

# 2021 Census Outputs Strategy Consultation for Northern Ireland

**GUIDANCE FOR ORGANISATIONS WITH MULTIPLE  
RESPONDENTS**

**CENSUS OFFICE FOR NORTHERN IRELAND**

October 2018

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## Guidance for organisations with multiple respondents

Where possible, we would prefer one response per organisation, although we appreciate this may not always be appropriate.

To produce an organisational response you may need to coordinate content from others in your organisation who have the detailed knowledge of how your organisation utilises census outputs. They will be best placed to provide the information we require as evidence.

One person needs to coordinate the response on behalf of these experts. It's straightforward:

### Instructions for the coordinator

1. You can start your online response by clicking the link from the overview page, which will take you through to the consultation questionnaire.

#### Overview

This consultation gives you the opportunity to review and comment on our proposed design of the outputs, and dissemination channels, for the 2021 Census in Northern Ireland.

Your feedback will help us to prioritise our future research and development to ensure our proposal will meet your needs. It will also inform the order in which we release our products.

#### What do I need to do?

- Read through the consultation document.
- You can respond as an individual or as an [organisation](#).
- Tell us as much as you can about how and why you use census data.
- Full guidance on completion is available on the contents page.

The consultation is open until midnight on **8 January 2019**. We'll publish our response to your feedback by **Summer 2019**.

The best way to respond to this consultation is online using the link below. You can also respond using the attachment in the related links section and email it to [2021census.consultation@nirsa.gov.uk](mailto:2021census.consultation@nirsa.gov.uk). Please use the subject line "2021 Census Output Strategy Consultation".

#### Why We Are Consulting

We're asking you to take part in this consultation so we can understand the impact the proposed output content and design will have on your work. By helping us to understand the impact on your work, you'll further our ability to meet your needs.

If you wish to contact us about the consultation, please email the Census Team at [2021census.consultation@nirsa.gov.uk](mailto:2021census.consultation@nirsa.gov.uk).

[Online Survey >](#)

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2. Complete the 'About you' section on the questionnaire. Use the email address that you would like to be associated with this response and use the radio button to declare that you are responding on behalf of an organisation then proceed to complete the remainder of the questions on this page.

**(i). Are you answering this questionnaire on behalf of an organisation or as an individual?**

(Required)

Individual

Organisation – please specify:

**(ii). Please provide your contact details.**

Your name (Required)

Email address (Required)

Telephone number

3. At the base of the 'About you' section, click the button 'Save and come back later'.



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- Once you have clicked the 'Save and come back later' button you will be directed to the page below on which you will be required to submit an email address. Please use the email address from which you would like to coordinate your responses. Once completed please click on the 'Save and Send Email' button.

## 2021 Census Outputs Strategy Consultation Questionnaire

### Save Response to Return Later

If you would like to finish your response later, please enter your email address. We will send you an email containing a unique link that will let you return to edit and submit your response.

Email address

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Save and Send Email

- As coordinator, you will then receive an email to this address containing a unique response ID and URL. This URL can be emailed to others in your organisation and works as a login to your consultation response.

Thank you for starting a response to the consultation. If you'd like to come back, edit and submit your incomplete response, please click the link below, or copy and paste it into your browser's address bar before the consultation close date.

[https://consultations.nidirect.gov.uk/nisra-census-office/140d9ab0/consultation/return?user\\_id=ANON-DBTM-XD6g-Z&key=32](https://consultations.nidirect.gov.uk/nisra-census-office/140d9ab0/consultation/return?user_id=ANON-DBTM-XD6g-Z&key=32)

This link is unique to you. Please save this email and do not forward it on to anyone else, as it provides access to view and edit all your existing answers until you submit your completed response.

For your reference, your response ID is ANON-DBTM-XD. Please have this ID available if you need to contact us about your incomplete response.

- Once others in your organisation have completed their sections they should press the 'Save and come back later' button again. Please use the same email address that was used in step 4 above. Please do not hit the 'Submit Response' button at this point as this may submit an incomplete questionnaire if others have not yet contributed.
- If you have any technical issues when completing the online questionnaire please contact Citizen Space and use the unique response ID to refer to your organisational response.

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- You should only make the final submission of your organisation's consultation response once others have completed their sections. You should enter the email address that you have used to coordinate the responses and click the 'Submit Response' button.

### Almost Done...

You are about to submit your response. By clicking 'Submit Response' you give us permission to analyse and include your response in our results. After you click Submit, you will no longer be able to go back and change any of your answers.

Information provided by respondents to this survey will be held and used for the purposes of the administration of this current exercise and subsequently disposed of in accordance with the provisions of the Data Protection Act 2018 and General Data Protection Regulation.

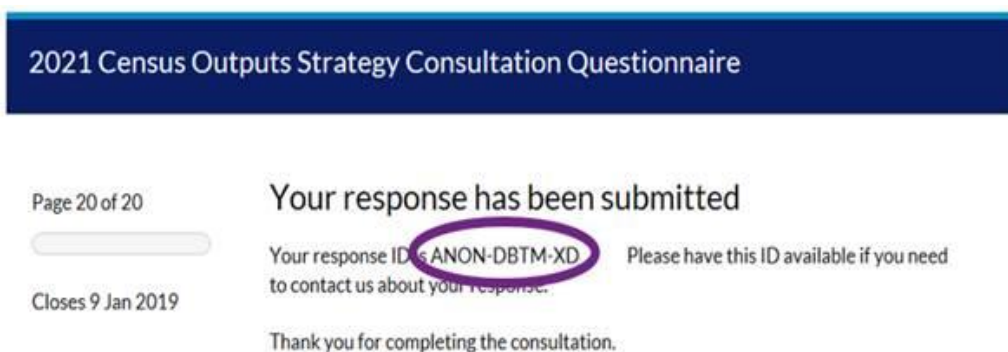
If you type in your email below it is not collected as part of your response, it is used to send you a copy of your response.

If you provide an email address you will be sent a receipt and a link to a PDF copy of your response.

Email address

< Back   < First   **Submit Response**

- Once submitted you will be taken to the following page that will provide you with a unique ID number that will allow you to refer to your response if you need to contact Citizen Space.



- You will then be sent an email confirming your organisation's submission, with a unique reference number to quote should you wish to contact us.

If you have any problems, you can contact us:

### Census Office

Email: [2021census.consultation@nisra.gov.uk](mailto:2021census.consultation@nisra.gov.uk)

Telephone: 028 9025 5156