

Agreement of the Interministerial Statistics Commission on *the means of dissemination of the actions to be developed in order to reduce the burden on respondents*

(Adopted by the Plenary of the Interministerial Statistics Commission during their session of 11 April 2012)

The Plenary Session of the Interministerial Statistics Commission, during their meeting held on 11 April 2012, adopted the following agreement:

AGREEMENT ON THE INCORPORATION OF INFORMATION ON ACTIONS TO BE CONDUCTED IN ORDER TO REDUCE THE BURDENS ON RESPONDENTS OF STATISTICS

As of 2013, it is recommended to perform the following actions:

1. Incorporating in each Annual Programme of the National Statistical Plan, after the "Tasks to be executed during the year" for each statistics, detailed information on the specific actions with a direct or indirect effect on the reduction of the burdens on respondents which are to be developed during the year.

2. Including a specific heading on the sheets of the Inventory of Statistical Operations, after the section "Dissemination calendar in the yyyy Annual Programme", with the following text: "Activities to reduce the burdens on respondents in yyyy". This section shall indicate whether or not there are planned activities, and, if so, its consultation shall be provided. Only standard activities to which detailed actions correspond are to be presented. In order to describe these standard activities the standardised expression is to be used, according to the classification included below.

3. Using the following classification of activities in order to reduce the burdens on respondents:

- Use of an administrative source instead of conducting a specific survey.
- Removal or non-inclusion of questions in the questionnaire due to the use of information from administrative sources or other statistics.
- Reduction of data collection frequency.
- Reduction of the time needed to complete the questionnaires by clarifying and simplifying them as much as possible.
- Improvements on the data filtering and imputing processes. Reduction of recontacts.
- Coordination with other Administrations in order to avoid the duplication of requests for information.
- Implementation of new telematic means in order to facilitate data collection.
- Optimization of sample designs, in order to reduce the number of units to be interviewed and to conduct a broad as possible distribution of the response burden among the population's object of the survey.
- Campaigns of information and/or promotion of telematic collection, etc.
- Other activities.