

SIXTH FRAMEWORK PROGRAMME

SCIENTIFIC SUPPORT TO POLICIES



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*PR1.2*

## Questionnaires

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## **OBJECTIVES**

For the RAMSOIL project, a work plan had to be developed to create and distribute questionnaires to all member states of the European Union. This work plan had to make sure the questionnaires were made easy to understand, and that the right questions were given to the persons responsible for policy or scientific knowledge regarding the 5 soil threats. Furthermore, it has to give a first idea on how to analyze the questionnaires for a database set up.

## ***Introduction***

The RAMSOIL (Risk Assessment Methodologies for SOIL threats) project started in February 2007. The objective of the RAMSOIL project is to provide an inventory of the different risk assessments methodologies for soil threats regarding agricultural soils that are currently used in the European Union. In order to make this inventory of the Risk Assessment Methodologies (RAMs) currently used, questionnaires were developed to invite both policy makers and scientists involved in the process of determining RAMs used for the 27 EU countries.

The RAMSOIL questionnaires were sent to all 27 member states of the European Union. According to the EU Thematic Strategy on Soils, these member states need to develop a risk assessment methodology for the soil threats in their countries, and with the questionnaire, RAMSOIL is examining these current RAMs used.

## ***General: How to get a high response from your questionnaire***

Several rules can be applied for making a questionnaire with a high response number. Previous studies suggest that achieving a good response rate is a particular problem for postal questionnaire surveys. Previous studies suggest that the response rate may be reduced by up to 20% compared to an interviewer- based survey. A response rate of 75% for a postal questionnaire survey is considered to be extremely good [Williams, 2003].

Some of the tips given in [Williams, 2003]:

- **Questions should be short** (less than 20 words is recommended).
- **Avoid making assumptions** in your questions.  

For example, 'How often do you visit the dentist?' assumes that the respondent attends the dentist regularly. You should break this question down into two parts, i.e. 'Do you visit the dentist for checkups?' and 'If yes, how often do you go for a check-up?'
- **Prevent time-memory bias.** It is unwise to ask about things that have happened more than 6 months in the past; People find it particularly difficult to recall events that have happened some time ago. If this is unavoidable then you should either use wide time scales, for example 6–12 months, or put the event in question into some sort of context.
- **Order of your questions.** Studies have shown that a better response rate is achieved if **general** questions precede **specific** questions.
- **Open** versus **closed**. Although closed questions tend to yield better response rates, there is a risk that some subjects will be led to give a response that they may not otherwise have given simply because it is on the list. You will need to spend some time piloting your questionnaire to ensure that the whole range of responses is included for each question. It is also a good idea to include an 'other' tick box, to cover all eventualities, in answers to questions where there is a list of possible responses.

Lay-out

- **Comments:** with closed questions, include an opportunity at the end of each section for respondents to give their comments and the possibility to add any further explanation about their responses. You can then either code these comments and include them in the analysis or quote them verbatim in your study report.
- Use at least a **size 14 font size** for the questions to avoid cramming too many questions onto a page in an effort to save paper!
- Make a unique ID label so reminders can be sent.
- Make sure the information is confidential and that the respondents know this.
- Print the questionnaire on good quality paper (at least 100 g).
- Use brightly coloured paper for the front and back covers to grab the respondent's attention.
- The questions itself however should be written on white paper, because this is less tiring on the eye's.
- Send subjects information, asking them to indicate whether they wish to take part in a survey, rather than simply sending them a questionnaire through the post, with a letter cover asking them to complete it.
- Use white stamped envelopes, which look more personal.
- Send postal questionnaires with a pre-paid envelope for their return.
- Questions can be divided into those directly related to the research question: **filter** questions (explore the characteristics of the different study groups) and '**filler**' questions (although not part of the research question, aid the flow of the questionnaire) [Williams, 2003].

## Pilot study

## Testing reliability

Reliability is defined as an assessment of the reproducibility and consistency of an instrument. For self complete questionnaires, two aspects of reliability should be examined. You can assess test-retest reliability by asking people to complete the questionnaire on two separate occasions approximately 2 to 3 weeks apart, assuming that their circumstances will not have changed in the interim. The two sets of responses can then be compared statistically using weighted Kappa<sup>2</sup> for categorical data and Spearman's Rank Correlation Coefficient (or its non-parametric equivalent, the Wilcoxon Rank Sum test) for continuous data. You can determine the internal consistency of your questionnaire by asking a question or questions in more than one way during the questionnaire. The responses given can then be compared as before [Williams, 2003].

## **Testing acceptance**

Qualitative methods can be used to assess the acceptability of a questionnaire. You can either ask the subjects included in your pilot study to write their comments about the questionnaire on a separate sheet or you can ask them over the telephone how they found answering the questionnaire during the validity testing. It's also a good idea to ask people in the pilot study how long it took them to complete the questionnaire. You can then include this information in the cover letter that you use to accompany the questionnaire in your main survey [Williams, 2003].

## **Design your coding team**

Coding is the process of **converting questionnaire data** into **meaningful categories** to **facilitate analysis**. You need to think about your coding scheme at the beginning of your study and, wherever possible, build it into your questionnaire, for example by numbering the response tick boxes for each question. This will allow you to enter data directly from the questionnaire into your database for analysis. The numbers within the boxes should correspond to the variables in the database where the responses will be stored. **The alternative** is to code the questionnaire responses onto a separate coding sheet and then to enter the data from the coding sheet into the database. This process is not only laborious, but also doubles the margin for error and observer bias. It's a good idea to test your coding scheme and data entry process during the pilot study, so that problems can be rectified before the main study starts. It's also prudent to discuss the coding scheme for your questionnaire with a statistician at this stage so that any mistakes can be rectified before you go to the printers [Williams, 2003].

## ***General: How to analyze questionnaires***

Novice researchers often assume that once they have selected, designed, and distributed their questionnaire, their work is largely complete. In reality, entering, checking, and cleaning the data account for much of the workload [Boynton, 2007] :You should not under-estimate the amount of work and time involved in collecting and analyzing qualitative data [Williams, 2003]. Some options for analyzing the questionnaire are:

### **Data cleaning**

It is good practice to check through each completed questionnaire when you receive it to check for missing data. If there are any factual gaps in people's responses, for example, the number of visits, then it may then be possible to enter these data from other sources. Subjects who have failed to follow the filters and answered every single question can also be identified at this stage, and if necessary, contacted to verify information.

Once you've entered your entire questionnaire responses into the database it is necessary to spend some time cleaning the data to identify inconsistencies and outliers. This is a laborious process and there is a strong temptation to leave this stage out, particularly if there is a scientific conference looming at which you've promised to present the results of your study! This is a false economy, however, since you may then have the embarrassment of having to amend your abstract or even withdraw your paper when you discover that your 'exciting' finding is merely the result of a data entry error! The quickest way to clean your data is to produce frequency figures for each question and examine the outliers. Simple cross-tabulations can then be used to identify nonsensical responses. Two approaches can be used when analyzing the responses to open-ended questions [Williams, 2003]:

1. You may choose to examine all the responses to a question, devise categories for the answers and then code the data in the same way as a closed response question.
2. Alternatively, interesting responses can be quoted verbatim in the final report. The choice depends on the nature of the question and the range of answers given. Once you have coded as many of the open-ended questions as possible you can enter your data directly from the completed questionnaires into a computer program for analysis. The Statistical Package for Social Sciences (SPSS) is a useful software package for questionnaire surveys because it is flexible and easy to use.

## ***The RAMSOIL Questionnaires***

Two different questionnaires were developed. This division was a **policy** questionnaire and 5 more **scientific** questionnaires related to the 5 agricultural soil threats. The policy questionnaire was developed for the most influential politicians on soil threat policy in a specific country. The scientific questionnaires were developed for scientists, who are involved in the development of a RAM for a specific soil threat. The 27 member states of the European Union were divided between the participants in the RAMSOIL project.

The politicians were located through research (telephone calls to governmental departments, response from governmental contacts and web search) and were asked to fill in names for the scientific back up of their RAM used. The names of these scientists were used, along with names, found through literature research, the internet, and through inquiries at conferences, meetings and workshops, to establish a network of scientist for the scientific questionnaire.

Both questionnaires included open and closed questions, but primarily questions with check boxes as an answer were used. The reason for choosing different lay outs for the questions was that a balance had to be found between getting easily filled in answers (one question with multiple answers limited by predefined check boxes), and the maximum response of information from the different countries to our questions (open questions). Respondents had to fill in their personal information (name, address, email address and country) so they could be contacted if any questions were still unanswered. The policy questionnaire was more descriptive in the methodology for the RAM used; what indicators, what thresholds, and what motivation were used in relation to a certain RAM.

The scientific questionnaires were a more detailed version of the policy questionnaire where a more in-depth indicator field was established necessary for the identification of the RAMs on a scientific level.

## ***Options for a RAMSOIL questionnaire analyze system***

The questions used in the questionnaire were diverse and had several consequences for the analysis: especially for the way the input into the database should be given.

### **Coding system**

In order to make sure all answers are filled into the database, and can be retrieved easily, a coding system is necessary to store all possible answers. In the annex an example is given for a coding system for the policy questionnaire used. The coding system makes sure all answers are related to a field in a database. It is useful to make a coding system for all questionnaires so it can be used as a back up and guiding system when filling in the questionnaires into the database.

## Categories questions

The different questions and answers can be subcategorized according to the question and the answer possible. Options are given in table 1:

**Table 1: possibilities of questions and answers in RAMSOIL questionnaires.**

Question	Level	Query	Answer	Database	Example (policy)	
1.x	Main question	Info	Fill in	text	Contact info	
		Options	Checked	Text/ number	1.1	a)
		Specified	Fill in	Linked to question	1.4	
		Comments	Fill in		1.4	
1.x.x	sub question	Specified	Checked	Text/ number	1.2	
		Specified	Filled in	Text	1.2	
		Comments:	Fill in	Linked to question	1.2	

a) The answers given for the options **checked** boxes can be subcategorized into different possible answers for the database:

1 = yes                      2= no

3= ...(specified)      4= ...(specified)

9 = Don't know      0 = Other: (after which another database number contains the specification)

### Thinks to think about:

- Do you want to specify the answers, or do you want to use numbers for each possible answer in a checked option? E.g. Soil salinization can be subscribed like '**salinization**' in the database, or like: **3**.
- How do you want to place **comments** in your database:  
Possibilities: **Not placed**: they will be added to the results later if important.  
**Directly in the database**: they can be read through a separate field, which will be a sub number of the head question.

### EXAMPLE

Question 1: What soil threat is important for... : erosion, landslides, don't know, other. This can give the answer **0**, so the answer to the database field can be **field 1= 0**  
After which **field 1.0** can specify the answer filled in with "**other**"

## **Database**

One of the most important analytic tools for these questionnaires is the database. Microsoft Access is probably the best programme to use for such elaborate questionnaires as the ones asked in the RAMSOIL questionnaires. The structure of this database is going to be set up within the next weeks.

## **What to think about when you have the answers in a database**

The database is filled in and the answers from the questionnaires can be retrieved easily. Now the answers can be valued and analyzed according to the information found in the questionnaires. Several things have to be considered.

- The answers can be viewed from a perspective of location (e.g. southern EU countries), specific RAMs (e.g. only erosion) or by background (policy maker or scientist). Which of these point of views give the best results when analyzing the questionnaires.
- The most important answers can be taken out of the database and numbered according to interest or importance. One of the possibilities is to weigh each answer. An example of weighing is that the 5 most important answers or reasons given for a question can be given a weighing number from 1 till 5. 1 being the most highly valued answer, and 5 the least valued answer. This weighing can focus on important differences within the different questionnaires and can be important when (the size of) the questionnaire is limiting the logic to see 'through' the questionnaire and find corresponding answers or relations within the questionnaires.
- How is weighing going to be implemented within the database? It is possible this should be considered beforehand and given in the coding of the questionnaire. Maybe it is also possible to implement the weighing in the database.
- Weighing can be visualized by putting the answers in a graph (spider or radar graph) according to the weighing number. Several basic graphs can be given and the number of questionnaires which resemble these basic graphs can be ordered according to their resemblance. This can show results in a more clustered way easily.
- The answers given in the different questionnaires can be related to each other. This means that several questions can be found in both questionnaires, and it can be interesting when several people in one country give different answers to specified RAMs. It is important to know the harmonized questions beforehand.
- Another possibility to analyze the questionnaires is by selecting the extremes. The first discrimination division can be made in whether a country already has RAMs for all soil threats or is not active in any RAM in any soil threat. Everything else is in between these two possibilities. This could give a broad overview of the possibilities within Europe.

## Annex

### Coding system

- The given example is the policy questionnaire
- Red are fields for the database
- Blue are the possible filling-in of the database of these fields (given by the respondents).

#### Contact information

Your Name: .....

E-mail: .....

Telephone number: .....

Institute / company / Governmental body: .....

Address: .....

Country: .....

#### PART 1a

1.1 *Are you familiar with the EU thematic strategy for soil protection coming into force in the next years?*

1.

- O Yes  
 O No

1.2 *What is your official responsibility?*

2.

- 1  O I am responsible for the implementation of the RAMs for all soil threats.
- 2  O I am responsible for the implementation of the RAMs for one or a few soil threats, namely
- O organic matter decline  O erosion  O compaction  
 O salinization  O landslides  O contamination  
 O sealing
- 3  O I am an advisor to a governmental body. Please specify your position:  
.....
- 0  O Other, please specify: 2.1 .....text.....

1.3 *Which of the following soil threats are currently considered a problem in your country?*

- 1 O organic matter decline    4 O erosion    6 O compaction  
 2 O salinization    5 O landslides    7 O contamination  
 3 O sealing

3.

1.4 Please answer the questions in the table below for each soil threat, by putting an 'x' in the appropriate boxes. If you have no information about a specific question please leave that box open. RAM stands for Risk Assessment Methodology; an example is given in the introduction at page 1.

All (main) fields are divided as PE, PC, PL, PS and PO

So PE4.1, etc.

RAM identified		Erosion	Compaction	Landslides	Salinization	Organic matter decline	Remarks
		PE	PC	PL	PS	PO	.1
4	What is the current status of the RAM?	RAM used in practice	1				
		RAM in development	2				
		Don't know	9				
.1	What is the legal status of the RAM?	Officially recognized assessment	1				
		Official assessment in development	2				
		Assessment methodology used by an institution	3				
		Don't know	9				
.2	Is the RAM mono-risk or multirisk (e.g. combined assessment of erosion and landslides)	monorisk	1				
		multirisk (please indicate which threats are combined)	2				
		Don't know	9				
.3	How long has the RAM been used in practice?	< 2 years	1				
		2 – 5 years	2				
		5 – 10 years	3				
		> 10 years	4				
		Don't know	9				
.4	What is the geographical scale of the RAM?	Local	1				
		Regional	2				
		Municipal	3				
		National	4				
		Don't know	9				
.5							

<b>.6</b>	For what reason was the RAM developed?	Science	<b>1</b>					
		Legislation	<b>2</b>					
		Don't know	<b>9</b>					
<b>.7</b>	Is the existing RAM aimed at complying with EU, national, or regional legislation?	Regional	<b>1</b>					
		National	<b>2</b>					
		EU	<b>3</b>					
		Global	<b>4</b>					
		Don't know	<b>9</b>					
<b>.8</b>	Is the RAM linked to community policy targets, objectives or legislation?	No	<b>1</b>					
		Yes, indirectly	<b>2</b>					
		Yes, directly	<b>3</b>					
		Don't know	<b>9</b>					

**1.5** Could you please rank the following arguments from 1 to 8 (1 being the most important and 8 being the least important) for using or preferring your RAM for each soil threat?

All (main) fields are divided according to **PE, PC, PL, PS** and **PO**

<b>5</b>	RAM identified	Erosion	Compaction	Landslides	Salinization	matter Organic decline	Remarks
		<b>PE</b>	<b>PC</b>	<b>PL</b>	<b>PS</b>	<b>PO</b>	<b>P1</b>
	Costs	<b>8 numbers</b>	<b>8 numbers</b>	<b>8 numbers</b>	<b>8 numbers</b>	<b>8 numbers</b>	
	Knowledge demand						
	Efficiency						
	Data availability						
	Difficulty methodology						
	Public acceptance						
	Ambiguity						
	Transparency						

**PART 1b**

Several specific questions per soil threat are listed in the following section. This selection has been divided into the 5 separate soil threats. Please fill in the questions concerning the soil threats in your country. If you have no information you can leave the questions unanswered, but please make sure to check all pages.

Erosion

1.6 Please provide the person and/or organisation for obtaining detailed information on the RAM for erosion:

**PE1**

- 1. Name organization/ institute: ..... [text](#)
- 2. Name: ..... [text](#)
- 3. Email address contact person: ..... [text](#)

1.7 Please list (and if possible, attach) the most important references (preferably digital and in preferably English) on the RAM for erosion.

**PE2**

.....  
[X=text or attach](#).....  
.....

1.8 Please list the most important weblink related to the RAM for erosion.

**PE3**

[X=text or attach](#).....

1.9 Which process is characterised by the methodology?

**PE4**

- 1  Water erosion
- 2  Wind erosion
- 3  Both

1.10 What type of data are currently being collected specifically for soil erosion, in addition to the ones listed in 1.4?

**PE5**

- |                                   |                                    |  |
|-----------------------------------|------------------------------------|--|
| 1 <input type="radio"/> Climate   | 4 <input type="radio"/> Soil       | 6 <input type="radio"/> Topography           |
| 2 <input type="radio"/> Lithology | 5 <input type="radio"/> Land cover | 7 <input type="radio"/> Management practices |
| 3 <input type="radio"/>           | <input type="radio"/> Soil         | erosion rate                                 |

## Compaction

1.11 Please provide the person and/or organisation for obtaining detailed information on the risk assessment methodology for compaction:

**PC1**

1. Name organization/ institute: ..... [text](#) .....
2. Name: ..... [text](#) .....
3. Email address contact person: ..... [text](#) .....

1.12 Please list (and if possible, attach) the most important references (preferably digital and in English or other international languages) on the RAM for compaction.

**PC2**

[X=text or attach](#) .....

.....

.....

**PC3**

1.13 Please list the most important weblink related to the RAM for compaction.

[X=text or attach](#) .....

## Landslides

1.14 Please provide the person/organisation for obtaining detailed information on the risk assessment methodology for landslides:

**PL1**

1. Name organization/ institute: ..... [text](#) .....
2. Name: ..... [text](#) .....
3. Email address contact person: ..... [text](#) .....

1.15 Please list (and if possible, attach) the most important references (preferably digital and in English or other international languages) on the RAM for landslides.

**PL2**

[X=text or attach](#) .....

**PL3**

1.16 Please list the most important weblink related to the RAM

[X=text or attach](#) .....

1.17 Please indicate what type of information is available for landslides.

**PL4**

	Information	Yes	No	Remarks
1.	Date of events	1	2	3
2.	Location and map of the processes:			
3.	Information on the triggering event			
4.	Estimation of the damages (if any):			
5.	Photographs of the event			
6.	Documentation			

## Salinization

1.18 Please provide the person/organisation for obtaining detailed information on the risk assessment methodology for salinization:

PS1

1. Name organization/ institute: ..... [text](#) .....
2. Name: ..... [text](#) .....
3. Email address contact person: ..... [text](#) .....

1.19 Is the RAM aimed at:

PS2

1.  only salinity
2.  only sodicity
3.  salinity and sodicity

1.20 Please list (and if possible, attach) the most important references (preferably digital and in English or other international languages) on the RAM for salinization.

PS3

[X=text or attach](#) .....

1.21 Please list the most important weblink related to the RAM for salinization.

PS4

[X=text or attach](#) .....

## Organic matter decline

1.22 Please provide the person/organisation for obtaining detailed information on the risk assessment methodology for organic matter decline:

PO1

1. Name organization/ institute: ..... [text](#) .....
2. Name: ..... [text](#) .....
3. Email address contact person: ..... [text](#) .....

1.23 Please list (and if possible, attach) the most important references (preferably digital and in English or other international languages) on the RAM for soil organic matter decline.

PO2

[X=text or attach](#) .....

1.24 Please list the most important weblink related to the RAM for soil organic matter decline.

PO3

[X=text or attach](#) .....

**PART 2**

*This is a more detailed part with 2 questions about the 5 soil threats.*

**2.1** Please answer the questions in the table below for each soil threat, by putting an 'x' in the appropriate boxes. If you have no information about a specific question please leave that box unanswered. RAM stands for Risk Assessment Methodology; an example is given in the introduction at page 1.

**6**

RAM identified		Erosion	Compaction	Landslides	Salinization	Organic matter decline	Remarks
		<b>PE</b>	<b>PC</b>	<b>PL</b>	<b>PS</b>	<b>PO</b>	
Is the RAM used for monitoring purposes?	Yes						
	No						
	Don't know						
How would you describe the sensitivity of the RAM?	Not sensitive: delayed response						
	Intermediate response						
	Fast, immediate response						
	Don't know						
Is the RAM based on qualitative (e.g. questionnaires to farmers), quantitative (e.g. monitoring network) and/or calculated states/trends?	Qualitative, expert based						
	Qualitative, weighted-rating						
	Qualitative, other						
	Quantitative, monitoring network						
	Quantitative other						
	Modelled, empirical						
	Modelled, process-based						
	Combination (please indicate)						
Don't know							
What type of information is used? (multiple answers possible)	Field observations						
	Remote sensing						
	GIS						
	Laboratory analysis						
	Other						
	Don't know						
Are time series available for implementing the RAM?	No						
	Yes, occasional data source						
	Yes, regular data source						
	Don't know						

RAM identified		Erosion	Compaction	Landslides	Salinization	Organic matter decline	Remarks
At what time interval are data collected?	Annually						
	Once every 1- 5 years						
	Once every 5-10 years						
	Other (please specify)						
	Don't know						
Are outputs of the RAM clear and easy to understand?	Not at all						
	Fairly clear						
	Very clear						
	Don't know						
Are the statistics or data needed for compilation easily accessible?	No						
	Yes, but requires lengthy processing						
	Yes						
	Don't know						
Is the setup of a (new) monitoring network required to implement the RAM?	No						
	Yes, but as additional measurements to an existing monitoring network						
	Yes						
	Don't know						
In case of an existing database, to whom is it accessible?	General public						
	Administration officers						
	Scientists						
	Others (please specify)						
	Don't know						

**7.**

**2.2** The EU has identified several factors ('common criteria') that can be used for risk assessments for all soil threats. Please indicate (by putting a 'x' in the table) which information is used for the risk assessment of each threat.

		Compaction	Erosion	Landslides	Organic Matter Decline	Salinization	Remarks
		PE	PC	PL	PO	PS	
Climate	.1	X					
Agro-ecological zone	.2						
Land cover (e.g. forestry, nature, agriculture)	.3						
Land use (e.g. land management, farming systems)	.4						
Topography (e.g. elevation, slope gradient, slope length)	.5						
Hydrological conditions	.6						
Soil hydraulic properties	.7						
Irrigation areas, chemical properties of irrigated water and type of irrigation techniques	.8						
Groundwater information	.9						
Occurrence/density of existing landslides	.10						
Bedrock	.11						
Seismic risk	.12						
Soil typological unit (soil type)	.13						
Soil texture	.14						
Soil texture/clay content	.15						
Soil density, hydraulic properties	.16						
Soil organic carbon (total and humus content)	.17						
Soil organic carbon (stock)	.18						
Soil organic matter	.19						
Topsoil and subsoil texture	.20						
Topsoil and subsoil bulk density	.21						
Climate	.22						
Agro-ecological zone	.23						
Land cover (e.g. forestry, nature, agriculture)	.24						
Land use (e.g. land management, farming systems)	.25						
Topography (e.g. elevation, slope gradient, slope length)	.26						
Hydrological conditions	.27						
Soil hydraulic properties	.28						
Irrigation areas, chemical properties of irrigated water and type of irrigation techniques	.29						
Groundwater information	.30						
Other:	.1 text						

8

*Text box for comments*

text

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## **References**

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