

Scale Up:

STUDY VISIT METHODOLOGY

June 2020

PROPOSED METHODOLOGY FOR ONLINE STUDY VISITS

The aim of this document is to develop **an alternative methodology** to carry out the study visits efficiently taking into account the situation caused by Covid-19 to carry them online.

WHAT

The **objective** of online study visits is to provide Scale up partners with deeper information about each of the best practices compiled within the Project. Therefore partners could analyse this information and together with their Stakeholder Action Group may decide which best practice is more suitable to be transferred to their regional ecosystem taking into account their needs as stated in the Regional SWOT Analysis.

WHO

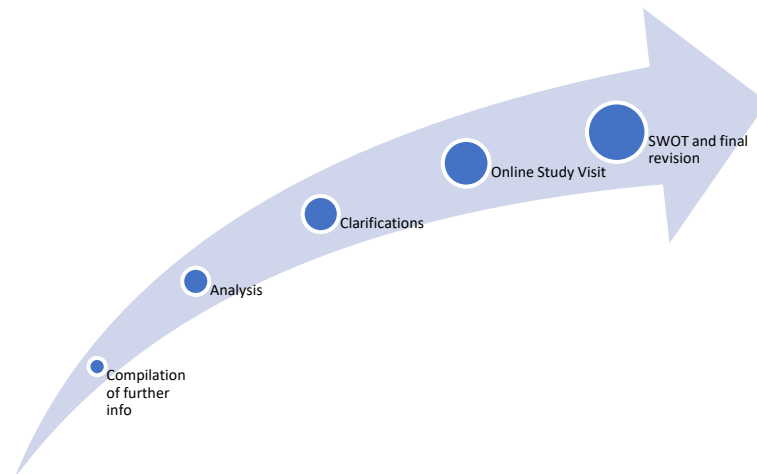
There will be two different roles: hosting partner and visiting (online) partners. Taking into account that in Scale up project only the study visit in Lublin (PL) has taken place none of the planned study visits have been implemented yet and that it was planned one study visit to all project partners' regions, all partners (except PP5 who already hosted one study visit) will play both roles.

Role of hosting partner: This partner will be in charge of compiling additional information about each of the 3 regional best practices provided to the Project. In case that hosting partner is not the BP owner, they would need to contact the owners of the BP to compile some additional information about that concrete BP.

Role of visiting partners: These partners will have to analyse the additional information provided by hosting partner in collaboration with their SAGs and make further questions to hosting partners and check the potential transferability of BPs in their regions.

HOW

Taking into account that the whole process should be online, the whole process will have the following phases:



1. COMPILATION OF ADDITIONAL INFORMATION ABOUT BEST PRACTICES

Each hosting partner would compile additional information about each of the 3 good practices presented within Scale up project. This additional information could be obtained through different and complementary tools:

- Reports
- Websites
- Video
- Recorded interviews with BP owner or beneficiary
- Other

The criteria to select information would be to identify materials needed as qualitative data that could be considered as relevant if they were to implement the best practice themselves from scratch.

Hosting partner would provide all this information in English. If a key document which is basic for the transfer is not possible to be translated, the partner will

support providing key information in a summary or the easiest and efficient way.

Each hosting partner will nominate a person as a coordinator of the online study visit. This person will be the main contact person of the region for any question linked with the online study visit.

Advisory Partner will create a folder on Google Drive to archive all the information concerning online study visits.

Duration: 2 weeks

2. ANALYSIS OF INFORMATION RECEIVED AT REGIONAL LEVEL BY STAKEHOLDERS ACTION GROUPS AND FURTHER QUESTIONS FOR BEST PRACTICES OWNERS

Once received all the additional information from hosting partner, the rest of project partners will revise it, share it with their SAGs and analyse in depth each one of the best practices with the eyes of checking potential transferability of the best practice in their regions.

During the phase of analysing additional information, partners and their SAGs could have further questions to be made to the owner of the best practice about further details that could be in need to know.

Advisory partner will create a form to be updated in Google Drive where partners could add their questions for BP owner. Advisory partner will review the document and reorganise it in a structured way to make it simply and easy to fill in by the owner of the BP.

Duration: Two weeks

3. CLARIFICATIONS FROM HOSTING PARTNER AND ANALYSIS OF THE ANSWERS BY SAGs

Advisory partner will send the new list of clarifications needed to the hosting partner who will share the questions with the best practices' owners. Hosting partner will compile all the answers and upload the document in Google Drive.

Then, the rest of partners will analyse the answers provided by hosting partners, in collaboration with their SAG members.

Duration: Two weeks.

4. ORGANISATION OF AN ONLINE MEETING

Once the previous phases have been completed and project partners have enough information about the best practices from the hosting partners, Lead Partner will organise an online meeting, as a study visit where all partners will be present.

The agenda will be as follows:

A moderator from hosting partner will chair the session, introducing the objective of the meeting, the agenda and the time available. Attendees will be the best practice owners of the hosting partner territory, in particular the technician/S who has the largest experience in the implementation of the BP that might provide quality input. All partners who are evaluating the BP will make at least 2 questions as average per BP regarding their doubts for the practical transference.

Duration: 2 hours.

5. SWOT ANALYSIS AND FINAL REVIEW

As it was already stated in the study visit guideline previously developed in the Scale up project, after each study visit, visiting partners should fill in the Excel file with a short SWOT Analysis to check the potential transferability of each Best Practice into their regions. This is the starting point to reach the selection of BPs to be included in the Action Plans. The SWOT analysis developed by the partners will be revised by the Advisory partner. In case there is any further question or observation, new checkings will be performed with the BP owners.

WHEN

Taking into account the current situation with Covid-19, the idea is to implement this online methodology for study visits to be applied for the planned SVs to be implemented in Nottingham, Rome and Hesse. The methodology to organise the following Scale up study visits (Murcia and Attica) will depend on the evolution of Covid-19.

See below the suggested calendar for the three following Scale up study visits.

		2020									
CALENDAR FOR ONLINE STUDY VISITS	STUDY VISIT COORDNATOR	A	M	J	JL	A	S	O	N	D	
ONLINE STUDY VISIT IN NOTTINGHAM											
COMPILATION OF ADDITIONAL INFORMATION ABOUT UK BEST PRACTICES		20-30									
ANALYSIS OF INFORMATION RECEIVED AT REGIONAL LEVEL BY STAKHOLDERS ACTION GROUPS AND FURTHER QUESTIONS FOR BEST PRACTICES OWNERS			Deadline: 15								
CLARIFICATIONS FROM HOSTING PARTNER AND ANALYSIS OF THE ANSWERS BY SAGs			Deadline: 29								
ORGANISATION OF AN ONLINE STUDY VISIT				First week							
ONLINE STUDY VISIT IN ROME											
COMPILATION OF ADDITIONAL INFORMATION ABOUT BEST PRACTICES			20-30								
ANALYSIS OF INFORMATION RECEIVED AT REGIONAL LEVEL BY STAKHOLDERS ACTION GROUPS AND FURTHER QUESTIONS FOR BEST PRACTICES OWNERS				Deadline: 12/06							
CLARIFICATIONS FROM HOSTING PARTNER AND ANALYSIS OF THE ANSWERS BY SAGs				Deadline: 26/06							
ORGANISATION OF AN ONLINE STUDY VISIT					First week						
ONLINE STUDY VISIT IN HESSE											
COMPILATION OF ADDITIONAL INFORMATION ABOUT BEST PRACTICES				15-26							
ANALYSIS OF INFORMATION RECEIVED AT REGIONAL LEVEL BY STAKHOLDERS ACTION GROUPS AND FURTHER QUESTIONS FOR BEST PRACTICES OWNERS				From: 29th	To: 10th						
CLARIFICATIONS FROM HOSTING PARTNER AND ANALYSIS OF THE ANSWERS BY SAGs					13-24						
ORGANISATION OF AN ONLINE STUDY VISIT					Last week						