

data files and put on a secured web site. The so-called keystroke files, files that register all keystroke activity during the fieldwork, formed the basis for additional files containing information about times spent on different modules and the interview in total.

7.3 Translation Process

Janet Harkness

Due to the complex nature of the SHARE questionnaire, the translation process constituted a considerable challenge. Often, the costs and the effort called for in survey translation are underestimated. Thus, although each participating country in SHARE organised its own translation effort, the central co-ordinator initiated several activities to support the individual translation efforts:

- First, SHARE countries were provided with guidelines recommending how to go about hiring translators, testing translators, organising the translation, and reviewing and assessing the translation. The model advocated followed in simplified form that used in the European Social Survey (see ESS documents at <http://www.europeansocialsurvey.org>). The guidelines advocated organising a team to complete the translation and to review translations. The team would bring together the language and translation skills, survey questionnaire know-how and substantive expertise needed to handle the SHARE questionnaire modules. In the ESS the translation guidelines are closely linked to procedural specifications that participating countries have to meet. This was not the case in SHARE; participants were offered the guidelines as recommendations. Ultimately each country decided on its own procedures.
- Second, the project co-ordinator commissioned an expert in survey translation to advise SHARE participants on any translation queries they might have.
- Third, the project co-ordinator commissioned a professional review of a sample of the first draft of SHARE translations. SHARE countries were provided with feedback from an external set of translators, each working in their language of first expertise. The translators commented in detail on selected questions and submitted a brief general appraisal of the translation draft, pointing out areas where improvements could be made. This procedure was repeated for a later draft of the questionnaire and feedback again provided to SHARE participants. The pretest-and-pilot design of the SHARE study, coupled with the translation guidelines and appraisals, provided the SHARE project with a rare opportunity to refine and correct the source questionnaire and the translated versions.

7.4 Sample Design

Anders Klevenmarken

In the participating SHARE countries the institutional conditions with respect to sampling are so different that a uniform sampling design for the entire project was infeasible. Good sampling frames for our target population of individuals 50+ and households with at least one 50+ individual did not exist or could not be used in all countries. In most countries there were registers of individuals that permitted stratification by age. In some countries these registers were administered at a regional level, Germany and The Netherlands are two examples. In these cases we needed a two or multi-stage design in which regions were sampled first and then individuals selected within regions. In the two Nordic countries Denmark and Sweden we could draw the samples from national population registers and thus use a relatively simple and efficient design. In France and Spain it be-