

## IMPORTANT NOTES ON CONDUCTING FIELD HEARINGS

### Verification of Field Hearings Reports

The IfE Board of Directors has adopted a policy that only Field Hearing reports with **two types of verification** (photos, data, filled out interview forms, detailed descriptions of each interview, or other) would be published in our report. The best way to verify is to do the following:

1. Stay in touch with your Regional or Global Coordinator on a weekly basis, letting him or her know what you are doing and when you are going into the communities.
2. Take lots of photos with a digital camera, and send these as email attachments to the Regional or Global Coordinator as soon as each Field Hearing is completed. A video recording is even better, if possible. Remember that it is essential to get permission from each person you photograph.
3. Then email us one of the following: either data sheets (if you create them), interview forms, or detailed descriptions of each Field Hearing and interview. These may NOT include the names of any of the participants.

### Protecting the Privacy of Participants

By law and for ethical reasons, it is essential to protect the privacy of the community people who participated in the Field Hearings. There are several things that must be done for this.

- \* Do not record their names on any interview sheets. If they want to have follow-up contact, write their names and contact information in a separate place.
- \* Do not take photos or video recordings of any person without first asking for (and receiving) their permission.
- \* In small communities (under 500 people), do not give any details about the age, gender, ethnicity, or occupation of any person in the report, as these could later be used to identify that person. Remember, everyone knows everyone in small communities!

### Numbers of Participants in a Field Hearing

One Field Hearing consists of one of the following, conducted within one community:

- a) at least 25 or more individual interviews
- b) at least 2 focus group discussions, each one with 7 to 15 participants
- c) at least one public meeting in which at least 25 individuals actively participate by speaking

### Are the Field Hearings “Research”? Can I publish the results in a journal?

The *Equity & Sustainability Field Hearings Project* as convened by Initiative for Equality (IfE) is not a research project. It is a public outreach project designed to bring the voices of marginalized

communities into the Sustainable Development Goals dialogue, and to build a network of groups and communities interested in more equitable development.

If you are an academic researcher and wish to conduct Field Hearings as part of your research, that is your decision. IfE and other partners will not be involved in the research aspect. You have the right to modify the Questionnaire and Field Hearings protocol as you see fit, and the right to publish your own research results. However, you may not publish the results of other groups, or of the overall Field Hearings Project. If you decide to conduct Field Hearings in the form of research, it is essential that you follow the laws in your country regarding research on human subjects. IfE will not participate in research and bears no responsibility if you decide to do this. Thank you for understanding.

### **Follow-Up Communications and Projects**

At the bottom of the Questionnaire (last page) you will see that each community member are to be asked two questions:

**(1) Would you be interested in cooperating to develop and implement needed social and economic projects in your community?**

This will be a separate project, currently under development, that will take place next year. Partners may come back to the community and work with interested community members to develop a strategic plan for equitable development based on pro-equality economic activities. Please do not offer this possibility if you yourself are not willing to be involved. We can only work through our partners.

**(2) Would you like to receive follow-up communications about this Field Hearing?**

This will be information on how the report is used and what impacts it has on the UN and government decisions.

Any person who is interested in these two follow-ups must provide contact information – how can we reach them? Please collect this information on a separate piece of paper (not the questionnaire) and pass it along to the Global Coordinator.

---

Contact: [deborah.rogers@initiativeforequality.org](mailto:deborah.rogers@initiativeforequality.org)

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