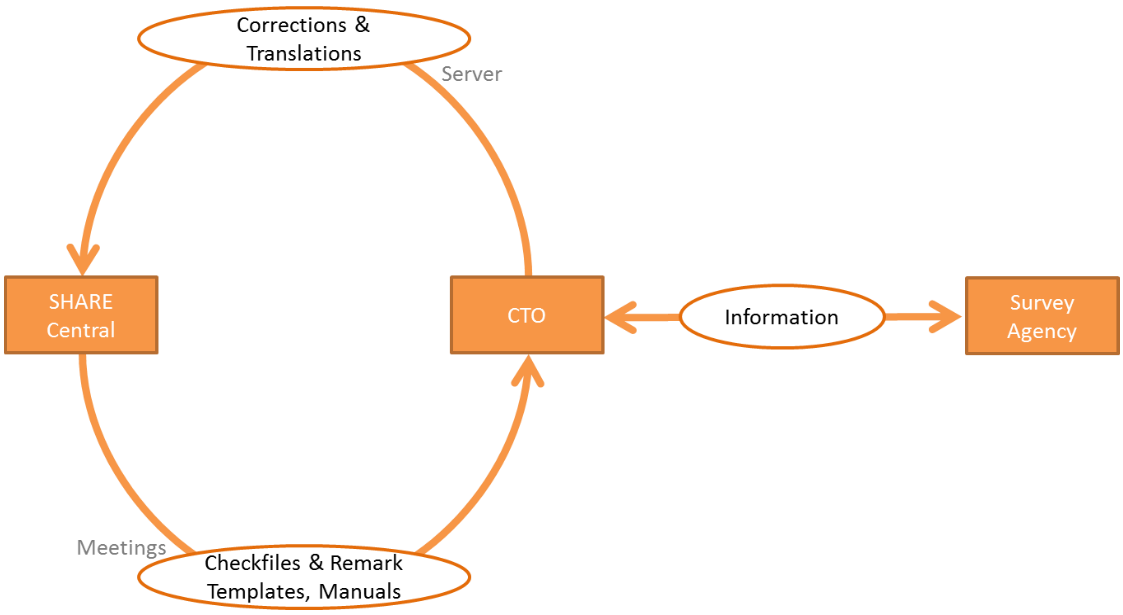


Figure 26: Data Cleaning

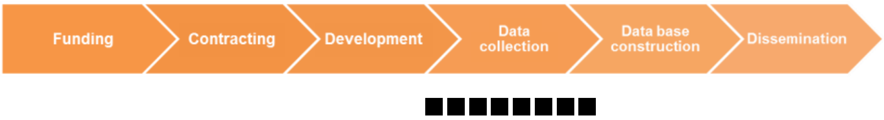
CHECK LIST

CTL	-	Not involved
CTO	-	Fieldwork checks
	-	Review of interviewer remarks (Case Control & CAPI)
SA	-	Help CTO

FURTHER INFORMATION

- Manual for fieldwork checkfiles Wave 7: Documentation_fieldwork_checks_wave_7.docx (available in the SHARE Intranet. Download Section - Conferences: Presentations and Minutes - Nice 2017 - SHARE_Operators_Meeting_NICE_2017.zip)
- Presentation at operators meetings: SMS_Remarks_Sofia_Operators_Meeting_2017_09_27.pptx (available in the SHARE Intranet, Download Section - Conferences: Presentations and Minutes - Sofia 2017 - Slides_Examples_Operators_Meeting_Sofia_Wed_27_Sept_2017.zip)

LOCATION ON TIMELINE



General process
In Wave 8
(indicative example)

Jun 2019 – Jun 2020

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – Fabio Franzese & Senta-Melissa Pflüger
…and always cc share-intern@share-project.org

20. DATA USAGE AND DATA VERSIONS

GENERAL DESCRIPTION

All SHARE data is provided individually. It must be stored according to the data protection rules and may not be given to anybody else (see chapter 4 on Data Protection). All publications and presentations using SHARE data must be based on officially released data.

Besides the external scientific release of SHARE data, several **internal** data versions exist (s.a. chapter 18 Data Processing during Fieldwork). Data versions differ concerning the confidentiality of the data, therefore some internal versions are very restricted in their access and use (see Table 5).

Table 5: Data Versions

Data version	Who gets	What	Where	What for
Agency Versions (internal)	Survey Agencies (own country)	Selected variables only	SHARE SFTP Transfer server	monitoring, quality checks
Operators Version (internal unfiltered)	CTO (own country)	SMS, CAPI, keystrokes & sessions	SHARE SFTP Transfer server	checking and cleaning purposes only
Country team Version (internal)	CT (own country)	SMS, CAPI, keystrokes & sessions	Internal CentERdata portal*	check the data, find errors
All countries Version (internal)	all CTs & Area Teams	CAPI, coverscreen	Internal CentERdata portal*	check the data, find errors
Release 0 (internal)	all CTs & Area Teams	CAPI, coverscreen, some generated variables	Internal CentERdata portal*	check the data, find errors, prepare research
Scientific release (external)	authorised scientist	CAPI, coverscreen, generated variables	SHARE homepage	Research

*https://shareinternaldata.uvt.nl/

Survey Agencies do not have access to the CAPI data, except for selected variables included in the *agency versions*, they do not have access to the scientific release data, either. The most sensitive and thus most restricted internal data versions are the so called *operators versions*, because they include string variables and the original unscrambled IDs. These versions as well as the *country team versions* are only available to the respective CTO/CT for it's own country. All internal raw data that include original unscrambled IDs may only be used for data checking, cleaning, and coding. This data must not be used for any research purposes.

From the very beginning in the data collection process, internal data of all SHARE countries is available to all CTs as well as Area Teams. Very sensitive information is dropped (e.g. string variables) and IDs are scrambled. During fieldwork SHARE *all countries versions* are updated every two weeks. A very preliminary internal data release 0 is prepared shortly after fieldwork. This data can be used to prepare research, but internal SHARE data must not be used for publications or presentations, except the potential use of release 0 for the "First results book". Release 0 is provided much earlier than the public scientific release. Its main purpose is to find and correct errors (e.g. unintended country specific deviations), but it can also be used to start with and prepare research.

The most important product of SHARE is the external scientific release that should be used to produce research output. This external release is easy to access via the public SHARE homepage (Data Access), after signing the user statement an individual user login is provided.

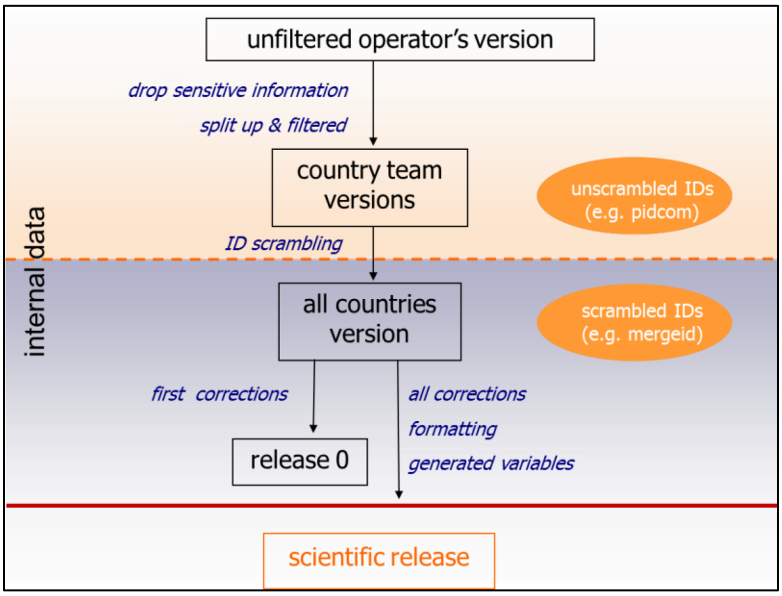


Figure 27: Data Usage and Data Versions

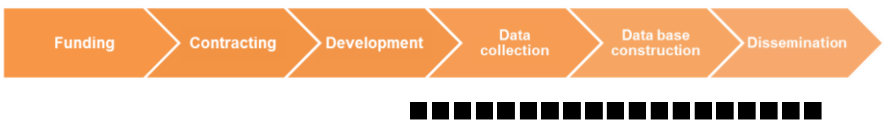
CHECK LIST

CTL	- Get an official SHARE scientific release user (sign the statement, get a login) - Use the scientific release for research - Get a login to the internal data portal (write to share-intern@share-project.org)
CTO	- Get an official SHARE scientific release user (sign the statement, get a login) - Use the scientific release for research - Get a login to the internal data portal and the SHARE Transfer Server (write to share-intern@share-project.org)
SA	- Get a login to the SHARE Transfer Server (write to share-intern@share-project.org, sign the statement, get a login) - Use the agency version for monitoring or quality checks

FURTHER INFORMATION

- Presentations on data versions and usage from SHARE meetings and Operators Meetings available in the SHARE Intranet on www.share-eric.eu (Intranet Download Section)

LOCATION ON TIMELINE

General process	

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Head of Database Management – Stephanie Stuck

…and always cc share-intern@share-project.org

21. RELEASE OF SHARE DATA

GENERAL DESCRIPTION

Once the data is collected, SHARE Central processes the data and eventually releases it to the scientific community. In this task the CTO is involved in cleaning the data and providing information input, especially when language or country-specific issues come up which cannot be handled by SHARE Central. The CTO's tasks include (back-)coding of open answers (providing translation and recommendations), translation and coding recommendations in case of relevant interviewer remarks and information input for country-specific coding (e.g. ISCED education coding).

CHECK LIST

CTL	-	Not involved
CTO	-	(Back-) Coding
	-	Interviewer remarks
	-	Information input (for country-specific coding)
	-	Documentation
SA	-	Not involved

FURTHER INFORMATION

- Presentations at operator's-meetings: e.g.
  All_Waves_Release_2015_TB_final__Bol_Operators_Meeting_2015_09_16.pdf
  (SHARE Intranet, Download Section Database Management, Croatia 2015)
- Release Guide and FAQs on www.share-eric.eu

LOCATION ON TIMELINE

General process In Wave 8 (indicative example)	■■■■■■■■■■ Mar 2018 – Mar 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – Tim Birkenbach & Stefan Gruber
…and always cc share-intern@share-project.org

22. DATA DOCUMENTATION

GENERAL DESCRIPTION

In order to facilitate an easy and user-friendly handling of the SHARE data, SHARE Central provides several documentation materials. Apart from the wave-specific questionnaires being essential for users to unserstand the content and the routing, the following material is constantly updated and made available to the scientific community:

- *Release Guide*: general information on the SHARE database
- *Methodology Volume*: methodological aspects of each wave
- *Scales and Multi-Item Indicators Manual*: description of item groups and scales
- *Cross-Wave Comparison*: allows for comparing question texts and response options across waves
- *SHARE Data & Documentation Tool*: web interface for browsing and searching the SHARE (meta)data
- *FAQ*

CHECK LIST

CTL	- Not involved
CTO	- Provide information to SHARE Central e.g. on country-specific deviations - Check the country-specific content of the documentation material and give feedback to SHARE Central in case things have to be changed
SA	- Not involved

FURTHER INFORMATION

- http://www.share-project.org/data-documentation.html

LOCATION ON TIMELINE

General process
In Wave 8
(indicative example)

Mar 2018 – Mar 2019

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – Stefan Gruber

…and always cc share-intern@share-project.org

23. USER SUPPORT AND USER WORKSHOPS

GENERAL DESCRIPTION

Once the data has been released to public, the purpose of SHARE user support is to facilitate the work of SHARE data users and clarify questions regarding SHARE data. User support is done by SHARE Central via info@share-project.org. It might occur that some SHARE users of your country approach you for *support* via email or that SHARE Central might forward a *country-specific question* to you.

Another way to support the use of SHARE data is the organisation of a national user workshop in your country. Such a workshop specifically targets beginners or potential future users among the scientific community, but may also be directed at researchers who are experienced with SHARE data. This may happen by means of presentations or computer hands-on sessions, whatever you consider most appropriate given the audience. A national user workshop is not required. If you take the decision to conduct such a workshop, the organisation and financing is your responsibility. SHARE Central offers to support you by providing material of previous workshops, but also by sending an internal presenter.

CHECK LIST

CTL	-	Organise national user workshop (optional)
CTO	-	User support
	-	Organise national user workshop (optional)
SA	-	Not involved

FURTHER INFORMATION

- User_workshops_Sofia_2017_09_27.ppt (SHARE Intranet, Bulgaria 2017, Operators' Meeting)
- Presentations and other material of previous workshops are available upon request

LOCATION ON TIMELINE

General process
In Wave 8
(indicative example)

■■■■
Mar 2019 onwards

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Database Management – Tim Birkenbach & Stefan Gruber
…and always cc share-intern@share-project.org

24. PANEL CARE

GENERAL DESCRIPTION

Figure 28: Panel Care

The aim of panel care is twofold. First, it should keep the respondents in the survey by contacting them regularly between the actual data collections to remind them of the SHARE survey. Second, sending out information to the respondents helps the Survey Agency to maintain the address files and therefore to stay in contact with the respondents more easily. Panel care consists of different approaches and can vary between the SHARE countries. The usual panel care measures in SHARE are: Thank-You-Letters (not later than six weeks after the interview), first results brochures, respondent flyers, season's greetings (e.g., Christmas card), and an updated respondent website (e.g., Germany: http://www.share-umfrage.de). The Country Teams prepare the material in collaboration with SHARE Central. The Survey Agencies are responsible for printing and sending them to the respondents.

CHECK LIST

CTL	- Revising and approving material (often signature of CTL is used)
CTO	- Drafting the letters (e.g., Thank-You-Letter ■, season's greetings ❍) - Translating generic templates (e.g., first results brochure ♦) - Contracting professional text agencies/graphic designers *(optional)* - Communication with agency - Maintenance of respondent website
SA	- Logistics: Printing and mailing of the material to the respondents - Address care

FURTHER INFORMATION

- Templates and examples available in the SHARE Intranet on www.share-eric.eu (Download Section: PR (Logos, Templates, Graphs))

LOCATION ON TIMELINE

	Funding	Contracting	Development	Data collection	Data base construction	Dissemination
General process			❍	■	❍	♦
In Wave 8 (indicative example)			Dec 2018	Jan 2019 – Dec 2019		Jun 2020

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Public Relations – Philipp Beck & Veronika Máté

25. HOSTING A SHARE MEETING OR USER CONFERENCE

GENERAL DESCRIPTION

SHARE Meetings (■)

All participating SHARE partners (except Survey Agencies) meet on a regular basis along the wave cycle (roughly 2 meetings per year). Meetings take up two business days and are mostly set to Thursday and Friday with departure on Friday around 4pm: a kick-off meeting when the first new content of the next upcoming wave is first introduced and discussed, one meeting each after the Pretest and after the Field Rehearsal to evaluate the performance of the questionnaire and fieldwork procedures, and a meeting roughly halfway through the fieldwork period to discuss fieldwork progress and advance the development process for the next wave. Each of these meetings is accompanied by an "Operators' meeting" (usually the day before the plenary meetings described above) where SHARE Central instructs the operative person of the Country Team regarding data preparation and cleaning procedures.

Figure 29: SHARE Meeting

These meetings are hosted by SHARE partner countries on a rotational basis (thereby reducing the burden on each individual country). Funding is provided by the respective host country. If you are interested in hosting a SHARE meeting, please get in touch with SHARE Central (Stephanie Lasson). Otherwise, SHARE Central will approach countries that have never or that have not hosted a meeting in a long time.

The Country Team of the hosting country receives support from SHARE Central in all tasks to be performed. All of the tasks listed below should be done in coordination with SHARE Central.

The Country Team hosting the meeting is in charge of:

- *Location:* finding a convenient conference room with adequate IT equipment suitable to host up to 100 attendees. In the past, many Country Teams have chosen lecture rooms at their universities or rented rooms at the conference hotel where attendees were put up, oftentimes in "representative" locations of their countries. If possible, meeting venues should be selected in easy-to-reach locations.
- *Hotel reservations:* the host country should try to negotiate most flexible conditions with the hotel, as last minute changes/cancellations are often unavoidable. The hosting Country Team should inform the hotel staff in advance that all participants will pay for the accommodation themselves.
- *Catering:* the hosting Country Team takes care of food for breaks and lunches, taking into account that some participants have dietary restrictions (e.g. vegetarian, vegan, kosher, food allergies).
- Organising a *conference dinner* on the evening of the first day of the main meeting, usually a Thursday (again taking into account dietary restrictions).
- Preparing an *info package* with directions to the hotel/conference, rooms/restaurant, and additional information about the place that may be necessary.

What SHARE Central is in charge of:

- *Invitation*: The invitation will be set up and sent by SHARE Central
- *Registrations*: Participants will register with SHARE Central

SHARE User Conference (❍)

About every two years, an international SHARE User Conference is organised by SHARE Central in cooperation with a SHARE Country Team to bring SHARE researchers together. In addition, all countries are encouraged to host national User Conferences to create a lively national community of researchers using SHARE data. The same tasks as for a SHARE meeting apply here, as well. SHARE Central will inquire with the Country Team about their ability to host a User Conference.

CHECK LIST

CTL	- Obtain funds to host a meeting - Prepare the meeting - See list above
CTO	- See list above
SA	- Not involved

FURTHER INFORMATION

- Always talk to SHARE Central – Conference organisation
- Info package of any previous SHARE meeting
- Talk to previous host country

LOCATION ON TIMELINE

	Funding	Contracting	Development	Data collection	Data base construction	Dissemination
General process		■	■ ■	■		❍
In Wave 8 (indicative example)		Sept 2017	Feb/Sept 2018	Sept 2019		End 2022

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Conference Organisation – Stephanie Lasson
…and always cc *meetings@share-project.org*
Scientific Coordination of Meetings: Head of Operations – Karin Schuller
Scientific Coordination of User Conferences: Survey Methodology – Johanna Bristle

26. PUBLICATION OUTLETS AND PUBLICATION MONITORING

GENERAL DESCRIPTION

Publication outlets

SHARE Central implemented several publication outlets for SHARE Family contributions based on SHARE data.

- SHARE Working Paper Series (❍)
  This is a very open, interdisciplinary format for working papers based on SHARE data. All SHARE-related topics as well as methodological papers are welcome. The SHARE working papers are available on the SHARE website.

- First Results Books (FRB, ■)
  With each wave of SHARE a *First Results Book* is published which typically focuses on a specific topic of the corresponding wave. All SHARE Family members are invited to contribute a chapter.

- Methods Volumes (♦)
  The Methods Volume documents how a SHARE wave is conducted and illustrates the operational side of SHARE. It is also published with every wave of data collection, summarising basic information on sampling and survey participation, improvements of the questionnaire as well as innovations which had been implemented.

Publication monitoring (❍)

In the long run, scientific results based on the SHARE data are the key objectives of our survey. One instrument to evaluate the influence and importance of a research infrastructure like SHARE is the number of publications based on the dataset. Therefore, it is very important that SHARE Central is informed about every SHARE publication. By signing the user statement all users committed themselves to send an email to info@share-project.org announcing the publication. Nevertheless, it is often the case that users forget this step so that the database on publications is incomplete. Whenever the Country Team members are in contact with SHARE users, they should remind them to report their publications. In case Country Teams come across any non-listed publications in their language, they are encouraged to support the publication monitoring by reporting them to SHARE Central.

CHECK LIST

CTL	- Contribute to the different publication formats (optional) - Remind users to report their publications - Support publication monitoring by reporting non-listed publications
CTO	- Contribute to the different publication formats (optional) - Remind users to report their publications - Support publication monitoring by reporting non-listed publications
SA	- Not involved

FURTHER INFORMATION

- All first results books and Methods Volumes are available as publications on www.share-eric.eu
- A list of publications can be found on www.share-eric.eu

LOCATION ON TIMELINE

	Funding	Contracting	Development	Data collection	Data base construction	Dissemination
General process In Wave 8 (indicative example)	❍	❍	❍	❍	❍	♦ ■
	[working papers and monitoring ongoing]					2020/21

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

Publication Monitoring and SHARE Working Paper Series: Public Relations – Philipp Beck
First Results Books: Survey Methodology – Johanna Bristle
Methods Volumes: Head of Survey Methodology – Michael Bergmann

27. PUBLIC RELATIONS

GENERAL DESCRIPTION

External communication

Our aim is to enlarge the visibility of SHARE as a whole and to support and strengthen the CT's Public Relations efforts. Therefore, we are organising and supporting external PR activities for different target groups. The target groups are:

Figure 30: Target groups of SHARE PR

To reach our aim, we have some communication tools that CT's can use and we provide graphic design templates for e.g. flyer, brochures, and a template for a respondent website. Furthermore, content is provided such as press information for CT's central websites.

PR materials, designed to promote SHARE, are available for download from the website www.share-eric.eu as well as from the Intranet (Download Section). Hard copies and additional materials (flyers, brochures etc.) which you may want to distribute at conferences and meetings can be obtained from SHARE Central. All SHARE presentations and press information should be based on the templates provided via the SHARE Intranet and refer to the SHARE style guide.

Important note: a SHARE Style Guide was developed to standardise the visual appearance of SHARE. It includes guidance on the use of colours, logos, and much more. Please stick to this style guide.

CT members are encouraged to further increase the reach of SHARE Central's online communication efforts by sharing its social media / SHARE Blog posts. They are moreover invited to actively contribute to articles on SHARE-based research findings and SHARE Blog articles as well as to provide ideas and feedback on communication efforts to SHARE Central.

Internal communications

We encourage the communication between the Country Teams and SHARE Central as well as among the Country Teams themselves by two tools: The first one is the **Intranet**. Every member of a Country Team can get access via sending an email to us. From the Intranet, CT members can download PR material, and more. The second effort is our **regular internal news mailing**. Every CTL/CTO receives an email (about every two months) with internal information from SHARE Central and news from the CTs. Every CT has the opportunity to use this tool to communicate their news, like new members in a CT, a new book or brochure.

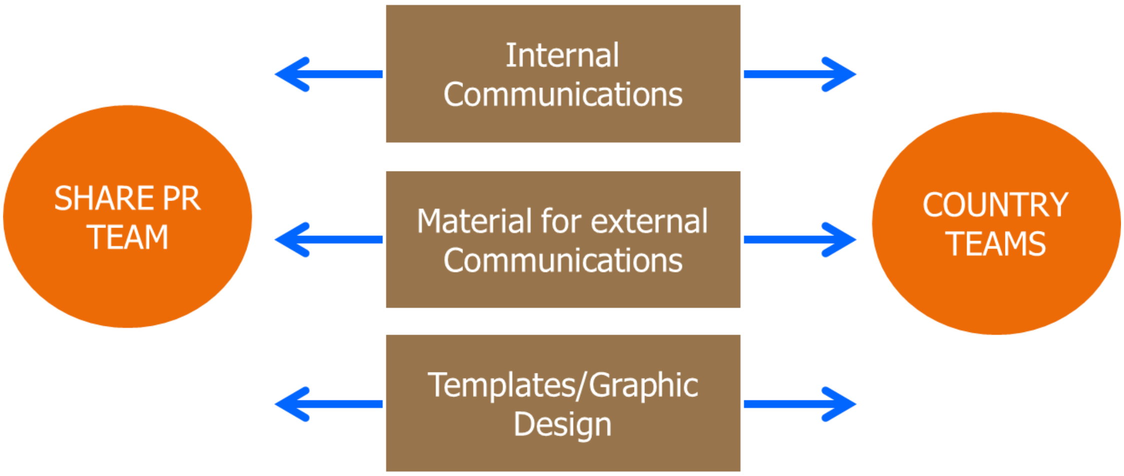


Figure 31: Public Relations

CHECK LIST

CTL	- Give us feedback who is in charge of PR efforts - Contact us to get an Intranet password
CTO	- Contact us to get an Intranet password Keep in mind: - Inform us about any news in your countries, such as workshops/conferences, press appearances, policy collaborations, books and more - Help other CTs by sharing successful communication efforts with us
SA	- Provide the SHARE Style Guide to your agency, if they develop material like Christmas cards for your CT

WEB APPEARANCES

- www.share-eric.eu
- https://twitter.com/share_mea
- https://www.facebook.com/surveyofhealthageingandretirementineurope
- www.share-blog.eu

LOCATION ON TIMELINE

	
General process In Wave 8 (indicative example)	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ [ongoing]

GET IN TOUCH WITH SHARE CENTRAL (MARCH 2019)

External Communications/Common requests:

Public Relations – Philipp Beck & Veronika Máté

Internal Communication: Stephanie Lasson

28. GET IN TOUCH WITH SHARE CENTRAL

GENERAL DESCRIPTION

In the overview chapter, good communication between all key actors of SHARE has been highlighted. Therefore we encourage everyone to get in touch with SHARE Central. Below, the units at SHARE Central are listed in order of their key function along the survey process.

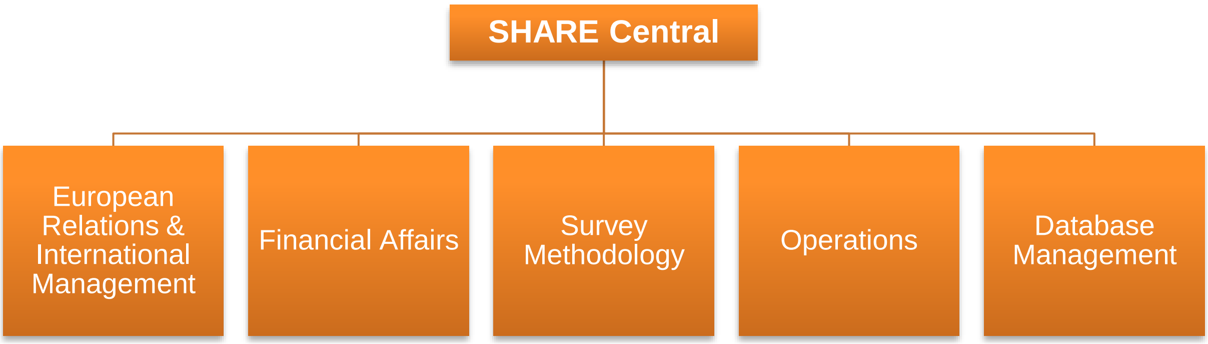


Figure 32: Units at SHARE Central

A detailed list containing persons working at SHARE Central in Munich is available in the SHARE Intranet on www.share-eric.eu as a separate document in addition to MASHA. This list contains keywords on roles the person fulfills and tasks the person is majorly involved in. These keywords indicate areas of expertise but are neither intended to be complete nor exclusive. Tasks at SHARE Central are never the task of single persons; team work is needed to keep SHARE running in all steps of the process.

If in doubt who to contact, please use the common email address share-intern@share-project.org (and always cc this adress for issues related to the data base, data access, and operations).

FURTHER INFORMATION

- “MASHA - Contact Persons at SHARE Central” in the SHARE Intranet on www.share-eric.eu
- An up-to-date list of researchers at SHARE Central is available on the MEA homepage: http://mea.mpisoc.mpg.de/index.php?id=223

D. GLOSSARY AND SHARE TERMINOLOGY

This chapter provides a list of recurring, commonly used acronyms in daily SHARE work or SHARE-specific terminology in alphabetical order. In a similar fashion, but from the perspective of data users, short explanations of SHARE terminology can be found in the FAQ Section on www.share-eric.eu.

This list can only be seen as a starting point and never as complete. If acronyms arise during meetings or daily work that remain unclear – just ask – and if they should be included in this list, please provide feedback to SHARE Central.

Answer types
The SHARE questionnaire contains a variety of answer types. If the respondent is allowed to give one answer only, radio buttons are used. When multiple answers may be selected, check boxes are displayed. For open-ended questions the interviewer should type in a full response, and a substantial number of questions ask for a numerical input.

Area Coordinator
Area Coordinators are elected members of the SHARE-ERIC Management Board. They are (together with their team) responsible for an assigned section of the questionnaire.

Baseline
The Baseline wave is the very first wave a country participates in SHARE, and the respective sample is the baseline sample. A baseline interview is the questionnaire version allocated to a person who participates in SHARE for the first time. Be aware that baseline interviews can also be conducted in panel households, if e.g. a new partner participates for the first time in SHARE.

Batches/replicates
Batches are random subsamples of the entire gross sample defined before start of fieldwork for better control over fieldwork progress and to stimulate response rates.

Blaise
Blaise is the CAPI software the individual SHARE interview is programmed in.

Calendar grid
SHARELIFE (Wave 3 and 7) follows a Life History Calendar (LHC) approach, which has been designed to help respondents in remembering past events more accurately. Using this method, the life events of interest are displayed on a “calendar”, enabling interviewers and respondents to cross-reference certain life-events with others (e.g. "I moved from A to B the year after my first child was born"). Using the life history calendar technique has been shown to improve the accuracy of the retrospective information given by respondents.

CAPI
Computer-assisted personal interviewing (CAPI) is the mode of data collection in SHARE. The interviewers conduct face-to-face interviews using a laptop computer on which the CAPI instrument is installed. Personal interviews are necessary for SHARE because they make the execution of physical tests possible. In SHARE language CAPI is usually used for the individual interview modules only, not for the SMS or the coverscreen.

CentERdata
CentERdata is a research institute located in Tilburg, Netherlands. CentERdata takes care of SHARE’s IT infrastructure, software programming and maintenance, as well as the data processing with survey agencies during fieldwork and the interview data extraction.

Chair Stand
The chair stand test is part of a set of physical measures in SHARE (others are Grip Strength, Peak Flow). Every second wave SHARE measures the time a respondent needs to stand up from a chair five times in a row and to sit down again. The chair stand test result is an objective measure for lower body performance and a strong predictor of future mobility, stroke, and future hospitalisation.

Coverscreen (CV)
The interview starts with a coverscreen (CV) that provides an introduction to the study and contains the statement of confidentiality. The coverscreen is conducted on household level and used to provide a complete household listing and to determine and select individuals in the household who might be eligible for participation in the main questionnaire. The coverscreen is completed by one person in each household only and lists a series of questions to determine the age and relationship of each of the household members.

DBM
DBM is the Database Management team at SHARE Central in Munich. If you have any questions just write to share-intern@share-project.org.

DBS or DBSS
The DBS collection refers to the collection of Dried Blood Spot Samples (DBSS). This project is a prominent innovation in SHARE to obtain objective bio measures in a social survey study. In SHARE Wave 6 respondents were asked for a blood sample in form of dried blood spot samples. Blood parameters (e.g. the blood sugar level or Vitamin D level) provide objective information about the respondent's health status, in addition to the more subjective self-reports usually enquired in social surveys.

Drop-off
A drop-off is a short paper and pencil questionnaire at the end of the SHARE CAPI interview with additional questions that contain country-specific content. This short questionnaire is given to the respondent ("dropped-off") after the CAPI interview and is then sent back by mail (either by the interviewer or by the respondent). A drop-off has been conducted in some SHARE waves/countries only.

Dynamometer
A dynamometer is a device to measure the grip strength of a person. The respondent has to press a handle as hard as she/he can. The result is shown in kg.

EasySHARE
EasySHARE is a simplified dataset for student training, and for researchers who have little experience in quantitative analyses of complex survey data.

Eligibility
The SHARE target population consists of all persons aged 50 years and over at the time of sampling who have their regular domicile in the respective SHARE country. In baseline samples, a person is excluded if she or he is incarcerated, hospitalised or out of the country during the entire survey period, unable to speak the country's language(s) or has moved to an unknown address. In Wave 1 all household members born 1954 or earlier were eligible for an interview. Starting in Wave 2, for new countries or refreshment samples, there is only one primary respondent per household. In panel households all persons that participated before are eligible for an interview, if they participated before, were 50+, and living in the household at time of sampling. In addition current partners/spouses living in the same household are always eligible for an interview regardless of their age.

EoI-interview (also called xt interview)
SHARE requests that the interviewers confirm the decease of a respondent by a proxy-respondent. In case of decease, interviewers should conduct an end-of-life interview with a proxy-respondent. The proxy-respondent can be a family member, a household member, a neighbour or any other person of the closer social network of the deceased respondent. The end-of-life interview mainly contains information on the year before and the circumstances of death like time and cause of death.

Fills
Fills are texts that are dynamically generated during the actual interview and get its value from answers given earlier. A straightforward example is a fill for ‘she‘/’he’. Depending on the gender of, say, a partner, either the fill instance ‘she’ or ‘he’ is used in the question text. For more information, see the Methods Volume from Wave 1 (as publication available on www.share-eric.eu).

FRB
The FRB is the abbreviation for First Results Book, a compilation of short research papers based on pre-release data that is published with the official data release. The recent volumes have been published with DeGruyter.

Gatekeeper
A “gatekeeper” is an individual who acts as a barrier to direct contact with a respondent. When interviewing respondents in this age group, the most likely gatekeepers are family members who provide live-in or continual care for their ageing relative.

Global fill array
Global fill array is a set of values that can be used everywhere in the questionnaire not linked to a section. Typically names of relations, months, error messages. More information can be found in the Manual for the Translation Management System (TMT).

Grip strength
The grip strength measurement is part of a set of physical measures in SHARE (others are Chair Stand, Peak Flow). It is an objective measure for the upper body performance and is correlated with vitality, body pain, and general health.

Harmonisation
SHARE is an ex-ante harmonised cross-national study. The SHARE questionnaire is designed in a way to ensure cross country comparability and it is crucial that all country versions strictly follow the generic version. Many items in SHARE are not only harmonised within SHARE countries, but also with other longitudinal studies on ageing (such as the Health and Retirement Study (HRS) in the US and the English Longitudinal Study of Ageing (ELSA) in the UK). In these cases even if some flaws have been identified in the process of data collection, the original item has been preserved to maintain cross-study harmonisation.

HRS
HRS is the U.S. Health and Retirement Study (HRS) (http://hrsonline.isr.umich.edu/). ELSA stands for the English Longitudinal Study of Ageing (ELSA) (http://www.elsa-project.ac.uk/). Both are sister studies of SHARE and use very similar questionnaires and methodological approaches (harmonisation). Further sister studies on ageing are for example the Longitudinal Aging Study in India (LASI), the Japanese Study of Aging and Retirement (JSTAR), the Chinese Health and Retirement Survey (CHARLS) or the Mexican Health and Aging Study (MHAS).

IDs in SHARE
For all IDs in SHARE unscrambled and scrambled versions exist, their use depends on the data version. Individuals are identified by pidcom (unscrambled) or mergeid (scrambled) and households by hhid# or hhidcom# (with # for wave number). The structue of unscrambled or scrambled IDs is the same, but they differ in the 6-digit number. Individual IDs have the following format: "CC-hhhhhh-rr", household IDs: “CC-hhhhhh-S”, where “CC” refers to the short country code, “hhhhhh” is the 6 digit household identifier number, "rr" the two digit respondent/household member number, and “S” identifies possible split households. An “A” is given to all original baseline households, thus any split is identified through “B”, “C”, or “X”.

Imputations
SHARE uses the method of multiple imputation. Further information can be found in the SHARE Release Guides or the Methods Volumes.

Interviewer Survey
A survey conducted among the SHARE interviewers before the main fieldwork to learn more about interviewer personalities as well as attitudes and expectations with regard to the SHARE interview. See chapter 10 in C. Task Descriptions.

IWER
IWER is an abbreviation for interviewer. It is used in the CAPI instrument when followed by an interviewer instruction. These instructions contain important information for the interviewer. They are not read out to the respondent, but are provided to assist interviewers in conducting the interview.

Keystrokes
Keystroke files are internally available datasets about the process of the interview. The CAPI Software Blaise records each single keystroke made by the interviewer together with the exact time when it was made. With the help of these files it is not only possible to reconstruct the course of entire interviews, it is also possible to analyse the time interviewers spent on each single question.

LMU
Language Management Utility. This tool has been replaced by the TMT (see TMT).

MEA
The Munich Center for the Economics of Aging (MEA) is the institute where SHARE Central is located. MEA is one department of the Max Planck Institute for Social Law and Social Policy in Munich, Germany.

Mergeid
Person identifier in the released data. For each individual the variable mergeid is a unique and non-changing identifier across waves. The mergeid is a scrambled version of pidcom.

Methods Volume
A Methods Volume is published for almost each wave and documents how a SHARE wave was conducted from an operational perspective. They are available as publications on www.share-eric.eu.

MN Variables
These are technical variables usually used for the routing of the questionnaire (e.g. baseline or longitudinal questionnaire version).

Model Contract
The model contract is the centrally developed contract by SHARE-ERIC. This contract is used for contracting Survey Agencies and is adapted for each wave.

NTS
National training sessions. See chapter 14 on Interviewer Training in C. Task Descriptions.

Peak Flow / “Puff test”
The Peak Flow test is part of a set of physical measures in SHARE (others are Grip Strength, Chair Stand). Every second wave SHARE measures the lung force of respondents by applying the Peak Flow test. Lung function is a strong predictor of overall mortality in asthma and chronic obstructive pulmonary disease (COPD).

Pidcom
Person identifier in the internal raw data, which is used for data cleaning only. The pidcom is a unique and non-changing identifier across waves.

Preload
The Database Management team at SHARE Central is creating the preload files containing information from previous waves for the longitudinal households. Information on gender, age, previous interview status, as well as details on household composition and children are loaded into the Sample Management System. With this information, the interviewer can check the details on the respondent before the interview. During the interview, just checking for changes is quicker, and the interviewer as well as the respondent may feel more comfortable when reiteration of known facts is not necessary.

Proxy
If physical and/or cognitive limitations make it too difficult for a respondent to complete the interview her-/himself it is possible that the eligible respondent is assisted by a so-called proxy respondent to complete the interview (“partly proxy” interview). If the proxy respondent answers the entire questionnaire in lieu of the respondent, the interview is referred to as a “fully proxy” interview. Examples of conditions under which proxy interviewing is allowed are hearing loss, speaking problems, Alzheimer´s disease, and difficulties in concentrating for the whole interview time period. Proxy respondents are also asked for end-of-life interviews in case of a respondent´s decease. Some questionnaire modules are defined as non-proxy sections because those cannot be answered by other persons. Cognitive functioning, mental health (partly), grip strength, walking speed, activities, and expectations modules are non-proxy sections. The other sections contain the information on who answered the section at the end of the respective questionnaire module: (1) respondent only, (2) respondent and proxy or (3) proxy only.

Record linkage
The combination of individual records from administrative data with SHARE survey data provides a wide range of research opportunities. In SHARE Germany, survey data can be linked with records of the German Pension Fund (SHARE-RV). For a general introduction to record linkage projects in SHARE, see chapter 11 in C. Task descriptions.

Refreshment sample
A refreshment sample is a new random sample that is surveyed at a particular wave of a longitudinal survey (mostly) with the aim of reducing attrition bias.

Remarks (CAPI, SMS, Interviewer remarks)
Sometimes it is necessary that the interviewer comments/makes a remark on a response given – or not given – by the respondent, or anything else that happened or went wrong during the interview. Remarks should be included when the interview instrument won't accept an answer a respondent provides, when a response is difficult to code, when a response needs to be clarified, or the interviewer did a mistake she or he cannot correct her/himself. Therefore SHARE implemented remark windows, where interviewers can enter their comments in the SMS or at any time during the interview. Remarks are analysed and used to improve the software, the questionnaire and the data.

Respondent types
Selected household members serve as family, financial or household respondents. They answer specific questions on behalf of the couple or the whole household. Therefore, the answers to financial, housing, and family related questions are only available for the financial, family or household respondents, respectively. The variables identifying those respondents in the scientific release are *fam_resp*, *fin_resp* and *hou_resp* and are stored in the coverscreen module.

Response rate
Response rates are defined as the number of refreshment/baseline households with at least one complete interview divided by the total number of (estimated) eligible refreshment/baseline households. In SHARE, response rates are calculated according to AAPOR-standards. More information can be found in the Methods Volumes, e.g. Methods Volume Wave 5.

Retention rate
Generally, the term retention rate refers to the ratio of the number of retained sample units to the number "at risk". Depending on the context, "at risk" denotes "in preload sample", "participated in previous wave", or "ever participated". Further information about retention in SHARE can be found in the Method Volumes, e.g. Methods Volume Wave 5.

Routing/Filters
The routing or filtering of questions allows to direct respondents through the survey. Routing can be used to make the survey shorter by having respondents automatically skip questions that are not relevant to them. Due to routing not all SHARE participants get the same questions and routing explains high numbers of missing values in some variables, because some questions are only asked in baseline interviews, and filtered in the longitudinal interview version.

Sampling unit
Sampling units can either be individuals, if a population register is available in your country, or households/address listings, if no population register with information on individuals is available.

Scrambled data
The process of "scrambling" the data means encryption and pseudo-anonymisation of SHARE data. In this process the pidcom (person identifier in internal data for data cleaning purposes) is encrypted into the mergeid (person identifier in release data). The same applies to all other IDs in the SHARE data, e.g. household or children IDs.

Screening
Countries, in which no population register with information on individuals is available, first have to screen the sampled households/addresses for any individuals over 50 years.

SD
The Sample Distributor (SD) is the software to manage the fieldwork of a SHARE wave. The SD is a program that contains the complete household sample of a country and is installed at the Survey Agency. SD administrators can assign and unassign households of the sample to laptops. The interview data is collected via the SD from the laptops during fieldwork. A manual for the SD is available in the SHARE Intranet.

SHARE Consortium Agreement
The agreement is signed by all non-SHARE-ERIC member countries participating in SHARE to agree on the general rules on how to conduct the survey. There are also specific Consortium Agreements for EU-grants, which bind the beneficiaries to the terms of the respective EU project.

SHARE Family
This is an informal term to describe the network of engaged researchers all over Europe who work together on producing high-quality data on ageing – SHARE data. This includes Country Teams, SHARE Central, Area coordination teams, and members of the Scientific Monitoring Board.

SHARE-ERIC
SHARE-ERIC is the legal entity of SHARE. In March 2011, SHARE became the first European Research Infrastructure Consortium (ERIC). This gives it legal personality and capacity in all EU Member States and other partner countries of the ERIC as well as some of the tax exemptions (e.g. VAT) enjoyed by international organisations. It also provides a firm governance structure and permits lean procurement procedures for subcontracts, two important advantages for running a large-scale survey such as SHARE.

SHARELIFE
Interview in Waves 3 and 7 to collect retrospective life histories with help of a life history calendar.

Showcards
SHARE uses a booklet with showcards throughout the instrument to guide the respondent in their response options. Each showcard contains answer categories for a question in the interview that has many or complex response options. Showcards are used in surveys to reduce the impact of recall bias. Some questions have quite a few or very detailed options that the respondent is asked to consider before giving her/his answer. In such situations, without the visual presentation of the options, the respondent either might not hear each option as it is read by the interviewer, or she might forget one or more of these options in the list.

SMS
Sample Management System: developed to manage the co-ordination of the fieldwork. The SMS basically consists of a list of all households that should be approached by the interviewer. Contact notes and registrations, appointments with respondents, and area and case information can be entered in the system, and the system enforces common procedures for re-contacting respondents and how to handle non-response. The coverscreen (household composition part of the interview) has been part of the SMS from Wave 3 on. A manual for the SMS is available in the SHARE Intranet.

Split households/HH-split
Split household means that a person of a panel household (HH) moves out and therefore a new HH is generated. In these cases the six-digit number of the ID of the original and the new split HH is the same, but it differs in the letter in the end. The Standard household IDs end with “A”. The ID of a split HH ends with “B” if an eligible person moves out and should be traced. HHs that end with “X” include only ineligible household members, that will not be traced.

Subsamples
In general, longitudinal samples can, at the individual level, be divided into five subsamples: subsample A1 and A2 include all respondents who participated in the previous wave of the SHARE survey. But individuals in subsample A2 live in households that were only sampled in the previous wave of SHARE, whereas individuals in subsample A1 live in 'older' panel households, that were sampled at least two waves before. Subsample B includes those respondents who ever participated in SHARE, but not in the previous wave, and live in a household where at least one household member participated in the previous wave. Subsample C includes respondents who ever participated, but not in the previous wave, and do not live in a household where at least one household member participated in the previous wave. Subsample D includes missing and new partners who have not participated in SHARE so far. Individuals in baseline or refreshment samples belong to subsample E.

TMT
The translation process in SHARE is managed by a web-accessible tool, the so-called Translation Management Tool (TMT). For various SHARE waves, this tool has constantly been revised and improved. Details about the evolution of the tool can be found in Malter & Börsch-Supan (2013). A manual for the TMT is available in the SHARE Intranet.

TTT
Train-the-Trainer Session. See chapter 14 on Interviewer Training in C. Task Descriptions.

User Conference
User Conferences provides a forum for old and new users to share their experiences with the SHARE data, to discuss their ongoing research projects with an interdisciplinary and international audience, and to stimulate future research. Besides lectures and poster presentations, members from the SHARE Central coordination team are present to give attendants in depth user support. See chapter 25 in C. Task Descriptions.

Waveids
The waveid variables indicate when a household or an individual entered SHARE. E.g. all households sampled in Wave 1 have a Wave 1 household wave ID. All household members present in Wave 1 have an individual Wave 1 waveid. In case a new person moves in a Wave 1 household after Wave 1, she or he gets an individual waveid of the wave in which she/he moved in.

Waves
A wave refers to one round of data collection in SHARE. From its beginning SHARE is designed to be a longitudinal survey. Data is collected every two years. The first wave was collected in 2004/2005, the second in 2006/2007, SHARELIFE in 2008/2009, the fourth wave mainly in 2011, the fifth wave in 2013, and so forth. Up to the present 28 countries participated in SHARE. However, not all countries were part of each wave and sometimes the timing of data collection differs between countries.

XT interview
See EoI (end-of-life) interview.