

**census**  
2021

# **2021 Census Outputs Strategy Consultation for Northern Ireland**

**GUIDANCE FOR ORGANISATIONS WITH  
MULTIPLE RESPONDENTS**

**CENSUS OFFICE FOR NORTHERN IRELAND**



Northern Ireland  
Statistics and Research Agency

Gníomhaireacht Thuaisceart Éireann  
um Staitisticí agus Taighde

## 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

The questions in this consultation are about the proposed design of the 2021 Census statistical outputs. Before responding, please read through the accompanying [consultation document](#). This document outlines our proposed design of 2021 Census statistical outputs. Specifically, the order in which we propose to release the census statistics, and the way statistics will be made available to users. We have highlighted areas within the document where we are particularly seeking your views.

When responding, please provide as much detail as you can to support your answers. If you refer to a specific policy or scheme, please provide a direct reference to this. We will only evaluate the evidence provided in your responses. The consultation questionnaire is structured into sections. As a result, if you only wish to consult on certain aspects of the proposals, you can easily find the corresponding sections of the questionnaire.

Please note, for your response to be included in the analysis, you must answer questions marked with a star (\*) in Section 1.1: About you.

The information you provide in response to this consultation will be evaluated and used to inform decisions on the final design of the 2021 Census statistical outputs for Northern Ireland.

In 2015/16, Census Office conducted a [consultation on the topics](#) to be included in the 2021 Census, therefore we will be unable to accept comments related to the questions that were asked in the 2021 Census during this consultation.

Closes 26 Nov 2021

Opened 1 Oct 2021

#### Contact

Census Office  
0800 328 2021

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

Give us your views

[Online Survey >](#)

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.

## Section 1.1: About you

**Please provide your contact details.**

Your name (Required)

Email address (Required)

Telephone number

**Are you answering this questionnaire on behalf of an organisation or as an individual?**

(Required)

Individual

Organisation - please specify:

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 Consultation Questionnaire

#### Save your 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

After the email is sent, your response cookie will be cleared to keep your response secure. You can use the details in your email to return to your saved response later.

Save and send email

- As coordinator, you will then receive an email to this address containing a unique response ID and a return link URL. This information is also presented once your email address has been entered. This URL can be emailed to others in your organisation and works as a login to your consultation response.

#### Your return details

Your return details have been sent to [redacted]

You will need these details to come back, edit and submit your incomplete response.

The email was sent from the address [nidirect@mail1.citizenspace.com](mailto:nidirect@mail1.citizenspace.com) with the subject "Your return code". If it doesn't appear in your inbox within a couple of minutes, please check your spam or junk folder, or make a note of the following information:

**Return link:**

<https://consultations.nidirect.gov.uk/dof-nisra/2021-census-outputs-consultation-questionnaire/consultation/return>

**Response ID:**

ANON-9XT3-EA21-1

**Response key:**

b2e9e3a05e61d0db1baece66f2ed2366a82e0d89

**Close date:**

26 November 2021

Keep these details in a safe place. Anyone who knows your response ID and key will be able to read or edit your response until you submit it.

6. 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.
7. 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.
8. 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. After you click submit, you will no longer be able to go back and change any of your responses. By clicking 'Submit Response' you give us permission to analyse and include your responses in our results.

Information provided by respondents 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 were not asked to provide your email address in the survey and you enter your email below, it is not collected as part of your response. Entering your email address below is only used to send you a copy of your responses.

Citizen Space will send your responses to the email address you enter below. Please ensure that you are inserting the correct email address, as failure to do so may result in your responses being sent to a third party.

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

Submit Response

9. 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.

## Your response has been submitted

Your response ID is XXXX-XXXX-XXXX-X. Please have this ID available if you need to contact us about your response.

A receipt for your response has been emailed to you from the address [nidirect@mail1.citizenspace.com](mailto:nidirect@mail1.citizenspace.com) with the subject "Response received - Response ID: XXXX-XXXX-XXXX-X". If it doesn't appear in your inbox within a couple of minutes, please check your "spam" or "junk" folder.

Thank you very much for your response to this consultation, your contribution is deeply appreciated.

Your response will be considered to inform decisions on the final design of the 2021 Census outputs for Northern Ireland. When making these decisions, factors such as data quality, the risk of disclosure of personal information, and how the publication of the data will serve the public good, will be considered.

We aim to publish a response to the consultation as soon as possible after the consultation closes. A 2021 Census Outputs Prospectus, including the final design of the 2021 Census outputs, and more detail on the planned release schedule, will be published by end January 2022.

10. 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: 0800 328 2021