

## Survey approval guidance

Surveys commissioned by the Welsh Government, and some other organisations such as Welsh Government Sponsored Bodies should go through the Welsh Government's survey approval process.

### Why do we approve surveys?

Our survey approval process is designed to assess that a survey is necessary, will provide robust data, and is carried out in the most cost-effective way. Options are always considered as to whether it is more cost effective to make use of existing data, to amend an existing survey or to carry out a new survey. The survey approval process ensures that a survey is well designed and does not collect information that could be obtained from another source. This not only ensures that best use is made of public resources; it also reduces the time spent by individuals and businesses completing surveys. Finally, the survey approval process helps us to meet the requirements of the Code of Practice for Official Statistics<sup>1</sup>.

### Do you need survey approval?

- Are you planning to carry out a 'statistical survey'?
- Are you from one of the organisations the process applies to?

If the answer to either question is 'no' then you don't need to obtain survey approval – but we are always happy to provide you with advice or feedback on your survey.

If the answer to both of these questions is 'yes' then you need to obtain survey approval.

If you are not sure, please read the sections below.

### Are you planning to carry out a 'statistical survey'?

A statistical survey is defined as “any structured inquiry designed to obtain aggregated data...where the individual or corporate identities of the respondents are in themselves of little significance.”<sup>2</sup>

This means that the following could require survey approval:

- questionnaires;
- telephone interviews;
- face to face interviews; and
- user consultations.

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<sup>1</sup> <http://www.statisticsauthority.gov.uk/assessment/code-of-practice/code-of-practice-for-official-statistics.pdf>

<sup>2</sup> <http://www.ons.gov.uk/ons/guide-method/method-quality/quality/survey-control/prime-minister-s-instructions.pdf>

Giving out feedback forms at the end of a course where all delegates are Welsh Government staff does not require survey approval. Giving feedback forms to non Welsh Government staff can be within the scope of survey approval, to check please contact the survey approval team.

A focus group is (usually) about a dozen people who take part in a detailed talk on some issue. It has been used a lot in market research among potential customers (for example, “what do you think of this product?”). A focus group can help the design of a questionnaire, but the results should not be thought of as representing those of a larger population.

A focus group is not a survey and so does not need survey approval.

### **Do you work for an organisation that the approval process applies to?**

You must obtain survey approval if you are carrying out a survey for:

- the Welsh Government;
- a Welsh Government Sponsored Body

For a full list of Welsh Government Sponsored Bodies, see Annex A.

### **So how do you put your survey through the process?**

The first step is to fill out the survey approval form located at:

<http://wales.gov.uk/topics/statistics/about/survey/>

Once you have completed the form, send this along with your survey to the survey advice and approval mailbox: [survey-advice@wales.gsi.gov.uk](mailto:survey-advice@wales.gsi.gov.uk).

Once you have done this we will contact you to tell you if survey approval is required, and then what needs to be done (if anything) to get your survey approved.

We aim to get the survey approved within five working days. Larger surveys can take longer, and may need to be sent to the Survey Control Unit at the Office for National Statistics.

### **Need further information?**

Please visit our website: <http://wales.gov.uk/topics/statistics/about/survey/>

Or, contact us on 029 2082 6685 or [survey-advice@wales.gsi.gov.uk](mailto:survey-advice@wales.gsi.gov.uk)

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## **Annex A**

### **Welsh Government Sponsored Bodies**

- Advisory Panel on Substance Misuse
- Arts Council of Wales
- Brecon Beacons National Park Authority
- Care Council for Wales
- Countryside Council for Wales
- Higher Education Funding Council for Wales
- Independent Appeal Panel for Farmers in Wales
- Local Government Boundary Commission for Wales
- National Library of Wales
- National Museum Wales
- Natural Resource Body for Wales
- Pembrokeshire Coast National Park Authority
- Royal Commission on the Ancient and Historical Monuments of Wales
- Snowdonia National Park Authority
- Sports Wales
- Welsh Industrial Development Advisory Board

An up to date list of Welsh Government Sponsored Bodies can be found here:

<http://wales.gov.uk/about/recruitment/publicapps/pubbb/>