EU-ISRAEL TWINNING PROJECT
Activity D.6
Measuring and reducing response burden

Jerusalem, 20-23 January 2014

DANMARKS STATISTIK

MR21.

Guidelines on how to measure and reduce response burden on enterprises

benchmarked by

Guidelines prepared by 6th project quarter

Purpose and expected output of D.6

Purpose

- Presentation and discussion on methods on measuring and reducing response burden
- Discussion on how response burden feed into the overall strategy developments of ICBS

Expected output

Mission report with recommendations:

- Measuring response burden
- Reducing response burden
- Input to guidelines on response burden

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Elements on the table

1. Strategic objectives and interrelations
1.1. Interfaces with other components in the twinning project

2. Organizational issues
2.1. Internally in ICBS
2.2. Involvement of external stakeholders
2.3. Communication

3. Response burden measurement
3.1. Measurable/actual burden
3.1.1. Macro-level
3.1.2. Micro-level
3.2. Perceived burden and respondent satisfaction

4. Response burden reduction
4.1. Burden reduction catalogue
4.2. The VIC track
4.3. Re-use of existing information
4.4. Digitalisation of questionnaires / data collection

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Conclusions and recommendations

- Conduct baseline measurement for reference year 2013
- Initiate transition to digitalized data collection
- Define a common and official "Data provider policy" for ICBS
- The internal ICBS "Burden Committee" is the focal point
- Involvement of business community?
- Publish results of burden measurements and reduction initiatives
- Measure burden according to the SCM methodology/principles
- Complementary burden measurement at micro and macro level
- Decide on the level and/or the developments over time
- Measure also perceived burden – for ICBS internal use
- Clarify aims of VIC track, and initiate pilot-project
- Re-use of existing information

Roadmap 1: Roles and responsibilities

A. Response burden committee
- Measurable burden
    - Methodology: macro (i.e. Standard Cost Model) and micro approach
    - Compilation
    - Quality assurance
    - Update
- Perceived burden
    - Methodology / development of questionnaire
    - Compilation
    - Identification of initiatives
- Burden reduction initiatives
    - Identify and prioritize possible burden reduction initiatives
    - Provide recommendations for specific reduction initiatives to senior mgt.

B. Data collection committee
- Digitalization of data collection
- Drafting strategic proposal: basis for decision making in ICBS
- Drafting of a data provider policy
- Roles and aims of the VIC track

Roadmap 2: Dates and deliverables

Before 1 April 2014

- Decision on the scope of the guidelines
- An annotated agenda for the guidelines
- A note on the needs and considerations regarding web-questionnaires

Before 1 October 2014

- Guidelines presented to ICBS senior management
- Test of electronic questionnaire developed in activity D3 implemented and tools and processes evaluated
- Draft strategic proposal: basis for decision making in ICBS for transition to web-based questionnaires

Before 1 November 2014

- Guidelines on response burden measurement and reductions approved by ICBS senior management
- Strategic proposal for transition to web-based questionnaires adopted by ICBS senior management

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