Annex 1

1. Email chain 1

1.1

From: [Redacted]@gov.scot
Sent: Monday, May 13, 2024 4:25 PM
To: [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot
Subject: Non-binary action plan

Hi [Redacted], [Redacted],

I wanted to check in with you regarding the non-binary action plan and a couple of the actions related to the census.

The table below (from this action tracker) gives the actions attached to OCS but which relate to census publications.

7.1.	Analysts in Scottish Government (SG) and National Records of Scotland (NRS) will work collaboratively to evaluate the emerging data from SG surveys that include the trans status question and develop a draft coding framework that can be used to analyse the outputs from the free text responses collected via the trans status question	Short	[Redacted] /[Redacted]
7.2.	NRS to publish outputs on the trans status or history question from the 2022 Scotland's Census. This will include publishing an analytical report. This report will include more detailed analysis on this topic which may not be possible through the Flexible Table Builder due to Statistical Disclosure Control.	Short	[Redacted] /[Redacted]
7.3.	The Office of the Chief Statistician (OCS) will promote the framework across teams that collect data using the trans status question to ensure a consistent approach to analysis and reporting.	Short	[Redacted] /[Redacted]
7.4.	OCS and NRS will monitor the use and effectiveness of framework and the value of associated outputs.	Long	[Redacted] /[Redacted]

At what point do you think 7.1 and 7.2 can be said to be completed?

I see from the publication schedule that there will be a sexual orientation and trans status or history topic report in June, will that complete 7.2? Will anything from the

trans status/history question feature in the publication on May 21st, or later publicationst?

On 7.1, I presume we will want to follow the coding framework used for the census. Will that be available publicly in June? Are you in a position to share that coding framework with us?

I take it that 7.3 will follow from 7.1, and 7.4 is slightly longer term.

Happy to have a chat about this if easier.

Thanks,

[Redacted]

1.2

From: [Redacted]@gov.scot
Sent: Friday, June 14, 2024 3:19 PM
To: [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot ; [Redacted]@gov.scot
Subject: RE: Non-binary action plan

Just picking this up again ahead of publication on 27th, and copying [Redacted] who will be picking up this work for us.

[Redacted]

1.3

From: [Redacted]@nrscotland.gov.uk
Sent: Friday, June 14, 2024 3:59 PM
To: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot ; [Redacted]@gov.scot
Subject: RE: Non-binary action plan

Hi [Redacted]. When do we need to provide an update by?

Briefly, the release on the 27th will only provide high level analysis and no multivariate data except location and age breakdowns. Multivariate data will be published in 2024/25. So 7.2 cannot be completed before then. We are working with SG analysts already. They helped quality assure the data and are on board for writing the analytical report.

I'm less clear on where we are on 7.1 and will need to check in with others on NRS.

Thanks
[Redacted]

1.4

From: [Redacted]@gov.scot
Sent: Monday, July 1, 2024 4:55 PM
To: [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot ; [Redacted]@gov.scot
Subject: RE: Non-binary action plan

Hi [Redacted],

We've been asked to provide an update by 12 July. Could you provide any further detail on 7.1 by end of this week would be great.

Thanks,

[Redacted]

1.5

From: [Redacted]@gov.scot
Sent: Thursday, July 11, 2024 9:05 AM
To: [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot
Subject: RE: Non-binary action plan

Hi [Redacted]

Please could you provide some more detail around 7.1 before tomorrow (12th July)?

Many thanks

[Redacted]

1.6

From: [Redacted]@nrscotland.gov.uk
Sent: Friday, July 12, 2024 11:37 AM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot; [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Subject: RE: Non-binary action plan

Hi [Redacted]

Given we've only just published our high level estimates, I would suggest the following updates:

7.1.	Analysts in Scottish Government (SG) and National Records of Scotland (NRS) will work collaboratively to evaluate the emerging data from SG surveys that include the trans status question and develop a draft coding framework that can be used to analyse the outputs from the free text responses collected via the trans status question	Short	[Redacted] /[Redacted]	NRS published high level data from the 'trans status or history' census question on 27th June. This will help analysts in SG and NRS develop a draft coding framework for SG surveys.
7.2.	NRS to publish outputs on the trans status or history question from the 2022 Scotland's Census. This will include publishing an analytical report. This report will include more detailed analysis on this topic which may not be possible through the Flexible Table Builder due to Statistical Disclosure Control.	Short	[Redacted] /[Redacted]	NRS published high level data from the 'trans status or history' census question on 27th June. Multivariate/intersectional census data will be published in winter 2024/25.

Can I also just double check the process here please – are you completing the Microsoft Forms doc circulated by [Redacted] for all 4 of these recommendations (7.1 to 7.4)?

Thanks
[Redacted]

1.7

From: [Redacted]@gov.scot
Sent: Tuesday, July 16, 2024 2:29 PM
To: [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Subject: RE: Non-binary action plan

Hi [Redacted]

Thanks for this. I have provided an update for 7.1-7.4, however we will be able to give more updates for 7.3 and 7.4 once we have shared the coding framework with analysts.

[Redacted] and I are planning to put a call in with yourself and [Redacted] to have a more detailed chat about the framework and next steps, so will pop this in for when [Redacted] returns from leave. Let me know if there's anyone else from your side that might be helpful to add to the call too.

Many thanks

[Redacted]

1.8

From: [Redacted]@nrscotland.gov.uk
Sent: Tuesday, July 16, 2024 3:26 PM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Subject: RE: Non-binary action plan

Thanks [Redacted]. If you could include [Redacted] (cc'd) as well please that would be great. And we can work out between us who needs to be there from NRS.

Thanks
[Redacted]

2. Teams Meeting Invite

2.1

From: [Redacted]@gov.scot
Sent: Tuesday, July 16, 2024 2:37 PM
Date: Wednesday, July 24, 2024 3:00 PM
Required: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk

Optional: [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Subject: Non-binary action plan - coding framework chat

Hi All

Popping in a call to have a discussion about the coding framework used within the 'trans status or trans history' census question. As the next actions for us in the Non-binary action plan are to share the framework with analysts, it would be great to have some more detail about the coding framework used for the free text response question e.g. categories and responses.

Let me know if this time doesn't suit.

Many thanks

[Redacted]

3. Email Chain 2

3.1
From: [Redacted]@gov.scot
Sent: Wednesday, August 21, 2024 4:31 PM
To: [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Subject: NB Action Plan Coding Framework

Hi Both

Hope you're well.

Just checking in to see how you are progressing with the Coding Framework documentation and if you had a rough idea of when this might be ready to share with us?

Many thanks

[Redacted]

3.2

From: [Redacted]@nrscotland.gov.uk
Sent: Thursday, August 22, 2024 10:34 AM
To: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted],

Thanks for the prompt. I'm really sorry this fell off my to-do list and I will get back on it next week and get something to you by the end of next week if that timeframe sounds ok?

Cheers,
[Redacted]

3.3

From: [Redacted]@gov.scot
Sent: Thursday, August 22, 2024 11:01 AM
To: [Redacted]@nrscotland.gov.uk ; [Redacted]@nrscotland.gov.uk
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted]

No worries, that sounds good.

Many thanks

[Redacted]

3.4

From: [Redacted]@nrscotland.gov.uk
Sent: Tuesday, August 27, 2024 11:39 AM
To: [Redacted]@gov.scot; [Redacted]@nrscotland.gov.uk
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted],

I'm just preparing these data for you. I was just wondering if you could give me a steer. About half of the write-ins we received are longer sentences usually getting coded to not stated where the individual has said a variation of 'none of you business/I'm offended/this is rubbish' many with expletives. We can share these with you as examples of what we received but they might not be particularly useful? Let me know what you think. Happy to have a quick call and show you what I mean if that is helpful.

Cheers,
[Redacted]

3.5

From: [Redacted]@gov.scot
Sent: Tuesday, August 27, 2024 11:50 AM
To: [Redacted]@nrscotland.gov.uk
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted]

Some examples of these types of write-ins I think should be enough as this will allow us to advise people how to categorise these in their code.

Many thanks

[Redacted]

3.6

From: [Redacted]@nrscotland.gov.uk
Sent: Thursday, August 29, 2024 3:11 PM
To: [Redacted]@gov.scot
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted],

I have this ready now, just waiting to get permission to take it out of our secure server. I don't work on Fridays so I will send it on to you on Monday, hope that works OK.

Cheers,
[Redacted]

3.7

From: [Redacted]@gov.scot
Sent: Thursday, August 29, 2024 3:40 PM
To: [Redacted]@nrscotland.gov.uk
Subject: RE: NB Action Plan Coding Framework

Would you also be able to cc in [Redacted] when you send over the documents?

Many thanks

[Redacted]

3.8

From: [Redacted]@nrscotland.gov.uk
Sent: Wednesday, September 4, 2024 10:29 AM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted] and [Redacted],

Please find attached details on how we coded responses to our trans status or history question. The second tab on the spreadsheet explains the numerical codes. I have removed the prevalence of each write-in and also removed any with expletives or with personal information in them. Briefly, the text responses got coded to an intermediate variable (trans_stat) and these codes got grouped into trans_cat_p that was the published variable. You may see the same word assigned to different categories, this can happen depending on whether the individual also ticked Yes or No to have the question do you have a trans status or history.

Happy to chat further if that's helpful.

All the best,
[Redacted]

3.9

From: [Redacted]@gov.scot
Sent: Monday, September 9, 2024 3:26 PM
To [Redacted]@nrscotland.gov.uk
Cc: [Redacted]@gov.scot
Subject: RE: NB Action Plan Coding Framework

Hi [Redacted]

Thanks for sending this over last week – much appreciated.

We'll take a look and let you know if we have any questions before sharing with other analysts.

Many thanks

[Redacted]

4. Email Chain 3

4.1

From: [Redacted]@gov.scot
Sent: Friday, September 27, 2024 10:53 AM
To: [Redacted]@gov.scot
Subject: Coding Framework

Hi [Redacted]

I've tried to lay out the coding framework in an accessible spreadsheet format, as well as a couple of graphical ways of displaying it.

Happy to have a chat about this next week.

Many thanks

[Redacted]

4.2

From: [Redacted]@gov.scot
Sent: Thursday, October 3, 2024 11:45 AM
To: [Redacted]@gov.scot
Subject: RE: Coding Framework

Hi [Redacted],

As discussed, I think this is shaping up really well. A few suggestions:

- Might want to add in one more category with just 3 options (Yes, No, Not answered), following the census publication: Search | Scotland's Census - Search by topic - Topic selection (scotlandscensus.gov.uk)
- In the table, I could imagine some people might want to download the spreadsheet and use it as a lookup in their code. In that case it might be helpful to split up the code and the description into two separate columns. Might also want to think about good names for these variables.
- It would also be good to draft some text to insert into the guidance, possibly on this page: Sex, gender identity, trans status - data collection and publication: guidance - gov.scot (www.gov.scot)

Thanks,

[Redacted]

5. Email Chain 4

5.1

From: [Redacted]@gov.scot
Sent: Friday, October 4, 2024 4:44 PM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot
Subject: Sex and Gender Guidance - Coding Framework

Hi [Redacted]

Please see attached the sex and gender coding framework document. Let me know if you have any comments on this. The plan is to then share this table as an excel file within our guidance, possibly underneath the Questions section, alongside a brief explanation.

Many thanks

[Redacted]

5.2

From: [Redacted]@gov.scot
Sent: Wednesday, October 9, 2024 4:29 PM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot
Subject: RE: Sex and Gender Guidance - Coding Framework

Thanks [Redacted], really handy to see this. It's very thorough. Good to see the descriptions to which should help stats producers.

[Redacted]

6. Email Chain 5

6.1

From: [Redacted]@gov.scot
Sent: Wednesday, October 9, 2024 1:18 PM
To: [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Subject: Coding Framework - Sex and Gender Guidance

Hi Both

Please see attached the sex and gender coding framework document. Let me know if you have any comments on this. The plan is to then share this table as an excel file within our guidance, possibly underneath the Questions section, alongside a brief explanation.

Many thanks

[Redacted]

6.2

From: [Redacted]@nrscotland.gov.uk
Sent: Wednesday, October 9, 2024 1:26 PM
To: [Redacted]@gov.scot
Subject: RE: Coding Framework - Sex and Gender Guidance

Hi [Redacted],

Thanks for this, really nicely laid out. Would you mind if I shared it with two other members of our team that worked more closely with the trans data during census data processing and QA?

Cheers,
[Redacted]

6.3

From: [Redacted]@gov.scot
Sent: Wednesday, October 9, 2024 1:40 PM
To: [Redacted]@nrscotland.gov.uk
Subject: RE: Coding Framework - Sex and Gender Guidance

Hi [Redacted]

That’s no problem.

Many thanks

[Redacted]

6.4

From: [Redacted]@nrscotland.gov.uk
Sent: Wednesday, October 9, 2024 1:42 PM
To: [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Subject: FW: Coding Framework - Sex and Gender Guidance

Hey both –

I was helping OCS design coding strategy for trans status. This is what they plan to share – thought it would be good if you two also had a look to see what you thought.

Cheers,
[Redacted]

6.5

From: [Redacted]@nrscotland.gov.uk
Sent: Thursday, October 10, 2024 1:20 PM
To: [Redacted]@gov.scot ; [Redacted]@nrscotland.gov.uk
Subject: RE: Coding Framework - Sex and Gender Guidance

Hi [Redacted],

My colleagues and I have had a look and think it looks great. We had a minor issue with the description for pangender:

A gender identity that is not limited to one gender. A person with this identity may feel that it encompasses all possible genders at once, including traditional binary genders (male and female) and nonbinary genders. Can also be known as "Omnigender", "Multigender" or "Trigender".

The 'it' in the second sentence refers to the term gender identity but it sort of sounds like it refers to a pangender person. You could consider revising to 'A person with this identity may feel that their identity encompasses all possible genders at once,' to avoid this?

But really it's up to you!

Cheers,
[Redacted]

6.6

From: [Redacted]@gov.scot
Sent: Thursday, October 10, 2024 1:41 PM
To: [Redacted]@nrscotland.gov.uk; [Redacted]@nrscotland.gov.uk
Subject: RE: Coding Framework - Sex and Gender Guidance

Hi Both

Thanks for your comments. Will amend the description for pangender.

Many thanks

[Redacted]

7. Email Chain 6

7.1

From: [Redacted]@gov.scot
Sent: Monday, October 14, 2024 12:15 PM
To: Alastair McAlpine
Cc: [Redacted]@gov.scot
Subject: Coding Framework - Sex and Gender Guidance

Hi Ally

We have produced a coding framework document designed to help statistics producers categorise the free-text responses related to trans status. This is based on the framework used to analyse the free text responses for the 2022 Census. As part of the Non-Binary Action Plan, OCS are required to share and promote this framework so we would like to add this document and a small introductory paragraph into the 'Questions' section of the Sex and Gender Guidance.

[Redacted] and NRS colleagues are content with the framework, however we need DD approval to make changes to the web page. Are you happy for us to add the framework to the guidance?

Many thanks

[Redacted]

7.2

From: Alastair McAlpine
Sent: Tuesday, October 15, 2024 12:35 PM
To: [Redacted]@gov.scot
Cc: [Redacted]@gov.scot
Subject: RE: Coding Framework - Sex and Gender Guidance

Happy, thanks

8. Email Chain 7

8.1

From: [Redacted]@gov.scot
Sent: Tuesday, October 15, 2024 3:31 PM
To: [Redacted]@gov.scot
Subject: Coding Framework

Hi [Redacted],

Made a couple of small edits to the spreadsheet but wanted to check, would there be any issues with just coding the numbers 1-27 in the subcategory column? I'm thinking that the existing code might mean something to NRS but not to other users?

Thanks,

[Redacted]

9. Email Chain 8

9.1

From: [Redacted]@gov.scot
Sent: Monday, October 21, 2024 2:00 PM
To: [Redacted]@gov.scot ; [Redacted]@gov.scot; All Statisticians <[Redacted]@gov.scot>; [Redacted]]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; DIG : Data Division <[Redacted]@gov.scot>; DIG : Statistics and Data Access <[Redacted]@gov.scot>; [Redacted]@gov.scot; [Redacted]@ons.gov.uk; [Redacted]@gov.scot; [Redacted]@gov.scot ; [Redacted]@gov.scot ; [Redacted]@gov.scot ; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot ;[Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot
Subject: OCS Weekly Newsletter

Hi everyone,

Please find the weekly update below. If there's anything you would like included in future emails, please get in touch.

Guidance material for statisticians is available on the Statistics Group SharePoint site.

Much of our guidance is available to analysts in public bodies via our Connect workspace. Please contact Statistics.enquiries@gov.scot to request access.

If you do not have permission to access any of the links in this newsletter but would like to request access, please get in touch.

[NOT IN SCOPE]

5. Coding Framework for Trans Status free text response question

The Office of the Chief Statistician have produced a coding framework document designed to help statistics producers categorise the free text responses related to trans status.

The coding framework is available in an excel file that can be downloaded. The link to this document can be found at the bottom of the 'Questions' section of the guidance on the collection and publication of data on sex and gender.

[NOT IN SCOPE]

[Redacted]