

#	BURDEN-REDUCTION ACTION	Design Instrument Communication	NSI-wide	Abolish vs. Improve
1	<b>Account manager:</b> The contacts with large businesses are managed by a single account manager.			
2	<b>Concrete use:</b> Information is provided on the concrete use of the statistical output based on the survey request.			
3	<b>E-qnr:</b> Electronic versions of self-completion questionnaires are available.			
4	<b>Excel:</b> (Part of) the data can be provided by non-automatic fixed format files, for example excel files.			
5	<b>Feedback:</b> Respondents can receive personalized statistical feedback.			
6	<b>Fewer items:</b> Reduction of the number of requested items in survey requests.			
7	<b>Fewer recontacts:</b> Reduction of the number of recontacts with businesses.			
8	<b>Help desk:</b> Respondents can contact a help desk if they have questions about a survey (e.g., a specific phone number and/or e-mail address).			
9	<b>Less frequently:</b> Reduction of the frequency of data collection.			
10	<b>Preprinting:</b> Data of previous reporting periods are preprinted in the questionnaires (e.g., dependent interviewing).			
11	<b>Qnr testing:</b> Questionnaires have been tested with respondents to assess how well they understand the questionnaire and are able to provide the data.			
12	<b>Register data:</b> Register information has replaced (part of) the data collected from businesses.			
13	<b>Sample coord:</b> Samples are coordinated and/or rotated (survey holidays).			
14	<b>Smaller samples:</b> Reduction of sample size(s).			
15	<b>Survey calendar:</b> Survey requests are included in a survey calendar that gives businesses an overview of which surveys they can expect from your organization.			
16	<b>Website help:</b> Respondents can find help on a website (for example FAQ).			
17	<b>XBRL:</b> (Part of) the data can be provided by automatically extracted files from the businesses' administrative systems, for example XBRL.			

**Levels 1 & 2 of the Generic Statistical Business Process Model (Version 5.0, Dec 2013)**

