

**Research-based  
analysis of European  
youth programmes**

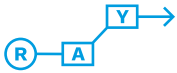
# **RESEARCH ACTIVITIES ON THE RESEARCH-BASED ANALYSIS AND MONITORING OF THE EUROPEAN YOUTH PROGRAMMES (RAY-MON & RAY-SOC)**

**MANUAL FOR THE  
COLLECTION OF CONTACT DATA OF  
TCA/NET AND KEY ACTION 2 PARTICIPANTS<sup>1</sup>**

VERSION 20230308

---

<sup>1</sup> KA210-YOU (Small-scale partnerships in youth); KA220-YOU (Cooperation partnerships in youth); TCA (Training and Cooperation Activities (KA351-YOU)); NET (Networking activities (ESC71-NET))



# TABLE OF CONTENTS

1.	CONTEXT .....	2
2.	DATA COLLECTION.....	3
2.1.	MANUAL DATA COLLECTION FOR TCA (KA351-YOU) & NET (ESC71-NET) .....	3
2.2.	MANUAL DATA COLLECTION FOR KA2 (KA210-YOU & KA220-YOU) PARTICIPANTS (OPTIONAL) .....	4
3.	INVITATION TO THE MONITORING SURVEYS.....	4
3.1.	TEMPLATE /SAMPLE E-MAIL FOR INVITATIONS.....	5

## 1. CONTEXT

The collection of contact data for the first survey round of the RAY Monitoring studies (RAY MON and RAY SOC) in the programme period 2021-2027 will be mostly done at European level. The RAY Coordination has obtained a data controller-processor agreement with the European Commission which allows the Finnish National Agency to receive contact data (categories of personal data processed: email address, first name and year of birth) for beneficiaries of the European youth programmes, including: KA151-YOU (Accredited projects), KA152-YOU (Mobility of young people) KA153-YOU (Mobility of Youth Workers), KA154-YOU (Youth participation activities), KA155 (DiscoverEU Inclusion Action)<sup>2</sup>, contact persons for KA210-YOU & KA220-YOU (Partnership projects), Volunteering (ESC51-VJT), Solidarity Project (ESC30-SOL).

Contact data for participants of TCA/NET activities as well as of Key Action 2 projects are not available in the database of the European Commission. Therefore, we need your support for collecting this data within your national context as well as in contacting these participants directly. Your collection of contact data is highly appreciated as it increases the data sample (and response rate) as well as the quality and impact of the analysis. Most importantly, it gives participants of TCA/NET activities a voice.

We highly recommend compiling data for and inviting TCA/NET participants (please let us know if you are not able to do so). Additionally, and optionally, we recommend the collection of contact data for KA2 participants (please let us know whether you opt to do so).

This manual will provide you with instructions and proposals for your internal data collection. Nevertheless, as the procedures for documentation and reporting differ between National Agencies, please adapt these recommendations accordingly.

Furthermore, you will find guidelines for inviting the above-mentioned participants to the RAY Monitoring surveys of RAY MON and RAY SOC, including a template for a respective sample e-mail.

In case of questions or comments, feel free to contact Carmen, [carmen.teubl@oph.fi](mailto:carmen.teubl@oph.fi) (RAY Network Coordination/Finnish National Agency).

---

<sup>2</sup> If applicable (first data is expected to be available at the end of April)

## 2. DATA COLLECTION

### 2.1. MANUAL DATA COLLECTION FOR TCA (KA351-YOU) & NET (ESC71-NET)<sup>3</sup>

Only **TCA/NET participants** (and no project leaders/team members or trainers) are invited to the RAY Monitoring surveys at national level. Since TCA contact data is not available in the Commission's IT tools, the data collection needs to be done manually. National Agencies keep e.g., excel files or have other documentation measures for collecting contact data of the TCA/NET activities. Furthermore, the data of the participants is usually collected through participants lists when hosting a TCA/NET activity.

#### **For the collection of data, please take the following into account:**

- Each National Agency is asked to compile their hosting data, meaning email addresses for all participants of events hosted by the respective NA.
- Data for all finished activities funded under the current programme generation and implemented in the years 2021 and 2022 as well as activities funded under the previous programme generation and implemented in 2021 and 2022 should be collected.
- Concerning TCA projects with two or more activities (such as the Training of Trainers (ToT) or other long-term training courses):
  - Since we are surveying projects, participants in such projects/courses should be invited only once after the last activity/seminar.
  - Therefore, the hosting NA of the last activity/seminar in the series should provide the contact data for these participants.
- In general, participants of all activities should be included, but please bear in mind to only select activities/participants, for which the Monitoring surveys make sense, in particular activities for youth workers and youth leaders such as trainings, seminars and formats similar to those of Youth Worker Mobility projects. On the other hand, it might not be useful to invite the participants of, e.g., a one-day conference for main stakeholders.
- Please delete, if applicable, contact data of colleagues from National Agencies, researchers as well as policy and decision makers. They should not receive the link to the survey.

#### **Timeline**

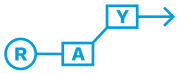
You have time to compile the contact data within your national context **until beginning of May**. Below you can find instructions for inviting the participants to the Monitoring surveys of RAY MON and RAY SOC. Please note, the invitation should only be sent after we have opened the surveys (mid-May). We will inform you about the timing accordingly.

#### **Statistical requirements**

For statistical reasons, we also need the figures for the total population of the TCA participants hosted by your NA, including differentiations by age, gender, origin country, activity type (training course, seminar, contact making event, study visit, job-shadowing, conference etc.). The easiest way would be to remove all personal data from the final Excel file you will use to invite participants and share that anonymised file with us.

---

<sup>3</sup> TCA (Training and Cooperation Activities (KA351-YOU)); NET (Networking activities (ESC71-NET))



## 2.2. MANUAL DATA COLLECTION FOR KA2 (KA210-YOU & KA220-YOU) PARTICIPANTS<sup>4</sup> (OPTIONAL)

Only the contact data for **KA2 participants** needs to be collected on a national level. The contact data for the organisations will be obtained centrally.

We are aware, that some RAY partners have reservations towards this task and that compiling the data can mean a huge amount of additional workload for National Agencies. Therefore, the decision of taking up this task and collecting KA2 participants data is up to you and **should be decided on national level**. From our side this is not mandatory, but we are encouraging our partners to collect this data or part of it.

### For the collection of data, please take the following into account:

- One way to collect this data, could be from final reports or interim reports, particularly from the annexes to the reports (e.g. participants lists).
- Please get in touch with your KA2 officer and ask for additional input and counselling.
- Data from activities funded and finished under the current programme generation (2021 and 2022) as well as projects funded under the previous programme generation (KA205 = Strategic partnerships for youth) and finished in 2021 and 2022 should be collected.

### Timeline

You have time to compile the contact data within your national context until **beginning of May**. Below you can find instructions for inviting the participants to the Monitoring surveys of RAY MON and RAY SOC. Please note, the invitation should only be sent after we have opened the surveys (mid-May). We will inform you about the timing accordingly.

## 3. INVITATION TO THE MONITORING SURVEYS

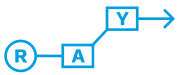
After you have compiled the respective contact data (email addresses), we kindly ask you to send the invitation to the Monitoring surveys of RAY MON and RAY SOC directly to the participants.

### Instructions for inviting participants:

- The invitation should only be sent after we have opened the surveys (mid-May). We will inform you about the timing accordingly.
- You can find a respective template below. The link to the surveys is not included yet, you will receive it a bit later from us.
- We recommend that you send various emails to the participants of the different activity types (e.g., one mail addressed to TCA participants, one email addressed to NET participants, one email addressed to KA2 participants). You can find the respective options in the template below, please delete the options not applicable for the respective email.
- We propose, also in terms of lowering the workload, to contact the participants of the respective activity type collectively (by including the email addresses in the BBC (blind carbon copy) field).

---

<sup>4</sup> KA210-YOU (Small-scale partnerships in youth), KA220-YOU (Cooperation partnerships in youth)



### 3.1. TEMPLATE /SAMPLE E-MAIL FOR INVITATIONS

#### Explanations:

green – for TCA participants & for KA2 participants

yellow – for NET participants

Please delete the other option accordingly.

---

Dear participant,

On behalf of the RAY Network, we are inviting you to take part in our survey involving 34 countries attempting to find out more about the effects of the European youth programmes.

We are contacting you since you have participated in an activity funded through Erasmus+ Youth / European Solidarity Corps hosted by our National Agency in 2021 or 2022.

#### What is this survey about, and who is it for?

This survey is about your experience with Erasmus+ Youth / European Solidarity Corps, about what you have learned, what you have enjoyed, what has gone well – or not so well. The results of this survey will contribute to the further development of the European youth programmes. It is conducted by the RAY Network – the open Network for the Research-based Analysis of European Youth Programmes.

#### How will we handle your response?

We use the open-source survey software [LimeSurvey](#) for this survey, which we host on our own server. We will not ask you for any personal details that could identify you, such as your name, date of birth, physical or electronic address. We do not track your online behaviour in any way. We use only first-party, non-persistent cookies so that we do not lose any of your answers until you submit all of them.

We do not store your IP number used to access the survey, or the referrer URL that brought you here. If you wish, you can also use a [TOR browser](#) to access the survey.

#### How long will this take?

It will likely take between 12 and 15 minutes to respond to the survey, but some questions might also make you think a little longer.

#### Link to the survey

xxxx (we will send you the link a bit later)

Thank you very much for your time and support!

Kind regards

name

NA/organisation

Partner in the RAY Network

---