

EcoPaperLoop

WP6

Translation of the research into new policy guidelines

Task 6.1.2

Strategy plan

Common strategy for data collection and elaboration

I. Basic information

Partner in charge	PP5
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II. Working methodology

Each partner should set-up a dedicated sub-team performing the analyses and contributing to development of a roadmap for the implementation of project results in the present body of rules, which present the key output of WP6.

A contact person shall be nominated and sent to PP5 to compile contact list and distribute it to all partners.

Four main sets of activities are planned:

1. Desktop research:

- Elaboration of portray of current body of rules describing local and regional situations in partner's countries.
- Identification of most important stakeholders.

2. Qualitative analyses:

- Elaboration of common questionnaire.
- Selection of key stakeholders to be interviewed.
- Execution of interviews.
- Evaluation and reporting.

3. Brainstorming sessions

- One in Slovenia during 4th project meeting (in RP3)
- One in Hungary during 5th project meeting (in RP4)

The brainstorming sessions will serve as additional tool to discuss the issues outlined in the questionnaires.

4. On-line consultation

In the second phase the questionnaire will be published on line to reach a greater number of stakeholders.

II.1. Desktop research

Task 1: Analyses of the present body of rules effecting paper recycling (both collection strategies and product eco-design) will be performed in each country. It includes study of policy documents and regulation, recent relevant strategies, programs and governmental documents, program reports, evaluation reports, impact studies, etc.

PP5 will prepare outline and structure for the country analyses and reports and will communicate it with the contact persons for the task in each country. Joint international report will be drafted by PP5.

Task 2: Each country will identify relevant stakeholders to be involved in the qualitative analyses of the situation. The list should be structured to cover all the stakeholder's groups, from policy makers and local authorities, paper and board producers, chemicals producers (adhesives, printing inks,...), packaging, waste management and intermediary organizations, converting companies and end user's organizations.

PP5 will provide tool to develop joint long list of contacts in a structured manner and send it to contact persons. The list forms a basis for the selection of key stakeholders for the interviews in individual countries.

Partners will provide a long list of at least 20 key stakeholders in each country in the pre-designed form and send it to PP5, together with the identification of at least 10 stakeholders to be interviewed. PP5 will collect the information and give a feedback to all partners with the recommendations about the final selection of the stakeholders for interviews. It is very important to address equally all stakeholders' groups.

II.2. Qualitative analyses

Task 1: Common questionnaire for the analyses of the stakeholder's understanding, knowledge and behaviour towards the topics discussed as well as their attitude towards the present body of rules on paper recycling is developed.

PP5 drafted the questionnaire and the partners agreed on the final version.

Task 2: Execution of interviews

Project partners will conduct the interviews with at least ten and no more than 15 stakeholders in each country.

Interviews are based on pre-set written questionnaire, however, a follow up with phone calls or physical meetings with the interviewee are highly recommended in order to achieve a better understanding of the issues as well as additional comments. The answers and interviewees' opinions on the topics should be written clearly in the questionnaire or in appendixes, if necessary. It is important to get not only answers to the direct questions but also their descriptions, opinion and suggestions. PP5 will prepare a set of additional instructions for the interviewing in order to ensure quality and consistency of data and information gathered which is essential for the final evaluation of all interviews.

Questionnaires shall be sent to the interviewee before the appointment together with clear explanation of the project, the objectives and goals, as well as the meaning of the interviews. Interviews shall be conducted by the project team members with in-depth understanding and knowledge on the current situation and the project goals. She/he should be able to communicate key messages and value added the project is bringing for the stakeholders.

Task 3: Evaluation and reporting

Project partners will send the report on interviews conducted (with questionnaires fulfilled) to the WP Leader in English language. Partners can, however, conduct interviews in their languages but they should be translated in English for joint evaluation.

PP5 will evaluate all the interviews and elaborate joint analyses as the basis for the transnational context report. Draft report will be discussed and agreed by all partners.