AW and HJV / 08.11.2018

**1st TIP PM – WP 03 – WP 04 / O1-O2:**

**Memo on approach and time schedule for two surveys**

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## Respondent groups

We have two groups of respondents including two subgroups each:

* Group I: Have tried to work internationally (indicated by getting grants or having applied), including both international project managers (A) and their management bodies (B).
* Group II: Haven’t tried yet, but could be interested with the right conditions, including both managers-to-be (C) and mangement bodies (D) not yet engaged in internatinal cooperation

In the 1st survey we mainly focus on group I, while we in 2nd survey focus on both groups.

## Frame of 1st Survey of good practice

Respondents: Here we focus mainly on group I (A + B) that include applicants and receivers of Erasmus+ grants: KA1 + KA2 as well as receivers and applicants from other Adult Education programmes as Nordplus, etc.

Number of questionnaires: The goal is **30**-40 answers per country, in total 150-200 answers

With an expected reply degree of 25 pct, we need to contact at least 120-160 per country.

Number of interviews: 8-10 interviews per country, including 6-10 from group I (A and B) with focus on success and need for support (have got grants or tried to get) and 0-4 from group II (C and D) with focus on barriers and need for support. Partners can include all interviewees from the 2nd survey into the research of the 1st survey, or choose only some of them to raise the questions for the 1st survey to get the needed participants numbers.

NB: The Report must include 10 more elaborated success stories, like approx 2 from each of the five countries. For each success story it could be appropriate to have feeds from both the project managers and the management bodies of the successful organisation. .

**Initial tasks:**

* All check at national office what info they can get, only for successful and/or all applicants?
* Mid November – all inform about result and give send numbers of approved etc, as well as how they will reach 120-160 respondents to get at least 30-40 answers.
* Furthermore, Aron will send a short questionnaire to all EU National offices about their support to /info for future applicants. [[1]](#footnote-1)

## Frame of 2nd Survey of key competences

Respondents: Here the respondent groups are not only the NGOs that have been successful or tried successful (same as in 1st survey), but also NGOs that haven’t tried yet, but may wish in the future.

Number of questionnaires: It means both the 30-40 per country (Group I / have tried) and 30-40 more NGOs per country (Group II / haven’t tried, but are interested)). Each partner must be creative to find these respondents.

Aron and Hans provide small guide about the possible distribution of types of NGOs to contact?

Number of interviews: Here in total 12-20, where the respondents include 6-10 NGOs from group I (have tried before) incl. 3-5 from managers and 3-5 from management bodies; and 6-10 NGOs from group II (haven’t tried), incl. 3-5 from managers and 3-5 from management bodies. The interview guide would include questions addressed in survey 1 and 2, so the interviewees can be the same in both surveys.

**Initial tasks:**

* Primo Nov: Hans and Aron provide guide for distribution of NGOs in group II (haven’t tried)
* Mid Nov: All present how they will reach respondent group II (haven’t tried)
* 9 Nov: Hans send small query of key competences for the PMI triangle,
* Mid Nov. All partner reply query about their priorities for key competences

## Guide for choosing NGOs for the surveys

All NGOs included in the surveys have to work in the field of adult education/lifelong learning in formal, non-formal or informal settings. Organisations which focus on vocational training may not be included.

NGOs that apply for European or international programmes shall be especially included in the surveys (group I). Besides that, especially for group II, the partners could involve NGOs of different fields like they are presented in the Hopkins classification (see attachment):

* Culture and leisure time
* Education and research
* Health
* Social
* Environment
* Local community and housing
* Counselling, legal assistance and politics
* Philanthropy and volunteering
* International activities
* Religion

We recommend that we all try to get respondents from all 10 groups, but they can be unequally represented and some fields may not be represented due to special conditions in the partner countries.

A good possibility to reach potential respondents is to approach national/regional umbrella organisations (if existing).

Implementation of the surveys:

EDUCULT will program the survey via the online tool “LimeSurvey”. This tool offers the possibility for survey participants to choose the language they want to do the survey with one link. The link will be provided to all partners to send out to the potential respondents.

It is important to keep in mind that from each association we could invite one project manager as well as one representative of the organisational body in the survey! The survey will filter at the very beginning of the questions if the participant is …

* a project manager directly involved in the international cooperation (A)
* a representative of the management body which was part of an international cooperation (B)
* a project manager not yet involved in an international cooperation (C)
* a representative of the management body which was not yet part of an international cooperation (D)

This question shall also take into account that a project manager (A, C) could also be a responsible of the organisation (B, D) at the same time (often happens in smaller NGOs).

## IO1: Outline of Multilateral Report on good practice and success stories

can be:

1. Foreword on background and aims for the report (2 pages);

- By Aron (in dialogue with Hans)

1. Introduction of used methodology and approach (4 pages);

- By Aron (in dialogue with Hans)

1. Presentation of min. 10 best practice examples applied in the 3rd sector adult education organisations (10 x 3 pages, like 30 pages);

- Aron provides 3-4 pages summary of questionnaires,

- Partners provide 1-2 pages text about the summary results of Questionnaires

- Partners provide 4-5 pages summary of the interviews with group I (2-3 success stories per partner, in all 10-15 success stories/ best practice thematic classified?)

1. Presentation of the European wide state of the art concerning support offered in 23 other EU countries than the Partnership countries, including recommendations for improved support (5-10 pages);

By Aron

1. Outline essential conclusions (8-10 pages);

By Aron

1. Concluding perspectives on common needs and challenges and recommendations for further work packages (4-6 pages)

- By Aron (with feeds from all partners)

**NB: The final disposition and the structure of the partner input must be clarified latest 1 Feb.**

## IO2: Outline of Multilateral Report on key competences

can be:

1. Foreword on background and aims for the series of five national surveys (1-2 pages),

- By Hans (in dialogue with Aron)

1. Outline of applied methodology and variations of local approaches (4-5 pages);

- By Hans (in dialogue with Aron)

1. Presentations of the five national surveys results (5 x 6 pages, like 30 pages);

- Aron provides 3-4 pages summary of questionnaire answers

- Partners provide 1-2 pages text about the summary results of Questionnaires

- Partners provide 4-5 pages summary of the interviews

1. Outline essentials of adapted PMI triangle for adult education CSOs, 15 pages:

By Hans (in dialogue with Agnieszka)

* 1. Summary of recommendations from survey (2-3 pages)
  2. Presentation of adapted PMI triangle (10 pages)
  3. Outline needs for learning opportunities (1-2 pages)

1. Concluding perspectives on common needs and challenges and recommendations for subsequent work pages such as curricula for national and European pilot courses, designing of support tools, etc. (4-6 pages).

By Hans (with feeds from all partners)

**NB: The final disposition and the structure of the partner input must be clarified latest 1 Feb.**

## Draft Schedule

|  |  |  |
| --- | --- | --- |
| **1st survey – best practice** | **2nd survey - competences** | **deadlines** |
|  |  |  |
| Aron and Hans propose methodology and schedule for the two surveys (this memo) | | 3 Nov |
| All partners can comment and propose refinements of the memo | | 7 Nov |
| Aron and Hans send final memo with task descriptions and schedule which includes a short guide of distribution of groups of NGOs | | 9 Nov |
| Hans send introduction and small query to partners to get their proposal for key competences in the PMI triangle | | 11 Nov |
| All partners inform the partnership about access to information in National Offices about applications to KA1 and KA2 the last 5 years (as well as Other Adult education programmes such as Nordplus). It means info about how to reach Group I (CSOs having been involved in international cooperation): at least 120-160 of this Group to get at least 30-40 answers | | 14 Nov |
| All partners inform the Partnership how they intend to reach Group II: NGOs that haven’t tried before, but who may be interested in international cooperation. Needed to contact 120-160 of this Group to get at least 30-40 answers. | | 14 Nov |
| Partners reply the query template on priorities of key competences for the PMI triangle | | 16 Nov |
| Hans compile draft proposal that is incorporated in the merged Questionnaire | | 18 Nov |
| **Aron provides the draft online questionnaire (in some dialogue with Hans)** | | **20 Nov** |
| Partners comment | | 23 Nov |
| Final questionnaire English master edition is presented | | 26 Nov |
| Final questionnaire is translated / proof-read (Agnieszka ask for time to translations) | | 30 Nov |
| **Final Questionnaire is launched online – open from 1 Dec to 15 Feb** | | **1 Dec** |
| Aron (and Hans) provides interview guides and draft guidelines on how the interview summaries and questionnaire comments can be structured for 1st survey / presented by partners | | 1 Dec |
| Partners comment the draft guidelines and interview guides for 1st and 2nd survey | | 5 Dec |
| Aron (and Hans) provides final guidelines for presentations of survey results | | 10 Dec |
| Aron provides (in dialogue with Hans) a template with structured questions for getting feeds/ recommendations for the concluding section in 1st survey | | 15 Jan |
| Hans provides (in dialogue with Aron) a template with structured questions for getting feeds/ recommendations for the concluding section in 2nd survey | | 15 Jan |
| Aron provides summary of mini-survey with national agencies from all 28 EU countries | | 15 Jan |
| Partners complete interviews with questions for both surveys  NB: 12-20 interviews. The respondents include 6-10 NGOs from group I (have tried before) and 6-10 NGOs from group II (haven’t tried, but are interested to) | | 1 Feb |
| The online Questionnaire closes (is online from 1 Dec – 15 Feb) | | 15 Feb |
| Aron provides summary of results from the survey | | 25 Feb |
| **Partners present summary of interview and comments to survey for their country to the 1st Good Practice Survey** | **Partners present summary of interview and comments to survey for their country to the 2nd Competence Survey** | **5 March** |
| **Partners send filled-in template with recommendations for 1st survey** | **Partners send filled-in template with recommendations for 2nd survey** | **5 March** |
| Aron makes introductions, key findings, conclusions etc for the 1st survey | Hans makes introductions, key findings, conclusions etc for the 2nd survey | 15 March |
| Aron and Hans have dialogue of the key findings and recommendations etc | | 20 March |
| Aron deliver English draft of 1st Report | Hans deliver English draft of 2nd Report | 30 March |
| The drafts are discussed at the second partner meeting, 8 – 9 April in Vienna | | 9 April |
| Final English Survey delivered | Final English Survey delivered | 15 April |
| Translated national editions are delivered | Translated national editions are delivered | 15 May |

## Overall comments:

Aron and Hans deliver latest 1 Feb templates for the report feeds, so everybody will deliver information in the same format.

The two survey reports will be provided separately and we don’t need to mention the interrelation of the respondent groups in the two reports (since they have been approved as 2 separate IOs).

1. The assumption is that we (the 5 Partners) are aware of how the support offered by the National offices looks like in our countries. Nevertheless, it is fine to have the same general view on all agencies, so that we would be able to recommend the ones in the partners’ countries some new ways on the basis of this research. Besides, we shall get in contact with 2 agencies per country additionally to the Erasmus+ National Agencies, like other biggest-programmes contact points (i.e. Creative Europe, Europe for Citizens, Nordic programmes for the 'nordic' approaches) [↑](#footnote-ref-1)