QUESTIONNAIRE MANUAL

Intro and CS

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TEMPER glossary and abbreviations

AR	Argentina
CoS	Country of Survey
CoB	Country of Birth
DA	*Doesn't answer*
DK	*Doesn't know*
LDC	Last Destination Country (EU)
NA	*Not applicable*
NM	Non-migrant
R	*Respondent*
REP	Real Estate Property
RET	Returnee or Returned Migrant
RO	Romania
SE	Senegal
UA	Ukraine
Ylm	Year of last migration (to EU)
Ylr	Year of last return (from EU)

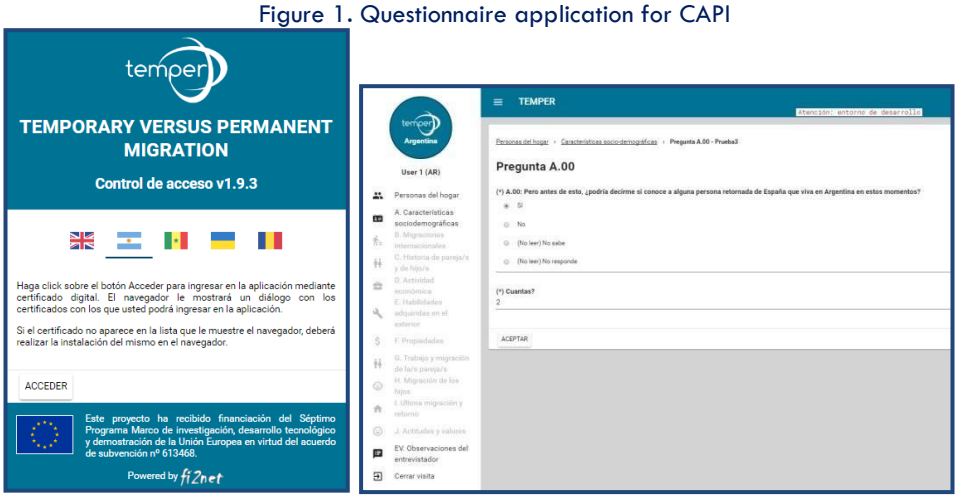
Definitions

- **Migration** = stay of 3 months or more in a country different from CoB [UA: 2-month]
- **Return** = stay of 3 months or more in CoB after having lived for 3 months or more in a different country [UA: 2-month]
- **Non-migrant** = person who has never lived in a country different from CoB for 3 months or more [UA: 2-month]
- **EU members** = members of the EU by 2017-2018 (EU-28)

On the interview

- Interviews will be carried out face-to-face with the respondents using electronic devices in which interviewers will input interviewees' answers (CAPI).

Figure 1. Questionnaire application for CAPI



- The interviews are expected to last **on average 1 hour**.
- Although the contents of the interview/questionnaire are clearly defined, it is likely that the respondents will provide additional comments and information during the interview. Interviewers should be savvy enough to:

  A. demonstrate interest in those **additional comments** while kindly suggesting the respondent to re-focus on the actual questions in order not to prolong the interview too much

  B. **Set the tone at the beginning of the interview for short answers.** During the interview there will be questions where no response categories will be read, but a "spontaneous answer" will be asked from the respondent. We need to prevent respondents offering very exuberant answers. State from the beginning or at an early moment that answers should be as short and precise as possible to avoid prolonging the interview too much.

  C. **Re-direct any information provided in advance.** The interviewer should inform the respondent that "we will be discussing and taking note of this issue later on"; and to the extent possible, incorporate this information when the moment comes.

     - By acknowledging this information: "You were telling me before that…".
     - By adjusting the dialogue and questioning to the information already provided. Ex. if the initial job description (D6) is "teaching at university", in D14 (employer) the interviewer should simply ask: "was it a private or public institution?" (instead of reading the full list of options) since it is already known that it is a university.

- This is a biographical questionnaire that aims to capture relevant events in the life of the respondent. Specific **dates** and more generally establishing correct chronological sequences is central to the correct application of the questionnaire. If the respondent is in doubt or confused about dates and order of events, the interviewer should be ready to help out suggesting, for instance: *"Was it before or after you had your first son?", "Was it before or after the 1989 revolution"?, "Was it nice weather or during the winter?"*

CAPI questionnaire features

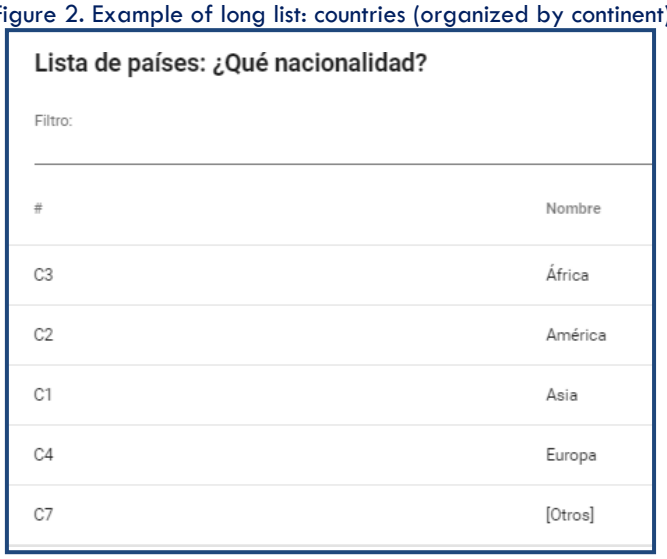
The questionnaire has been designed to be applied in face-to-face interviews using electronic devices in which interviewers will input interviewees' answers. The device will automatically apply the filters: the interviewers will make no effort and have no part on the filtering of questions. The device will also automatically fill-in required pieces of information provided in previous parts of the questionnaire

1. Types of input

There are three main types of input the interviewer will make:

1. Closed list of items to pick from by clicking in a given option. Two different types:
   a) **Spontaneous answer**: The interviewer waits for a spontaneous answer, and then picks the option(s) that appropriately capture the answer. *Whenever this is the case, the interviewers should be prepared to make any necessary additional questions/clarifications*
   b) **Read options**: The interviewer reads the options and the respondent picks the appropriate option(s)
2. Long closed list of items (e.g. *nationalities, countries of residence, etc.*) to pick from by browsing through the list. The interviewer waits for the answer, and picks the corresponding option by:
   a) Typing first letters and selecting from options offered
   b) Picking directly from list by selecting a major category (e.g. continent) and then the exact category (e.g. country)

Figure 2. Example of long list: countries (organized by continent)



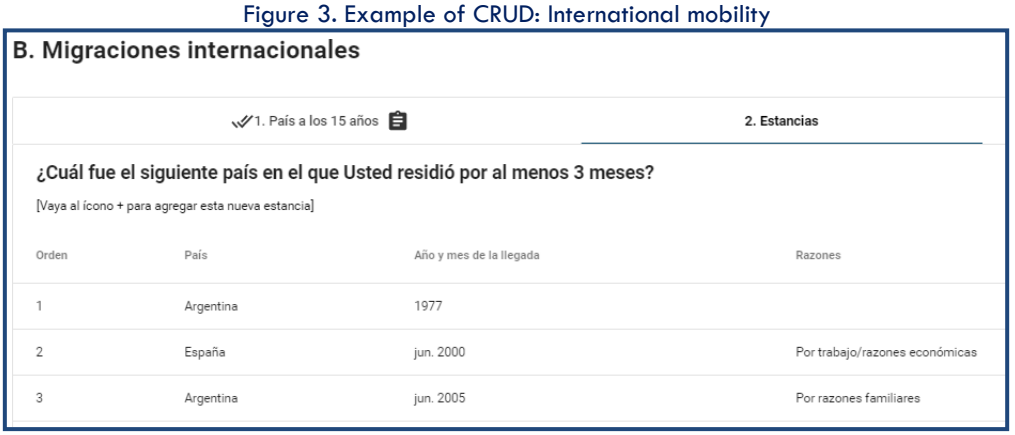
3. Manually enter a literal answer. The interviewer waits for a spontaneous answer, and then types the literal answer.

2. Questionnaire dynamics and main features

- Most of the questionnaire follows a simple sequence of questions. But some modules also contain "**trajectories**" (called "CRUDs" in the CAPI) that (partially) reproduce biographic trajectories by repeating the same battery questions for different episodes in the following areas:

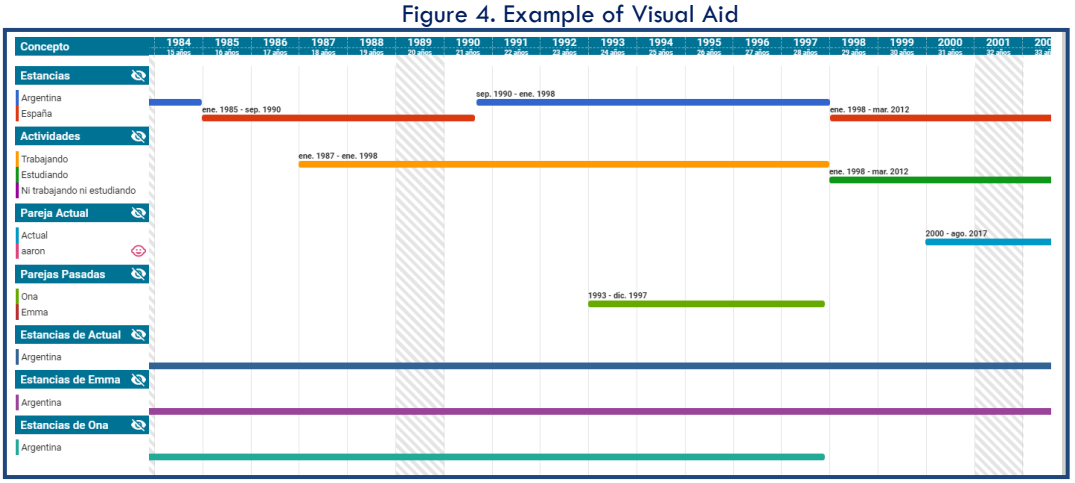
- Residential history (stays of 3 months or more in different countries) [UA: 2-month]
- Activity and jobs history
- Partners and children's history
- Partners' and children's migration history
- Investments (businesses, land, real estate property) history

Figure 3. Example of CRUD: International mobility



- After making each question the interviewer will have to either:
  a) **Read** a list of options for the respondent to pick
  b) Wait for a **spontaneous** answer and proceed based on that answer.
- When having to pick from a closed list of options, the default setup is to **pick only one option**. If more options are allowed it will be specified.
- The options of **"Doesn't know"** and **"Doesn't answer"** should never be read or mentioned. They are to be picked only as a matter of last resort, or when clearly and spontaneously stated by the respondent.
- The questionnaire app provides a **"visual aid"** that depicts chronologically the most basic information provided by R on international migration, activity history, and partner's and children's history. This visual figure can be summoned at any point in order to help the respondent's memory and clarification of any confusions with dates and sequences of events.

Figure 4. Example of Visual Aid



CONTACT SHEET

The contact sheet is the entry point for all potential interviews. The contact sheet will be completed by one single person, ***who MUSt be an aDULt (18 year-old or more).***

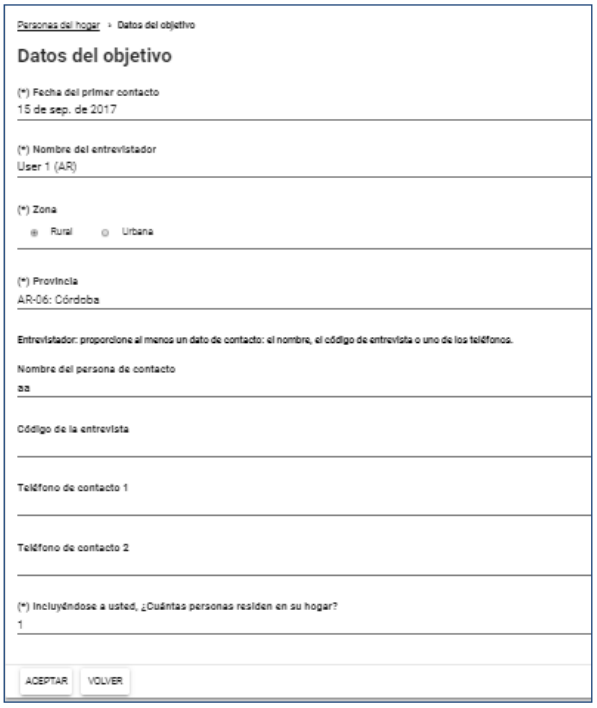
It consists of 3 parts:

1. **Presentation of study**
   Each single person (and/or household) that is contacted as a potential respondent must be provided with some basic information on the project.

Figure 5. Presentation of study

2. **Registration of objective**

   The Registration of objectives (defined as households or as individuals, depending on the sampling strategy in each country) involves the registration of relevant information for the identification and classification of the objective:



- **R1. Date of registration:**

Mechanics[1]	***Clarifications***[2]
- Respondents: All - Question type: Not to be asked - Input: By default (editable)	This is the date of creation of the objective got created

- **R2. Name of interviewer:**

Mechanics	***Clarifications***
- Respondents: All - Question type: Not to be asked - Input: By default (editable)	This is the name of the interviewer to whom the tablet is assigned. If at some point the interviewer registering the objective is a different one, he/she can input his/her name instead

[1] Included here:
- Interviewer instructions (what to read, how) and clarifications (why it has to be that way when not obvious)
- Tablet behaviour and assistance

[2] Included here:
- Rationale (for documentation and to help understand question generally)
- Definitions and clarifications of meaning
- What to do under specific circumstances
- How to code/interpret certain difficult or widespread cases/examples

- **[ONLY SN, UA (RET), RO] R3. Source of contact:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Not to be asked - Input: [SN, UA] Pick answer from list. Multiple answers possible [RO] Type answer *VARIATION BETWEEN COUNTRIES: each country uses its own list of categories and instructions, depending on the expected sources of contact*	Follow the coordinating team's instructions on how to use/apply this field

- **R4. Habitat:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Not to be asked - Input: Pick one answer from the list	Based on interviewer's perception (and possibly coordinating team's instructions)

- **R5. Municipality & region:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Not to be asked - Input: [ALL EXCEPT ARGENTINA] a) Pick region from drop-down list, and then the municipality (these two levels have different names in each country, corresponding to different administrative units in each of those countries). Region has to be picked first; once the region is selected this will activate its specific list of municipalities. b) Start typing the municipality to browse the list. [ONLY ARGENTINA] a) Pick the Province from the drop-down list b) Start typing the Province to browse the list.	

- **R6 Contact's name:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer. - Input: Type answer	Name of the person who is providing the information

- **R6a Household size:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer. - Input: Type answer	- The number of persons should include the contact person as well HOUSEHOLD = A household is either one person living alone or a group of people, not necessarily related, living at the same address with common housekeeping, i.e. sharing at least one meal per day or sharing a living or sitting room.

- **R6b, c, d... Contact information fields:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer. - Input: Type answer *VARIATION BETWEEN COUNTRIES: each country has decided how many fields are available and with which specific contents*	Follow the coordinating team's instructions on how to use/apply these fields

- [**ONLY ARGENTINA**] **R6b. Code of interview:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Not to be asked - Input: Type answer	Follow the coordinating team's instructions on how to use/apply this field

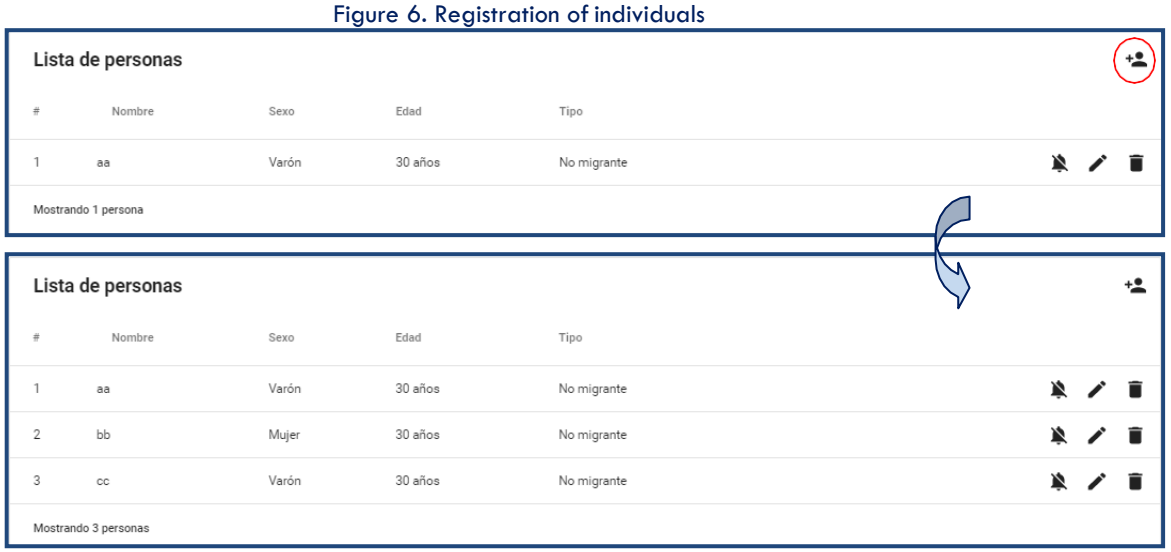
3. Contact sheet for individuals (as individual objectives or as household members)

The application **requires** registering key information (concerning eligibility for the interview) on at least one person per objective.

The application **allows** to register this key information for several individuals within a single household. Whether one (e.g. a priori selected person), several (e.g. all potential interviewees) or all members of the household get registered depends on the sampling and registration strategy decided by each country team.

If several persons are to be registered, ***YOU should always start with the contact person who is completing the contact sheet***. After completing this information, the application brings you to the List of Persons within the objective. Other persons can be registered by clicking on the person icon.

Figure 6. Registration of individuals



For each registered person, the information to be filled in is:

- **CS.1 Name:**

Mechanics	***Clarifications***
- Respondents: All - Question type: Spontaneous answer - Input: Type answer	It could be an alias

- **CS2. Sex:**

Mechanics	***Clarifications***
- Respondents: All - Question type: Not to be asked - Input: Pick one answer from the list	**[ONLY SENEGAL] ELIGIBILITY CRITERIA:** • **Male**

- **[ONLY AR, RO] CS2b. Kinship relationship (to contact person):**

Mechanics	***Clarifications***
- Respondents: All - Question type: Spontaneous answer - Input: Pick one answer from the list	The contact person who is providing the information should be registered as "Respondent" All other persons should be classified here in terms of their kinship or relation to this contact person (e.g. "Partner/spouse")

- **CS3. Date of birth:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer - Input: a) Select the date in the calendar gadget b) Type in the date (day, month and year). ▪ If the **exact date is unknown** or R doesn't want to provide it, pick DK/DA and enter only the year. If you do not introduce day or/and month, these will be automatically assigned to 1st January. BE AWARE: it is important to collect the exact date whenever possible to avoid possible conflicts in the rest of the questionnaire. ▪ If the **year is also unknown** or R doesn't want to provide it, pick DK/DA and enter R's current age. The tablet will calculate the year of birth and automatically assign 1st January. ▪ If the **age is unknown** or R doesn't want to provide it, the person will be declared NON-ELIGIBLE.	- The complete date of birth allows us to be accurate about the respondent's age, but if the person doesn't remember or is unsure, the year will suffice. **ELIGIBILITY CRITERIA:** • **20 year-old or older at the time of the interview** • **75 year-old or younger at the time of the interview** • **20 year-old or older at the time of the last return from the EU**

- **CS4. Country of birth:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer - Input: a) Pick country from drop-down list b) Start typing the country name to browse the list	**ELIGIBILITY CRITERIA:** • **Born in CoS**

- **[ONLY AR] CS4b. Current activity status:**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer - Input: Pick Y/N answer	WORK = any activity producing or distributing goods or services for the market (i.e. economic exchange, including the public administration or economic exchange in communist systems). • Note that this includes **paid and unpaid work.** • However, **housework is NOT** included in this definition.

- **CS5. Ever lived outside CoS for 3 months or more (last 20 years):**

Mechanics	*Clarifications*
- Respondents: All - Question type: Spontaneous answer - Input: Type answer	Referred only to stays between 1996 and 2017 **ELIGIBILITY CRITERIA:** • **Yes = necessary condition for RET** • **No = necessary condition for NM**

- **CS6. Ever lived in Europe (last 20 years):**

Mechanics	*Clarifications*
- Respondents: Those with international migratory experience - Question type: Spontaneous answer - Input: Type answer	Referred only to stays between 1996 and 2017 and current EU members **ELIGIBILITY CRITERIA (RET):** • **Yes**

- **CS7. Last country where lived in Europe [= Last Destination Country (LDC)]:**

Mechanics	*Clarifications*
- Respondents: Those with international migratory experience in EU in the last 20 years - Question type: Spontaneous answer - Input: a) Pick country from drop-down list b) Start typing the country to browse the list.	Referred only to stays between 1996 and 2017 **ELIGIBILITY CRITERIA (RET):** • **AR: Spain** • **SN: France or Spain** • **RO: Germany or Spain** • **UA: Italy or Poland**

- **CS8. Year of last migration (to EU) [ylm]:**

Mechanics	*Clarifications*
- Respondents: Those with international migratory experience in EU in the last 20 years - Question type: Spontaneous answer - Input: Type answer	• Year of arrival in that country • Referred to the **last stay** in this country (and EU) if several **ELIGIBILITY CRITERIA (RET) => 1996**

- **[ONLY UA] CS8b. Activities in LDC during last stay there:**

Mechanics	*Clarifications*
- Respondents: Those with international migratory experience in EU in the last 20 years - Question type: Spontaneous answer - Input: Pick answer from list	**[ONLY UA] ELIGIBILITY CRITERIA (RET) = Yes (work, study or both)**

- **CS9. Year of last return (from EU) [ylr]:**

Mechanics	*Clarifications*
- Respondents: Those with international migratory experience in EU in the last 20 years - Question type: Spontaneous answer - Input: Type answer	• Year of arrival in CoS • If the year is 2017, make sure that the person has returned at least 3 months ago **ELIGIBILITY CRITERIA (RET) => 2000**

- **CS10. Confirmation of direct return from LDC to CoS (in ylm/ylr):**

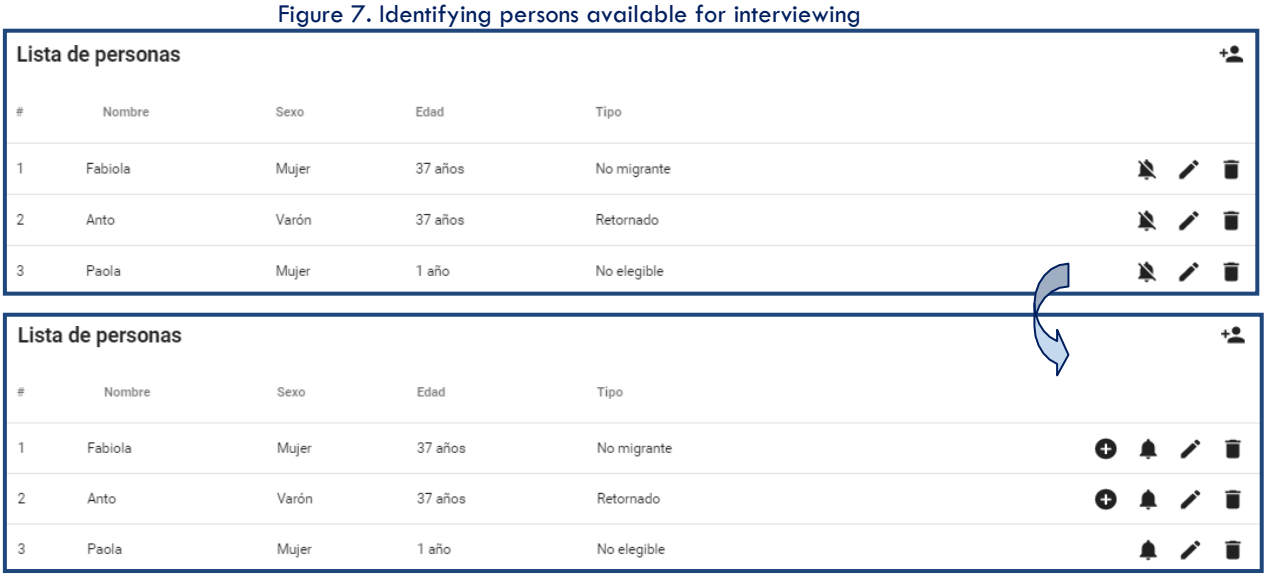
Mechanics	*Clarifications*
- Respondents: Those with international migratory experience in EU in the last 20 years - Question type: Spontaneous answer - Input: Pick answer from list	- Whether R spent 3 months or more in some other country after leaving LDC in ylm [UA: 2-month] - Intermediate stays of less than 3 months are admissible **ELIGIBILITY CRITERIA (RET) = Yes** BE AWARE: if this information is wrongly recorded and the person is selected, the interview will be blocked in module B, where intermediate stays between LDC and CoS are not allowed, and this will invalidate the interview

Selection of respondent (R)

If several persons are registered in the contact sheet, only one of them can be selected to take the interview.

The application requests first to signal which of these **persons (at least one) are available** to conduct the interview (by clicking on the bell icon). Only persons who are eligible (either as RET or as NM) can be made available in this manner.

Figure 7. Identifying persons available for interviewing



Out of these eligible & available persons, the application allows to **select only one person** to undertake the interview (by clicking on the plus icon). BE AWARE: since only one questionnaire exists per objective, if you select one person, start the interview and then decide to change the selected person, when selecting this other person you will lose all the questionnaire information already registered for the first respondent.

For this selection, interviewers should **follow the instructions of their coordinating team.**

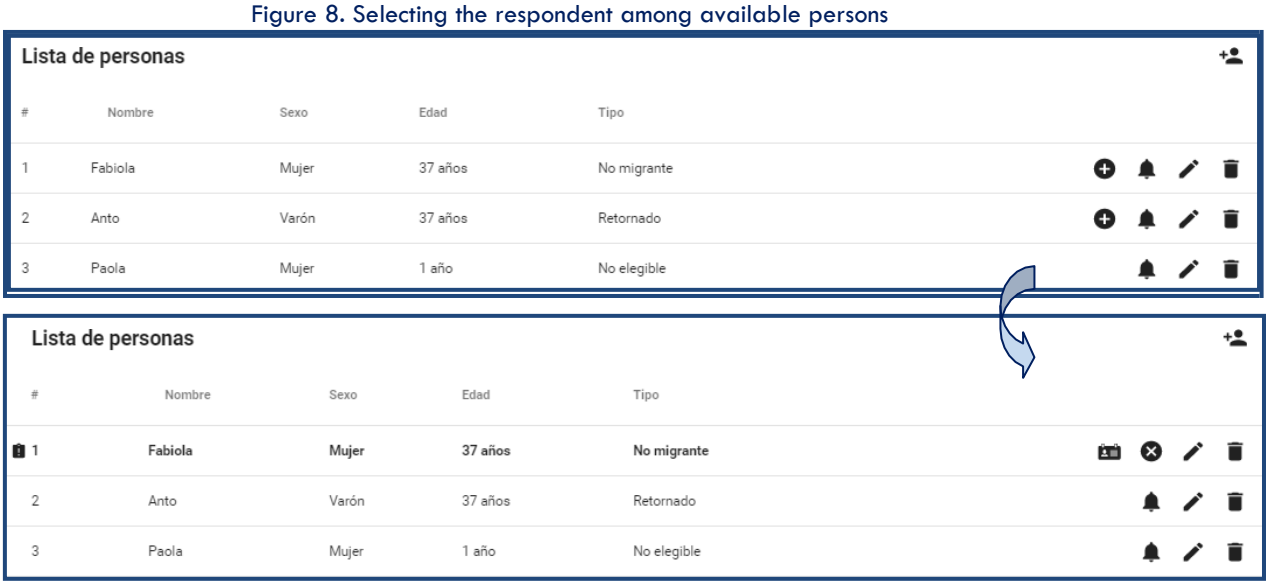



Figure 8. Selecting the respondent among available persons