

## TRANSCRIPTION REQUIREMENTS AND INFORMATION

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### Employment conditions and payment of transcription services

The payment is provided via employment as a student worker (HIWI) with the Institute of Spatial Planning (IRPUD). The pay is 9 euro per hour. The number of hours worked per week may not exceed 17 hours. The number of hours worked per week and the dates of the contract will be determined depending on your availability. This will be discussed prior to the finalization of the contract.

The work would start in Sept. /early October depending on how soon the contract can be completed. The duration of the contract would ideally be for two months (this is flexible).

### Brief Background

A series of interviews have been completed for the research conducted in the 'CHANGES' project, funded by the European Community's 7<sup>th</sup> Framework Programme FP7/2007-2013 (website: <http://www.changes-itn.eu/>). These interviews take place in each of the CHANGES case study sites in France, Poland, Romania and Italy.

The topic of the project deals with disaster risk management and climatic, environmental, and socio-economic change. Two of the 12 PhD students in this project, conducted interviews with a wide range of actors who are involved in risk management at the local level (e.g. mayors, fire department, both sectoral and spatial planners, civil protection, etc.). The purpose of the interviews was to get an understanding of how the local level management strategies work, what can be improved, and what works exceptionally well. The main goal and output of the interview analysis will be a comparison of the responses from all four case study sites.

### Transcription Guidelines

The audio files will be given to you. Using, F4 (or F5) software, please transcribe only what is said in English. The interviews were conducted with different translators for Romanian, Polish, French, and Italian. I do not expect you to be fluent in any of these languages and ask that only the English dialogue be transcribed.

**Indicating difficult or unclear words:** if there are words that are spoken that are too difficult to understand (e.g. due to background noise, accent of translator, mumbling of speaker) please just indicate this within the transcript by inserting "(word unclear)" in the text of the transcript. An example of this is shown below:

Example excerpt from transcript:

"...yes, we have to coordinate with the fire department, the mayor, the forestry, and the offices of the geological (word unclear) but not with..."

**Indicating background noise and interruptions:** if there is something causing background noise, please just indicate this by a short note in parentheses, for example:

“...the population is not aware of flood risks in this area, they (church bell ringing) think it is not so important compared to the other needs in their daily lives”.

If the noise prevents being able to understand what is spoken, indicate this as follows:

“...the population is not aware of flood risks in this area, they (church bell ringing, words unclear) not so important compared to the other needs in their daily lives”.

For interruptions, please indicate this similarly to the background noise. For example, this would mean if you can tell that someone has walking into the room, or the person had to take a phone call you would just indicate this in parentheses in the text.

**Indicating trailing off:** when one speaker trails off, or stops their sentence before it is completed, please indicate this with an ellipse “...”.

**Stutters, ums, uhs, and false starts, etc.:** you do not need to indicate any of these.

**Time stamps:** please, when possible, click ENTER to provide a time stamp when the person who has spoken changes. It is also helpful to click enter when a new idea, or new information is given but this is not mandatory.

**To indicate who is speaking:** if the translator is speaking, you do not need to indicate anything. Simply write the text as you hear it. When someone else is speaking (one of the two interviewers) please just indicate in this (and what is stated by the interviewer(s)) in parentheses.

For example (excerpt from transcript):

The idea, the way in which this kind of committees are activating is this one, any inhabitant, any person, signals something, transmits it to the communal committee. The communal committee transmits the information to ISU, ISU transmits the information to the county committee which in case the problem or the amplitude of the event it's larger, informs the Ministry of Internal Affairs. Should I repeat... (Tess: person communicates to the commune...) To the communal committee which communicates to ISU which transmits to the county committee which in case it is requested, informs the Ministry of Internal Affairs (Tess: and this is for anything including an issue regarding monitoring of the situation?) Anything, yeah anything. I mean people are allowed to inform about anything that they... #00:10:09-1#

I will be happy to discuss any other issues, questions, or concerns regarding transcription format!

## Software Requirements

You will need F4 software for the transcription (F5 for Mac users). The F5 version for Mac is free, the F4 version is not. If you do not already have the F4 version, please let me know and I will purchase this for you.

**\*\*Prior to commencement of transcription, it will be necessary to discuss together the above and any additional details (e.g. deadlines, etc.). For this, it is best to meet in person. I will ask you for your availability this week. However, if it is not possible to meet in person a discussion via Skype is also fine.\*\***