

Comparative Study of Electoral Systems (CSES) Module 4: Sample Design and Data Collection Report

Country: Latvia
Date of Election: 17 September 2011

Prepared by: Jānis Ikstens
Date of Preparation: 31 July 2012

NOTES TO COLLABORATORS:

- Where brackets [] appear, answer by placing an “X” within the appropriate bracket or brackets.
- If more space is needed to answer any question, please lengthen the document as necessary.

Collaborator(s):

Collaborators are the contact persons for election studies that appear in the CSES dataset - they are not necessarily the parties who collected the data. These collaborators and their contact information will be listed on the CSES website.

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Data Collection Organization:

Organization that conducted the survey field work/data collection:

Organization: TNS Latvia Address: Kronvalda bulvāris 3 Rīga, LV-1010 Latvia Telephone: +371 67096300 Fax: E-Mail: info@tns.lv Website: www.tns.lv

Funding Organization(s):

Organization(s) that funded the data collection:

Organization: University of Latvia Address: Raiņa bulvāris 19 Rīga, LV-1586 Latvia Telephone: +371 67034444 Fax: +371 67225039 E-Mail: lu@lu.lv Website: www.lu.lv
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Archiving Organization

If appropriate, please indicate the primary location where the full, original election study dataset (not just the CSES portion) will be archived:

Organization: University of Latvia Address: Raiņa bulvāris 19 Rīga, LV-1586 Latvia Telephone: +371 67034444 Fax: +371 67225039 E-Mail: lu@lu.lv Website: www.lu.lv
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Please indicate the date when the study is expected to be available at this archive: January 2012

Study Design

1. Timing of the study that the CSES Module was included in:

- Post-Election Study
- Pre-Election/Post-Election Panel Study
- Between rounds

2a. Date Post-Election Interviewing Began:

October 16, 2011.

2b. Date Post-Election Interviewing Ended:

November 7, 2010.

3. Mode of (post-election) interview:

- In person, face-to-face
- Telephone
- Mail or self-completion supplement
- Internet

4a. Was the survey part of a panel study?

- Yes
- No

4b. If the survey was part of a panel study, please describe the design of the panel study, including the date at which interviewing for each prior wave began and ended:

Translation

Please provide copies of questionnaires in all languages used as part of the election study deposit. For questionnaires in a language other than English, please also provide a version of each translated back into English. Note: Questions are based on those developed for the ISSP.

5. Was the questionnaire translated?

- Yes, translated by member(s) of research team
- Yes, by translation bureau
- Yes, by specially trained translator(s)
- No, not translated

6. Please list all languages used for the fielded module:

Latvian, Russian

7a. If the questionnaire was translated, was the translated questionnaire assessed/checked or evaluated?

- Yes, by group discussion
- Yes, an expert checked it
- Yes, by back translation
- Other; please specify: _____
- No
- Not applicable

7b. If the questionnaire was translated, was the questionnaire pre-tested?

- Yes
- No
- Not applicable

7c. If the questionnaire was translated, were there any questions which caused problems when translating?

- Yes
- No
- Not applicable

7d. If the questionnaire was translated, please provide a list of all questions which caused problems when translating. For each question listed, describe what problems were encountered and how they were solved:

Sample Design and Sampling Procedures

8. Please describe the population that your sample is meant to be representative of:

Citizens of the Republic of Latvia residing in Latvia, age 18-74

Eligibility Requirements

9a. Must a person be a certain age to be interviewed?

Yes

No

If yes, what ages could be interviewed?

18-74

9b. Must a person be a citizen to be interviewed?

Yes

No

9c. Must a person be registered to vote to be interviewed?

Yes

No

9d. Please list any other interviewing requirements or filters used:

Sample Frame

10a. Were any regions of the country excluded from the sample frame?

Yes

No

If yes, what percent of the total eligible population did this exclude from the sample frame? _____ %

If yes, please explain:

10b. Were institutionalized persons excluded from the sample?

Yes

No

If yes, what percent of the total eligible population did this exclude from the sample frame? _____ %

If yes, please explain:

10c. Were military personnel excluded from the sample?

Yes

No

If yes, what percent of the total eligible population did this exclude from the sample frame? _____ %

If yes, please explain:

10d. If interviews were conducted by telephone, what is the estimated percentage of households without a phone? _____ %

Please explain:

10e. If interviews were conducted by telephone, were unlisted telephone numbers included in the population sampled?

Yes

No

If no, what percent of the total eligible population did this exclude from the sample frame? _____ %

10f. Were other persons excluded from the sample frame?

Yes

No

If yes, what percent of the total eligible population did this exclude from the sample frame? _____ %

If yes, please explain:

10g. Please estimate the total percentage of the eligible population excluded from the sample frame: ____ 5 ____ %

Sample Selection Procedures

11. Please describe, in your own words, how the sample for the study was selected. If the survey is part of a panel study, please also describe the original sample, from the beginning of the study. Stratified four-stage quasi-random probability is characteristic to the **sampling design** of this survey.

The size of each region determines proportionally the number of sampling points to be allocated for each stratum. The method is used with the aim of obtaining for each sampling unit equal probability of being selected to the sample.

In total there were **4 stages** within the sampling process:

- 1) selection of sampling points;
- 2) selection of addresses;
- 3) selection of households;
- 4) selection of respondent.

12a. What were the primary sampling units?

Primary sampling units are **sampling points** which are selected from the complete list of Latvia's populated points, with the number of citizens as a size measure.

12b. How were the primary sampling units selected?

Selection of sample points (1st sampling stage). The systematic PPS-sample (Probability Proportional to Size) of sampling points is selected from the complete list of Latvia's populated points, with the number of citizens as a size measure. Populated points are sorted by region, district and urbanization level to keep regional and urban proportions in the sample. The planned number of sample points is calculated with the assumption of 10 interviews in each sample point. The random number determines the point in the list of cities or parishes, from which the selection must be begun and beginning from this point, considering certain steps, cities or parishes, to be included in the sample, are selected.

12c. Were the primary sampling units randomly selected?

- Yes
 No

Please explain how the units were randomly selected. If the units were not randomly selected, please provide a justification for why the units were not randomly selected.

The random number determines the point in the list of cities or parishes, from which the selection must be begun and beginning from this point, considering certain steps, cities or parishes, to be included in the sample, are selected.

13. Were there further stages of selection?

- Yes
 No

13a. If there were further stages of selection, what were the sampling units at each of the additional stages?

Selection of addresses (2nd sampling stage). The random starting address for an interviewer's route is selected within each sampling point; the selection within urban areas is based on lists of dwellings (addresses).

13b. If there were further stages of selection, how were the sampling units selected at each of the additional stages?

Selection of households (3rd sampling stage). Households are selected according to the route instructions – each second dwelling in apartment buildings, each second home in an area of individual houses; ascending or descending sequence varies on odd and even sizes of streets.

13c. If there were further stages of selection, were units at each of these stages randomly selected?

Yes

No

Please explain how the units were randomly selected. If the units were not randomly selected, please provide a justification for why the units were not randomly selected.

Within the second sampling stage - **selection of addresses** - starting address for an interviewer's route in each sampling point is chosen randomly. During the third sampling stage - **selection of households** - every second dwelling in apartment buildings, every second home in an area of individual houses; ascending or descending sequence varies on odd and even sizes of streets is chosen. But the last sampling stage - **selection of respondent** – includes “the principle of the youngest man in the household”.

14a. How were individual respondents identified and selected in the final stage?

Sampling of a respondent (4th sampling stage) within a household takes place by “the principle of the youngest man in the household”.

The principle of the youngest man in the household demands that in each address interviewer clarifies who of the household members being at home is the youngest man. If no man is at home during the interview, the youngest women within the household is asked to participate in the interview. If a respondent refuses to participate or has not been contacted within 2 visits, the respondent is not replaced by another household member.

14b. Could more than one respondent be interviewed from a single household?

Yes

No

If yes, please explain:

15. Did the sample design include clustering at any stage?

Yes

No

If yes, please describe: Please find information regarding clustering in point 12b where Selection of sample points (*1st sampling stage*) is described in detail.

16. Did the sample design include stratification?

Definition: Stratification involves the division of the population of interest according to certain characteristics (for instance: geographic, political, or demographic). Random selection then occurs within each of the groups that result.

Yes

No

If yes, please describe (please include the list of characteristics used for stratification):
Stratification of citizens is based on region, type of residence, nationality, age and gender.

17. Was quota sampling used at any stage of selection?

Yes

No

If yes, please describe:

18. Was substitution of individuals permitted at any stage of the selection process or during fieldwork?

Yes

No

If yes, please describe:

19. Under what circumstances was a household designated non-sample? Please check all that apply:

Non-residential sample point

All members of household are ineligible

Housing unit is vacant

No answer at housing unit after 2 callbacks

Other (Please explain):

20. Were non-sample replacement methods used?

Yes

No

Please describe:

21a. For surveys conducted by telephone, was the sample a random digit dial (RDD) sample?

Yes

No

21b. For surveys conducted by telephone, was the sample a listed sample?

Yes

No

21c. For surveys conducted by telephone, was the sample a dual frame sample?

Yes

No

If yes, what % list frame _____ and what % RDD _____

22. For surveys conducted by mail, was the sample a listed sample?

Yes

No

Please describe:

23. For surveys conducted on the Internet, did any respondents self-select into the survey?

Yes

No

Please explain:

Incentives

24a. Prior to the study, was a letter sent to the respondent?

Yes

No

(If yes, please provide a copy of the letter.)

24b. Prior to the study, was a payment sent to the respondent?

Yes

No

If yes, please describe (including amount of payment):

24c. Prior to the study, was a token gift sent to the respondent?

Yes

No

If yes, please describe:

24d. Did respondent receive an additional payment after their participation? (Do not include any payment made prior to the study.)

Yes

No

If yes, please describe (including amount of payment):

24e. Were any other incentives used?

Yes

No

If yes, please describe:

Respondents receive a gift (chocolate or a pen) directly after their participation in the interview.

Interviewers

25. Please describe the interviewers (e.g., age, level of education, years of experience):

All interviewers of TNS Latvia have passed special 3 day **initial training process** and are selected on the basis of it's results. After the interviewers have successfully completed professional adequacy test they are asked to make their first interviews (usually those are 10 interviews during the Omnibus survey in case of face-to-face interviewers or telephone interviews in case of CATI). When the first field work is finished interviewers together with their supervisor analysis all stages of interviewing, including results of the field work control.

Before field work beginning all interviewers are introduced with and have signed the **contract about noticing of Interviewer's Code of Conduct**. Each of them has their own Interviewer's handbook, which includes main ethical/confidence points, description of typical sampling procedures (e.g. youngest man in the household principle, the principle of the next birthday) and standards of behavior.

Before the beginning of the fieldwork of this particular survey interviewers' **briefing** was carried out. The aim of the briefing is to introduce them with main objective, questionnaire, ethical points and sampling principles.

Interviewer network covers all Latvia regions and is regularly renewed. In this particular survey 53 interviewers who are specially trained and instructed to work with F2F interviews took part. The average length of service as interviewers of TNS Latvia is approximately 9,1 year. **Socio – demographical profile** of all interviewers reflects that the average age is approximately 53 years. Among them 31 interviewer (58%) is with higher education, while the rest 22 interviewers (42%) – with secondary education. Mainly interviews were carried out by women (49 women (92%) and 4 men (8%)).

26. Please provide a description of interviewer training:

Before the beginning of the fieldwork of this survey interviewers' **briefing** was carried out. During the briefing interviewers: are told about main target/objectives of survey (in overall terms), go through the questionnaire together with project manager/supervisor/regional interviewers leader and are reminded about ethical points and sampling procedures.

Contacts

27a. What was the average number of contact attempts made per household, for the entire sample?

The average number of contact attempts made per one household was approximately 1.2.

27b. For households where contact was made, what was the average number of contact attempts prior to first contact?

Only information about the number of total contacts made to visit all the households included in the sample is available.

27c. During the field period, how many contacts were made with the household before declaring it a **non-sample**?

Maximum 2 contacts were made with a household to declare it a non-sample.

28d. During the field period, how many contacts were made with the household before declaring it a **non-interview**?

In a case if the interview is postponed or interviewer can't reach any household's member the household is contacted once more. The household is contacted by interviewer not more than twice.

28e. During the field period, what were the maximum number of days over which a household was contacted?

No limitations were set and a household could be contacted during all fieldwork period. In this particular survey the maximum number of days over which a household was contacted was 11 (eleven).

28f. During the field period, did interviewers vary the time of day at which they re-contacted the household?

- Yes
 No

If yes, please describe:

There are various time schedules for working days and holidays. During working days interviewers are allowed to carry out the interviews after 5 p.m. While during holidays (Saturday, Sunday) they can get in touch with respondents all day long.

Refusal Conversion

29a. Were efforts made to persuade respondents who were reluctant to be interviewed?

- Yes
 No

Please describe:

According to ESOMAR and TNS Global Data Collection Standards respondent's co-operation in a market research project is entirely voluntary at all stages. But interviewer before declaring as non-interview, had to make all efforts to persuade the respondent.

29b. Were respondents who were reluctant to be interviewed sent a letter persuading them to take part?

- Yes
 No
(If yes, please provide a copy of the letter or letters.)

If yes, please describe:

29c. Was payment offered to respondents who were reluctant to take part?

- Yes
 No

If yes, how much?

29d. Were respondents who were reluctant to take part turned over to a more experienced interviewer?

Yes

No

29e. What was the maximum number of re-contacts used to persuade respondents to be interviewed?

In a case if the interview is postponed or interviewer can't reach any household's member the household is contacted once more.

29f. Were any other methods used to persuade respondents reluctant to be interviewed to take part?

Yes

No

If yes, please describe:

Interview/Survey Verification

Definition: Interview/survey verification is the process of verifying that an interview was conducted and that the survey was administered to the correct respondent, for quality control purposes.

30. Was interview/survey verification used?

Yes

No

If yes, please describe the method(s) used:

During the field work supervisors control performance, quotas, terms, solve problems, coordinate quality control. **Quality Control** is performed at all stages of a study (control of interviews, interviewers and data):

- Questionnaire structure (CAPI program) is made so that all skips are done automatically; equal sequence of questions is guaranteed;
- 10% of all fieldwork was back-checked by phone as part of our standard quality control procedures;
- Interviewers state at the address file (contact sheet) the number of rejected interviews by the potentially interviewed people;
- All computer-assisted interviews (100%) were controlled by comparing starting and ending time;
- Control of data obtained from CAPI was executed as well (cleaning and checking, correction of possible mistakes made during input);
- In its procedures, TNS Latvia follows ICC/ESOMAR International Code of Marketing and Social Research Practice. (International quality and professional code and standard observance rules (ESOMAR/ICC International market and social survey code) are binding to *TNS Latvia*.)

If yes, please indicate the percent of completed surveys that were verified: 10 %

Response Rate

31. What was the response rate of the survey that the CSES Module appeared in? Please show your calculations. (If the CSES Module appeared in a panel study, please report the response rate of the first wave of the study, even if the CSES Module did not appear in that wave.)

Information about response rate is not available.

32. Please provide the following statistics for the survey that the CSES Module appeared in. Note: If the CSES Module appeared in a panel study, please report the statistics for the first wave of the study, even if the CSES Module did not appear in that wave.)

A. Total number of households in sample:

B. Number of valid households:

C. Number of invalid (non-sample) households:

D. Number of households of unknown validity:

E. Number of completed interviews:

F. Number of partial interviews:

G. Number of refusals and break-offs:

H. Number non-contact (never contacted):

I. Other non-response:

The sum of B+C+D should equal the value of A. If not, please describe why:

If statistic D (number of households of unknown validity) has a value greater than zero (0), please estimate the proportion of households of unknown validity that are valid:

The sum of E+F+G+H+I should equal the value of B. If not, please describe why:

If statistic I has a value greater than zero (0), please describe what cases fall into this category:

33. If the CSES Module appeared in a panel study, how many waves were conducted prior to the wave that included the CSES Module?

No.

34. If the CSES Module appeared in a panel study, what was the total panel attrition between the first wave of the study and the wave that included the CSES Module? Please show your calculations.

No.

35. If the CSES Module appeared in a panel study, please provide the number of completed interviews for the wave that included the CSES Module:

No.

36. If the CSES Module appeared in a panel study, please provide the following statistics for panel attrition by age and education. In each cell, indicate the percent of all completed interviews in each category for the indicated wave.

Age	First wave of study	Wave that included CSES
18-25	%	%
26-40	%	%
41-64	%	%
65 and over	%	%

Education	First wave of study	Wave that included CSES
None	%	%
Incomplete primary	%	%
Primary completed	%	%
Incomplete secondary	%	%
Secondary completed	%	%
Post-Secondary Trade/Vocational	%	&
University incomplete	%	%
University degree	%	%

Post-Survey Adjustment Weights

37. Are weights necessary to make the sample representative of the populated being studied?

Yes

No

If yes, please explain:

38. Are weights included in the data file?

Yes

No

39. If weights are included in the data file, please describe in detail how the weights were constructed:

To make the survey data representative to the universe, the data weighting in this survey was performed with an aim to get the sample division as close as possible to the universe. Criteria that will be use for the data weighting are: age, nationality, region, type of residence and gender.

40a. If weights are included in the data file, are the weights designed to compensate for disproportionate probability of selection?

Yes

No

If yes, please describe:

Please find information regarding data weighting in point 39.

40c. If weights are included in the data file, are the weights designed to correct for non-response?

Yes

No

If yes, please describe:

Please find information regarding data weighting in point 39 where procedure is described in detail.

40d. If weights are included in the data file, are the weights designed to correct to the official election results?

Yes

No

If yes, please describe:

41. Comparison of Completed Interviews to Population (please provide as percentages of the total): _____

Completed Interviews

42. Please indicate the source of the population estimates in the prior question. English language sources are especially helpful. Include website links or contact information if applicable.

The Population register of Latvia (Office of Citizenship and Migration Affairs) prepare statistics about the population 18+ who are citizens in each administrative territory of Latvia (towns and parishes). This information includes also a wide range of demographics including gender, age, and nationality.

The Office of Citizenship and Migration Affairs

Home page: <http://www.pmlp.gov.lv/en/>

Information phone: 67588675