

<b>Objective:</b> To identify what would be an essential set of information for SME's for all 31 countries that will be translated into their individual national languages.		
22/ WP 8	<b>Type:</b> <i>Essential SME Mobility needs report</i>	<b>Linked to output(s):</b> 21
<b>Questions to Address:</b>		
<ol style="list-style-type: none"> <li>1. How were the focus groups selected?</li> <li>2. Did the focus group reach the subjects number?</li> <li>3. How was the information collected from partners? Was there a template?</li> <li>4. Were there any drawbacks?</li> <li>5. What was the methodology used in order to reach the final ranking of the sections?</li> </ol>	<p>Following the guideline of the work package we had to look for linguistically challenged SMEs that are interested in expanding their businesses into other European countries. Fortunately for us we had experience of working with such companies before and we were able to approach them for further cooperation.</p> <p>At the beginning we approached about 6 companies for cooperation and 4 of agreed to work with us.</p> <p>Yes, an excel sheet was created for the partners to fill out the answers from their questionnaires for easy analysis.</p> <p>There were no drawbacks.</p> <p>After collecting all the information from the all the partners on an excel sheet, we were able to compute each section and sub-section for each company in each country individually and find the average.</p> <p>Then we find the most relevant sub-sections for the work package and present them together as the "essential mobility information"</p>	
<b>Evaluation Method(s):</b> Use of best possible method (e.g. inspection, partner feedback etc) to evaluate <ul style="list-style-type: none"> <li>• Content</li> <li>• Structure</li> <li>• Length</li> <li>• Ease of use</li> </ul>	<p>Each partner was able to identify the required number of SMEs, and then we sent out the questionnaires to all the partners to consult with their SMEs.</p> <p>Once we received all the questionnaires back from all the partners we put all the information into an excel sheet to find the essential set of information that is important to the SMEs for translation into their own languages for all 31 countries. This information is referred to Essential Training Information.</p> <p>The structure of the questionnaire is similar to our European Mobility Framework Report.</p> <p>The length of the questionnaire was about 40 questions.</p> <p>At the beginning there was a little confusion about how to assign value to the questions, if the question is valued on its own or you take all the questions in that section together and assign a value to each of them from the most useful to the least useful.</p>	
<b>Level of acceptability:</b> <ol style="list-style-type: none"> <li>1. Ensure that all of the above issues have been addressed.</li> </ol>	<i>Will be completed by external evaluator</i>	
<b>Comments/ Limitations</b>		
<b>Link</b>	<b>output:</b>	<b><a href="http://stquickr.fgbas.iwvi.uni-koblenz.de/LotusQuickr/passporttrade2/Main.nsf/h_Index/52F9913A93BD9AECC12579FE0042920F/?OpenDocument#{type=1&amp;unid=A361DF8D68E38396C1257949004998F0&amp;timeStamp=1374046084681}">http://stquickr.fgbas.iwvi.uni-koblenz.de/LotusQuickr/passporttrade2/Main.nsf/h_Index/52F9913A93BD9AECC12579FE0042920F/?OpenDocument#{type=1&amp;unid=A361DF8D68E38396C1257949004998F0&amp;timeStamp=1374046084681}</a></b>