

NGO DATA COLLECTION

INTERVIEW AND DATA COLLECTION GUIDE.

The questionnaire is intended for NGOs dealing with issues of hate crime, especially those that have experience in providing legal assistance to victims of hate crime

Procedure:

1. For the data used in the National Report , information provided by the civil society is important so you **should interview at least one NGOs**. If your NGO provides legal assistance, it could be this subject.
2. The answers do not have to be comprehensive and analytical, but neither should they be one-word or overly general. They reveal relevant information about hate crime in your country and should create the foundation of your text of the National Report. (therefore they should not be very brief or overly general)
3. The questionnaire should be understood as a guideline and is not exhaustive. Record all the information you deem relevant for the national report, although if it is not directly mentioned /does not relate to the questions in the questionnaire. NGOs interviewed may have other explanations and information which is not covered by the questionnaire, but may clarify the issue of hate crime.
4. When conducting the interview, let the NGO answer freely, it does not have to follow strictly the questionnaire in the prescribed order. Feel free to add your own questions if they are pointing to collecting the necessary data in your report.
5. If possible, ask NGO to illustrate issues described by practical case studies or examples.
6. It is not required to describe all the details, it is sufficient to mention main points and arguments of the case (problem and its illustration, or solution to a problem).
7. You can carry out the interview in person and process the answers, or send them the questionnaire by email, however it is advisable to conduct the interview either in person or via skype/phone. Personal contact allows to collect additional information and data, not included in the questionnaire.