

# **EQUITY & SUSTAINABILITY FIELD HEARINGS**

## **Format for Reporting Results**

Please use these same Section headings (1, 2 and 3) and the Subsection headings (a), (b), (c), just as below. **The report must be in understandable English.** It does not have to be perfect English – we will edit it for language clarity – but we must be able to understand it. Thank you.

### **Section 1. Introduction**

#### **(a) General Introduction**

describe your reasons for participating in the project, and a little bit about the problems faced by the communities in which you conducted Field Hearings

#### **(b) Your Group**

tell a little about your civil society group, NGO, academic research group, or just a few people who decided to participate in this project.

#### **(c) People who Conducted the Project**

Who helped besides you? Please send your CV and that of other primary people (decision-makers) in the project.

#### **(d) Field Hearings Methods and Problem-solving**

How did you go about gaining participation in the communities? What was your earlier relationship to the community? How did you get (travel) to the communities? How did you conduct the Field Hearings (interviews, focus group discussions, or public meetings)? How did you document the outcomes? How did you protect the privacy of the participants? What problems did you encounter? How did you solve them?

### **Section 2. Field Hearing Summaries**

Summarize each Field Hearing separately, one at a time – therefore, there will be 1, 2, 3, or more separate Summaries under Section 2.1 and 2.2. Please label them using the community name.

#### **2.1. Community 1 (name) – General Description**

##### **(a) Location**

(country, provinces or sections, name of local community)

##### **(b) Number of People**

(interviewed or participating in the focus group or public meeting)

##### **(c) Age Category of Participants**

(for example, ages 18 – 30, or ages 30 – 65)

**(d) Economic Sector of Participants**

(for example, are they farmers? small business owners? unemployed? factory workers? garment industry? etc.)

**(e) Institutional or Group Affiliation of People, if any**

(for example, are they all in a trade union? part of a religious institution? members of a development association? etc.)

**(f) Gender Breakdown of Participants**

(how many were women? men?)

**(g) Population of the Community**

(overall population of the community, for example, 500 people, or 1 million people)

**2.2 Community 1 (name) – Detailed summary what the people said**

This section contains the thoughts and ideas of the people in the community (not your thoughts). Please provide a detailed summary for these 5 themes. Remember, you are summarizing the remarks of all the people who participated in this one particular Field Hearing. If there was disagreement, explain the different positions and which types of people held which positions. For example, did women feel one way while men held a different position? You can also provide as many specific examples and direct quotations as you like.

**(a) Assess Trends**

**(b) Speculate About Causes**

**(c) Changes Needed for Sustainable Societies**

**(d) Inequality (Perceptions of Privilege and Deprivation)**

**(e) Articulate Wishes for the Future**

**Section 3. Your Summary of Overall Results**

This section should reflect on all the Field Hearings you conducted. It should contain your thoughts and interpretations of what was said by community members, and what should be done.

**(a) Interpretation of Results**

your interpretation of what was meant, what was most important, and why

**(b) Assessment of Differing Views**

your assessment of the differences in viewpoints between groups or individuals, based on location of community, race & ethnicity, gender, age, economic circumstances, or any other factors that led to differences in experience and perspective

**(c) What Could Be Done?**

your assessment of what could be done to satisfy the common concerns and wishes

**(d) Likely Outcomes?**

your assessment of what are the likely options and outcomes in the foreseeable future

**Section 4. Other Materials (Optional)**

You may attach any other relevant materials here, including charts and graphs you developed to analyze data, essays or technical articles you wrote, links to websites with information about the communities or the issues of concern, etc.

We strongly encourage you to attach photos. These photos are one of the best ways to document the Field Hearings. Remember that you cannot take photos unless the people photographed agree. This is an important component of protecting their privacy.

These additional materials may or may not be used in the report, depending on how relevant they are and how long they are. A few of the best photos will be selected for the report and other presentations about the Field Hearings Project.

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**Please see also the document named “Important Notes on Conducting Field Hearings.” This contains essential information.**

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**Thank you very much for your participation, which has made it possible to gather the voices of these communities and make them heard!**