



**Grant Agreement 270939**

## ***ENUMERATE***

### **Overall Core Survey 2 Schedule**

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## 1 Introduction

Now the *ENUMERATE* Thematic Survey has almost been completed, it is time to prepare the third and final *ENUMERATE* survey, Core Survey 2. This document describes the overall Core Survey 2 schedule, i.e. the programme for the survey rollout. It provides the blueprint to ensure that this rollout is completed effectively.

The preparation of Core Survey 1 included a testing phase, in which some of the *ENUMERATE* consortium partners devised use cases among their own target groups, to test (parts of) the *ENUMERATE* questionnaire. As Core Survey 2 is preceded by the Thematic Survey, which looks more in-depth to some of the problematic areas of the survey, it is not considered to be useful to arrange a new testing phase among cultural heritage institutions. The reviewing of Core Survey 1 and the processing of the results of the Thematic Survey (including the outcomes of the Specialist meetings and the *MSEG* meeting from April 2013) can be done by the Consortium partners themselves and the contracted third party, who will meet in Vienna in July 2013. The outcomes of this meeting will directly contribute to the finalisation of the Core Survey 2.

As a result, this document only needs to describe the practical preparations for the Core Survey 2, its rollout, which will take place in the months September to November 2013 and the delivery date for the final report.

## 2 Core Survey 2 Schedule

The Core Survey 2 will be rolled out between September and November 2013, with a report in January 2014. The survey questionnaire will be distributed among the widest possible group of cultural institutions. The National Coordinators play a key role in getting the Core Survey implemented across Europe. For a description of the sampling methodology per country, see deliverable D2.10 (Core Survey 2 Methodology). The ambition of *ENUMERATE* is to surpass the amount of responses to Numeric (c800 respondents) and to get alongside the results of Core Survey 1 (1951 responses). The survey will be coordinated by the *ENUMERATE* consortium, in particular Work Package 3 leader DIGIBIS, in close cooperation with the data partner, the Dutch company Panteia, who will also take care of the implementation of the survey and analysis of the data resulting from the survey.

This schedule distinguishes three phases:

1. Preparations for Core Survey 2 (June – September 2013)
2. Implementation of Core Survey 2 (September – November 2013)
3. Analysis of the data and reporting on the results (December 2013 – January 2014)

### 2.1 Preparations for Core Survey 2 (June – September 2013)

#### ***Core Survey 2 methodology development***

A separate deliverable on the Core Survey Methodology, D2.10, addresses the final composition of the Core Survey questionnaire, and the final sampling methodology, based on the lessons learned from Core Survey 1 and the Thematic Survey.

#### ***Translation of the questionnaire and guidance materials***

*ENUMERATE* uses the network of National Coordinators to assess the need and feasibility to have translations of the Core Survey 2 questionnaire, in order to provide a more convenient understanding by the institutions that are invited to participate in the survey. The actual translations will be created after the final version of the core questionnaire in English has been established. Panteia will provide a format that allows for easy processing of the translation in the survey software.

#### ***Reviewing and updating guidance materials***

A final version of the documentation and guidance materials for national coordinators and institutions that will participate in the survey will be published as a separate deliverable (D2.11). All the documentation will be published online in the guidance section of the *ENUMERATE* website, [www.enumerate.eu](http://www.enumerate.eu).

#### ***Creating an address database***

A substantial task as a preparation for Core Survey 2 is the compilation of an up-to-date address database that can be used for the distribution of the invitation to participate in the Core Survey 2. This address database will be compiled in close collaboration with the national coordinators. There will also be an open questionnaire that can be used without being invited to participate. For further details, see D2.10.

#### ***Creation of the online questionnaire***

For Core Survey 1, *ENUMERATE* Core Partner Digibis created an online questionnaire with the tool *LimeSurvey*. On the request of the data party Panteia, we will run Core Survey 2 with the professional software that is used and installed at Panteia, as this will provide better instruments for checking validity of the data and for providing more flexibility to the respondents. Panteia guarantees that the online questionnaire that will be created for *ENUMERATE* will remain available and documented on

their server for future use, beyond the *ENUMERATE* project. Implementation of the online versions of the translations of the questionnaire is also a responsibility of Panteia.

## **2.2 Survey implementation (September – November 2013)**

The survey will run from mid-September 2013 until the end of November in all available languages. If needed there is a small time frame of two weeks available to extend the period to contribute to the survey (1–15 December 2013). The feasibility of this will be discussed depending on the amount of responses received by the end of November and the potential of getting completed surveys in relation to partially completed surveys by the end of November.

### ***Urging non-responders to respond***

Panteia will provide weekly updates on the responses received to all national coordinators. With these updates, the national coordinators can monitor the progress of the contribution from their countries. It is their responsibility to chase the institutions that were invited to contribute to the survey. The National Coordinators can communicate with each other through an e-mail based discussion list. Questions or suggestions for urging non-responders can be shared through this discussion list. The consortium contacts, as national coordinators, are participating on this mailing list as well and they will all be available for answering any questions concerning the survey. Communication tasks in this phase should be transferrable among partners if the situation requires so. To be able to do so, it is necessary that all parties involved are aware of the agreements and procedures.

During the survey implementation period additional promotional activities will be necessary should the response rate be disappointing.

## **2.3 Processing and evaluating Core Survey 1 results (December 2013 – January 2014)**

### ***Collecting and analysing returned questionnaires***

The responses received to the Core Survey will be checked on validity, harmonised and processed according to international statistical standards. Panteia ([www.panteia.nl](http://www.panteia.nl)) is an ISO certified company and will use SPSS for the data analysis. They will safeguard the quality of the analysis and take care of the anonymity of the respondents, e.g. by separating the data that can identify the respondents from the answers to the questionnaire.

### ***Core Survey 2 Report***

The Core Survey 2 Report will be published as the third in a series of *ENUMERATE* publications, *Statistical Monitoring of Digitization of Cultural Heritage in Europe*. The report presents the results of the Core Survey 2 alongside the related results from Core Survey 1, in order to highlight changes that have occurred since the first *ENUMERATE* survey. The report will be published on the website of *ENUMERATE* and disseminated through all digital channels that *ENUMERATE* can employ.

### ***Publication of the data on the ENUMERATE Data Platform***

The data that was gathered in Core Survey 2 will be published (anonymised) on the *ENUMERATE* data platform, alongside the data set from Core Survey 1.

## 2.4 Schedule for Core Survey 2

The schedule for the Core Survey 2 is as follows:

Activity	Due date	Actors
Deciding the need to translate questionnaire	2013-06-30	National coordinators
Finalising Core Survey 2 methodology (incl. new version of the Core questionnaire)	2013-07-31	DEN
Soft launch of the Core questionnaire in English	2013-08-14	Panteia
Translating the questionnaire	2013-08-31	Consortium, National coordinators
Reviewing and updating guidance materials	2013-08-31	DEN, Consortium
Producing the online core questionnaire in other languages	2013-09-14	Panteia
Selecting institutions to be invited to participate	2013-09-14	Consortium, Nat. coordinators
Publishing/announcing the questionnaire (online) in all available languages	2013-09-15	DIGIBIS, Panteia, National Coordinators
Urging non-responders to respond	Several times during October & November 2013	National coordinators
Possible extension of time to respond	2013-11-21	Respondents
Collecting and checking returned questionnaires	2013-11-30	DIGIBIS, Panteia
Analysing and reporting on results of Core Survey 2	2014-01-15	DIGIBIS, Panteia
Review of Core Survey 2	2014-01-31	Panteia, DIGIBIS, DEN
Data published on Data Platform	2014-01-31	DIGIBIS, Panteia