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

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Le	vels	1 & 2	of the Ge	neric Sta	tistical 1	Business	Process	Model (Version	5.0, Dec 2
		Evaluate	8.1 Gather evaluation inputs	8.2 Conduct evaluation	8.3 Agree an action plan					
		Disseminate	7.1 Update output systems	7.2 Produce dissemination products	7.3 Manage release of dissemination products	7.4 Promote dissemination products	7.5 Manage user support			
	ent	Analyse	6.1 Prepare draft outputs	6.2 Validate outputs	6.3 Interpret & explain outputs	6.4 Apply disclosure control	6.5 Finalise outputs			
	Quality Management / Metadata Management	Process	5.1 Integrate data	5.2 Classify & code	5.3 Review & validate	5.4 Edit & impute	5.5 Derive new variables & units	5.6 Calculate weights	5.7 Calculate aggregates	5.8 Finalise data files
	lity Management / I	Collect	4.1 Create frame & select sample	4.2 Set up collection	4.3 Run collection	4.4 Finalise collection				
	Que	Build	3.1 Build collection instrument	3.2 Build or enhance process components	3.3 Build or enhance dissemination components	3.4 Configure workflows	3.5 Test production system	3.6 Test statistical business process	3.7 Finalise production system	
		Design	2.1 Design outputs	2.2 Design variable descriptions	2.3 Design collection	2.4 Design frame & sample	2.5 Design processing & analysis	2.6 Design production systems & workflow		
		Specify Needs	1.1 Identify needs	1.2 Consult & confirm needs	1.3 Establish output objectives	1.4 Identify concepts	1.5 Check data availability	1.6 Prepare business case		