

Memo regarding the launch of the AgirE case studies

After our methodology seminar of 20th and 21st February 2006, the final establishment of our questionnaire for interviewing the actors of the restructurings and the final selection of restructurings for case-studies, we are now entering the operational phase of the case studies. This phase, it should be reminded, must be completed by mid-September 2006, in accordance with the general schedule of the project.

The aim of the present memo is to formulate a few practical recommendations to promote a common approach for all AgirE partners involved in this phase of the project, i.e. the conducting of the case studies.

- ❑ The questionnaire made available to those conducting the case-studies is a tool which integrates preparatory work, namely the formulation of issues and hypotheses, and the objectives of our project. It allows us to conduct a series of semi-directive interviews of the actors involved in the restructuring study cases. This questionnaire, discussed at length and amended, includes a number of key questions (which are underlined in the text, in blue for major key-questions and black for specific key-questions) which must be taken into account. As a consequence, they must be dealt with by all the case-studies. Independently from this strategic point, the questionnaire is adapted to the case studied by participants during the meeting for the launch of the case study.
- ❑ The questionnaire must be used in such a way as to allow subsequent summaries. It is crucial to read them in relation to the objectives of our research.
- ❑ We identify 5 possible steps, which are merely indicative, towards the completion of a case-study: a first meeting to frame the study process (step 1); the collecting of information and documentation (step 2); interviews with the actors (step 3); analysis and writing of summary-reports (step 4); the meeting to summarise the research and prepare seminars with the researchers (step 5).
- ❑ During the methodology seminar it was agreed that the interviews would focus on the following actors: general or strategic management of the companies, the directors of human resources, employee representatives (trade unions, work councils, European work councils, etc.) and possibly some representatives of (local) public authorities involved.
- ❑ The report or summary of the case study is a document which should be 30 to 40 pages long, the different parts of which correspond to "major" parts of the questionnaire (questions and headings in blue). The report shall highlight whether or not there exist synergies between the actors involved in restructurings. The collective agreements concluded within the framework of the restructuring as well as other useful documents may be included in the appendix to the report.
- ❑ The report must be useful in answering the questions outlined in the document entitled "Objectives", which contains the justifications to the questions asked. In case of hesitation in drafting the report, reference should therefore be made to the "Objectives" document.
- ❑ Certain companies which have accepted that their restructuring be studied by our teams have required a confidentiality clause: this clause will be strictly observed and the case studied will have to be anonymised.

The project may, at your request, undertake a written confidentiality agreement with your partners. It is therefore important to ask the companies whether they require confidentiality or not, and whether they wish for a complete or a partial confidentiality (under which, for example, documents may not be communicated).