

StraMaPo

Question protocol for expert interviews

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Structure qualitative expert interview:

- Introduction (research team, participant selection, etc.)
- Research context (EUCPN, strategic market position, work packages, etc.)
- Objectives of the expert interview
- Informed consent (confidentiality, audio recording, etc.)
- START qualitative interview
- STOP qualitative interview
- Outro

Note: The text written below only serves as a guideline for starting and leading the conversation with the selected participant. In other words, the template is flexible and has a purely supporting function for the researcher involved when conducting interviews. In any case and every possible scenario, the interviewer must anticipate at given answers from the participant and must therefore directing the interview as prescribed by the rules of qualitative techniques and methods.

Part 1-2: Introduction + Research context

Salutation of the participant:

e.g. "Good morning Mr/Mrs XXX"

"Good afternoon Mr/Mrs XXX"

"Good evening Mr/Mrs XXX"

Participation into the research project:

e.g. "First of all, I'd like to thank you for your time and participation in this research project. Your participation is vital for the success of this project.

You were selected as participant because of your knowledge and experience within the European field of crime prevention in general, and because of your specific relation with the European Crime Prevention Network (hereafter: EUCPN), in particular."

Introduction of the researcher:

e.g. "My name is Jonas Dieussaert and I work as an academic researcher for the Institute for International Research on Criminal Policy (IRCP), embedded in Ghent University.

Currently, I'm conducting a study for the EUCPN, focusing on its current and future strategic market position. In this research, strategic market position is defined as the value indication of the EUCPN within the European field of crime prevention, next to other relevant institutions and organizations on the basis of the perception of partners and/or stakeholders. This value indication is measured in terms of the main goals of the EUCPN, in particular (1) being a point of reference, (2) disseminating qualitative knowledge, (3) supporting crime prevention activities and (4) contributing to the EU crime prevention strategy."

Research context of the study:

e.g. "On the one hand, the study aims to inventorize other relevant institutions and organisations on European and international level that are active within the domain of crime prevention. On the other hand, the research wants to gain insight in the current market position of the EUCPN in order to formulate recommendations to strengthen its position.

We therefore conduct qualitative interviews with experts that are familiar with the EUCPN, next to distributed questionnaires throughout the EU Member States.

The first results of this study will be presented at the EUCPN Conference in February 2020."

Part 3-4: Objectives of the expert interview/Informed consent

Expectation from the participant:

e.g. "In what follows, I'll ask you some open questions in which I gauge to your personal opinion. In other words, it concerns a subjective interview in which your view of point stands central. In that sense, no knowledge questions are asked, which implies that no correct and incorrect answers can be given."

Duration and confidentiality:

e.g. "This interview will take about 15 to 20 minutes, depending on your relationship with the EUCPN. If necessary, we can stop this interview at any moment. Answers given are completely confidential and will always be processed anonymously. Your identity will not, at no time, be revealed in the research report. Additionally, I'd like to record this interview in order to facilitate the transcription and analysis process afterwards. I'd therefore want you to ask permission to record our conversation."

Informed consent:

- Expert interview via Skype:
 - o Crucial to explain and orally discuss the inform consent after mailing it beforehand to the participant. Hereafter, the filled in inform consent needs to be send back to the involved researcher.
- Face-to-face interview:
 - o Crucial to explain and orally discuss the inform consent and have the document signed by the participant.

Additional: indicate that questions may be asked

e.g. "Before starting this interview, I'd like to know if you have any further questions?"

Part 5: START qualitative interview – question protocol

The interview exists out of **four parts**.

The institution/organization of the participant will be placed central in the first part in terms of goals, activities and delivered output in order to determine in later phase to what extent the institution/organization is related to the EUCPN (**opening questions and transition questions**). In the second part, perception is key. There's asked how the EUCPN is seen by other institutions/organizations in the field of crime prevention and how (potential) relationships with institutions/organizations might be formed. In the third part, potential and relevant partners for the EUCPN are detected and identified (**key questions**). The fourth and last part gauges to general personal expectations (**final questions**).

1. Opening questions (drop-off)

e.g. "Before we start off this interview, I'd like to know more about you and your role within your institution/organization. As already mentioned, given answers are completely confidential and will be anonymized. Identification will not be possible."

- Are you familiar with the European Crime Prevention Network? Yes No
 - If yes, to what extent?
- What is your position within the institution/organization?

2. Transition questions

e.g. "First and foremost, I'm interested in your institution/organization and the position it might take within the current field of crime prevention according to your perception. Following questions therefore ask towards the goals, activities and delivered output of your institution/organization."

- How would you describe the role of your institution/organization within the European field of crime prevention?
 - What are the general goals of your institution/organization in terms of crime prevention?
 - What is the most important delivered output of your institution/organization?

- To what extent does your institution/organization collaborate with other institutions/organizations within the European field of crime prevention?
 - If yes, in which domains of crime prevention?

- Are there important partners and/or stakeholders on European and international level that your institution/organization is currently collaborating with?
 - If yes, which partners and/or stakeholders?
 - To what extent can those collaborations be considered high-quality and meaningful?

- Are there important partners and/or stakeholders on European and international level that your institution/organization would collaborating with in the short or long term?

3. Key questions

e.g. “Secondly, I’m interested in your institution’s/organization’s relationship with the European Crime Prevention Network (EUCPN).

Basically, in order to determine the EUCPN’s strategic market position, it’s important to find out how your institution/organization relates to the EUCPN. Following questions therefore gauge to what extent your institution/organization is familiar with the EUCPN and how latter is seen within the European field of crime prevention by your institution/organization.”

- How is your institution/organization affiliated to the EUCPN?
 - In the case your institution/organization isn’t (very well) affiliated to the EUCPN, are there any specific reasons why?
 - In the case your institution/organization isn’t (very well) affiliated to the EUCPN, could the EUCPN become anyhow a partner/stakeholder in the short or long term?
 - Could a collaboration mean an added value for both parties and how?
 - In the case your institution/organization is (very well) affiliated to the EUCPN, how does the established collaboration currently look like and could this become reinforced in the short or long term?

- How would your institution/organization describe the role of the EUCPN within the European field of crime prevention?
 - What are the main differences with your institution/organization and why?

- To what extent would your institution/organization consider the EUCPN as leading actor in the European field of crime prevention in terms of their official goals, being...
 - A point of reference?
 - Disseminating qualitative knowledge?
 - Supporting crime prevention activities?
 - Contributing to the EU Policy and Strategy of Crime Prevention?

e.g. "Thirdly, I'm interested in identifying potential partners and/or stakeholders that could collaborate with the EUCPN in the short or long term. Currently, the EUCPN is already active in a wide range of domains within the field of crime prevention.

As already discussed, one aim of this study is to inventorize other partners and/or stakeholders, which implies that there is still room for expanding EUCPN's range. In that light, I'd like know which institutions/organizations you deem relevant for establishing potential partnerships with the EUCPN."

- According to your institution/organization, which institutions/organizations on European and international level within the field of crime prevention could be considered as potential and relevant partners for the EUCPN and why?

4. Final questions

e.g. "This interview has almost come to an end. Lastly, I have some general questions about the EUCPN and its market position. Your personal expectations stand central, which again implies that there are no correct and incorrect answers."

- What does your institution/organization expect from the EUCPN and why?
 - What goals should the EUCPN have in general according to your institution/organization and why?
 - Does your institution/organization believe that the EUCPN should have additional core tasks? If yes, which ones?
- Which output should the EUCPN deliver and why?
 - E.g. Annual Reports, Campaigns, Newsletters, Policy Papers, etc.
 - Which tools are mostly used by your institution/organization and why?
 - What is deemed the practical and valuable?

In this research, strategic market position is defined as the value indication of the EUCPN within the European field of crime prevention, next to other relevant institutions and organizations on the basis of the perception of partners and/or stakeholders. This value indication is measured in terms of the main goals of the EUCPN, in particular (1) being a point of reference, (2) disseminating qualitative knowledge, (3) supporting crime prevention activities and (4) contributing to the EU Crime Prevention Strategy.

- What does your institution/organization expect about the strategic market position of the EUCPN and why? How does your institution/organization see the EUCPN within the European field of crime prevention?

Part 6: STOP qualitative interview + Outro

Ending the expert interview:

e.g. "Mr/Mrs XXX, you have answered all my questions. Do you have any further questions? Is there something that has not yet been addressed during this interview? [response]"

I'd like to thank you once again for your time and participation in this research project. The first results of this study will be presented at the EUCPN Conference in February 2020."