

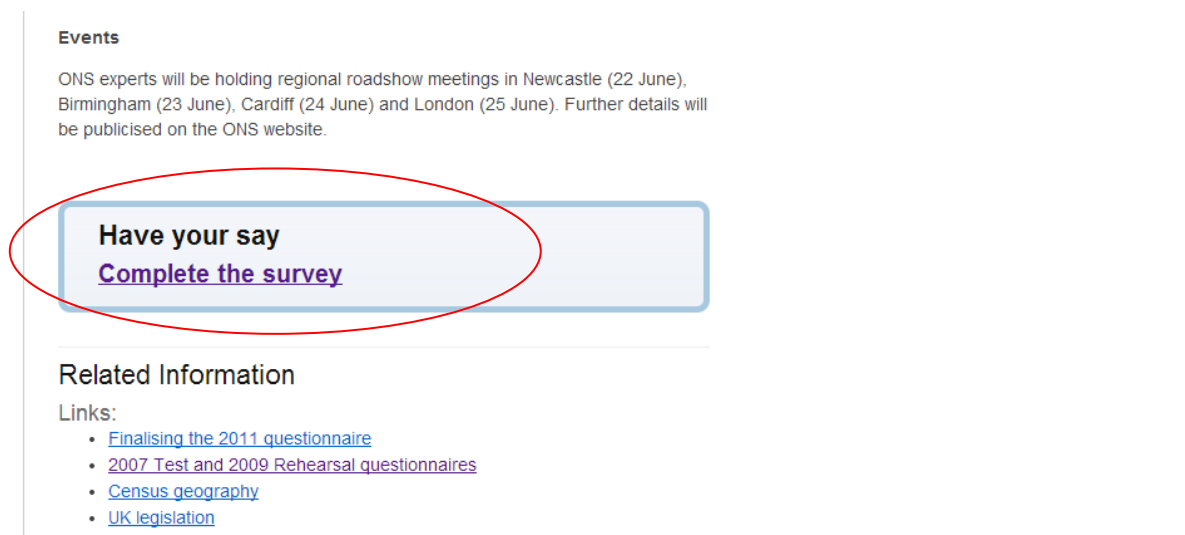
2021 Census Topics Consultation: Guidance to organisations with multiple respondents.

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 data on each topic is used. 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:

1. The coordinator needs to start an online response by clicking the link from the [overview page](#) which will take you through to the consultation contents page.



Events

ONS experts will be holding regional roadshow meetings in Newcastle (22 June), Birmingham (23 June), Cardiff (24 June) and London (25 June). Further details will be publicised on the ONS website.

Have your say
[Complete the survey](#)

Related Information

Links:

- [Finalising the 2011 questionnaire](#)
- [2007 Test and 2009 Rehearsal questionnaires](#)
- [Census geography](#)
- [UK legislation](#)

2. Complete the 'About you' section, on the [contents page](#). Use the coordinator's email address, but use the radio button declaring 'organisation' for the first question before answering the remainder.

a 'user satisfaction' question to help us improve this service.

4. When you are ready to submit your response, use the 'Finish' button at the base of this contents page. You will be asked to confirm your submission.
5. When you have submitted you will be given a unique reference code to use if you need to contact us. You will also be emailed a PDF receipt for your submission.
6. The criteria that we will use to evaluate your responses are listed below. They give a clear view of the constraints and trade-offs involved.

► Evaluation criteria

Page	Response
About you (Required)	<input type="text"/> 0/6 questions answered
Introduction and 2021 Census design context (Required)	<input type="text"/> 0/1 questions answered
Topic: Output and enumeration bases	<input type="text"/> 0/2 questions answered
Topic: Basic demographics and household composition	<input type="text"/> 0/18 questions answered
Topic: Housing	<input type="text"/> 0/18 questions answered



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About you

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

(Required)

- ☐ Organisation
☐ Individual

Please tell us a bit about you.

Name of your organisation (if applicable)

3. At the base of the 'About you' section click the button 'Save and return to contents'.

made public. This will include the name of the responding organisation or individual. Please confirm that you are content for your name to be published. We will not publish personal contact details. Please be aware that any information provided in response to this consultation could be made publicly available if requested under a Freedom of Information request.

(Required)

- ☐ Yes, I consent to my name being published with my response
- ☐ No, please remove my name before publishing my response

► [Moderation policy for The 2021 Census: Initial view on content for England and Wales](#)

Save and Return to Contents

- Once back on the contents page, scroll to the base where you will see the option to 'save your response and return later'. Click on this and then confirm your action in the screen that follows by clicking the button 'Save and send email'.

Want to continue responding later?

[Save your response and return later...](#)

Cookies are essential for this service

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Save Response to Return Later

You have entered the following email address: **rich.whiteley@digital.ons.gov.uk**. If you would like to finish your response later, we can send you an email containing a unique link that will let you return to edit and submit your response.

< Back

Save and Send Email

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[Accessibility](#) [Terms of Use](#) [Cookies](#) [Privacy](#) [Help / Feedback](#)


- As the coordinator, you will then receive an email containing a unique ID number and URL. This URL can be emailed to others in your organisation and works as a login to the consultation. Multiple people can contribute at the same time as long as they are not adding responses to the same topic.
- Once others in your organisation have completed their sections they should press 'save' and then log-out. They should not use the 'submit' button as that will submit the whole consultation, which may be incomplete if others have not yet contributed.

7. Final submission of your organisation's consultation response should only be done by the coordinator once others in have completed their sections. At the base of the contents page (assuming all 'required' questions have been answered) a 'Finish' button will appear (below).

Topic: Sexual identity	<input type="text"/>	0/18 questions answered
Your additional topic suggestion 1 (if applicable)	<input type="text"/>	0/19 questions answered
Your additional topic suggestion 2 (if applicable)	<input type="text"/>	0/19 questions answered
Your additional topic suggestion 3 (if applicable)	<input type="text"/>	0/19 questions answered
Additional information	<input type="text"/>	0/1 questions answered
User satisfaction	<input type="text"/>	0/1 questions answered

Finish >

8. Clicking 'Finish' takes you to a confirmation screen explaining a little about what happens next. The coordinator's last task is to click the button 'Submit response'.



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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.

When you submit your response, you will be sent a receipt and a link to a PDF copy of your response.

To finish, submit your response (required)

[< Back](#) **Submit Response**

9. 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 Customer Services
+44 (0)1329 444972
2021census.consultation@ons.gov.uk

Thanks.