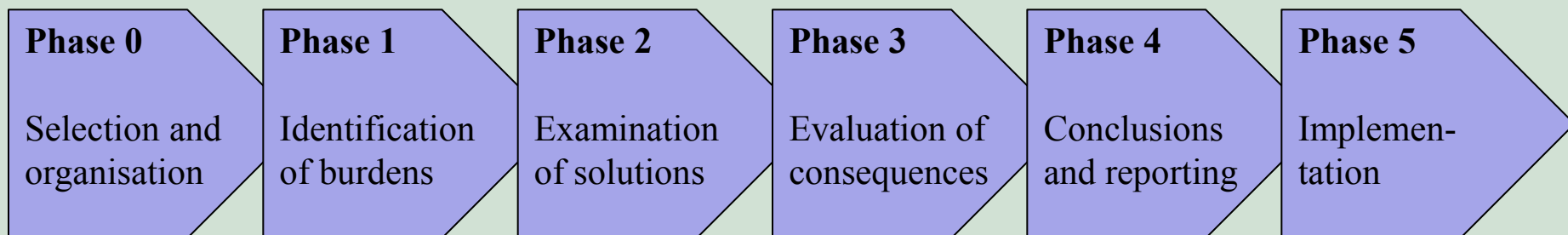# Overview

- Introduction to measurement of response burden

- Establishing a baseline measurement

Phase 0 to 5

- ## The process of reducing response burden can be divided into 6 steps

Phase 0	**Phase 1**	**Phase 2**	**Phase 3**	**Phase 4**	**Phase 5**
Selection and organisation	Identification of burdens	Examination of solutions	Evaluation of consequences	Conclusions and reporting	Implemen-tation

Selection and organisation

- Phase 0
  - starts when it is decided to reduce burdens
  - in phase 0, relevant areas for burden reduction are chosen, and the organisation is decided

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Identification of burdens

- Phase 1
  - comprises the identification of actual burdens
  - the aim is to identify burdens from existing rules

Examination of solutions

- Phase 2
    - is the phase where different solutions are revealed
    - different approaches to reduce the burdens are considered

Evaluation of consequences

- Phase 3
  - starts when possible solutions are found
  - positive and negative consequences are discussed

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Conclusions and reporting

- Phase 4
  - is the conclusion phase, where results are given in reports to the decision-makers
  - some reductions can be carried out as administrative reductions, while others require political decisions

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Implementation

- Phase 5
  - comprises the implementation of reduction initiatives
  - changes must be communicated both to the relevant enterprises and to other relevant parties

Response Burden Concepts

- Objective vs. subjective
  - Dependent on the respondent's idea of the usefulness of the statistics
- Maximal vs. minimal concept of burden
  - Minimal – filling out the form
  - Maximal – all acts involved: reading instructions, gathering data, follow-up calls

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Response burden

- Response burden depends on:
  - Sample size
  - Mandatory or voluntary
  - Reporting media
  - Information prior to the interview
  - Questionnaire design
  - Reminder procedure
  - Error checking routines
  - Legislation

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Measuring the response burden

- Measurement depends on
  - time used to fill in the questionnaire
  - enterprise size (number of employees)
  - kind of activity

- Interview should reveal:
  - working routines
  - difficult and complex areas

- A measurement should be calculated for all surveys

Measuring - formula

- Model (Base measurement)
  - Minutes used x
  - Frequency x
  - Number of yearly reports =
  - Yearly burden in minutes x
  - One man hour price =
  - Administrative burden

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