**Proposed Data Analysis protocol**

This is a briefing on recommended approach to data analysis of the workshop discussion groups. The overall approach will be that national research teams will be responsible for data analysis of their own material while keeping in close communications within the overall group to ensure consistency in approach.

This paper is meant as a ***discussion document*** and I propose that we have this document as a point of discussion with the aim of amending the document based on consultation.

**Work time**

Each national team is given 10 person days (PD) for thematic analysis of their own individual transcriptions. Most of the PD for the overall report is with Chris (89 days). However, there is a surplus of PDs from WP5 given to both Adapt and Granada for WP lead which was (as agreed at Bergamo) of 20 days and 8 days respectively which would be used for WP6.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **UNEW** |  | **ADAPT** |  | **GRANADA** |  | **LODZ** |  |
|  | Managerial/Coordinator | Admin/Implementation | Managerial/Coordinator | Admin/Implementation | Managerial/Coordinator | Admin/Implementation | Managerial/Coordinator | Admin/Implementation |
| **WP5 (ADAPT Lead)** |  |  |  |  |  |  |  |  |
| Facilitated workshop with social partners (preparation and completion) | 4 | 12 | 18 | 18 | 12 | 12 | 8 | 8 |
| Transcription |  | 0 |  |  |  |  |  |  |
| Translation | 0 | 0 | 1 | 3 | 1 | 3 | 1 | 3 |
| **WP6 (UNEW Lead)** |  |  |  |  |  |  |  |  |
| Coding framework | 1 | 6 | 1 | 1 | 1 | 1 | 1 | 1 |
| Thematic analysis by country | 0 | 10 | 5 | 5 | 7 | 3 | 5 | 5 |
| Thematic analysis | 0 | 25 | 2 | 3 | 3 | 2 | 2 | 3 |
| Policy analysis | 2 | 28 | 5 | 5 | 7 | 3 | 5 | 5 |
| Interim report | 2 | 18 | 8 | 2 | 8 | 2 | 8 | 2 |
| Final report | 2 | 18 | 8 | 2 | 8 | 2 | 8 | 2 |

**Software and data file**

We will be using ***NVivo 11.*** If you don’t have access to NVivo 11 through your university, please let me know as we will need to investigate ways to get you access (e.g. whether you can use Newcastle’s licence given that we are project coordinator). It is important that we use the same version of the software so that we can later merge the data files into one file.

Each national team will have their own file which will contain their data documents. These files will be later merged into one consolidated file.

If you’re not familiar with NVivo, it is relatively user friendly. I can give a tutorial at the Granada transnational meeting. There are also free tutorials here: http://www.qsrinternational.com/nvivo/free-nvivo-resources/tutorials.

**Transcriptions and translations**

Translations are carried out by national teams (either by staff or contracted out). Translations are also carried out by national teams but do not necessarily need to be carried out at the same time. Translated material is needed 1) for the consolidated report of thematic and policy analysis (but not necessarily for the country reports; and 2) for submission into the UK data archives.

**Timetable**

The WP is carried out until 30 June. The interim report (based on the country reports and consolidated findings) will be completed at the end of WP6. A final report (based on the interim report plus analysis of tools and training) will be produced by the end of the project.

**Coding framework- Completed by 17 April**

The coding will be using thematic analysis based on the workshop protocol and research questions. A draft coding framework will be produced by 31 March by Chris and me as a word document. We will put the draft on the Moodle platform. We can have an additional skype meeting in the first week of April. Partners can amend the framework to add any codes for emerging themes coming from their individual countries.

A finalised coding framework will be tabled for the Granada meeting. In order to ensure that we can later merge the files, it is important that any changes to the coding framework be agreed and incorporated in all four national data files.

**National report coding- Completed by 17 May**

Coding of the workshops will be carried out by national teams. You can either in your respective national languages; or in English. If you opt for the former, you will need to highlight quotes/material which you would like Chris to highlight in the consolidated report.  ***I propose that we have a weekly Skype meeting within this period in order to review themes and the coding framework as well as address any problems and concerns about the framework.***

**National report write up- Completed by 31 May**

I will put together a draft report outline which we will use to draft country reports. Country report drafts will be circulated and discussed. **I propose a skype meeting at or around the 31st. We can then discuss proposed outline for the consolidated report, common themes and recommendations.**

**Interim report- Completed by 30 June**

This stage will be written up by Chris with support from me and some help from Granada and ADAPT (WP5 surplus) and myself. A draft outline will be circulated by the first week of June following the Skype meeting. A draft report will be produced by the end of the month to be circulated to the group then.