

ANNEX 1

Tasks of the Research Team

Research

- Review and consider previous similar research and cultural policy literature, and use it as a reference.
- Review, and consider the integration of AAC produced material, such as beneficiaries' reports, baseline reports, and Ecosystem Academy reports.
- Fully create and undertake surveys and/or questionnaire forms;
- Process, analyse and summarise the data collected from the questionnaire;
- Choose topics and themes for the focus group discussion;
- Develop guidelines for the work of the focus group discussion;
- Process, analyse, and summarise the data or information collected from the focus group discussion;
- Involve AAC official stakeholders, by sharing the cultural practitioners' main concerns and needs, and by listening to their point of view about those topics. This step may be done after the focus groups phase and/or at other strategically selected moments.
- Select the main themes and develop targeted interviews with a tailored guideline for each;
- Map and select the suitable individuals for the targeted interviews;
- Process, analyse and summarise the data collected from the targeted surveys;

Cultural Dialogue

- Writing up the concept note for the Regional Cultural Policy Dialogue including its themes and topics.
- Produce the content and agenda for the Cultural Policy Dialogue;
- Contribute in choosing the invitees for the dialogue;
- Contribute in selecting the facilitators for the dialogue;
- Summarise the main outputs reached from the dialogue;

White Paper

- Prepare a draft for the white paper;
- Review the white paper before publishing;
- Participate in reviewing the translation of the whitepaper;

General

- Manage the progress of all tasks and report problems if any;
- Observe and follow the research time schedule;
- Follow the financial regulations of the Culture Resource;