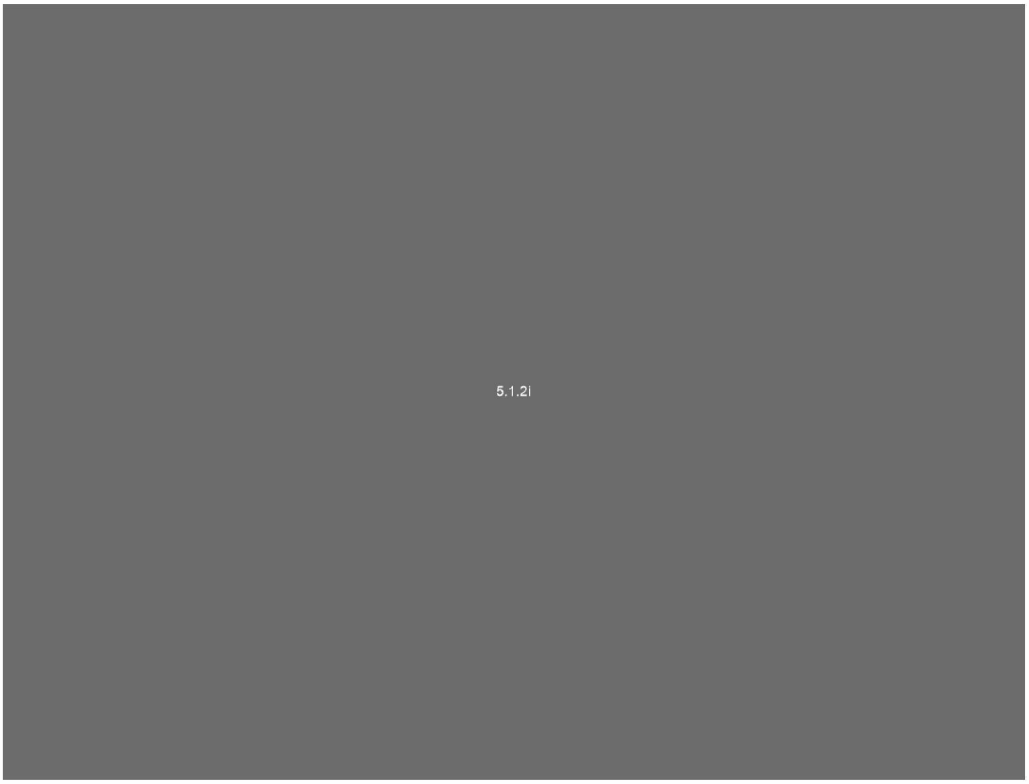
To: 5.1.2e [5.1.2e @rivm.nl]; 5.1.2e [5.1.2e @rivm.nl]
From: 5.1.2e
Sent: Mon 11/16/2020 1:13:19 PM
Subject: FW: RIVM - second round of the CoMix study in the Netherlands
Received: Mon 11/16/2020 1:13:21 PM
20-090916 -NL quotas - v1 - INTERNAL USE ONLY.xlsx
Standard demographics.xlsx
CoMix2_ipsosquestionnaire_feedback_from RIVM.xlsx
20-023770_Coronavirus_Privacy notice_v12_INTERNAL USE ONLY_Dutch.docx
20-060765 CoMix BE V12_IntClientUse_051120 CLEAN4IIS.docx

Hoi 5.1.2e

Durfde net niet meer te unmuten omdat er zoveel achtergrondherrie doorheen kwam (er wordt aan het houtwerk en de daken gewerkt in mijn wijk en natuurlijk precies tijdens ons overleg was mijn woning aan de beurt :)), maar ik heb onderstaande mail ontvangen van IPSOS voor de Nederlandse CoMix.

Sample profile
Voor de sample profile hebben we twee mogelijkheden om uit te kiezen. Wat denken jullie hiervan en wat is de voorkeur:



Feedback op de BE versie
5.1.2a
5.1.2a. Daarnaast staan in de laatste Excel (Standard demographics.xlsx) de standaard vragen voor de Nederlandse context (check de verschillende tabs voor categorieën).

TO DO?
We moeten de definitieve opdracht doorgeven, inclusief de keuze voor de sample profile, waarna IPSOS echt aan de slag kan met de survey, script, vertalingen, etc. Hiebij vragen ze of we in de bijgaande questionnaire (20-060765 CoMix BE V12_IntClientUse_051120 CLEAN4IIS.docx) wijzigingen willen toevoegen d.m.v. track changes/opmerkingen. @ 5.1.2e zullen we hier beide doorheen lopen?

En van jullie beide nog verdere suggesties voor de voortgang?

Met vriendelijke groet,

5.1.2e
| RIVM - Rijksinstituut voor Volksgezondheid en Milieu | EPI - Centrum Epidemiologie en Surveillance van Infectieziekten
| 5.1.2e | +31 5.1.2e | Postbus 1, 3720 BA Bilthoven, The Netherlands

From: 5.1.2e < 5.1.2e @ipsos.com>
Sent: maandag 16 november 2020 11:13
To: 5.1.2e < 5.1.2e @rivm.nl>; 5.1.2e < 5.1.2e @ipsos.com>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

Dear 5.1.2e

Regarding the sample profile, we can target 200 interviews per age group except for the 60-69 and 70+ groups. These would need to be combined with a target of 400 between them. This is because most online panels do not have sufficient older people on them to reach a target among the 70+ age group. The alternative is to use the quotas as per the attached Excel. We will do whatever is your preference. After the first wave, we will see the sample profile veer away from whatever quotas are set in the first wave as we will have differing response rates per age group (and other quota groups).

In the other Excel files I have commented on your comments on how/where they will be addressed and provided the standard demographics that would be included for the Netherlands.

Regarding privacy/data protection, Ipsos will be the data controller for this project. Full privacy notices are provided to all respondents. There is standard one for all our panellists and we will also have the attached as was used for the previous round of surveys in the Netherlands. If you need any further information on this please let me know.

Regarding next steps, once we have confirmation from you regarding commissioning we can start making updates to the questionnaire, script, translations etc. Aside from the demographics that need to be changed, what would also be very helpful is you could mark up the attached questionnaire with any changes you wish to make it.

Many thanks
5.1.2e

From: 5.1.2e < 5.1.2e @ipsos.com>
Sent: 10 November 2020 15:38
To: 5.1.2e < 5.1.2e @rivm.nl>; 5.1.2e < 5.1.2e @ipsos.com>
Subject: Re: RIVM - second round of the CoMix study in the Netherlands

Dear 5.1.2e

I will take a look at the feedback in the Excel when I am back at work on Thursday and will check with our online team the costs and feasibility of the alternative sample profile you have suggested above. It is very unlikely we can do 200 interviews with each of the 60-69 and 70+ age groups but I will confirm what we can do later in the week.

The demographic questions for the Netherlands are available and would not count towards the 15% changes. Such updates will be made along with any others that you request to the main body of the questionnaire and after commissioning.

In terms of next steps what would be most useful is if you could send a version of the questionnaire with changes required in track changes or comments. Ideally this will be in English. Any translation issues you have noted so far would be handled after that.

I'll also look into the PIA/AVG when I am back but expect that we should have everything covered already given we fielded this survey in the Netherlands earlier this year already.

Kind regards
5.1.2e

Get Outlook for iOS

From: 5.1.2e <5.1.2e @rivm.nl>
Sent: Tuesday, November 10, 2020 12:10:18 PM
To: 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @ipsos.com>
Subject: FW: RIVM - second round of the CoMix study in the Netherlands

CAUTION: EXTERNAL
Dear 5.1.2e

I hope you are well. I understood from 5.1.2e that you are currently taking on some of her work while she is on leave this week, so just to avoid any confusion I wanted to check if you are aware of my previous message from yesterday morning?

5.1.2a

Thanks in advance and let me know if you need anything from our side!

Met vriendelijke groet,

5.1.2e
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From: 5.1.2e
Sent: maandag 9 november 2020 09:16
To: 5.1.2e <5.1.2e @ipsos.com>; 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

Dear 5.1.2e

I hope you've had a lovely weekend. Thank you for sending us the link for testing the survey last week – this was very useful. Find below some remarks and in the Excel sheet attached more specific changes after going through the online survey.

Demographic questions
Regarding all the questions on demographics; do you have these available for the Dutch context, possibly still from the first CoMix study in the Netherlands? More specifically, this refers to the questions on where the respondent lives, education, occupation, profession, etc. (they are specified in the Excel sheet)? It would be good once we start testing the actual Dutch survey to have such questions from the first wave incorporated in the script. Also, may I assume changing these questions to the Dutch context will not be counted in the max. 15% changes we are allowed to make?

Budget and sample size
When looking at the budget, we have consulted internally and would like to go for option B. However, we were wondering if it would be possible for IPSOS to start the sample with 200 people per age group (18-29, 30-39, 40-49, 50-59, 60-69, 70+) and 150 people for the younger age groups that parents will fill in for them (0-12, 13-17)? This is because we could see the panel from the first wave is not representative in terms of age groups, so it would be good to try and correct for this.

Privacy Impact Assessment/AVG regulations
I am also now looking into the guidelines regarding the Privacy Impact Assessment (PIA) and other regulations such as the Algemene Verordening Gegevensverwerking (AVG) in the Netherlands. I was wondering if this is something that will be taken on by IPSOS since you will collect all the data, or should RIVM look into this as well? Personally, I am new to these regulations, so some advice will be appreciated.

Many thanks in advance!

Warm regards, Met vriendelijke groet,

5.1.2e
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From: 5.1.2e <5.1.2e @ipsos.com>
Sent: donderdag 5 november 2020 16:07
To: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

Dear 5.1.2e

Attaches is a short note outlining the approach and costs for second round of the study. I am not sure if I sent you the Dutch translation of the questionnaire yet, so in case not that is attached also and the detailed privacy notice currently in use in Belgium.

The link to check the Dutch script is as follows
https://staging01.ipsosinteractive.com/surveys/?pid=S20030239&surveyid=637049&supplierID=1100&routerID=0&ci=nl-be&testCortex=1&id=pmnl-be1
Some notes for when checking this

- You will need to change the number highlighted. You can use any number from 41-50 for now. Each will work once only
- You will see some screens that will not be visible to respondents. Mostly these are marked with 'shown in test mode only', but just to confirm this screen Respondent Serial: 31. Current question: QMktSize will not be visible either
- For testing purpose please select Dutch when offered the language
- Again for testing purposes please select Qsample=2 FRESH SAMPLE (the wave to wave version is not ready for testing yet)
- You will need to run through both Main Sample and Parent Sample to see both routes. For Parent sample you will need to have a child aged under 18 to be able to complete this
- I have moved the question on selecting which child that the questions will be asked of to after Q29. Previously it was before Q28 but as we ask about all HH members at Q28 ad Q29 it makes more sense for this and the statement on answer about the child to after Q29.

We are testing this alongside you so there are a few things that need to be correct. I have noticed the following that needs to be fixed already but please let us know if you notice anything else in addition to these.

- The Main intro screen is not displaying properly. The html code currently showing will be removed and text formatted appropriately
- For Q23 there is space missing before the household names that are inserted
- Qp63 the text 'YOU, THE PERSON….' is in English

I am on holiday for a few days as of tomorrow, so if you have any immediate queries please let 5.1.2e know.

Kind regards
5.1.2e

From: 5.1.2e <5.1.2e @rivm.nl>
Sent: 04 November 2020 12:18

To: 5.1.2e <5.1.2e @ipsos.com>; 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

CAUTION: EXTERNAL
Dear 5.1.2e

Many thanks for all the information and we'll be awaiting the details. In the meantime, would you be able to share the online 5.1.2a survey with us once available? I understood from 5.1.2a that they will run the test from today onwards, so it would be great if we could join in on the review in preparation for the NL survey.

Thanks in advance.

Warm regards, Met vriendelijke groet,

5.1.2e
| RIVM - Rijksinstituut voor Volksgezondheid en Milieu | EPI - Centrum Epidemiologie en Surveillance van Infectieziekten
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From: 5.1.2e <5.1.2e @ipsos.com>
Sent: maandag 2 november 2020 12:19
To: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

Dear 5.1.2e

Thanks for getting back to me.

5.1.2a

The sample will reduce each wave in line with the number of completes noted below. I'll provide you with costs for both. I will come back to you with these in the next couple of days and confirm timings at the same time. In the meantime, with regards to the invites being sent out, this is done over a few days. We try to launch each wave before the weekend so you get data for weekends and weekdays.

I'll be in touch again with the costs soon.

Kind regards
5.1.2e

From: 5.1.2e <5.1.2e @rivm.nl>
Sent: 02 November 2020 11:06
To: 5.1.2e <5.1.2e @ipsos.com>; 5.1.2e <5.1.2e @ipsos.com>
Cc: 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>; 5.1.2e <5.1.2e @rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

CAUTION: EXTERNAL
Dear 5.1.2e

Many thanks for your reply and the directions. You can find my comments/questions in blue below each specific question.

- How many waves of research and how frequently would you like the survey to run?

IF: we would like to stick as closely as possible to the approach being used in BE. I believe this is 9 or 10 waves total every two

weeks. Could you confirm if this is correct?

- What starting sample size would you be aiming for? Previously it was 1500 completes in the first wave and then we have a good response rate wave to wave so you would probably be looking at the following sample sizes per wave over the course of 8 waves (for example)

	completes
Wave 1	1500
Wave 2	1350
Wave 3	1215
Wave 4	1094
Wave 5	984
Wave 6	886
Wave 7	797
Wave 8	717

Alternatively you could target 1500 every wave – we would continue to invite those who take part from wave 1 onwards and then top-up with fresh sample each wave to reach the target of 1500

IF: both suggestions you make are good. Ideally, we would prefer to continue to target 1500 each wave so we have more options for analysis later on. However, could you confirm what the approach from BE is for this? Also, what would be the associated difference in costs depending on the approach?

- In Belgium the sample is now split so (for the first wave) we have 1200 completed with sample of adults answering on behalf of themselves and 300 completes among parents answering many of the questions on behalf of one of their children aged 0-17 (see the questionnaire for how this works)

IF: 1500 participants consisting of 1200 adults and 300 parents answering for their children (0-17) would work well for us as well.

- Will the detailed privacy notice, introduction and ethics form for participants be similar to that being used already? If there will be substantial changes we just need to include our translation costs for this.

IF: privacy notice, introduction and ethics could probably remain the same since the questionnaire is almost identical. However, the only consideration we could make is to formulate some sections of e.g. the introduction in a slightly different way for parents answering on behalf of their children but I believe this will not be substantial changes.

- In terms of deliverables, is it still and SPSS file to be delivered for each wave?

Data delivery in SPSS files are fine.

Additionally:

- Could you confirm if sending out the invitations will be/can be spread out over a few weekdays? This to ensure we create a response spread over different weekdays.
- If we proceed now with the preparations without delay, when would you estimate we can send out the first wave?

Thanks in advance for looking into all this. 5.1.2e from Hasselt University has also agreed for us to take part in the online practice of their survey. Could you share the URL with us once you start running this test?

If you have any other questions, please just let me know.

Warm regards, Met vriendelijke groet,

5.1.2e
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From: 5.1.2e < 5.1.2e @ipsos.com>

Sent: donderdag 29 oktober 2020 18:03
To: 5.1.2e <5.1.2e@rivm.nl>; 5.1.2e <5.1.2e@ipsos.com>
Cc: 5.1.2e <5.1.2e@rivm.nl>; 5.1.2e <5.1.2e@rivm.nl>
Subject: RE: RIVM - second round of the CoMix study in the Netherlands

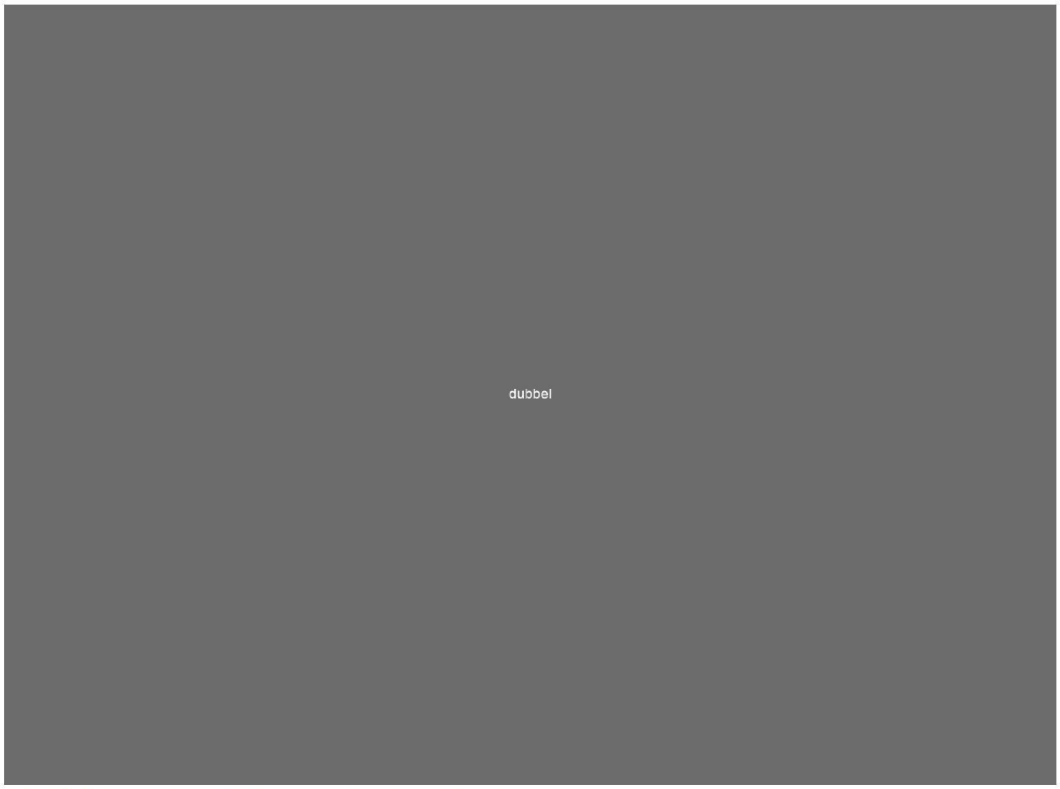
Dear 5.1.2e

Thank you for your email and for your interest in a second round of the CoMix study.

We are currently making some minor amends to the Dutch version of the questionnaire and so will send it on when we have this back from our translator, I hope in the next day to so. The English version (of the Belgian questionnaire) is attached for now so that you can see how the questionnaire has changed. It is also worth noting that the way in which questions on multiple contacts are asked is different in Belgium than in the UK and Germany (which is still largely the same as the first round of research)

We should have the Dutch script ready first half of next week, so if 5.1.2e is happy for you to review this at the same time, then we will send the link on to you as well as soon as it is ready.

As there will be some amends necessary for use in the Netherlands, we will would not be able to launch next week alongside the first the wave of the Belgian study, but we'll talk with our scripting teams and others involved here to find out what is feasible in terms of timings.



We'll look forward to hearing from you and working with you too.

Kind regards

5.1.2e

5.1.2e , 5.1.2e
Public Affairs

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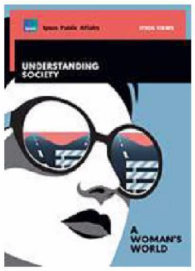

GAME CHANGERS

From: 5.1.2e < 5.1.2e @rivm.nl>
Sent: 29 October 2020 15:40
To: 5.1.2e < 5.1.2e @ipsos.com>; 5.1.2e < 5.1.2e @ipsos.com>
Cc: 5.1.2e < 5.1.2e @rivm.nl>; 5.1.2e < 5.1.2e @rivm.nl>
Subject: RIVM - second round of the CoMix study in the Netherlands

CAUTION: EXTERNAL
Dear 5.1.2e

I trust you are well. I have received your contact information through 5.1.2e fom 5.1.2a since I understand you are involved in setting-up the second round of the CoMix Study. 5.1.2a 5.1.2a 5.1.2a This second round will therefore be financed by RIVM to IPSOS directly.

5.1.2a 5.1.2a . Could you, therefore, kindly share the latest version of the survey in Dutch, and what you need exactly from us in terms of information and documentations at this moment? Ideally, I can imagine we would also like to stay as close as possible to the timing/protocol used in 5.1.2a 5.1.2e for example suggested we could join the online simulation of the survey and then provide specific feedback for the NL. Would this be possible?

Many thanks in advance and looking forward to working together on this!

Warm regards,

5.1.2e
| RIVM - Rijksinstituut voor Volksgezondheid en Milieu | EPI - Centrum Epidemiologie en Surveillance van Infectieziekten
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www.rivm.nl *De zorg voor morgen* begint vandaag

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