CCRE CEMR Local & Regional Europe

A2

Detailed Study Tasks and Timeline

Publication: Women in politics, 2008-2019

17/05/2019 – V3 – nn

I/ Coordination table

The following table indicates the actions to be put in place to prepare the study, the timing, and the persons responsible for the implementation of the actions.

The CEMR Secretariat is in direct contact with the external contractor, paying special attention to the content of that action, its follow-up, respect of deadlines, taking the final decision if necessary.

The "who column" mentions the person who will actually execute the action.

The stagiaire will contribute to the tasks in charge of CEMR Secretariat, as well as in supporting the Researcher's tasks when necessary.

	Task	How long	Key Dates	Who
1	**General management**	**-**	**-**	**CEMR Secretariat**
2	**Policy needs**	**2 days**	**03-07 June**	**CEMR Secretariat**
3	**Country Sheet template**	**2 days**	**03-07 June**	**CEMR Secretariat**
4	**Personalised country sheet**	**3 days**	**03-07 June**	**CEMR Secretariat**
5	**Organisation Table**	**1 half day**	**03-07 June**	**CEMR Secretariat**
6	**Data collection**	**3 days**	**10 June (DL 10 July)**	**CEMR Secretariat**
7	EU Desk research and outline	10 days	10-25 June 10 June: 1st coordination meeting	Researcher
8	**Phone reminders**	**5 days**	**26 June- 10 July**	**CEMR Secretariat**
9	Associations Desk research	10 days	03 - 16 July	Researcher
10	1st draft analysis	5-7 days	17 - 25 July	Researcher
11	Final text	3 days	07 – 09 August	Researcher

See detailed tasks below.

II/ Detail of the tasks of the study

1. General management
- Assess the pertinence of the study with regards to CEMR research strategy
- Plan the actions and steps to follow to achieve the study
- Assess the needed resources and time
- Draft the Terms of Reference
- Monitor the content of the study

2. Policy needs:
- determine what is (the other) data we want in terms of policy/ advocacy

3. Country sheet template: simplify the first version
- the initial template was too difficult to read: need to simplify the sheet
- provide for associations' contacts;
- check with 2 or 3 associations that the final country sheet is ok (AICCRE, SALAR, RGRE)
- Ideally, the country sheet will be published as such

4. Personalised country sheet
- filling in the country sheet for the associations from which we already received the information
- include associations' contacts (phone and email of at least 2 persons; call the associations to make sure you have one clear contact at least, 2 if possible)
- highlight the data we still need

5. Organisation Table
- Creation of an organisation table so the CEMR secretariat can check the evolution in the steps of the research, the associations contacts, etc.
- Make sure at least 2 contacts per association (phone and email) are identified

6. Data collection: sending of the survey
- general email to the associations from which we haven't receive anything
- personalised one for the associations from which we already received information + phone call to explain why we are sending another questionnaire
- keep track of the exchanges
- Deadline 4 weeks

7. European desk research for data quality check and collecting additional data on European organisations
- Document provided: first Excel file with the results gathered end 2018-beginning 2019 and see the columns we did not take into account for the first draft
- Meeting with different teams of the CEMR Secretariat: check policy/ advocacy messages, targets, etc. (**Monday 10 June**)
- Check the responses from the first draft and see what can be adapted, what was missing, etc.
- Provide a first outline of the analysis including (i) principal sections and sub-sections of the publication along with a short description of the objective and content of each section, (ii) an estimated count of pages /words per section or sub-section.

- Desk research to cross the information received by the members (when the language makes it possible)
- Call/ research on the CoR and check the data with them (2008 and 2018)
- Call/ research on the Congress and check the 2018 data + get the 2008 data
- After the elections: check with EPRS if they are doing it, if not, get the data on MEPs

8. Phone reminders
- After 3 weeks, start calling the associations for which we have no data at all
  - Remind the deadline, see if they need some help (related to task 9)
- After 4 weeks, reminder to all
  - Personal email reminder + phone call to all (if no, or partial, answer)
  - Continue the work of steps 7 and 9
  - Check the results

9. Association desk research
- In parallel with the phone calls to the associations, see if they need some help
- Especially for the 2008 data, see what can be done to find the data especially in eastern countries (but also western like in the UK); see with other organisations like EIGE, women associations or political parties in those countries -> Need to work hand in hand with the association for that

10. Analysis
- After the deadline: regularly call the associations to get their answer until final internal deadline at which point we close the data collection period (CEMR Secretariat)
- Create new excel file with the answers: analysis matrix/ data collection table (CEMR Secretariat)
- Check the results and see if we need to adapt the analysis
- Calculations and first draft analysis
- Consultation of CEMR Secretariat on the first draft and/or experts from relevant organisations (CEMR Secretariat and researcher)
- Consultation of a sample associations (CEMR Secretariat)

11. Final text
- Consolidate the final text
- Transfer all the information and data gathered to CEMR secretariat

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