

T1.1

Methodology Guideline

“Regional Analysis of the actual state in the project area”

Elaborated by nowa in co-creation with all partners

Content

Introduction	3
Background	3
Approach	5
Concept	7
Target groups for the survey	9
Methods for research/survey	9
Desktop Research on national and regional level	12
Questionnaires online* or hard copy	13
Individual Interview	16
Focus Group Interviews	18
National Reports	21
Transnational Report	21
Time Schedule	21

Introduction

Background

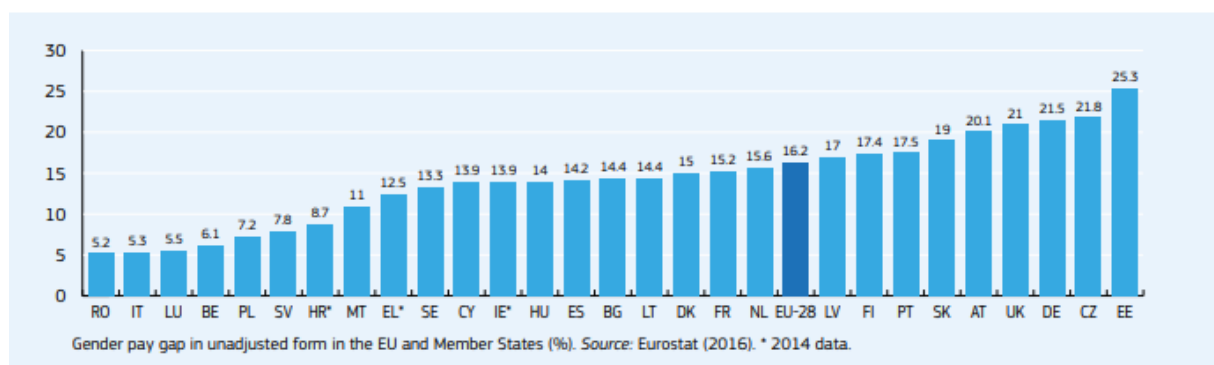
Although in the project area the proportion of employed women in public service is significantly higher than in the private sector, it takes much longer for women to achieve higher positions. Female employees often struggle with job challenges due to structural conditions and gender-specific stereotypes.

National programs were / are started to improve the situation of female employees in the public and private sector. A cross-border survey, has not yet been carried out.

This survey is the basis for a training program (toolkit), which includes a career development program for women and also develops awareness-raising activities for employers and decision-makers.

The political sustainability of the project results and their consideration in decision-making processes is enhanced by the guaranteed ongoing involvement of decision makers from the very beginning. This survey represents a first step in the development of a common policy recommendation paper.

We reflect not only on the gender pay gap but must also look on other indicators linked to the employment situation, in particular those that reflect the different working patterns of women in Austria and Hungary.



Approach

This Methodology Guideline is provided for partners in German and Hungarian. It is developed by WP-coordinator nowa in close cooperation and exchange with the partners.

The common methodology ensures coordinated approaches in the qualitative and quantitative research of the actual state at national level. The coordinated approach will allow a transnational analysis of the results and the derivation of common recommendations as well as the development of joint activities.

All project partners will carry out the survey according to the common methodology within the area of their competence. The surveyors have the appropriate skills and gender expertise.

The results of the survey are summarized and analyzed in national survey reports. The second national research report includes the secondary research that examines the situation of women in the public sector in the two countries in accordance with the requirements of the various directives and legislation, and briefly presents the public sector in the countries concerned. This provides opportunity to determine the similarities and differences in the joint research report.

Both reports are merged to 2 National Reports (1 Hungary, 1 Austria). The National Reports are the basis for a joint, Transnational Report with new cross-border aspects. The report elaborated by the Leadpartner ZMÖ should make visible how labor market works and which challenges women face in the public sector and in the private sector.

The results of the comprehensive transnational survey are the basis for the development of a joint training program (toolkit) with the aim of promoting women in their careers.

Concept

Disambiguation

Public bodies that employ civil servants belong to the public sector, if they are maintained by the public (society, the state) for the purpose of providing particular tasks in the light of public interest by its bodies or employees.

Classification of public sector employees

Civil servants

- Employees of public administration bodies – employees of the central, regional and local-governments
- Employees of the bodies of public authorities – employees of the office of the president of the republic, the parliament, the constitutional court and the office of the ombudsman

Members of professional staff of armed and law enforcement agencies

- Armed forces: military, border guard board
- Law enforcement agencies: police, customs and tax police, enforcement of criminal sanctions, state and local government fire brigade
- Civil national security services

Employees of courts and prosecutor office

- Judges, prosecutors and administrative staff

Public service employees

- Employees of bodies without public authority on state or local government budget.

Research objects/institutions and organisations to be researched

Hungary

The Hungarian research report deals with the public organizations of the 2 counties on a general level, both Hungarian partners implementing the project are involved in the primary research, in Zala County the Zala County Office of the Directorate-General for Social and Child Protection is also involved in the survey.

Austria

The Austrian research report deals with the public organizations of the 2 counties on a general level, in Styria additionally 5 private companies are included.

Target groups for the survey

At least 280 persons contacted

- Female Employees – Women in public sector
- Leaders (Decision Makers – Employers) - in public and private sector

Methods for research/survey

The common methodology consists of qualitative and quantitative methods.

While a fully structured questionnaire is used in the quantitative survey, in qualitative surveys we will work with guidelines that, in addition to some key questions, contain a list of topics that must be addressed.

The conversation process in interviews is open and not rigidly bound to the specification of certain questions, the margin of response is greater than in standardized surveys.

With the results of a qualitative study, we want to understand and not just describe. In the standardized questionnaire and the desktop research we want to describe and compare data.

Additional questions for special requirements in each country are possible.

Templates with questions and criteria for the different methods of research are provided by nowa and discussed with all partners.

To develop a solid effective methodology, we have to considering the following essential basics:

Gender equality is achieved when women and men enjoy the same rights and opportunities across all sectors of society, including economic participation and decision-making, and when the different behaviors, aspirations and needs of women and men are equally valued and favored.

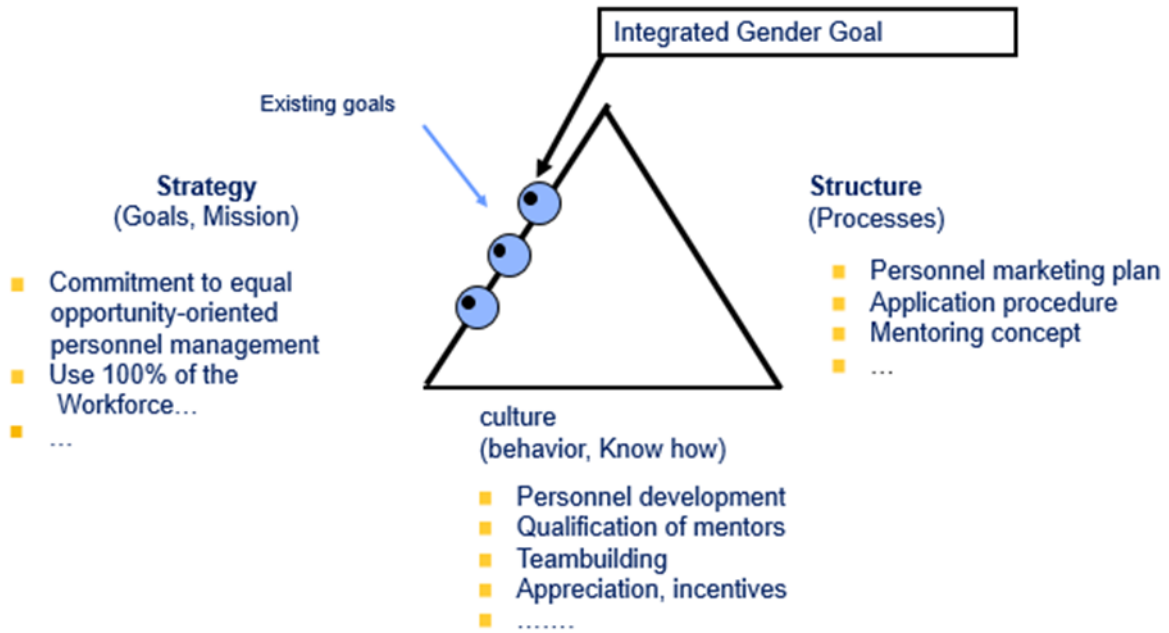
All systems are led by 3 dimensions – strategy, structure and culture - that depend on each other. If we want to change systems, we have to be aware that this changes have to be done in each dimension.

To achieve results that provide comparable data for the reports and further on have a solid basis for the toolkit we have to look at all dimensions with a gender perspective.

The systemic triangle as orientation guide will lead us through the process – from the definition of questions to the elaboration of reports.

10

Systemic Triangle



Desktop Research on national and regional level

The secondary research shall briefly outline the situation and branches of the public sector in the country concerned. In addition to statistical data a written description of the results is provided (career models, compulsory further training, wage regulation, etc.). The research shall focus on the analysis of the topic-specific legal background and on how equal opportunity appears, especially the equal opportunity for women, at organizational, local, regional and national levels.

The research aims to involve the entire public sector; the reached organizations have to be listed in the document as well as relevant elements for the topic (equal opportunities plan, equal opportunities program, etc.).

Please use the latest available data

Topic	Area covered by national partners	
	<i>Add source and year of data</i>	
	Local/regional level	National level
Number and % of employed in the public sector (total/men/women)		
Number and % of part-time employees (total/men/women)		
Number and % of people doing flexible work*? (total/men/women)		
Vertical distribution of employees (area, sectors)		

(total/men/women)		
Horizontal distribution of employees (positions, functions) (total/men/women)		
Annual income in the public sector (total/men/women)		
Which programs/ incentives do you have to foster the career options of women in the public sector?		

* Flexible Work: Work is performed at times that better suit the employer and/or employee. It concerns flexibility in the scheduling of hours worked, such as alternative work schedules (e.g., flex time and compressed workweeks), and arrangements regarding shift and break schedules and flexibility in the amount of hours worked, such as part time work and job shares.

13

Deadline: 30.11.2019

Questionnaires online* or hard copy

min. 160 answers

Target group:

- Female employees – women in the public sector:
40 questionnaires/partner answered

We recommend to select a wide range regarding age and field of work.

To receive a more comprehensive picture of the current performance and attractiveness of public sector workplaces for the target group it is important to assess the current level of employee experience. The template follows the recommendations of a tool developed by Kell Egy Csapat Élmény KFT and its partners within the Partnership for Workplace Excellence, redesigned to meet specificities of the public sector.

Employee Life-Cycle	<p align="center">Statement</p> <p align="center">(assessment:</p> <p align="center">1: strongly disagree</p> <p align="center">2: mostly disagree</p> <p align="center">3: both agree and disagree</p> <p align="center">4: mostly agree</p> <p align="center">5: strongly agree)</p>
Recruitment, Attracting Talent	The workplace had good reputation before I joined.
	Before I applied, I was aware of the presence of great leaders that already meant attractiveness for me.
	In my experience, equal opportunities are ensured for everyone during the application regardless of gender, age, race, marital status, physical abilities, religion or any other difference or disadvantage
	Management consciously strives to achieve diversity within the organisation; they aim at building a community as diverse as possible, from as many sources of recruitment as possible, using creative solutions
Accession, Inclusion	I had positive experience before my application about how the application process was managed
	My first day was positive and pleasant, I felt co-workers had already expected me to join
	I enjoyed the induction period; I received a lot of support
	My induction period was long enough for me
	My managers and colleagues were open to me, they made efforts to get to know me
Performance, Recognition,	I have a good relationship with the managers
	I receive regular, helpful and realistic feedback from my line manager about my performance

<i>Inclusion, Learning and Improving</i>	There is adequate quality and quantity of communication with my co-workers
	Expectations and goals related to my job have been communicated to me in a clear manner
	Values my workplace represents and my personal values are similar
	I have opportunity to develop and I am also supported to do so
	Besides length of service, promotion opportunities are also determined by performance
	My managers and co-workers listen to and accept me (as a person, and my opinion)
	I experience the organisational culture as inclusive, the diversity of people as valuing
	I feel happy to be myself at the workplace
	My workplace offers modern office equipment and ergonomic working environment
	Work-life balance is paid attention to, my related needs are met
	Not just the workplace but also the community
	My salary is in accordance with the quality of my work and my workload
	I feel my work is important, which is also made clear to me
	I feel I do a job that is useful for society and I can contribute to a greater good in the world
I would recommend my workplace as a good one also for my relatives and friends	
<i>Separating</i>	I think, if it happened, I would be able to leave my current workplace in a way fair for both parties
<i>Keeping in Contact, Re-joining</i>	If I left, I would keep in touch with managers and co-workers
	If I left my job, I could imagine to work here once again

Procedure

- The Questionnaire for the target group is developed jointly
- A draft for the questionnaire on national level is provided by **nowa**
- The survey can be carried out online or by disseminating hard copies

- On national level it is possible to add relevant questions - national specificities should also be taken into account when drawing up the questionnaires.
- Analysis via online tool*

* From our experience google Drive is an appropriate tool for this part of the survey.

Annexes:

Questionnaire für female employees

Deadline: 30.11.2019

Individual Interview

min. 48 Interviews

Target group:

- 3 interviews with leaders (decision makers - employers) who have changed between private and public (2 women, 1 man)/ partner
- 7 interviews with leaders (decision makers - employers) from the public sector/ partner
- 2 interviews with leaders (decision makers - employers) from the private sector who own a municipal, state majority/partner

Procedure

- An interview - guideline for the target group is developed jointly
- The template for the interviews and analysis on national level is provided by **nowa**
- Interviews can be carried out online or face to face
- Each partner should carry out at least 12 interviews – more are optional

- On national level it is possible to add relevant questions

Annexes:

Template for individual interview

Deadline: 30.11.2019

Focus Group Interviews

min. 72 participants in 12 focus group interviews

The Focus Group Interview is a method of qualitative empirical social research and is used to get an impression of the discourse on a particular topic. "Qualitative" means that attention is on the quality of the statements - in contrast to the typed response categories of a formal questionnaire or standardized interviews.

Target groups

- Female employees – women in public sector:
2 interviews/partner with 8 -10 participants
- Leaders (decision makers – employers)
1 interview/partner with 8 -10 participants

Composition of the group

- Representatives for the target group
- No hierarchical dependencies among the participants
- Representative mixture in relation to activities

18

Interviewers

- At least 2 interviewers
- Interviewers observe and make notes
- Anonymized notes, we recommend to carry out audial records
- Minimum intervention of interviewers in the first round – trust the group!
- Guided discussion in the second round – moderated by the interviewers

Procedure

Minimum duration of a Focus Group Interview – 90 minutes

Focus- Group interviews have to be carried out in an appropriate quiet place, we recommend external venues.

Taking into account the complexity and the high number of questions, we recommend audio recordings.

First round of interviews

After a short introduction round (only age and field of work are asked), two very open questions are put up for discussion.

Apart from these questions, the interviewers no longer participate in the discussion, they note their observations according to defined indicators and only act if the discussion is very far from the topic - trust the group!!!

Second round of interviews

For the second round relevant questions are provided in the template by **nowa**.

After the first round and a short break the interviewers start asking the questions provided, this now requires active moderation.

The prioritization of the questions or the placement of additional questions is in the responsibility of the interviewer and follows the tendencies of the group.

Templates for observation and analysis on national level are provided by **nowa**.

Annex:

Template focus group interviews

Deadline: 30.11.2019

National Reports

Each country elaborates the national report in national language and a summary/resume in English and sends it to **the LP – ZMÖ**.

To be comparable the national reports have to follow the template provided by **nowa**.

Annex:

Template for National Report is provided by **nowa**.

Deadline: 15.12.2019

Transnational Report

Based on the National Reports **LP-ZMÖ** in close cooperation with partners elaborates a Transnational Report in Hungarian and German and a summary/resume in English until 29.02.2020, a first draft to be discussed is provided on 15.02.2020.

Deadline: 29.02.2020

Time Schedule

WP	ACTIVITY	2019												2020		WP LEADER	
		MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB				
T1.1	Draft Methodology Guideline and preparation templates																NOWA
	Feedback of partners																
	Development Workshops (2)																
	Translation of final version																
	Final Version of Methodology Guideline for Survey and Templates to partners																
T1.2	Research/Survey on national level - online questionnaire, individual interviews, focus group interviews & secondary research																NOWA
	National Reports (2)																
	Draft Transnational Report/Feedback Partners																
	Transnational Report Final Version																