WP 2.1
Regional Survey Guidelines:
1. General Procedure and
Protocol for Selection of Regions and OMIs

OMIaRD: QLK5-2000-01124

Le Mans, 15th October 2001

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Introduction

Overall objectives of WP2 (page 3 in TA)

"To improve knowledge of success factors in marketing, through comparative narrative case-study analysis in regions selected to illustrate the diversity of conditions and needs, distinguishing local contextual factors from transferable practice, and focusing on individual commodities or commodity groups, distribution channels and promotional strategies."

Specific objectives

1. *To develop criteria for defining and selecting Organic Marketing Initiatives based on (i) factors explaining either the success or failure of initiatives (from the social as well as the economic point of view) and (ii) on the regional context, the opportunities and risks involved in the development of small-scale marketing initiatives in disadvantaged regions, and the extent of present utilisation of market potential.*

2. *To conduct an extensive survey of Organic Marketing Initiatives in up to 40 regions, establishing a comparison within and between countries, identifying the factors that make for successful marketing initiatives.*

Comment

One of our main objectives is to provide a framework for analysing the success factors of marketing initiatives in the organic sector in Europe. Further, this task concerns less favoured areas in EU, as we have to explain how those OMIs contribute to rural development. The starting point was therefore to provide a clearer statement of what we mean by "marketing initiatives", then by "success/success factors", and finally by "rural development".

I. Definitions and basic statements

1. What is an OMI?

After a debate, we agreed (March, 10th 2001) on the following definition of an OMI, which we implemented in WP1. This definition was modified at the Le Mans meeting to read:

> *"An OMI is an organisation of actor(s) (or an actor(s) system), where organic producers and other actors involved share a common interest in producing, processing (optional) and marketing organic products, possibly in a mix with conventional products in certain cases."*

2. Success and rural development

We have to work with a fairly <u>broad conception</u> of what "success" is. Here we use parts of Markus Schermer's paper (February, 5th 2001). We will further try to validate the distinction between <u>effectiveness</u> and <u>efficiency</u> (according to Barjolles and Sylvander, 2000) and maintain the distinction between <u>economic success</u> (economic viability, business efficiency,...) and <u>social success</u> (with regard to regional employment and environmental issues).

BUT, it is important <u>to leave aside Rural Development</u> at this stage. Strangely enough, we have not so far placed much emphasis on "What Rural Development is". The point here is that the concept of "social effectiveness" seems to be quite closely related to Rural Development. So we have two options: either we

confine "success" to "economic and environmental success", leaving social success to WP3, or we construe "social success" in a very narrow sense here, reserving the broader sense to WP3.

Let us try to make this clearer. The main factor for distinguishing "social effectiveness" from "RD" could consist in emphasising the "link with the region": this is what we called in Hamburg "an activity *rooted in the land*". So let us be more specific about this. It means that even if an OMI scores highly on effectiveness according to the "employment" criteria, this does not imply that the impact on RD will necessarily be high (if people move out of the area, if investments can easily be transferred to another region, if the social network is not developing, etc…). We therefore need to be careful in distinguishing between "social success" and "Rural Development". If this proves too difficult, we can resort to a more restrictive definition of "success" and leave "social success" to be analysed within the framework of WP3. However, a discussion of WP3's objectives, hypotheses and criteria would be useful at this early stage, hopefully at the Le Mans meeting.

3. Factors of success and validation

We have introduced assumptions about the main "factors of success" on the basis of previous research and to ascertain whether or not they are correlated with "success indicators" (that is what we have done in the PDO and PDI project). Afterwards, in the discussion of the results (and in SUBWP 2.1. and 2.4.), new factors may be added inductively.

4. LFAs

4.1. Definitions

First definition :
1. The European Commission has defined three main objectives for Structural Funds for the period 2000-2006:
- Objective 1 concerns regions, which face a general lag in development and where the necessary task of structural adjustment is most important to ensure the economic and social cohesion of the European Union.
- Objective 2 concerns rural areas, which face particular reconversion difficulties. In line with the guiding principles of the Structural Funds, they represent a maximum of 5% of the Community population.
- Objective 3 concerns the employment situation, the severity of problems such as social exclusion, education and training levels and the participation of women on the labour market.

A list of eligible areas will be established by the Commission for new Objective 2. This group of eligible rural areas will be identified by the following criteria:
- A density of less than 100 inhabitants per square km or an employment level in agriculture of twice the EU average or more;
- An average unemployment rate exceeding the EU average or a fall in population in the last ten years.

Second definition:
2. Considered less favoured from an agricultural point of view are:
- Mountainous areas subject to substatial limitations on land use and a significant increase in input costs;
- Areas threatened with abandonment where maintenance of the landscape is necessary;
- Other areas affected by specific handicaps where the maintenance of agriculture is necessary to ensure environmental conservation or improvement, landscape management or its touristic value.

(cf. Annex 1 for further details)

4.2. Maps

As the second definition is the one that partners have agreed on, we have tried to get more detailed information so as to draw a map for each European country. We wanted to obtain maps showing both administrative areas and LFAs. However, we failed to do so. Nevertheless, we managed to obtain such a map for France from the Ministry of Agriculture.
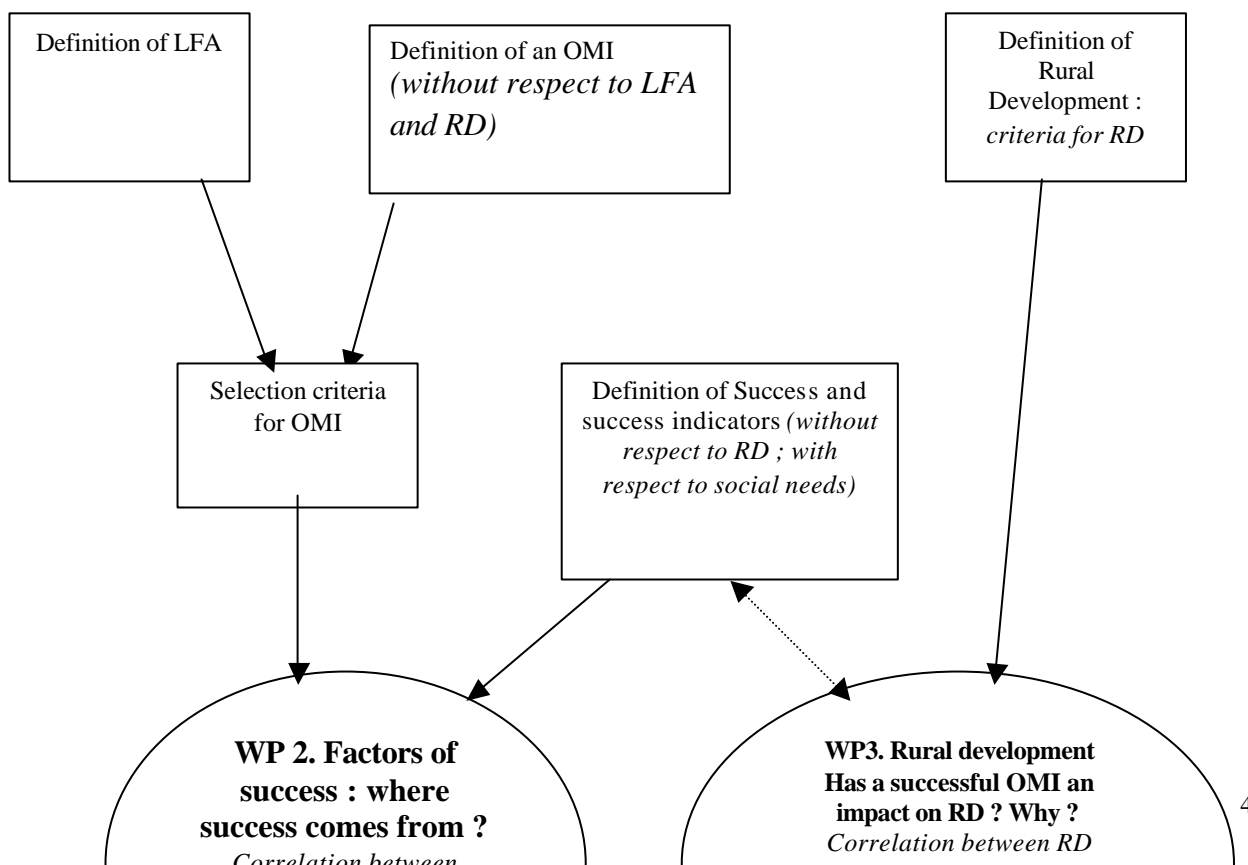
5. Comparative method

How can we produce evidence? Let's assume that we find a link between a set of successful OMIs and success indicators. Is this link dependent on the <u>overall conditions of the sector</u>? (supply, demand, public policy, etc.) or <u>on the specific region</u>? (specific regional factors promoting the activities in the region in question?) or finally <u>on features specific to the OMIs</u>?

A comparative approach is a good way of solving this methodological question. We propose including an analysis of OMIs involved in the same organic sector but in another region which is not an LFA (this region may serve as the <u>reference region</u>: one per country would be desirable). This solution could be adopted in countries with both LFA and non LFA regions and with a large number of OMIs. In countries where much of the territory is classified as LFA or countries that are entirely LFAs, we could take into account the whole country and compare it with regions or countries with similar characteristics. For example, Finnish OMIs and regions could be studied and compared with Danish or Swedish OMIs and/or regions.

At the same time, we need to gather data about the features of the same <u>non organic</u> sector in the considered LFA region, so as to <u>highlight the effects of regional conditions and of overall sector conditions, respectively</u>.

Table 1: Comparative method

	Internal factors: Strengths and Weaknesses	External factors: Opportunities and Threats		
	OMI	Global factors	Sector-related factors	Region-related factors
Reference region / country (non LFA)	Regional surveys	External data	External data	External data
Study LFA region / country	Regional surveys	External data	External data	External data

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II. Principles for selecting the regions

1. Basic questions

The following basic questions addressed in the paper proposed by P4/P6 were discussed in Le Mans (23-25 June 2001).

1. *Should we include subcontractor countries? Do we include countries without LFAs?*

    Yes, opportunity for Sweden, Ireland (if possible), Greece, Spain, and The Netherlands. (The Netherlands has no LFA region, but since we need to include LFA and non-LFA regions, this is not a problem). Not mandatory.

2. *Do we need a reference region and a Conventional Marketing Initiative?*

    The selection of regions should be made on a country basis to ensure the widest possible variety of representation at the end of the process. In effect, all the selected regions need to become reference regions for the rest.

3. *What should be the size of the region?*

    After some discussion of NUTS2/3/4 regions, it was decided that the idea of a 'functional region' should be incorporated into the selection process (P1 will circulate background literature on this and possibly arrange a workshop?) and this will also feed into WP3. The eventual selection might be determined more by the willingness of OMIs to co-operate than by the type of administrative region to which they belong, though NUTS2 would be desirable. Partners should be aware that keeping the delineation as close as possible to the administrative regions will allow the use of statistical data for comparisons.

4. *What are the criteria for selection?*

    Not all OMIs in a selected region need to be considered. From the quick phone survey suggested in the meeting papers, it should be possible to gain some idea of which are successful and which are less successful OMIs, but social factors including tourism also need to be considered, along with the size of the OMI. A broad range of OMIs should be included.

    It was agreed that partners should each select the four most important factors (based on Table 5 in the Working and Discussion Paper: protocol for selection of regions and OMIs) and communicate them to P4 by 31 July 2001. P4 will have the final say on the selection criteria, and if partners fail to respond by the deadline, then P4 will finalise the criteria without their input.

5. *Do we only consider OMIs identified in SWP 1.3?*

    No, as many OMIs as possible should be considered. However, any new OMIs should also fill in the SWP1.3 questionnaire.

2. Selection Criteria

The procedure will consist in choosing regions of interest in the context of the study, that is, regions where OMIs meet with economic or social success or encounter difficulties. Moreover, these OMIs and regions should be representative of the organic sector in the region and of economy in general. That is why we have to make a double choice simultaneously: OMIs we are interested in and relevant regions.

The following criteria are mentioned specifically in the TA.

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✍✍ success /failure of the initiative

✍✍ regional context (regional representation)

✍✍ opportunities and risks of dev. of OMI

✍✍ present utilisation of market potential

The first two criteria are a good basis for selecting the regions since they concern both internal factors (success /failure of the initiative) and the external ones (regional context). This is consistent with the methodology proposed above. The other two criteria relate more to the in-depth case study and will be therefore considered in SWP 2.3.

After the discussions in Le Mans, subsequent comments and proposal from the partners and from the Paris meeting (5-6 October 2001), it appears that two kinds of criteria will be taken into consideration, depending on the TA.

✍✍Methodological criteria

✍✍Representativeness criteria

Lastly, we need to keep in mind **willingness to cooperate** as a key criterion!

2.1. Methodological criteria

Table 1 is designed for collecting evidence about the internal abilities to be developed by OMIs in order to enhance regional development by comparing the environmental conditions (regional context) and OMI successes and failures. Therefore we should have 40 regions Europe wide that are as diversified as possible in terms of the following criteria.

Table 2

LFA	Regional Context	OMI success/failure	
		Success	Failure
LFA region	Favourable	*Although an LFA region, good regional conditions are combined with active success factors*	*OMIs are unsuccessful despite a positive regional context, due to internal problems*
	Unfavourable	*Although an LFA region and in a poor regional context, OMIs are able to solve their difficulties, on the basis of their internal resources*	*OMIs are unable to overcome poor regional conditions*
Non LFA region	Favourable	*In a non LFA region, good regional conditions are combined with active success factors*	*Despite good regional conditions in a non LFA region, OMIs are unable to overcome their difficulties.*
	Unfavourable	*In a non LFA region and despite a poor regional context, OMIs are able to solve their difficulties, on the basis of their internal resources*	*Although they are in non LFA regions, OMIs are unable to overcome unfavourable conditions*

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Table 3

Principal selection variables	Criteria (acc. to the methodology)
1. Regional context (regional representation)	Physical conditions (climate, soils, slopes): easy or difficult?
	Geographical location: easy or difficult?
	Regional policy in favour of OMI or not?
	Regional identity/reputation: good /bad
	Regional product identity: Yes / No
	Development of OF in the region: high / low
	Tradition of OF: long / short
	Is the competition not too fierce?
	Expanding local economy (Yes / No)
2. Success /failure of the initiative	Growth rate: expanding / stagnant
	Market share: high / low
	Price premium OMI/OF (high / low)
	Contribution to economic activity in the region (job, investments, major / minor)
	Contribution to the physical environment (major / minor)
	Good networks and integration in the local economy
	Size of the OMIs: big / small (nr of producers)

2.2. Representativeness / diversity criteria

We should make sure that the OMIs which are present in all selected regions display the maximum diversity, **relative to the country as a whole**. Therefore, the selected regions should include as many OMIs as possible of all forms listed below:

?? Product sector: representative of the main OF sectors in the country in question (Yes / No)
?? Market channel: OMIs operate through the major marketing channels in the country
?? Structure: one (or few) dominant OMIs / many small OMIs
?? Range of products / activities: broad (diversification towards tourism, etc.) / narrow
?? The major sales outlets are located inside / outside the region
?? Age of the OMIs: old / young

Examples: if a selected OMI is involved in marketing beef, check that beef marketing is a common activity for several OMIs in the country; if most of the OMIs in the country sell directly to consumers, check that most of the selected OMIs also do so; if 20 % of the OMIs in the country have turnover of say over 300,000 euros, check that the sample has a similar structure, etc.

3. How to select the regions?

3.1. Which sources?

The assessment will be a qualitative one. Each team will use the issues from the delphi inquiry (WP 1.2.., round 1), the national investigation (WP 1.3.), the available literature and if necessary a quick telephone survey to assess the criteria and to attribute a score for each main variable (regional context and success/failure).

Delphi Inquiry (WP 1.2., 1st round)

This study will enable us to check, from experts' statements, the identification of OMIs of interest for our work and the list of regions they have described as relevant.

National investigation (WP 1.3.)

We have opted for a light-weight survey in order to obtain quick answers. However, it seems obvious that answers have remained quite simple. Variables represent indirect indicators regarding economic and social success.

Quick phone survey

This quick survey will enable us to collect data which could not be found in the OMI investigation and that we lack today: number of producers involved in the OMI, composition of OMI regarding the types of actors involved, contribution of the OMI to social goals. These variables could be quickly collected, if their number remains limited.

For the methodological criteria, the score will be:
✍✍"0" if the criterion is not met,
✍✍"1" if the criterion is met

For the representativeness criteria, the scoring may be more qualitative.

3.2. How to assess the criteria and select the regions?

The selection will be made in four steps

1. STEP 1: ARRANGE REGIONS AND OMIS BY LFA AND REGIONAL CONTEXT, IN THE FOLLOWING TABLE 4.

Table 4

LFA	Regional Context	Name of region	Number of OMIs
LFA region	Favourable		
	Unfavourable		
Non LFA region	Favourable		
	Unfavourable		

>> *How to produce table 4 ?*

For assessing the variable "**Regional context**", use the following table 5 (one per region)

Table 5: Assessment of "regional context" for each region

Country: Region:	Score Yes / No		On what basis has the assessment been made?
1. Regional context	**Yes**	**No**	
Physical conditions (climate, soils, slopes): easy or difficult?			Mountain areas, areas with a particularly harsh climate, etc…
Geographical location: easy or difficult?			Is transport easy or not? Are distances particularly great, due to a remote area?
Regional policy in favour of OMIs or not?			Gets OF and/or OMI special support from the region, compared with the private investments?
Regional identity/reputation: good /bad			Has the region a good reputation, due to overall factors or specific ones?
Regional product identity: Yes / No			Have the activities or products made by the OMIs a specially good reputation, are they known in the region and possibly outside it?
Development of OF in the region: high / low			Is OF especially well developed compared with other regions?
Tradition of OF in the region: long / short			Has the region an especially long tradition in OF, how long? (more than 20 years, 10 years?)
Is the competition **not too** hard?			Is OF in the region protected from a successful conventional sector? Are OMIs protected from competition from other successful organic companies?
Expanding local economy (Yes / No)			Is the overall local economy expanding more quickly than in other regions?
✍✍ *Assessment for Criteria "Regional context" (Number of yeses)*	✍✍	✍✍	

NB : if the number of "Yesses" is from 1 to 4: Unfavourable; 6 to 9: Favourable ; 5: Neither-nor

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2. STEP 2: ARRANGE OMIS BY THEIR SUCCESS OR FAILURE IN THE FOLLOWING TABLE 6

Table 6

LFA	Regional Context	Name of region	Names of OMIs	
			Success	Failure
LFA region	Favourable	Region 1	OMI w OMI x OMI t	OMI v OMI z
		Region i		
		Region n		
	Unfavourable	Region 1		
		Region i		
		Region m		
Non LFA region	Favourable	Region 1		
		Region k		
		Region o		
	Unfavourable	Region 1		
		Region l		
		Region p		

>> *How to produce table 6?*

For assessing the "**Success / Failure** " variable, use the following table 7 (one per region and per OMI) and summarize the data in the following table 8.

Table 7: success assessment in each region for each OMI

Region: a OMI: x Success / failure	Scores 1 / 0	On what basis has the assessment been made?
Growth rate: are OMIs expanding / stagnant (1/0)?		What is the growth rate? Are OMIs expanding faster than the OF in the region? In the country? Faster than the conventional sector?
OMI market share: high / low (1/0)?		For this activity/product, is the OMI market share higher on average than in OF in the region?
OMI price premium: high / low (1/0)?		Give the price premium paid to the producers, compared with OF in the region, conventional farming in the region / outside the region.
OMI's size: big / small (nr of producers) (1/0)		Are the OMIs big or small compared with other companies in the region or outside it?
Good networking and integration in the local economy (1/0)		Are the OMIs well connected with the overall economy? With OF in the region? How: economic relations? Institutional relations?
Contribution to economic activity in the region (job, investments): major / minor (1/0)?		Are OMIs creating new jobs in the region? Are OMIs investing large amounts? Examples, data
Contribution to the physical environment: major / minor (1/0)?		Are OMIs contributing especially in a positive way to the environment? In what way ?
✍✍ *Assessment for "Success / failure criteria: 0 to 7*	✍✍	

If the score is from 1 to 3: Failure; 5 to 7 : Success ; 4: Neither-nor

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Table 7 : Summarize the assessments of OMIs (Success or Failure per region)

Country: Region:	OMI u	OMI v	OMI w	OMI x	OMI y	OMI z	OMI t
2. Success / failure							
Growth rate: are OMIs expanding / stagnant (1/0)?							
OMI market share: high / low (1/0)?							
OMI price premium high / low? (1/0) ?							
OMI size big / small (nr of producers) (1/0)?							
Good networking and integration in the local economy (1/0)?							
Contribution to economic activity in the region (job, investments): major / minor (1/0)?							
Contribution to the physical environment: major / minor (1/0)?							
✍✍ *Assessment for "Success/Failure" criteria (sum)*	✍✍ 5	✍✍ 7	✍✍ 3	✍✍ 2	✍✍ 6	✍✍ 7	✍✍ 3
Select the OMIs with extreme scores		Yes	Yes	Yes		Yes	Yes

NB. *In italics:* **examples**

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3. STEP 3: SELECT AMONG THE REGIONS AND OMIS IDENTIFIED IN TABLE 6 THOSE REGIONS AND OMIS WHICH ARE *MOST REPRESENTATIVE* NATIONWIDE

>>How to produce the table 8?

Table 8: representativeness of the OMIs nationwide

Country: Region:	OMI a	OMI i	OMI j	OMI k	OMI l	OMI m	OMI n
Product sector: representative of the main OF sectors?							
Market channel: representative of the major marketing channels?							
Structure: one (or few) dominant OMIs / many small OMIs							
Range of products / activities: broad (diversification towards tourism, etc.) / narrow (specialisation)							
The major sales outlets are located inside / outside the region?							
Age of the OMIs: old-established / recent							
Is the OMI willing to co-operate?							
		Yes	*Yes*	*Yes*		*Yes*	*Yes*

4. STEP 4: SELECT FROM 4 TO 12 OMIS PER COUNTRY (GERMANY: 8 TO 24)

List the selected regions / OMIs in the final table 9.

Table 9: Final selection according to regional context / success and failure / representativeness
(See examples in italics: names of regions and names of OMIs)

LFA	Regional Context	Name of regions	Names of OMIs	
			Success	Failure
LFA region	Favourable	*Region 1*	*OMI w* *OMI x* *OMI t*	*OMI v* *OMI z*
		Region I		
		Region n		
	Unfavourable	*Region 1*		
		Region I		
		Region m		
Non LFA region	Favourable	*Region 1*		
		Region k		
		Region o		
	Unfavourable	*Region 1*		
		Region l		
		Region p		
Total			*About 2 to 6*	*About 2 to 6*
			From 4 to 12	

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Annex 1: From the minutes of the meeting in Le Mans, 23-25 June 2001

Selection of OMIs

P1 proposed that selection of the OMIs should be based mostly on the criteria drawn up by P4, (with a degree of compromise between a narrower quantitative approach and a wider qualitative approach), but that some disconfirming evidence based on regional knowledge should be deliberately included. P4 stated that the main objective of the workpackage is to compare success and failure, and to that end there should initially be a very wide approach which then narrows down to an in-depth analysis in SWP 2.3; if the focus is too restricted at the outset, then the in-depth studies will suffer. The selection of OMIs and regions and the definition of success are all difficult issues. It was agreed that outstanding issues be discussed in the subgroup session later in the meeting and a list of questions for consideration by the subgroup was drawn up to guide this discussion (see below).

WP2 Subgroup

Questions for discussion:

1. Should we include subcontractor countries? Do we include countries without LFAs?
> Yes, opportunity for Sweden, Ireland (if possible), Greece, Spain, and The Netherlands. (The Netherlands has no LFA region, but since we need to include LFA and non-LFA regions, this is not a problem). Not mandatory.

2. Do we need a reference region and a Conventional Marketing Initiative?
> The selection of regions should be made on a country basis to ensure the widest possible variety of representation at the end of the process. In effect, all the selected regions need to become reference regions for the rest.

3. What should be the size of the region?
> After some discussion of NUTS2/3/4 regions, it was decided that the idea of a 'functional region' should be incorporated into the selection process (P1 will circulate background literature on this and possibly arrange a workshop?) and this will also feed into WP3. The eventual selection might be determined more by the willingness of OMIs to co-operate than by the type of administrative region to which they belong, though NUTS2 would be desirable. Partners should be aware that keeping the delineation as close as possible to the administrative regions will allow the use of statistical data for comparisons.

4. What are the criteria for selection?
> Not all OMIs in a selected region need to be considered. From the quick phone survey suggested in the meeting papers, it should be possible to gain some idea of which are successful and which are less successful OMIs, but social factors including tourism also need to be considered, along with the size of the OMI. A broad range of OMIs should be included.
>
> It was agreed that partners should each select the four most important factors (based on Table 5 in the Working and Discussion Paper: protocol for selection of regions and OMIs) and communicate them to P4 by 31 July 2001. P4 will have the final say on the selection criteria, and if partners fail to respond by the deadline, then P4 will finalise the criteria without their input.

5. Do we only consider OMIs identified in SWP 1.3?
> No, as many OMIs as possible should be considered. However, any new OMIs should also fill in the SWP1.3 questionnaire.

6. What do we mean by success?

Each partner should communicate the four most important factors in each section listed in the paper from P4 'To improve knowledge on success factors', and also indicate those with which partners do not agree. Partners should also propose verification criteria for the identified factors.

It was agreed that OMI potential and customer orientation should also be included. Success should be measured in relation to both internal and external objectives.

Definition of an OMI

P4 reported that P2 had agreed an amendment to the definition of an OMI in which organic producers and the OMI have common interest rather than strong involvement. As implemented in WP1, the definition was:

"An OMI is an organisation of actor(s) (or an actor(s) system), where organic producers are strongly involved, producing, processing (optional) and marketing organic products, possibly in a mix with conventional products in certain cases"

The revised definition would then read:

"An OMI is an organisation of actor(s) (or an actor(s) system), where organic producers and other actors involved share a common interest in producing, processing (optional) and marketing organic products, possibly in a mix with conventional products in certain cases"

Fieldwork

Fieldwork will involve a visit to each OMI to investigate, and to any other surrounding actors of interest in understanding the OMI being investigated. Partners should allow at least one day per visit.

Meeting to finalise questionnaire

It was agreed that there will be a one-day meeting in Paris for P4/P5/P3/P7/P6 (beginning at 17:00 on Friday, 5 October and ending at 19:00 on Saturday, 6 October at INRA offices) at which a well-developed questionnaire (incorporating partners' comments) will be finalised.

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Timetable
The following timetable was not finally agreed on during the meeting, but was prepared and circulated for partners' comments and approval and revised on this basis. It should be noted that the schedule for this workpackage is very tight, and this is why the first outline of D4 will be circulated in French, with the English version following as soon as possible thereafter.

31 July 01	Partners send the 4 most important selection criteria to P4/P6 and 4 main factors for each variable (factors of success) and propose verification criteria.
15 Sept 01	P4/P6 circulate 2nd draft guidelines to partners
30 Sept 01	Partners return comments on 2nd draft guidelines
05 Oct 01	Proposal for final selection of regions and final list of OMIs to study
05-06 Oct	Meeting in Paris to develop the questionnaire (P4/P5/P3/P7/P6)
15 Oct 01	Final criteria for case study selection and guidelines for extensive analysis sent to partners (MS6)
01 Nov 01	Start of fieldwork for the survey phase (MS8)
16 Nov 01	Production of a registration data format Outline of D3 report structure sent to partners by P4/P6
14 Dec 01	Regional survey basic data transferred to P4 and P6
15 Jan 02	Partners send first (short) outline of region report (D3) P4/P6 to form basis of discussion document for Innsbruck meeting
22 Jan 02	Overview of draft region reports distributed to partners for discussion in Innsbruck
1-2 Feb 02	Presentation of overview of D3 at Innsbruck meeting by P4/P6
15 Feb 02	Draft region reports (D3) produced by partners and sent to P4/P6
15 Mar 02	Consolidated D3 report sent to translator
30 Mar 02	**Final report (D3)** Preliminary outline of comparative analysis (D4) available in French to partners who wish to comment at this early stage[1]
05 Apr 02	Preliminary comments on French outline to P4/P6 (optional)
29 April 02	Draft D4 report (in English) sent to partners by P4 for comments
15 May 02	Partners return comments on draft D4 report to P4/P6
31 May 02	**Final report (D4)**
30 Jun/1 Jul	Discussion of D3 and D4 in Mikkeli meeting

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[1] Please note: The complete draft report (in English) will be circulated for comment on 29 April. A French version is being made available to partners at this earlier stage due to the tight time schedule for this deliverable.