

# WE GO!

Co-funded by the Rights, Equality and  
Citizenship Programme (REC 2014-2020)  
of the European Union



## WE GO!3

REC-RDAP-GBV-AG-2020

From individual IPV empowerment to community activation

Tools for collecting Women's voices  
and discussing about Labour Rights



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# Focus group methodology & One-to-One interviews methodology

WE GO3 project aims to increase the local multi-agency networks' capacity to foster the IPV survivors' socio-economic independence through the design and adoption of gender-responsive labour policies.

To have a complete view on policy gaps, the activities of WP2 are aimed at collecting and analyzing IPV survivors' voices and feedbacks on systemic failures when dealing with job search, insertion and maintenance. WP2 is also aimed at increasing IPV survivors' knowledge about women's labour rights.

## 1. Introduction - Focus Group

Focus groups are group interviews, usually centered on a particular theme or aimed at a particular group of people. Usually, a focus group is a small group composed and led through an open discussion by a moderator. The group needs to be large enough to generate rich discussion but not so large that some participants are left out.

The basic assumption of the focus group is that group interaction favors the emergence of first-hand knowledge and knowledge based on greater reflection since, by discussing with others, the participants have the possibility and the opportunity to have their say but also to form an opinion about a certain topic. Therefore, not only the knowledge and opinions of individuals are at the core of the focus group, but also listening, mutual influence, and relationships among people.

Indeed, the focus group moderator nurtures disclosure in an open and spontaneous format. The moderator's goal is to generate a maximum number of different ideas and opinions from as many different people in the allotted time. Because a group, rather than an individual, is asked to respond to questions, dialogue tends to take on a life of its own. Participants "piggy-back" on the comments of others and add a richness to the dialogue that could not be achieved through a one-on-one interview. However, please note that a focus group is not a debate. Focus groups are structured around a set of carefully predetermined questions – ideally no more than 10 – but the discussion is free flowing. Ideally, participants' comments will stimulate and influence the thinking and sharing of others.

- » It is based on the GROUP and on the interaction between the participants.
- » The data collected are not only the factual content, but also the relational characteristics that the exchange assumes.
- » The discussion proceeds according to directions chosen autonomously by the group and/or by the moderator.
- » The aspects perceived as priorities by the group emerge.
- » It is aimed at analyzing participants' perspectives on the subject without impositions on the part of the moderator.

## 2. Objective of the Focus Group

Collect insights and opinions of IPV survivors about drivers and barriers to their socio-economic empowerment and to create a space for discussing about labour rights with IPV survivors.

## 3. Setting

|                     |  |
|---------------------|--|
| <b>METHOD</b>       | In-person  |
| <b>TIME</b>         | From 1 hour to 1 hour and a half (depending on the number of participants) + half an hour for the "Informative module about labour rights"<br>Given the composition of the group, it is important to set the timing in moments that favour the participation, e.g., avoid those hours where care work may be concentrated. |
| <b>AVC STAFF</b>    | 1 operator who moderates and manages the discussion<br>1 operator who takes notes  |
| <b>PARTICIPANTS</b> | Min 3 - max 5  |
| <b>LOCATION</b>     | 1 room, with possibility to create a circle with chairs  |
| <b>MATERIALS</b>    | Paper board<br>Pens<br>Focus Group Report sheet (see Annex 1)<br>Attendance list (no reference to women's names in order to protect women privacy and anonymity)   |

## 4. Selection of participants

Consistently with the objectives of WP2 activities and the specific aims of the focus group – that is the collection of insights and opinions of IPV survivors about drivers and barriers to their socio-economic empowerment - criteria for the selection of women should be:

- » Women who have had job search/ job placement experiences in the last two years;
- » Women who are currently employed;
- » Women who are in the job search phase.

From the experience of AVC we suggest to NOT involve:

- » Women in the early stages of their exit path from a violent situation, as during these stages women are usually concentrated and have to give priority to other aspects connected to the exit path, including security and protection issues;

- » Women who have experienced violence in the workplace, including harassment, as the participation in a focus group on the issue of socio-economic empowerment may reactivate negative feelings and compromise the exit path.

We suggest that the AVC staff taking part in the focus group should not have been the “case-manager” of one or more participants. If the internal organization of the AVC does not allow it, the moderator should pay attention to keep a neutral attitude with those women that she already knows, avoiding to use or refer to any information she may know from her previous contact with the participants.

## **5. The role of the moderator**

During the focus group, the role of the moderator implies:

- » Constant attention and listening;
- » Sensitivity and intuition;
- » Rigor in managing the track and group dynamics, but carefulness in minimizing her influence;
- » Group management based on discussion and dialogue.

The moderator handles the track of the discussion:

- » Introduces the themes;
- » Gives the floor;
- » Re-proposes issues not duly addressed;
- » Keeps within the tracks;
- » Keeps the debate lively if it comes to a standstill.

She manages group dynamics:

- » Depowers conflicts;
- » Limits the influence of group members who want to take on the role of leader;
- » Encourages the expression of minority positions.

Possible mistakes to be avoided:

- » Acquiescent responses (socially desirable, which meet collective consent);
- » Inadvertent guidance of responses;
- » Reduced spontaneity of the setting;
- » Incorrect management of group dynamics;
- » Lack of focus;
- » Reduced articulation of the discussion.

## 6. “The rules of the game”

The rules of the game, to be explained to the participants at the beginning of the focus group, are:

- » You can change your mind;
- » You may have no opinion;
- » It is forbidden to forbid;
- » There are no right/wrong answers;
- » Respect for everyone’s ideas;
- » Word for all;
- » You speak one at a time
- » In case foreign women are part of the group, the moderator shall speak clearly and slowly to allow non-mother tongue participants to understand and participate to the conversation.

## 7. Statement and questions

### Statement

All of you have had job search and/or job placement experiences in the last period.

There are drivers and barriers that may have either fostered or obstructed the path towards your socio-economic empowerment.

Let’s talk about it.

### Questions

1. What were the fundamental elements that allowed you to successfully undertake the job search activity? What were the obstacles?
2. What elements do you think are necessary in order to successfully carry out the job search?
3. What were the obstacles that made it difficult or impossible for you to enter the new job context?
4. What elements do you think are necessary to be successful in the job placement phase?
5. What were the fundamental elements that allowed you to keep your job? What were the obstacles?

Closing question: is there anything else that you want to add or that was not considered during the meeting?

In formulating the questions, the moderator can refer to specific measures adopted at the national level.

### Discussion about labour rights

After the closing question, the moderator opens with the participants a half an hour discussion about social rights, informing and raising the awareness of participants about the main programs, policies, measures at the national/regional level to support socio-economic independence of IPV survivors.

## 8. Step-by-step implementation

### 1. Preparatory steps

On the basis on the number of participants, the moderator schedules the focus group, establishing the time to devote to the “warm up” and to the discussion for each question. Questions may be assigned different time slot, depending on their complexity.

Suggested time schedule (with 1,5 hours focus group) + half an hour for the discussion about labour rights.

| FOCUS GROUP PHASE              | TIME ALLOCATED |
|--------------------------------|----------------|
| Warm up                        | 10'            |
| Question 1                     | 15'            |
| Question 2                     | 15'            |
| Question 3                     | 10'            |
| Question 4                     | 10'            |
| Question 5                     | 15'            |
| Closing                        | 15'            |
| Discussion about labour rights | 30'            |
| TOTAL                          | 120'           |

### 2. Focus group

#### A. Warm up

At the opening of the setting, the moderator illustrates:

- » the identity of the group
- » the objectives of the focus group (general view) and general context of Wego3
- » the role of the 2 AVC staff (1 moderator and 1 taking notes)
- » rules on privacy and data processing
- » the duration of the focus group
- » rules of the game

#### B. Discussion

- » The moderator writes down the “statement” in the paper board so that all participants could read it and illustrates the specific objectives of the focus group.
- » The moderator writes down the “Question number 1” on the paper board so that all participants could read it. She then opens and manages the discussion, according to the “rules of the games”. The second operator takes notes in the report sheet.
- » Once the discussion for the first question is over, the moderator moves to the following. Follow the

same procedures for all questions.

- » The moderator could be flexible in managing the order and the structure of questions. If needed the order of the questions could be changed. For example, if during the discussion one participant anticipates the answer to one or more of the following questions, the moderator could use such answer to stimulate the flux of the conversation and move to that question
- » If the moderator deems that one issue has not been deepened, she has the possibility to come back and forth to different questions. Remember that participants are free to NOT answer if they do not want to.

### **C. Concluding question**

- » The moderator sums up the emerging inputs, trying to give relevance to both common elements and to original ones.
- » The moderator asks the participants if the overview is exhaustive or if they would like to briefly add something.
- » The moderator thanks the participants for having shared personal experiences that may be useful for the project.

### **D. Discussion about labour rights**

From the main inputs emerged during the previous discussion, the moderator opens with the participants a discussion about social rights, informing and raising the awareness of participants about the main programs, policies, measures at the national/regional to support socio-economic independence of IPV survivors.

## 9. ONE-TO-ONE interviews (online or in-person)

If a “in-person” focus group is not possible, you could opt for online or in-person ONE-TO-ONE interviews.

As for the following dimensions:

- » Objectives;
- » Selection of participants;
- » Statement and questions (except the “discussion about labour rights”);
- » Rules of the games (except those related to group dynamics);
- » Report sheet.

you may refer to the above sections.

## 10. Setting for ONE-to-ONE interviews

|                  |   |
|------------------|---|
| <b>METHOD</b>    | Online or in-person   |
| <b>TIME</b>      | From 30 to 45 minutes   |
| <b>AVC STAFF</b> | 1 operator who conducts the interview and takes notes                         |
| <b>MATERIALS</b> | Report sheet (See Annex 2)<br>Attendance list (no reference to women’s names) |

## 11. Step-by-step implementation

### 1. Preparatory steps

The operator schedules the interview timing, establishing the time to devote to the “warm up” and to each question. Questions may be assigned different time slot, depending on their complexity.

Suggested time schedule (45 minutes interview):

| INTERVIEW PHASE  | TIME ALLOCATED |
|------------------|----------------|
| Warm up          | 10'            |
| Question 1       | 5'             |
| Question 2       | 5'             |
| Question 3       | 5'             |
| Question 4       | 5'             |
| Question 5       | 5'             |
| Closing question | 10'            |
| <b>TOTAL</b>     | <b>45'</b>     |

## 2. Interview

### A. Warm up

At the opening of the interview, the AVC operator illustrates:

- » the objectives of the interview (general view) and general context of Wego3
- » rules on privacy and data processing
- » the duration of the interview
- » rules of the game

### B. Interview development

- » The operator presents the “statement” and illustrates the specific objectives of the interview.
- » The operator starts the interview, asking the questions in order and taking notes. If needed the order of the questions could be changed as well as the possibility to come back and forth to different questions.

### C. Closing question

- » The operator sums up the emerging inputs.
- » The operator asks the participant if the overview is exhaustive or if she would like to briefly add something.
- » The operator thanks the participant for having shared personal experiences that may be useful for the project.

# Conclusion

This “Tools for the collection of women’s voices and discussion of labour rights” was prepared by the team of Rel.Azioni Positive (IT), in cooperation and with the support of ActionAid –Italy and all the other project partners.

In September 2021, 3 AVC per country will be selected among those which have responded to the Call for interest to take part in a preparatory training to participate in the policy labs. One half day session of the training will be devoted to the present Tools and will involve 60 operators in the 4 countries involved in the project.

Focus groups and discussions about labour rights will be carried out from mid-September to mid-December 2021. The outcomes of such activities will be collected in a Report by January 2022.

# Annex 1

## Focus Group Report Sheet

| QUESTIONS              | Participant 1 | Participant 2 | Participant 3 | Participant 4 | Participant 5 |
|------------------------|---------------|---------------|---------------|---------------|---------------|
| Question 1 (drivers)   |               |               |               |               |               |
| Question 1 (obstacles) |               |               |               |               |               |
| Question 2             |               |               |               |               |               |
| Question 3             |               |               |               |               |               |
| Question 4             |               |               |               |               |               |
| Question 5 (drivers)   |               |               |               |               |               |
| Question 5 (obstacles) |               |               |               |               |               |

**Question-related comments (to be filled by the moderator).**

For each question please summarize trends and difficulties encountered; changes in opinion and any other element you think is relevant

Question 1

Question 2

Question 3

**General comment (to be filled by the moderator).**

Please sum up the general outcome of the focus group, agreement/disagreement, difficulties, interventions of the moderator (if any)

# Annex 2

## One-to-One Report Sheet

| QUESTIONS              | Participant |
|------------------------|-------------|
| Question 1 (drivers)   |             |
| Question 1 (obstacles) |             |
| Question 2             |             |
| Question 3             |             |
| Question 4             |             |
| Question 5 (drivers)   |             |
| Question 5 (obstacles) |             |

**General comment (to be filled by the moderator).**  
Please sum up the general outcome of the interview, difficulties and any other element you think is relevant

## Partnership

**ActionAid Italia**, Italia

**Istituto per la Ricerca Sociale (IRS)**, Italia

**Rel.Azioni Positive Società Cooperativa Sociale**, Italia

**Center for Sustainable Communities Development**, Bulgaria

**Fondation Agir Contre l'Exclusion (FACE)**, Francia

**Women's Center Of Karditsa (WCK)**, Grecia



This report, was funded by the European Union's Rights, Equality and Citizenship Programme (REC 2014-2020). The content of this report, represents only the views of ActionAid International Italia Onlus and the project partners and is their sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains.