



## **CHARTER OF THE NATIONAL COORDINATORS IN ENUMERATE**

### **(DRAFT)**

**Version 15 July 2011**

During the Luxembourg MSEG Working Group on Digitisation statistics participants were asked to act as or recruit *national coordinators*, who will be crucial in making the ENUMERATE surveys a success. To be able to make a realistic estimate of the amount of work (time) involved in each member state, a task list has been compiled. It is focused on the ENUMERATE Core Survey, planned in early 2012.

Essentially, there are two ways of conducting the survey - viz. either through passively using the ENUMERATE website survey (+tools) - which would reduce the role of the national coordinator to one of a community manager (“light scenario”), or through actively taking part in the development and translation of tools and guidance materials, and in processing and analyzing survey results (“regular scenario”).

A third scenario (“heavy”) could be one in which there is even more involvement, but the ENUMERATE consortium unfortunately does not have the means to actively support this scenario. The national coordinators may acquire national funds for additional activities.

Unlike in the NUMERIC project – where spreadsheets have been the vehicle to distribute questionnaires – the preferred ENUMERATE Core Survey will be web-based. It is hoped that the national coordinators will take up the role of intermediaries to reach institutions that are not able or willing to use the standard web-based questionnaire.

Below the various activities related to implementing the ENUMERATE framework have been listed under five headings: Preparation and relation management, Sampling, Survey preparation, Survey implementation, and Data processing/analysis and aftercare. In the table there are columns giving estimates of the number of hours the various tasks will take for the “light”, “regular” and “heavy” scenarios.

Broadly speaking these are the activities for national coordinators:

- Identify institutions that comprise an appropriate sample for the country
- Fine tune ENUMERATE tools to national circumstances, if needed (e.g. translation of survey tools)
- Persuade the identified institutions to respond; be available for questions; etc.

- Monitor the survey process; check national data for abnormalities; comment on outcomes

### National Coordinators - assistance quantified (hrs/activity)

<b>PREPARATION AND RELATION MANAGEMENT</b>	<b>Light</b>	<b>Regular</b>	<b>Heavy</b>
Consider and decide on level of involvement (light, regular, heavy)	2	2	2
Identify other initiatives in monitoring cultural heritage digitization	2	2	8
Identify/record sources for determining size of the heritage sector	2	2	2
Maintain national media relations	2	4	8
Maintain national partner relationships	4	4	16
<b>Total</b>	<b>12</b>	<b>14</b>	<b>36</b>
<b>SAMPLING</b>	<b>Light</b>	<b>Regular</b>	<b>Heavy</b>
Decide sampling approach (base, +NUMERIC, +selected)	2	2	2
Determine # of public memory institutions (revise NUMERIC estimates)	0	2	2
Get overall ENUMERATE (core) survey sample size/composition	1	1	1
Establish # of institutions per section of calc. table (type/size)	2	2	2
Prepare/list memory institutions per type of inst. (a)	4	4	6
Prepare list of NUMERIC respondents (b)	1	1	1
Identify any other institutions urgent to be selected (c)	0	2	4
Classify identified institutions according to type/size	4	4	4
Manually modify/adapt draft list of selected institutions	4	4	8
Fine tune the process with ENUMERATE Consortium	4	6	8
<b>Total</b>	<b>22</b>	<b>28</b>	<b>38</b>
<b>SURVEY PREPARATION</b>	<b>Light</b>	<b>Regular</b>	<b>Heavy</b>
Organize national event(s)	8	8	8
Translate questionnaire/guidance info	0	8	16
Prepare specific country pages on ENUMERATE website	4	8	24
Draft covering e-mail/letter(s) to sampling institutions	0	0	4
Prepare survey distribution (contact data: CEO, staff member) /100	4	4	4
Provide ENUMERATE Consortium with your data/adapt	2	2	2
<b>Total</b>	<b>18</b>	<b>30</b>	<b>58</b>
<b>SURVEY IMPLEMENTATION /100</b>	<b>Light</b>	<b>Regular</b>	<b>Heavy</b>
Adapt covering e-mail/letters (translate etc.) /100	0	4	4
Despatch covering e-mail/letter(s) /100	0	4	4
Be available for answering questions; refer to ENUMERATE team if necessary /100	0	12	12
Process offline questionnaires /100	0	16	24
Check consistency of results /100	8	8	16

Take care of improvements /100	4	4	8
Chase non-responders /100	0	8	16
<b>Total</b>	<b>12</b>	<b>56</b>	<b>84</b>
<b>AFTERCARE/DATA PROCESSING AND ANALYSIS</b>			
	<b>Light</b>	<b>Regular</b>	<b>Heavy</b>
Data analysis	0	8	38
Preparation of reports	8	16	28
Other communication of reports, ENUMERATE follow-up, etc.	8	8	38
<b>Total</b>	<b>16</b>	<b>32</b>	<b>104</b>
<b>Total overall hours</b>	<b>80</b>	<b>160</b>	<b>320</b>

Note: the estimates above are intended for guidance. They can be adapted to local circumstances.