# Annex 2 - Checklist for Interviews, FGDs and Staff Questionnaire

Focus Group Discussion checklist - one FGD with consortium members (output 6) and one FGD with AuthorAID mentees (output 3)

• Capture participants' name, position, organisation and involvement with PERii (what and when)

	Evaluation area	Focus Group discussion area
Outcome level:  Within targeted developing countries an enabling environment for research communication is owned and driven by a sustainable local network of stakeholder partners	Progress	<ul> <li>What are the main challenges facing production and encouraging uptake of research/evidence in your country? (effectiveness) – all stakeholders</li> <li>What are the opportunities? – all stakeholders</li> <li>What are the main challenges to creating and sustaining an "enabling environment for research communication" in your country (refer to definition from INASP workshop) (e.g. culture, access, availability) – cover aspects of this with all</li> <li>How has the research sector in your country changed in the last 5 years? (e.g. political and financial support) – country coordinator, senior academic</li> <li>How (if at all) has the PERii programme contributed to this change? – country coordinator and senior academic</li> </ul>
		How have you built an understanding of policy makers' research needs in your country? And of how to reach these people/institutions? – country coordinator
	Relevance	<ul> <li>How do PERii structures relate to other national bodies in your country (with research communication responsibilities e.g. RENs)? – country coordinator, consortium chair and academic head</li> <li>What is required to make the PERii structure sustainable? Or what alternatives are there? – country coordinator and consortium chair</li> <li>What is the aim of PERii in your country? How does this relate to the overall aim of PERii (e.g. as stated in the logframe)? – country coordinator (quotes!)</li> </ul>

	Evaluation area	Focus Group discussion area
	Effectiveness	What contact have you had with stakeholders from other PERii countries?     What has been the outcome? Would you keep that contact without PERii/INASP? (learning) – all stakeholders
		What interaction do you have with INASP? How are they helping PERii in your country to learn and be innovative? What has been the impact in your country? – country coordinator and all other stakeholders
	Efficiency	<ul> <li>What is the budget for PERii in your country? Is this sufficient? How is this raised? How is it managed/spent? Who makes the decisions and on what basis? – country coordinator</li> <li>Would you like to use the budget for other things [to achieve PERii aim in your country]? What and why? – county coordinator</li> <li>How is value -for-money a factor in decision making in your country? – country coordinator</li> </ul>
Architecture ie Structure, Plan & Strategy, Processes (funding, decision making, budget allocation, recruitment) and Ways of Working incl. Communication channels (in-country, regional, international – INASP and others)	Effectiveness & Efficiency	What are the architectural successes, strengths and weaknesses of PERii in relation to?

	Evaluation area	Focus Group discussion area
Output 3:  Researchers ability to access, use and communicate research content.	Progress  Relevance  Effectiveness	<ul> <li>What are/were the challenges/issues you face to access, use and communicate research content and how have these been overcome? – AuthorAID mentees</li> <li>What have been the benefits of AuthorAID for you? - AuthorAID mentees</li> <li>Have you published since?</li> <li>What more do you need in terms of capacity development in the future and how will you get it?</li> <li>What are the needs of other researchers / the next generation?</li> <li>What are the priorities for the next five years?</li> </ul>
Output 6:  Availability of information and knowledge required to enable high quality research that is provided by physical and virtual networks of people and systems from within target countries.	Progress	<ul> <li>How are the choices made in your country of what journals to include in your consortium's subscriptions?</li> <li>What is your consortium's model for raising subscription costs? What agreements are in place? (size and timeliness of contribution)</li> <li>What are the strengths and weaknesses of the consortium as a mechanism for organising better access to research information and knowledge? (incl. Sustainability)</li> <li>Which PERii components/activities have been the most beneficial to you and how?</li> <li>What are the priorities for the next five years?</li> </ul>

### PERii Evaluation - 2008-12

Name:	

#### 1. Role

Which of the following components are you responsible for?

- a. Information delivery
- b. Publishing support
- c. AuthorAID
- d. Bandwidth management
- e. Library development
- f. Evidence informed policy making
- g. Country coordination

#### 2. Outcome

In targeted countries PERii seeks to establish an enabling environment for research communication that is owned and driven by a sustainable local network of stakeholder partners (PERii logframe outcome).

- a) Please identify three parts of the 'enabling environment' that your programme area directly addresses.
- b) What have been the three most significant results in these areas during 2008-12?
- c) What have been the three most significant challenges in these areas during 2008-12?
- d) What aspects of the enabling environment are beyond the scope of PERii to influence (if any)?

### 3. Capacity building

In your programme area(s) which of the following target groups do you seek to build capacity?

- o ICT technicians
- o Librarians
- o Policy makers in target countries
- Policy influencers in target countries

0 0 0 0 0	Policy influencers at international level Country coordinators Senior academic in target country universities/institutions Junior researchers in target countries Other (please give details)
<b>4.</b> a) b) c)	Relevance/understanding needs  How have you built your understanding of the needs of the specific target group(s) across the 23 PERii countries?  What are the strengths of this approach to building understanding of needs?  How could it be improved in the future?
5. i) ii) iii)	Effectiveness What three approaches to reach your target groups' capacity have been most effective? How do you know?
a)	Efficiency What 3 approaches to build capacity in your target groups' capacity have been most efficient (ie optimum use of resources)? How do but know?

b) Please give up to 3 examples of when resource considerations have affected choices and decisions in areas of the programme you are responsible for during PERii 2008-12.

c) Which area(s) of your work / programme area are most resource intensive? Please give details.

i) ii) iii)

### 7. Building networks

Please identify the most successful network(s) your programme area has supported at:

- a. country level please describe the network and up to 3 examples of its success.
- b. international level please describe the network and up to 3 examples of its success.

#### 8. Results

Please give specific examples of <u>results</u> that PERii has achieved in relation to the following areas:

- a) Advocacy results
- b) Innovation
- c) Sustainability
- d) Equity
- e) Other key results not referred to above in the questionnaire please specify

### 9. Change in PERii approach and niche

What have been the key changes in the way that INASP views PERii over its lifetime 2008-12?

#### 10. Recommendations

Please recommend how PERii can more effectively build an enabling environment for research communication in the future that is owned and driven by a sustainable local network of stakeholder partners. Comment in relation to:

- i) Programme stakeholder involvement
- ii) Internal organisation of INASP
- iii) PERii structure and ways of working
- iv) Programme strategy
- v) Other

### 11. Any other comments

## **Level 1 countries**

### Interview checklist

• Capture interviewee's name, position, organisation and involvement with PERii (what and when)

	Evaluation area	Interview question
Outcome level:  Within targeted developing countries an enabling environment for research communication is owned and driven by a sustainable local network of stakeholder partners	Progress	<ul> <li>What are the main challenges facing production of, and encouraging uptake of, research / evidence in your country? (effectiveness) – all stakeholders</li> <li>What are the opportunities? – all stakeholders</li> <li>What are the main challenges to creating and sustaining an 'enabling environment for research communication' in your country (refer to definition from INASP workshop) (eg culture, access, availability) – cover aspects of this with all</li> <li>How has the research sector in your country changed in the last 5 years? (eg political and financial support) – country co-ordinator, senior academic</li> <li>How (if at all) has the PERii programme contributed to this change? – country co-ordinator and senior academic</li> </ul>
		How have you built an understanding of policy makers' research needs in your country? And of how to reach these people/institutions? – country coordinator
	Relevance	<ul> <li>How do PERii structures relate to other national bodies in your country (with research communication responsibilities eg RENs)? – country co-ordinator, consortium chair and academic head</li> <li>What is required to make the PERii structure sustainable? Or what alternatives are there? – country co-ordinator and consortium chair</li> </ul>

	Evaluation area	Interview question
	Effectiveness	What is the aim of PERii in your country? How does this relate to the overall aim of PERii (eg as stated in the logframe)? – country co-ordinator (quotes!)
		What contact have you had with stakeholders from other PERii countries? What has been the outcome? Would you keep that contact without PERii / INASP? (learning) – all stakeholders
	Efficiency	What interaction do you have with INASP? How are they helping PERii in your country to learn and be innovative? What has been the impact in your country? – country co-ordinator and all other stakeholders
	Efficiency	<ul> <li>What is the budget for PERii in your country? Is this sufficient? How is this raised? How is it managed / spent? Who makes the decisions and on what basis? – country co-ordinator</li> <li>Would you like to use the budget for other things [to achieve PERii aims in your country]? What and why? – county co-ordinator</li> <li>How is value for money a factor in decision making in your country? – country co-ordinator</li> </ul>
Architecture ie Structure, Plan & Strategy, Processes (funding, decision making, budget allocation, recruitment) and Ways of Working incl. Communication channels (in-country, regional, international – INASP and others)	Effectiveness & Efficiency	What are the architectural successes, strengths and weaknesses of PERii in relation to?

	Evaluation area	Interview question
Output 1: Capacity of editors and publishers to disseminate national research content via international databases and Journals Online platforms (JOLs)	Progress	<ul> <li>What are / have been the barriers to national research dissemination and how have these been overcome? – editors, publishers and researchers</li> <li>Which PERii components / activities have been the most beneficial to you and how? – editors and publishers</li> <li>What are the priorities for the next five years?</li> </ul>
	Relevance	<ul> <li>Are there alternative ways that capacity to disseminate national research could be built (institution / sector wide)? – academic head</li> <li>What skills, etc do editors / publishers need in your country to disseminate national research? – editors, publishers and researchers</li> <li>What skills, etc do editors / publishers need in your country to use international databases and JOLs? – editors, publishers and researchers</li> <li>How has PERii built those skills? How is your work benefiting? - editors and publishers</li> </ul>
	Effectiveness	What are your future training / capacity / resource needs in order to disseminate national research / use international databases and JOLs – editors and publishers
Output 2:  Capacity of librarians and ICT professionals to facilitate access to, and use of, research content	Progress	<ul> <li>What were the challenges to access to, and use of, research content and how have these been overcome? – librarians and ICT</li> <li>Which PERii components / activities have been the most beneficial to you and how? – librarians and ICT</li> <li>What are the priorities for the next five years?</li> </ul>
	Relevance	<ul> <li>Are there alternative ways that capacity to facilitate access to, and use of, national research content (by researchers) could be built? (ie not librarians / ICTs) – academic head</li> <li>How was the training focus identified? How have participants used training in their work? – librarians and ICT</li> </ul>

	Evaluation area	Interview question
	Effectiveness	Is this capacity (to facilitate access to, and use of, research) sustainable beyond PERii? If not, why not and what would be needed to make it sustainable? – librarians and ICT
Output 3:  Researchers ability to access, use and communicate research content.	Progress  Relevance  Effectiveness	<ul> <li>What are / were the challenges / issues you face to access, use and communicate research content and how have these been overcome? – AuthorAID-mentees, past and present</li> <li>What have been the benefits of AuthorAID for you? - AuthorAID-mentees, past and present</li> <li>Have you published since? - AuthorAID-mentees, past and present</li> <li>What more do you need in terms of capacity development in the future and how will you get it? - AuthorAID-mentees, past and present</li> <li>What are the needs of other researchers / the next generation? – AuthorAID-mentees</li> <li>What are the priorities for the next five years?</li> </ul>
Output 4:  Policy makers and influencers ability to access and use research content (through training, networking and advocating)	Progress  Relevance Effectiveness	<ul> <li>What are / were the challenges to policy makers / influencers accessing and using research content and how have these been overcome? – country coordinator, academic head and policy influencers</li> <li>How has the ability of policy makers and influencers to access and use research content changed in the last five years? (try and get sector examples) – country co-ordinator, academic head and policy influencers</li> <li>Which PERii components / activities have been the most beneficial and how? – country co-ordinator, academic head and policy influencers</li> <li>What challenges aren't being addressed by PERii? Are these being covered by other initiatives? – country co-ordinator, academic head and policy influencers</li> <li>What are the priorities for the next five years? – country co-ordinator, academic head and policy influencers</li> <li>Are there any specific examples of change? And PERii's contribution? – country co-ordinator, academic head and policy influencers</li> </ul>

	Evaluation area	Interview question
Output 5:  Southern partners' capacity to monitor, evaluate and revise their training and capacity development activities using appropriate tools and approaches. This is about sustainability of southern partners' capacity.	Progress  Relevance  Effectiveness	<ul> <li>What were the challenges to Southern partners monitoring, evaluating and adapting their activities and how have these been overcome? – librarians, ICT, country co-ordinators, policy maker trainers</li> <li>How have they monitored and evaluated the outcomes of training / capacity development activities? What approaches are being taken and with what result? Have the approaches / content changed based on M&amp;E results? How has this been aggregated for PERii / your institution in-country? – librarians, ICT, country co-ordinators, policy maker trainers</li> <li>How has PERii helped build their skills? (how tailored to needs). Where are the remaining gaps? – librarians, ICT, country co-ordinators, policy maker trainers</li> <li>What are the priorities for the next five years? – librarians, ICT, country co-ordinators, policy maker trainers</li> </ul>
Output 6:  Availability of information and knowledge required to enable high quality research that is provided by physical and virtual networks of people and systems from within target countries.	Progress	<ul> <li>What are the challenges you face in accessing research information and knowledge? Does this vary by subject? – researchers</li> <li>How are the choices made in your country of which journals to include in your consortium's subscriptions? – country co-ordinator and chair</li> <li>What is your consortium's model for raising subscription costs? What agreements are in place? (size and timeliness of contribution) - country co-ordinator and chair</li> <li>What are the strengths and weaknesses of the consortium as a mechanism for organising better access to research information and knowledge? (incl. sustainability) - country co-ordinator and chair</li> <li>What are the priorities for the next five years? - country co-ordinator and chair</li> </ul>

	Evaluation area	Interview question
Output 7:  Engagement in the building of sustainable country owned systems, peer-to-peer processes and international networks from people in target countries	Progress Effectiveness	<ul> <li>What national and international networks are you part of? - all stakeholders</li> <li>What have you contributed in the last two years? - all stakeholders</li> <li>How do you and your organisation benefit? - all stakeholders</li> <li>How has PERii contributed to your involvement in the network? - all stakeholders</li> <li>Will the network / your involvement continue beyond PERii? - all stakeholders</li> <li>What challenges do the networks face and do you face in continued participation? - all stakeholders</li> <li>What are the priorities for the next five years? - all stakeholders</li> <li>All questions to: librarians, ICT, researchers, academic heads, policy makers/influencers, country coordinator, consortium chair</li> </ul>
Output 8:  Policy and practice of research information, knowledge, systems and networks demonstrating integration into organisational and institutional policy and planning	Progress	<ul> <li>What institutional level policies do you have that support research communication? – academic head</li> <li>What have been the challenges to changing institutional capacity and how have these been overcome? What challenges remain? – academic head, country co-ordinator</li> <li>What changes to institutional policies and practices (that support research communication) have there been in the last three years? What have been the benefits? – researchers, librarians, ICT, country co-ordinator</li> <li>What new policies and practices would be beneficial in the future and why? – researchers, librarians, ICT, country co-ordinator</li> <li>How have INASP / PERii activities played a role in changes in institutional policies and planning? – researchers, librarians, ICT, country co-ordinator</li> <li>What are the priorities for the next five years? – researchers, librarians, ICT, country co-ordinator</li> </ul>