

Methodology for Calculating the Index of Cities' Child-Friendliness (CFC index)

The index of cities' child-friendliness is calculated based on 7 parameters:

1. Participation of children in social life and decision making.
2. Living environment.
3. Child safety in the city.
4. Healthcare and healthy lifestyles.
5. Education and development.
6. Leisure and culture.
7. Providing help in difficult situations in life.

Each parameter is assessed vis-à-vis two types of indicators: objective and subjective.

The source of information to calculate *objective indicators* could be statistical reporting data, including departmental, which is regularly collected by divisions of district executive committees responsible for the respective social sphere. All used data should reflect the situation in the city excluding the district.

The source of information to calculate *subjective indicators* could be surveys conducted among children aged 6-12, adolescents aged 13-17 and parents of children aged 0 to 12.

For each indicator the normalized value from 0 to 10 is calculated, where 10 means the most favourable conditions, while 0 means the least favourable conditions. The method for calculating the normalized value of the indicator is given in the description of the indicator.

3 basic principles of normalization are applied in the methodology as follows:

- 1) city data is normalized based on the republican statistics which is accepted as the mean value. If the value of the indicator in the city coincides with the republican statistics, the normalized value of the indicator becomes «5». The better is the statistics in the city as compared to the republican data, the closer is the normalized value of the indicator to «10»;
- 2) city data is normalized based on the total number of children in the city, whose situation the indicator evaluates. The higher is the share of children who are in a better situation, the higher is the normalized value. If 100% of the described target group of children are in favourable conditions according to the indicator, its value reaches «10»;
- 3) subjective indicators are normalized based on the share of answers of respondents who evaluate the situation with the indicator positively. If 100% of respondents are satisfied with the state of affairs for the indicator, its value reaches «10».

The normalized parameter value is the mean arithmetic value of the normalized values of all parameter indicators; the formula for calculation is given at the end of the indicator description of each parameter.

The index of child-friendliness is the mean arithmetic value of the normalized values of the 7 parameters.

All indicators, normalized indicator, parameter values and the index are rounded up to the decimal point.

Sampling for surveys

Sampling for surveys depends on the city category and is done as follows:

City category	Number of survey respondents among children aged 6-12	Number of survey respondents among children aged 13-17	Number of survey respondents among the parents of children aged 0-12	Requirements for the survey
Capital	200 ± 20	200 ± 20	200 ± 20	- All districts represented; - At least 20 education establishments represented; - Gender distribution for the surveys among children is 50% ± 5%; - Distribution of parents with children aged 0-6 versus children aged 7-12 is 50% ± 5%
Oblast	150 ± 15	150 ± 15	150 ± 15	- All districts of the city represented (if any); - At least 15 education establishments represented; - Gender distribution for the surveys among children is 50% ± 5%; - Distribution of parents with children aged 0-6 versus children aged 7-12 is 50% ± 5%
District	100 ± 10	100 ± 10	100 ± 10	- At least 5 education establishments represented; - Gender distribution for the surveys among children is 50% ± 5%; - Distribution of parents with children aged 0-6 versus children aged 7-12 is 50% ± 5%

Cities can decide to survey more respondents to get more accurate survey results.

The survey plan for each interviewer is drafted by the coordinator. Each interviewer must interview approximately the same number of boys and girls when conducting the survey of school children, and approximately the same number of men and women while conducting the parent survey.

1. Respondents for the survey are selected randomly.
2. Surveys are conducted at the campuses upon agreement with the management of an educational establishment.
3. To ensure that all students of an educational establishment are equally likely to become a respondent interviewers must conduct the survey at different times and in the places where they could meet students of different grades. The best option is conducting interviews at the entrance to the educational establishment.

If the school management suggest that interviewers ask their questions to the students in class, maximum 4 students from each form should be interviewed, and these are to be selected at random (for instance, by drawing lots, or, say, all students sitting at the third desk to the right are interviewed).

It is absolutely prohibited to interview solely the children who are school activists.

4. To ensure that all parents of children aged 0-12 are equally likely to become respondents, and that parents living in various parts of the city could be interviewed, the parent survey is better arranged by asking random passers-by in various parts of the city at busy street crossings and squares of the city. If the parent survey is organized at the entrance to/exit from educational establishments and pre-school facilities, it is needed to ensure the ratio of 50/50 respondents interviewed at educational establishments and pre-school facilities.
5. The interviewer can by no means interview his/her relatives or acquaintances, or teachers from the schools their children attend.

To ensure random sampling for the surveys of children aged 6-12 and 13-17, if the survey is conducted at the educational establishment, one could use the following methods for selecting respondents:

1. The interviewer selects respondents at the entrance and exit from an educational establishment.

2. Five or six forms are determined by drawing lots, two respondents of different sexes are invited from each of them; besides, lot drawing is also conducted in each selected class to select those who would participate in the survey among boys and girls.
3. Five or six forms are determined by drawing lots, and from these classes the respondents sitting at a certain desk at a class are invited, for example, respondent 1 sits in maths classes in the mid row at the second desk from the board to the left, and respondent 2 sits in maths classes in the left row at the first desk to the right.

When sampling the parents of children aged 0-12 one should remember to include into the survey the parents of preschool children.

To ensure the random sampling of the parents of children aged 0-12 one could use the following sampling methods:

1. Interviewing respondents in the streets, at the children's playgrounds or recreation areas.
2. Random interviewing of respondents before or after a general parents' meeting at the entrance to or exit from the educational establishment / preschool facility.

You should include the description of sampling procedure per each category of respondents into the 'Introduction' section of the State of the City's Children Report.

Description of indicators per parameter 1
'Participation of children in social life and decision making'

Justification for the choice of indicators:

A child friendly city warrants the right of each young citizen to influence decision making on the matters affecting their lives and express their opinion on the city they want. Children must be aware of the process of city development, engaged into this process and see in practice that their opinions and experiences are respected, they are acknowledged as partners and individuals, as active citizens with equal rights.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
1.1.	Proportion of children aged 13-17 and parents who mentioned that they received information about what decisions affecting children were taken in the city during the last 12 months	Subjective	The indicator is used to measure progress in the provision of information to the children and their parents about what decisions affecting children are taken at the city level	Surveys of children aged 13-17 and parents of children aged 0-12	The indicator is estimated based on the answers to the question "Have you received through mass media or otherwise information about what decisions affecting children were taken in the city within the last 12 months?" For answers the following scale is used: yes; no; refuse to answer.	Numerator: number of respondents of two surveys who answered 'Yes' Denominator: number of respondents who participated in two surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{1.1} = 10 * k$
1.2.	Proportion of children aged 13-17 and parents who mentioned that representatives of the government asked their opinion regarding the matters affecting children during the last 12 months	Subjective	The indicator is used to measure progress in implementing consultations with children and their parents at the city level on the matters affecting children	Surveys of children aged 13-17 and parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Have you participated within the last 12 months in the discussion of any questions related to children?" from the questionnaire for children aged 13-17; "Have you participated within the last 12 months in the discussions initiated by the government of any problem situations related to children and/or ways to address them?" from the questionnaire for the parents of children aged 0-12. For answers the following scale is used: yes; no; refuse to answer.	Numerator: number of respondents of two surveys who answered 'Yes' Denominator: number of respondents who participated in two surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{1.2} = 10 * k$
1.3.	Proportion of children aged 13-17 who participated in the preparation and conduct of social events within the last 12 months	Subjective	The indicator is used to measure progress in involving children into socially beneficial activities at the city level	Surveys of children aged 13-17	The indicator is estimated based on the answers to the question: "Have you participated in the preparation or conduct of social events within the last 12 months?" For answers the following scale is used: yes; no; refuse to answer.	Numerator: number of respondents who answered 'Yes' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{1.3} = 10 * k$

1.4.	Proportion of children aged 13-17 who participated in the election of self-government at the school or city level, as well as in the election of the management of children's and youth organizations within the last 12 months	Subjective	The indicator is used to measure progress in empowering children's participation in self-government bodies at the level of school, city, children's or youth organization	Surveys of children aged 13-17	The indicator is estimated based on the answers to the question: "Have you participated in the election of school or city self-government within the last 12 months?" For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents who answered 'Yes' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{1.4} = 10 * k$
1.5.	Degree of satisfaction of children aged 13-17 with participation in public life and decision making, as well as degree of satisfaction of parents with involvement in the discussion of issues affecting children	Subjective	The indicator is used to measure the quality of children's and their parents' participation in decision making at the city level on the matters concerning the interests of children	Surveys of children aged 13-17 and parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Is it true that you are satisfied with how you are engaged in decision making on the issues affecting your interests?" of the questionnaire for children aged 13-17; "Is it true that you like how the city government engages you into decision making on the issues concerning the interests of your children?" from the questionnaire for the parents of children aged 0-12. For answers the following scale is used: 4 – absolutely true, 3 – more true than false, 2 – true and false to the same extent, 1 – more false than true, 0 – absolutely false	Numerator: $4 * a + 3 * b + 2 * c + 1 * d + 0 * e$, where a is the number of respondents of two surveys who answered 'absolutely true', b - number of respondents who answered 'more true than false', c - number of respondents who answered 'true and false to the same extent', d - number of respondents who answered 'more false than true', e - number of respondents who answered "absolutely false" Denominator: number of respondents who participated in two surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{1.5} = k / 4 * 10$

The normalized parameter value is calculated from the formula:

$$P_1 = (n_{1.1} + n_{1.2} + n_{1.3} + n_{1.4} + n_{1.5}) / 5$$

Description of indicators per parameter 2
‘Living environment’

Justification for the choice of indicators:

A child friendly city warrants the right of each young citizen to have access to comfortable accommodation, proper sanitation, well-furnished areas for games and sports, and to green spaces. Disabled children must have a possibility of unhindered exit from living room spaces in order to meet and play with their friends, attend school, outpatient clinic and other institutions.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
2.1.	Proportion of houses furnished for barrier-free access of prams and wheelchairs	Subjective	The indicator is used to measure progress in ensuring barrier-free environment for the children with disabilities and their young parents	Surveys of parents of children aged 0-12	The indicator is estimated based on the answers to the question “Is there barrier-free access for prams and wheelchairs in your house?” For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of the survey who answered ‘Yes’ Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{2,1} = 10 * k$
2.2.	Proportion of children aged 6-17 who mentioned that there is a separate children’s room in the apartment/home	Subjective	The indicator is used to measure progress in providing children with personal space for games and pastime	Surveys of children aged 6-12 and children aged 13-17	The indicator is estimated based on the answers to the question: “Is there a children’s room separate from your parents’ room in the apartment/house where you live” of the questionnaire for children aged 6-12; “Do you have a room separate from your parents’ room?” of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of three surveys who answered ‘Yes’ Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{2,2} = 10 * k$
2.3.	Proportion of children aged 6-12 and parents who mentioned that there is a place with a furnished playground where children can play close to their home	Subjective	The indicator is used to measure progress in providing children with places to play and pass time in the open air	Surveys of children aged 6-12 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: “Is there a children’s playground near your home where you can play?” of the questionnaire for children aged 6-12; “Is there a children’s playground near your home furnished with the necessary equipment?” of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of three surveys who answered ‘Yes’ Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{2,3} = 10 * k$

2.4.	Proportion of children aged 6-17 who mentioned that there are furnished playgrounds or establishments where children can do sports	Subjective	The indicator is used to measure progress in providing children with the possibility of doing sports	Surveys of children aged 6-12 and children aged 13-17	The indicator is estimated based on the answers to the question: "Is there a place near your home where you can do sports?" of the questionnaire for children aged 6-12; "Is there a place near your home where you can do sports?" of the questionnaire for children aged 13-17; For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of three surveys who answered 'Yes' Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{2,4} = 10 * k$
2.5.	Proportion of children aged 6-17 and parents who mentioned that there are places near their home (maximum 15 minutes walking range) where children could communicate with nature (miniparks, parks, embankment)	Subjective	The indicator is used to measure progress in providing the access of children to green areas of the city	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Is there a minipark or a park near your home where you could walk to with your parents?" of the questionnaire for children aged 6-12; "Is there a minipark or a park near your home where you could walk to in about 15 minutes?" of the questionnaire for children aged 13-17; "Is there a minipark or a park near your home where you could walk to with your child in about 15 minutes?" of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of three surveys who answered 'Yes' Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{2,5} = 10 * k$
2.6.	Proportion of children aged 6-17 and parents who mentioned that it is clean around the home and there is no litter	Subjective	The indicator is used to measure progress in providing children with access to clean yard areas in the city	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Is it true that it is clean and there is no rubbish near your home?" of the questionnaire for children aged 6-12; "Is it true that it is clean and there is no rubbish near your home?" of the questionnaire for children aged 13-17 and of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: 4 - 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'	Numerator: $4 * a + 3 * b + 2 * c + 1 * d + 0 * e$, where a is the number of respondents of three surveys who answered 'absolutely true', b is the number of respondents of three surveys who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than true', and e is the number of respondents of three surveys	$n_{2,6} = k / 4 * 10$

						<p>who answered 'absolutely false'.</p> <p>Denominator: number of respondents who participated in three surveys</p> <p>Indicator is calculated as: $k = \text{numerator} / \text{denominator}$</p>	
2.7.	Degree of satisfaction of children aged 6-17 and parents with the condition of the living environment	Subjective	The indicator is used to measure the quality of the infrastructure ensuring comfortable accommodation of children in the city	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	<p>The indicator is estimated based on the answers to the question:</p> <p>"Is it true that it is comfortable for you to live in your city?" of the questionnaire for children aged 6-12;</p> <p>"Is it true that it is comfortable for you to live in your city?" of the questionnaire for children aged 13-17;</p> <p>"Is it true that your city is child friendly?" of the questionnaire for the parents of children aged 0-12.</p> <p>For answers the following scale is used: 4 – 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'</p>	<p>Numerator: $4*a + 3*b + 2*c + 1*d + 0*e$, where a is the number of respondents of three surveys who answered 'absolutely true', b is the number of respondents of three surveys who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than true', and e is the number of respondents of three surveys who answered 'absolutely false'.</p> <p>Denominator: number of respondents who participated in three surveys</p> <p>Indicator is calculated as: $k = \text{numerator} / \text{denominator}$</p>	$n_{2.7} = k/4*10$

The normalized parameter value is calculated from the formula:

$$P_2 = (n_{2.1} + n_{2.2} + n_{2.3} + n_{2.4} + n_{2.5} + n_{2.6} + n_{2.7}) / 7$$

Description of indicators per parameter 3
‘Child safety in the city’

Justification for the choice of indicators:

A child friendly city warrants the right of every young citizen to be protected from exploitation, violence and abuse. Children must be safeguarded from the actions, which could harm their health and their physical, mental, spiritual, moral and social development.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
3.1.	Morbidity rate for children aged 0-17 caused by trauma, poisoning and some other consequences of the impact of external causes	Objective	The indicator is used to measure progress in reducing morbidity rate for children resulting from external causes	Data for the city is provided by the Health Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of trauma, poisonings and some other consequences of the impact of external causes registered in the city among children aged 0-17 multiplied by 100,000 Denominator: number of children aged 0-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{3.1} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} morbidity rate for children caused by trauma, poisoning and some other consequences of the impact of external causes in the Republic of Belarus per 100,000 people of this age. Information for calculating k_{PB} is contained in the annual statistical data book “Children and Youth of the Republic of Belarus”
3.2.	Proportion of minors (children aged 0-17) who are victims of committed crimes	Objective	The indicator is used to measure progress in reducing the rate of crimes against children	Data for the city is provided by the Internal Affairs Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children in the city aged 0 - 17 who are victims of committed crimes (including parents’ evasion of child maintenance), multiplied by 100,000 Denominator: number of children aged 0-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{3.2} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} is the number of minors who are victims of committed crimes in the Republic of Belarus multiplied by 100,000 and divided by the number of children aged 0-17. The information for calculating k_{PB} is contained in the annual statistical data book “Law Violations in the Republic of Belarus”
3.3.	Mortality rate for children and young people aged 5-17	Objective	The indicator is used to measure progress in reducing child mortality	The data for the city is provided by the Health Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children and young people aged 5-17 who died in the city multiplied by 1,000 Denominator: number of children and young people aged 5-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$N_{3.3} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} is the mortality rate for children and young people aged 5-17 in the Republic of Belarus per 1,000 children of this age. Information for the calculation of the numerator k_{PB} is given on the site of the Ministry of Health of the Republic of Belarus at http://minzdrav.gov.by/ru/static/numbers/smernost , and for calculation of the denominator - in the statistical reference book “Children and Youth of the Republic of Belarus”.

3.4.	Proportion of children aged 6-17 and parents who mentioned that within the last 12 months their children had not been subjected to physical and/or psychological violence	Subjective	The indicator is used to measure progress in increasing child safety level when not at home	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: “Have you come across a situation when you or somebody else in your presence was beaten, called names, unjustly accused?” of the questionnaire for children aged 6-12; “Have you come across a situation within the last 12 months when you or somebody else in your presence was beaten, called names, humiliated, unjustly accused?” of the questionnaire for children aged 13-17; “Have you come across a situation within the last 12 months when somebody from the children was beaten, called names, humiliated or unjustly accused” of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of three surveys who answered ‘No’ Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{3,4} = 10 * k$
3.5.	Proportion of children aged 6-17 and parents who think that it is safe for children to live in their city	Subjective	The indicator is used to measure child safety level in the city	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: “Is it true that you have nothing to fear in your city?” of the questionnaire for children aged 6-12; “Is it true that it is safe to live in your city?” of the questionnaire for children aged 13-17;	Numerator: $4*a + 3*b + 2*c + 1*d + 0*e$, where a is the number of respondents of three surveys who answered ‘absolutely true’, b is the number of respondents of three surveys who answered ‘more true than false’, c is the number of respondents of three surveys who answered ‘true and false to the same extent’, d is the number of	$n_{3,5} = k/4 * 10$

					<p>“Is it true that it is safe for children to live in your city?” of the questionnaire for the parents of children aged 0-12.</p> <p>For answers the following scale is used: 4 – ‘absolutely true’, 3 - ‘more true than false’, 2 - ‘true and false to the same extent’, 1 - ‘more false than true’, 0 - ‘absolutely false’</p>	<p>respondents of three surveys who answered ‘more false than true’, and e is the number of respondents of three surveys who answered ‘absolutely false’.</p> <p>Denominator: number of respondents who participated in three surveys</p> <p>Indicator is calculated as: $k = \text{numerator} / \text{denominator}$</p>	
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The normalized parameter value is calculated from the formula:

$$P_3 = (n_{3.1} + n_{3.2} + n_{3.3} + n_{3.4} + n_{3.5}) / 5$$

Description of indicators per parameter 4
‘Healthcare and healthy lifestyles’

Justification for the choice of indicators:

A child friendly city warrants the right of every young citizen to have access to medical care. Children must receive quality medical services, knowledge, and skills necessary to keep healthy.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
4.1.	Mortality rate for children aged 0-4	Objective	The indicator is used to measure progress in reducing infant mortality	The data for the city is provided by the Health Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children aged 0-4 who died in the city multiplied by 1,000 Denominator: number of children aged 0-4 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{4.1} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} is child mortality rate for children aged 0-4 in the Republic of Belarus per 1,000 children of this age. The information for calculating k_{PB} is contained in the annual statistical data book “Children and Youth of the Republic of Belarus”
4.2.	Proportion of children aged 6-17 who have chronic illnesses or are declared handicapped according to preventive health checkups (school children belonging to the 3 rd or 4 th health group)	Objective	The indicator is used to measure progress in child welfare	The data for the city is provided by the Health Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children aged 6-17 who have chronic illnesses or are declared handicapped according to preventive health checkups (school children belonging to the 3 rd or 4 th health group) Denominator: number of children aged 6-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{4.2} = 10 * (1 - k)$
4.3.	Pregnancy termination rate among girls aged 15-19	Objective	The indicator is used to measure progress in preventing early pregnancies	The data for the city is provided by the Health Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of abortions among girls aged 15-19 in the city multiplied by 1,000 Denominator: number of girls aged 15-19 in the city	$n_{4.3} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} is pregnancy termination rate for the girls aged 15 - 19 in the Republic of Belarus per 1,000 of

				Executive Committee		Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	women of the relevant age. Information for calculating k_{PB} is contained in the annual statistical data book "Health of the people of the Republic of Belarus"
4.4.	Proportion of children aged 13-17 who mentioned that it was possible for them to get medical consultation on HIV/AIDS, unwanted pregnancy or sexually transmitted infections	Subjective	The indicator is used to measure progress in ensuring children's and adolescents' access to the information regarding reproductive health	Survey of children aged 13-17	The indicator is estimated based on the answers to the question "Do you have the possibility to consult a medical worker on HIV/AIDS, unwanted pregnancy or sexually transmitted infections?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of the survey who answered 'Yes' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{4.4} = 10 * k$
4.5.	Proportion of children aged 13-17 who have not smoked tobacco within the last month	Subjective	The indicator is used to measure progress in preventing tobacco smoking	Survey of children aged 13-17	The indicator is estimated based on the answers to the question "Have you smoked within the last month?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of the survey participants who answered 'No' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{4.5} = 10 * k$
4.6.	Proportion of children aged 13-17 who have not drunk alcoholic or soft alcoholic beverages within the last 6 months	Subjective	The indicator is used to measure progress in alcoholism prevention	Survey of children aged 13-17	The indicator is estimated based on the answers to the question "Have you drunk any alcoholic beverages (including beer, gin-tonic) within the last 6 months?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of the survey participants who answered 'No' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{4.6} = 10 * k$
4.7.	Proportion of children aged 13-17 who have never used narcotic substances	Subjective	The indicator is used to measure progress in drug abuse prevention	Survey of children aged 13-17	The indicator is estimated based on the answers to the question "Have you ever done drugs?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of the survey participants who answered 'No' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{знаменатель}$	$n_{4.7} = 10 * k$
4.8.	Degree of satisfaction of children aged 13-17 and	Subjective	The indicator is used to measure the quality of health care services and	Survey of children aged 13-17 and the parents of	The indicator is estimated based on the answers to the question:	Numerator: $4 * a + 3 * b + 2 * c + 1 * d + 0 * e$, where a is the number of respondents of	$n_{4.8} = k / 4 * 10$

	parents with health care services		promoting healthy lifestyles	children aged 0 – 12	<p>“Is it true that they take good care of your health in this city?” of the questionnaire for children aged 13-17; “Is it true that medical care for your child’s health is organized well in the city?” of the questionnaire for the parents of children aged 0-12.</p> <p>For answers the following scale is used: 4 – ‘absolutely true’, 3 - ‘more true than false’, 2 - ‘true and false to the same extent’, 1 - ‘more false than true’, 0 - ‘absolutely false’</p>	<p>two surveys who answered ‘more true than false’, c is the number of respondents of three surveys who answered ‘true and false to the same extent’, d is the number of respondents of three surveys who answered ‘more false than true’, and e is the number of respondents of three surveys who answered ‘absolutely false’.</p> <p>Denominator: number of respondents who participated in two surveys</p> <p>Indicator is calculated as: $k = \frac{numerator}{denominator}$</p>	
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The normalized parameter value is calculated from the formula:

$$P_4 = (n_{4.1} + n_{4.2} + n_{4.3} + n_{4.4} + n_{4.5} + n_{4.6} + n_{4.7} + n_{4.8..}) / 8$$

**Description of indicators per parameter 5
'Education and Development'**

Justification for the choice of indicators:

A child friendly city warrants the right of each young citizen to education. Children must receive quality education necessary for their continuous physical, intellectual, spiritual, moral, psychological and social development independent of their sex, language they speak, beliefs, nationality, ethnicity or social set-up, property status, health or any other circumstances.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
5.1.	Average score of examinations after the 9 th grade at the educational establishments of the city	Objective	The indicator is used to measure progress in providing children's access to quality education	The data for the city is provided by the Education Department of the District Executive Committee	Departmental reporting form No.	Indicator is calculated as: k is the average score of examinations after the 9th grade at the educational establishments of the city	$n_{5,1} = k$
5.2.	Proportion of parents who have access to child daycare and preschool facilities conveniently located near the home or place of work	Subjective	The indicator is used to measure progress in providing children's access to preschool facilities conveniently located near the home or place of parents' work	Survey of the parents of children aged 0 – 6	The indicator is estimated based on the answers to the question "Is it true that the preschool facility that your child attends is conveniently located near your home or place of work?" of the questionnaire for the parents of children aged 0 – 6. For answers the following scale is used: 4 – 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'	Numerator: $4*a + 3*b + 2*c + 1*d + 0*e$, where a is the number of survey respondents who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than true', and e is the number of respondents of three surveys who answered 'absolutely false'. Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{5,2} = k/4*10$
5.3.	Proportion of disabled children aged 6-17 who study at specialized	Objective	The indicator is used to measure progress in providing access to	The data for the city is provided by the Education Department of	Departmental reporting form No.	Numerator: number of disabled children aged 6-17 in the city who study at home, at the centres for	$n_{5,3} = 10*(1 - k)$

	educational establishments		inclusive education of disabled children	the District Executive Committee		correction development and education, special boarding schools offering general secondary school curriculum Denominator: number of children aged 6-17 with peculiarities of psychophysical development in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	
5.4.	Proportion of children aged 6-17 who have stated that they know their rights well enough to be able to tell grown-ups about them	Subjective	The indicator is used to measure progress in the development of knowledge and skills among children on their rights	Surveys of children aged 6-12 and children aged 13-17	The indicator is calculated based on the answers to the question: - "Do you know your rights well enough to be able to tell about them to a grown up?" of the questionnaire for children aged 6-12; - "Do you know your rights well enough to be able to tell about them to a grown up?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of survey respondents who answered "Yes". Denominator: the number of respondents who took part in the survey Indicator is calculated as follows: $k = \text{numerator} / \text{denominator}$	$N_{5.4} = 10 * k$
5.5.	Degree of satisfaction of children aged 6-17 and parents with the quality of education in the city	Subjective	The indicator is used to measure the quality of providing services in the sphere of education and children development in the city	Surveys of children aged 6-12, children aged 13-17 and the parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Is it true that it is interesting for you to study?" of the questionnaire for children aged 6-12; "Is it true that you are receiving quality education?" of the questionnaire for children aged 13-17; "Is it true that your child is receiving quality education?" of the questionnaire for the parents of children aged 0 – 12. For answers the following scale is used: 4 – 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'	Numerator: $4 * a + 3 * b + 2 * c + 1 * d + 0 * e$, where a is the number of respondents of three surveys who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than true', and e is the number of respondents of three surveys who answered 'absolutely false'. Denominator: number of respondents who participated in three surveys	$n_{5.5} = k / 4 * 10$

						Indicator is calculated as: $k = \frac{\text{numerator}}{\text{denominator}}$	
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The normalized parameter value is calculated from the formula:

$$P_5 = (n_{5.1} + n_{5.2} + n_{5.3} + n_{5.4} + n_{5.5}) / 5$$

**Description of indicators per parameter 6
'Leisure and Culture'**

Justification for the choice of indicators:

A child friendly city warrants the right of each young citizen to participate in the city's cultural life. Children must have access to study at extended education establishments, clubs and sports establishments in line with their hobbies, as well as health improvement in the summer.

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
6.1.	Proportion of children aged 6-17 receiving education at establishments for extended education for children and youth, at specialized educational and sports establishments, schools of Olympic reserve, and clubs ¹	Objective	The indicator is used to measure progress in providing access to extended education for children and youth	The data for the city is provided by the Education Department of the District Executive Committee	Departmental reporting form No.	Numerator: sum of children aged 6-17 in the city , receiving education at establishments for extended education for children and youth, at specialized educational and sports establishments, schools of Olympic reserve, and clubs Denominator: number of children aged 6-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{6.1} = 10 * k$, if the numerator is less than the denominator, $n_{6.1} = 10$, if the numerator is greater or equal to the denominator
6.2.	Proportion of children aged 6-17 who spent more than a week at a school or out of town camp, went hiking or were on a vacation outside of Belarus during the summer holidays	Subjective	The indicator is used to measure progress in improving children's and young people's health during vacations	Surveys of children aged 6-12 and 13-17	The indicator is calculated based on the answers to the question: - "Did you spend more than a week at a school or out of town camp, hiking or on a vacation outside of Belarus during the summer holidays?" of the questionnaire for children aged 6-12; - "Did you spend more than a week at a school or out of town camp, hiking or on a vacation outside of Belarus during the summer	Numerator: number of respondents of 2 surveys who answered "Yes" Denominator: number of respondents who took part in 2 surveys Indicator is calculated as : $k = \text{numerator} / \text{denominator}$	$n_{6.2} = 10 * k$

¹ Clubs are studios, amateur artistic groups (vocal studios and choirs, choreographic, theatre, musical and instrumental groups)

					holidays?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer		
6.3.	Proportion of children aged 6-17 who have visited a cultural event (a performance, circus, concert, exhibition) during the last 12 months	Subjective	The indicator is used to measure progress in the arrangement of cultural activities for children by their family	Surveys of children aged 6-12 and 13-17	The indicator is calculated based on the answers to the question: - "Have you visited a cultural event (performance, circus, concert, exhibition) with your parents or relatives during the last 12 months?" of the questionnaire for children aged 6-12; - "Have you visited a cultural event (performance, circus, concert, exhibition) with your parents or relatives during the last 12 months?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of 2 surveys who answered "Yes" Denominator: number of respondents who took part in 2 surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{6.3} = 10 * k$
6.4.	Proportion of children aged 14-17 who can, if necessary, get a part-time job when free from studies	Subjective	The indicator is used to measure progress in providing children with opportunities for secondary employment when free from studies	Surveys of children aged 13-17	The indicator is calculated based on the answers to the question: - "Do you have an opportunity to get a job when free from studies, if necessary?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of 2 surveys to answered "Yes" Denominator: number of respondents who answered "Yes" to the question "Have you reached 14?" Indicator is calculated as follows: $k = \text{numerator} / \text{denominator}$	$n_{6.4} = 10 * k$
6.5.	Degree of satisfaction of children aged 6-17 and parents with the system of organizing	Subjective	The indicator is used to measure the quality of providing services in the sphere of culture	Surveys of children aged 6-12, children aged 13-17 and the parents of	The indicator is calculated based on the answers to the questions: "Is it true that there are lots of places in your city where you and your parents can	Numerator: $4*a + 3*b + 2*c + 1*d + 0*e$, where a is the number of respondents of three surveys who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than	$n_{6.5} = k / 4 * 10$

	children's and young people's leisure in the city		and organizing children's leisure in the city	children aged 0-12	<p>enjoy your time?" of the questionnaire for children aged 6-12; "Is it true that you are happy with how your leisure-time activities are organized?" of the questionnaire for children aged 13-17; "Is it true that you are happy with how the leisure-time activities of your child are organized?" of the questionnaire for the parents of children aged 0-12.</p> <p>For answers the following scale is used: 4 – 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'</p>	<p>true', and e is the number of respondents of three surveys who answered 'absolutely false'. Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$</p>	
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The normalized parameter value is calculated from the formula:

$$P_6 = (n_{6.1} + n_{6.2} + n_{6.3} + n_{6.4} + n_{6.5}) / 5$$

Description of indicators per parameter 7
'Providing help in difficult situations in life'

Justification for the choice of indicators:

A child friendly city warrants the right of each young citizen to protection and support in a difficult situation in life

No.	Indicator	Type of indicator	Intended use of the indicator	Data collection method	Toolkit questions used to calculate the indicator	Indicator calculation method	Calculating indicator normalized value
7.1.	Proportion of children aged 0-17 in the city who are recognized at social risk and are registered by the end of the year	Objective	The indicator is used to measure progress in preventing social orphanhood	The data for the city is provided by the Education Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children aged 0-17 in the city who are recognized at social risk and are registered by the end of the year multiplied by 1,000 Denominator: number of children aged 0-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{7.1} = 10 * (1 - k / (k + k_{PB}))$, where k_{PB} is the number of children aged 0-17 in the Republic of Belarus who are recognized at social risk and are registered by the end of the year, multiplied by 1,000 and divided by the number of children aged 0-17. The information to calculate k_{PB} is contained in the annual statistical data book "Children and Youth in the Republic of Belarus"
7.2.	Proportion of orphaned children and children deprived of parental care identified during the year and placed in foster families	Objective	The indicator is used to measure the progress in providing the right for upbringing in a family	The data for the city is provided by the Education Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of orphaned children and children aged 0-17 deprived of parental care identified during the year and placed in foster families Denominator: number of orphaned children and children aged 0-17 deprived of parental care identified during the year Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{7.2} = 10 * k / (k + k_{PB})$, where k_{PB} is the number of orphaned children and children aged 0-17 in the Republic of Belarus deprived of parental care identified during the year and placed in foster families, divided by the number of orphaned children and children aged 0-17 deprived of parental care and identified

							during the year in the Republic of Belarus. The information to calculate k_{PE} is contained in the annual statistical data book "Children and Youth in the Republic of Belarus"
7.3.	Proportion of minors with a police record	Objective	This indicator is used to measure the progress in preventing law violations by minors	The data for the city is provided by the Internal Affairs Department of the District Executive Committee	Departmental reporting form No.	Numerator: number of children aged 0-17 in the city with a police record multiplied by 1,000 Denominator: number of children aged 0-17 in the city Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{7.3} = 10 * (1 - k / (k + k_{PE}))$, where k_{PE} is the number of children aged 0-17 in the Republic of Belarus with a police record multiplied by 1,000 and divided by the number of children aged 0-17 in the Republic of Belarus. The information to calculate k_{PE} is contained in the annual statistical data book "Law Violations in the Republic of Belarus"
7.4.	Proportion of parents who have ever received consultations or training on responsible parenting	Subjective	The indicator is used to measure progress in providing a child with the possibility of development in the family	Surveys of parents of children aged 0-12	The indicator is estimated based on the answers to the question "Did you receive consultations or training on responsible parenting?" of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: yes; no; refuse to answer	Numerator: number of respondents of the survey who answered 'Yes' Denominator: number of respondents who participated in the survey Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{7.4} = 10 * k$
7.5.	Proportion of children aged 6-17 who have the possibility to contact a relevant specialist or call a hotline to discuss their problems without parents knowing it	Subjective	The indicator is used to measure progress in providing a child with the possibility of receiving information about his/her problems	Surveys of children aged 6-12 and children aged 13-17	The indicator is estimated based on the answers to the question: "Could you if needed discuss your problems with the teacher or call a crisis counseling line?" of the questionnaire for children aged 6-12; "Do you have the possibility if needed and without your parents knowing it	Numerator: number of respondents of two surveys who answered 'Yes' Denominator: number of respondents who participated in two surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$	$n_{7.5} = 10 * k$

					contact the necessary specialist or call a crisis counseling line to discuss your problems?" of the questionnaire for children aged 13-17. For answers the following scale is used: yes; no; refuse to answer	
7.6.	Degree of satisfaction of children aged 13-17 and parents with the system of arranging assistance to children who find themselves in difficult situations.	Subjective	The indicator is used to measure the quality of provided services in providing help to the children who find themselves in difficult situations.	Surveys of children aged 6-12 and children aged 13-17 and surveys of the parents of children aged 0-12	The indicator is estimated based on the answers to the question: "Is it true that in your city you get help in any situation?" of the questionnaire for children aged 6-12; "Is it true that in your city you get help in any situation?" of the questionnaire for children aged 13-17; "Is it true that in your city your child will get help in any difficult situation?" of the questionnaire for the parents of children aged 0-12. For answers the following scale is used: 4 – 'absolutely true', 3 - 'more true than false', 2 - 'true and false to the same extent', 1 - 'more false than true', 0 - 'absolutely false'	Numerator: $4*a + 3*b + 2*c + 1*d + 0*e$, where a is the number of respondents of three surveys who answered 'more true than false', c is the number of respondents of three surveys who answered 'true and false to the same extent', d is the number of respondents of three surveys who answered 'more false than true', and e is the number of respondents of three surveys who answered 'absolutely false'. Denominator: number of respondents who participated in three surveys Indicator is calculated as: $k = \text{numerator} / \text{denominator}$

$$n_{7.6} = k/4*10$$

The normalized parameter value is calculated from the formula:

$$P_7 = (n_{7.1} + n_{7.2} + n_{7.3} + n_{7.4} + n_{7.5} + n_{7.6}) / 6$$

The calculation of the city's child-friendliness index:

$$I = (P_1 + P_2 + P_3 + P_4 + P_5 + P_6 + P_7) / 7$$

Toolkit for the calculation of subjective indicators

The following questionnaires are the toolkit for the surveys:

1. Questionnaire for children aged 6-12 to assess a city's child-friendliness.
2. Questionnaire for children aged 13-17 to assess a city's child-friendliness.
3. Questionnaire for the parents of children aged 0-12 to assess a city's child-friendliness.

Currently the questionnaires contain the minimum number of questions needed to calculate the indicators. If the city government needs to examine the situation in more detail, necessary questions could be added to the developed questionnaires, and in doing so the questions contained in the developed questionnaires could be by no means shortened or replaced.

Preparation to the survey analysis

Before analyzing the three surveys one should number the filled in questionnaires, and select those suitable for analysis.

A questionnaire for children aged 6-12 is suitable for analysis if it meets the following criteria:

- the respondent's age is indicated as 6-12;
- the respondent's sex is indicated;
- the respondent indicated the city under assessment as his/her place of permanent residence;
- only one response is chosen to all questions with a five-point rating scale for responses: '0. Absolutely false', '1. More false than true', '2. True and false to the same extent', '3. More true than false', '4. Absolutely true'.

A questionnaire for children aged 13-17 is suitable for analysis if it meets the following criteria:

the respondent's age is indicated as 13-17;

- the respondent's sex is indicated;
- the respondent indicated the city under assessment as his/her place of permanent residence;
- only one response is chosen to all questions with a five-point rating scale for responses: '0. Absolutely false', '1. More false than true', '2. True and false to the same extent', '3. More true than false', '4. Absolutely true'.

A questionnaire for the parents of children aged 0-12 is suitable for analysis if it meets the following criteria:

- at least one answer: '1. less than 6 years old' and '6-12 years old' is ticked in responding the question "To what age group does your child/do your children belong?";
- the respondent indicated the city under assessment as his/her place of permanent residence;
- only one response is chosen to all questions with a five-point rating scale for responses: '0. Absolutely false', '1. More false than true', '2. True and false to the same extent', '3. More true than false', '4. Absolutely true'.

The form for calculating a city's child-friendliness index

The form for calculating a city's child-friendliness index (hereinafter referred to as Index) is a book in Excel format consisting of 12 sheets with their names indicated under the window:

1. Guidelines – guidelines on filling in the Index form.
2. Statistics Belarus – the sheet for entering statistical data for the Republic of Belarus.
3. Statistics city - the sheet for entering statistical data for the city.
4. Survey 6-12 - the sheet for entering survey data for children aged 6 - 12.
5. Survey 13-17 - the sheet for entering survey data for children aged 13 - 17.
6. Survey parents - the sheet for entering parent survey data.
7. Res 6-12 – the sheet for calculation of the survey results for children aged 6-12.
8. Res 13-17 – the sheet for calculation of the survey results for children aged 13-17.
9. Res parents– the sheet for calculation of the survey results for parents.
10. Survey results – the sheet for calculation of the survey results for children and parents.
11. Index – the sheet for calculating the Index.
12. Chart – the sheet for constructing the chart illustrating the calculation results.

To fill in the 'Statistics Belarus' sheet use the data from three statistical data books regularly published at the web site of the National Statistical Committee of the Republic of Belarus (<http://belstat.gov.by/index.htm>) and the site of the Ministry of Health of the Republic of Belarus (<http://minzdrav.gov.by/ru/static/numbers/smertnost>):

- "Children and Youth of the Republic of Belarus" – published once every 2 years;
- "Health of the Population of the Republic of Belarus" – published once every 3 years;
- "Law Violations in the Republic of Belarus" – published annually.

To fill in the "Statistics city" use the data stated in the departmental and statistical reports submitted by the divisions of the city/district executive committee:

- Statistical Department/Directorate;
- Education, Sports and Tourism Committee / Directorate / Department;
- Health Committee / Directorate / Department;
- Culture Committee / Directorate / Department;
- Internal Affairs Committee / Directorate / Department.

The sheets 'Survey 6-12', 'Survey 13-17', "Survey parents" are used to enter the data from the survey questionnaires for children aged 6-12, children aged 13-17 and parents of children aged 0-12 respectively.

The data of the «Res 6-12», «Res 13-17», «Res parents», «Survey results», 'Index' and 'Chart' sheets are generated automatically.

Internal Data Quality Audit

After calculating the Index with the form it is necessary to check the quality of data input for the calculation of objective and subjective indicators. A person who did not participate in filling the form should be commissioned to do this job.

Data quality audit per objective indicators is done by detail test of basic source documents, which are responses to the information requests from the structural divisions of city/district executive committees, and the inspection of the accurateness of filling in Excel tables based on these documents. During the comparison one has to check both whether the source documents are present and if the provided information meets the requirements of the Index calculation methodology.

The survey data input quality control is performed as follows:

- You should check whether the questionnaires of three surveys are suitable for analysis in accordance with the criteria listed in the section *Preparation to the Survey Analysis*. The data from the questionnaires not suitable for analysis entered into the Index calculation form should be deleted.
- From the questionnaires of each survey suitable for analysis you should select randomly 20% of questionnaires, and these questionnaires should be checked for the consistency of data input into

Excel tables. If there is at least one input error in a questionnaire it is considered that the questionnaire data is entered incorrectly. If input errors occur in more than 10% of questionnaires, you should perform the detailed test of the survey data input. All identified errors of data input should be corrected.

Recommended Timeline for the Index Calculation

The data for the calculation of objective indicators is collected at the end of the year preceding the year for which the Index is calculated. For example, if the Index is calculated in 2013, the data per objective indicators is collected for 2012.

The process of data collection to calculate objective indicators and the surveys should be started in April at least once in two years. April is the most appropriate month for the evaluation, since the state statistics for the calculation of the objective indicators is already available, the preparation for school exams has not yet started and the pupils are not that overloaded and can be involved in the survey.