

► PROFEEDBACK ◀

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EUROPEAN COOPERATION  
IN SCIENCE & TECHNOLOGY

  
**HETFA**  
RESEARCH INSTITUTE

  
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# Introduction to qualitative and participatory methods



## TRAINING SCHOOL

Belgrade, Serbia  
9-11th of July 2024



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## **ABOUT THE PROFEEDBACK COST ACTION**

The PROFEEDBACK Cost Action aims to foster the networking of the policy evaluation community at EU-level, raise awareness on the importance of evaluation policy research and improve its impact on policy-making. Policy evaluation is a key tool in understanding, developing and modernizing EU policies, thus there is growing demand for EU-wide and high-quality evaluation services.

## **ABOUT THE TRAINING SCHOOL INTRODUCTION TO QUALITATIVE AND PARTICIPATORY METHODS**

The 3rd Training School of COST Action offers a comprehensive exploration of qualitative and participatory methods in the evaluation of public policies and programs. Through a series of interactive sessions, participants will gain insights into evidence-based policymaking, the policy cycle, and the nuances of qualitative evaluation methodologies. Attendees will learn to formulate evaluation questions and employ participatory tools like surveys and interviews for data collection, fostering a deeper understanding of evaluation practices.

The Training School is prepared by Working Group 3, which is focusing on "Qualitative and participatory methods". This is the last Training School of Profeedback, but all the materials will be available on the [Profeedback site](#).

## **DATES AND LOCATION**

9-11th of July 2024

### **HOST INSTITUTION**

Institute of Economic Sciences, Belgrade

[\(WEBSITE\)](#)

## **TRAINERS**

Sari Rannanpaa

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## **TRAINEES**

The training school is being prepared for young researchers from the academic as well as, civil servants and people working in private organizations. Applicants should be comparatively new to the field of evaluation, but should have at least basic knowledge of statistical methods. They should also have a certain experience in public policy.

## APPLICATION

Deadline for applications is 14th of April 2024. To apply, please submit:

- Your CV (e.g. in the Europass-format, <https://europa.eu/europass/de/create-europass-cv>);
- A list of relevant publications and/or projects/reports from the field of public policy research or practice;
- A motivation letter (1 pages), showing a) how the training school relates to your previous work, b) how you can contribute to the training school (experience to be shared and learned from), c) how you characterize the virtues and challenges of evaluation and d) how you expect the training school to contribute to your future work.

The documents submitted should contain the information needed in order for the Selection Committee to assess the application based on criteria below.

## ELIGIBILITY AND SELECTION CRITERIA

To be eligible, your application must show:

- to be under 40 years old\*;
- that you hold a university degree, at least MA level;
- that you are in your first 5 years of working in the field of public policy or public policy research (e.g., you have been working in public policy projects – as a researcher, practitioner, expert, or you're a PhD student);

\* with the exception of those who have already turned 41 years old in the current year (2024)

The following **selection criteria** will be applied to the eligible applicants

- Level of experience related to public policy area: This specific experience should be highlighted in the applicant's CV.
- Motivation: The motivation of the applicant as shown in a short motivation letter (1 pages). The motivation should show a personal and specific interest of the applicant to participate in the training school. It should link the training school to previous experience and expertise and sketch how the applicant can contribute to the training school.
- Reflection and anticipation: The applicant should reflect the "evaluation business", its virtues but also its methodological, procedural and use-related challenges.
- Potential use: The potential use as shown in the motivation letter. The expected use of the training school should be linked to future professional activities. These might be academic (e.g. a PhD-thesis) or applied (e.g. coming evaluation projects).

If more than 12 applicants fulfill the **selection criteria**, the following additional criteria will be applied:

- Previous experience related to evaluation of public programmes and policies, such as: evaluation projects or academic research / papers or other courses, trainings in the area of related to evaluation of public interventions;
- Being a member of Working Group 3 in the PROFEEDBACK COST Action;
- Being a member of PROFEEDBACK COST Action;
- Being a COST member, but in another action;
- Gender balance: Gender should be evenly represented, to the possible extent;
- Regional balance: different countries should be represented.

## SELECTION PROCESS

The selection will be carried out by a Selection Committee composed of members of WG 3 in two steps:

a. Eligibility assessment – check if applicants fulfill the eligibility criteria. Clarifications will be required if the information provided is unclear and does not allow the eligibility assessment to be carried out.

Eligibility Report – a report containing the results of the eligibility assessment will be published on PROFEEDBACK webpage and sent to all applicants.

b. Selection assessment – check and score the extent to which the eligible applicants fulfill the selection criteria.

Selection Report – a report containing the results of the selection assessment will be published on PROFEEDBACK webpage and sent to all eligible applicants.

You can access the detailed selection methodology in ANNEX II - Selection procedure of training school [here](#).

## DATES AND OTHER INFORMATION

Deadline for applications: **14th of April 2024.**

Please send your application containing all documents to Szentes Anna (szentesanna@hetfa.hu) and the Training School manager of Profeedback, Dr Mihaela IORGULESCU - AIOANEI (mihaela.aioanei@ures.ro).

Deadline for eligibility assessment: **19th of April 2024.**

Deadline for selection assessment: **26th of April 2024.**

### **IMPORTANT NOTICE**

If accepted, you will be expected to attend all three days of the training school. After acceptance notification, each trainee must register for an e-COST profile at <https://e-services.cost.eu> to receive an official invitation letter by COST Association (if they are not already COST members).

COST PROFEEDBACK Action will support travel costs plus a daily allowance for all 12 trainees.

The training will be held at the premises of the Institute of Economic Sciences in Belgrade (Zmaj Jovina 12, third floor). Participants are expected to find accommodation on their own.

Each participant that will complete the training school will receive a certificate of participation. For additional information, please contact Luna Ferlanda ([ferlandaluna@hotmail.com](mailto:ferlandaluna@hotmail.com))

### **CONTACT**

For further information, please contact [profeedback@hetfa.hu](mailto:profeedback@hetfa.hu)  
Visit website: <https://profeedback.eu>

### **USEFUL DOCUMENTS**

COST Annotated Rules - access [here](#)

PROFEEDBACK Memorandum of Understanding - access [here](#)

ANNEX I - Draft programme of training school TBA

ANNEX II - Detailed selection procedure of training school [here](#)

This publication is based upon work from COST Action CA20112 PROFEEDBACK, supported by COST (European Cooperation in Science and Technology). COST (European Cooperation in Science and Technology) is a funding agency for research and innovation networks. Our Actions help connect research initiatives across Europe and enable scientists to grow their ideas by sharing them with their peers. This boosts their research, career and innovation. Visit [www.cost.eu](http://www.cost.eu)