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# ET-*struct* Work Package 5: ET-Pilot Actions Type 1 and Type 2 Draft Concept of Evaluation

**BIOSTAT**  
[www.biostat.com.pl](http://www.biostat.com.pl)

## 1.1 Introduction

The primary aim of this report is to provide ET-*struct* Project Partners with main guidelines on ET-Pilot Actions - ET-*struct* Work Package 5: aims, subject and methodology. This report is thought to be a preliminary design and a starting-point for further discussion on the details of evaluation process. Pilot Actions include two types of action, which will be performed simultaneously.

## 1.2 Main objectives

The aim of conducting ET-Pilot Actions is to **test** and **improve** three Transnational Tools developed in ET-*struct* project:

- ET-Learn Train ("Type 1 Pilot Action")
- ET-Academy ("Type 1 Pilot Action")
- ET-Strategy and Action ("Type 2 Pilot Action")

The research will be performed on September-December 2011. The detail time schedule is presented below. The results of evaluation will be presented to all Partners in an Evaluation Report.

## 1.3 Methodology

The following methods will be used: CAWI (Computer Assisted Web Interviews), IDI (Individual In-Depth Interviews), Desk Research. A design of each method is presented in a table below.

Table 1. A design of research methods.

Method	Subject of research	Target group of respondents	Minimum number of respondents
CAWI	ET-Learn Train	target groups of Regional Modules	50 from each European region involved in a project*
	ET-Academy	target recipients of the document	3 from each European region involved in a project
	ET-Strategy and Action	target recipients of the document	3 from each European region involved in a project
IDI	Both TYPE 1 and TYPE 2 Pilot Actions	Project Partners	1 representative of each Project Partner
DESK RESEARCH	Both TYPE 1 and TYPE 2 Pilot Actions	[-]	[-]

\*WHAT IS IMPORTANT ABOUT THE NUMBER OF RESPONDENTS. The number of 50 recipients of Regional Modules is a minimum number of respondents assumed, and, if possible, can always be enlarged. However, please consider that the final result of evaluation will depend on the quality of the collected data, rather than on quantity. For that reason, if it occurs impossible to reach the minimum number of respondents, the smaller number of highest quality data might also be accepted.

Research tools will include:

- **Transnational Core Module Evaluation Questionnaire** - CAWI survey, prepared and conducted in English;

- **Regional Modules Evaluation Questionnaire** - CAWI survey, conducted in regional languages, consisting of two parts:
  - Part 1** - common for all Regional Modules. Questionnaire will be prepared in English and then translated by each Partner to their regional language.
  - Part 2** (optional) - individual for each Regional Module. Each Partner can propose a set of 1-5 questions, related directly to their Regional Module, in order to evaluate the additional aspects, considered by Partners as especially important.
- **Individual In-Depth Review scenario** - the interview will be conducted in English.

## 1.4 The schedule

The evaluation process will consist of 11 main steps. Some tasks will be performed by Evaluator and some will depend mainly on Project Partners. The schedule is presented in table. Below the table each task is described.

Table 2. The schedule of evaluation process.

	BIOSTAT	PARTNERS
02 June 2011	<b>Step 1.</b> Draft concept of evaluation	
02-17 June 2011		<b>Step 2.</b> Discussion on concept of evaluation: questions /comments /suggestions.
17-30 June 2011	<b>Step 3.</b> Final concept of evaluation	
30 June - 01 July 2011	<b>Step 4.</b> Meeting in Venice: presentation of final concept of evaluation to all Partners, discussion	
20 July 2011	<b>Step 5.</b> Detailed instruction for Partners how to prepare for evaluation	
August 2011	<b>Step 6.</b> Preparing for evaluation	
September- 31 December 2011	<b>Step 7.</b> Performing evaluation provide on-line survey conduct individual interviews	
		provide respondents take part in individual interviews
12 January 2012		<b>Step 8.</b> pass on data from evaluation
28 February 2012	<b>Step 9.</b> Preliminary Evaluation Report	
March-20 April 2012		<b>Step 10.</b> Utilizing evaluation results
15 June 2012	<b>Step 11.</b> Final Evaluation Report	

### **Step 1. Draft concept of evaluation (02 June 2011)**

The Evaluator prepares a draft concept of evaluation, presenting the main objectives, research methodology and time schedule of the evaluation process. The concept will be prepared until 02 June 2011 and then distributed to all Partners.

### **Step 2. Discussion on concept of evaluation. (02 - 17 June 2011)**

Draft concept is discussed among the Partners. Each Partner can prepare a list of questions / comments. The Partners should send their comments until 17 June 2011.

### **Step 3. Final concept of evaluation (30 June 2011)**

Supported with feedback information on preliminary evaluation concept, the Evaluator prepares the final version of evaluation concept and a draft of research tools.

### **Step 4. Experts Meeting in Venice (30 June - 01 July 2011)**

The final concept of evaluation is presented to Project Partners and other stakeholders and then discussed to make sure that the objectives are clearly defined, well understood and agreed by all stakeholders.

### **Step 5. Detailed instruction for Partners how to prepare for evaluation (20 July 2011)**

Evaluator provides each Partner with a detailed instruction how to prepare for evaluation. This will include e.g.:

- identifying research subjects,
- time schedules of evaluation process,
- Regional Modules Evaluation Questionnaire Part 1 - English version to be translated into regional language.

### **Step 6. Preparing for evaluation (August 2011)**

Tasks for Partners:

- Translation of Regional Modules Evaluation Questionnaire Part 1 - deadline: 15 August 2011
- (optional) Proposal of a Regional Modules Evaluation Questionnaire Part 2 - deadline: 15 August 2011
- Following the instruction.

Tasks for Evaluator:

- Prepare on-line survey, deliver technical support.

### **Step 7. Performing evaluation (September - December 2011)**

- CAWI - The research process is performed. Evaluator provides Partners with CAWI tool (on-line survey) and supervises its functioning. The Partners are supposed to find the expected number of respondents and organize the process of collecting the data (basing on instruction given).
- IDI - Evaluator is responsible for conducting the interviews (IDI) with Partners representatives.
- Desk Research - Evaluator analyzes the important data related to ET-*struct* project. Mostly, the data will be collected by Evaluator himself. Sometimes however the Partners will also be asked to deliver some data.

#### **Step 8. Pass on data from evaluation (12 January 2012)**

Data collection via CAWI guarantees that the data is available for Evaluator directly after the research. Nevertheless, there might occur special needs, e.g. that Partners translate some data that is collected in regional languages into English. The whole process of collecting the data will be definitely finished on 12 January 2012.

#### **Step 9. Preliminary Evaluation Report (28 February 2012)**

Based on the collected data and careful analysis, the preliminary report including conclusions and recommendations on how to improve the Project tools will be prepared and delivered to all Partners. The report will be prepared in English.

#### **Step 10. Utilizing evaluation results (March - 20 April 2012)**

The recommendations will be discussed with Partners and then evaluation results should be used in the process of improvement and further development of Project tools. Implementing recommendations is the task of Partners and Evaluator will supervise this process.

#### **Step 11. Final Evaluation Report**

Provided feedback about the implementation of recommendation process, Evaluator prepares the Final Evaluation Report.

## **1.5 Other important information**

### **Time schedule**

The time schedule presented will be obeyed on condition that other ET-*struct* Workpackages are performed punctually. If there are delays in delivering any ET-*struct* tools, also the evaluation process will be delayed.

### **What next?**

In order to perform the best possible evaluation, the needs of all Partners - major stakeholders should be included (to the stage that this is possible ☺). Therefore, we ask you to share with us any of your doubts /comments /questions /suggestions regarding evaluation process. Please mind that the deadline of sending us the feedback is 17 June.

### **How will we contact with each other?**

All information will be sent through the Project Partner in Walbrzych, which is represented by Rafal Kieca ([rafal.kieca@ciz.walbrzych.pl](mailto:rafal.kieca@ciz.walbrzych.pl)). This means Rafal will distribute all necessary information from Evaluator among Partners and as well gather the information that will be sent back. Nevertheless, if any of the Partners would like to contact us directly, please do not hesitate to do so. The BioStat representative is Magdalena Szkarlat ([mszkarlat@biostat.com.pl](mailto:mszkarlat@biostat.com.pl))

We will also have an opportunity to discuss the details of evaluation “face to face” during three experts meetings. The first one will take place on 30 June in Venice.