

Ten Steps for Conducting the Equity & Sustainability Field Hearings: 2016-17

1. Find an organization or group to conduct the Field Hearings Project with you. If you are an individual, please find a group of several other people to help you. This organization or group will be called the “Field Hearings Partner.”

2. Meet with your group to decide:

(a) how many Field Hearings can you conduct? We encourage two Field Hearings.

(b) when will you do these?

(c) which communities would you like to conduct these Field Hearings in?

(d) based on the circumstances in these communities, would it be best to conduct the Field Hearings as one-on-one interviews, focus groups (a closed 10 – 15 person discussion), or public meetings (open to all)?

3. Make preliminary contact with people in these communities to explore whether it would be possible to conduct Field Hearings there.

4. Fill out the Questions Form and Expenses Form, and return them to us. We will develop an Expenses Agreement, get your approval, and then issue a Memorandum of Agreement (MOA) between Initiative for Equality and your organization. This must be signed before conducting any Field Hearings. It does not guarantee reimbursement, but it specifies how much could be reimbursed if we receive funding for your country.

If you can go ahead without reimbursement of expenses, you can do this as soon as you have signed the MOA. If you need to be reimbursed for expenses, DO NOT proceed until you hear from us that funding is available.

5. Communicate with local communities to arrange the time and date of the Field Hearings, and recruit participants.

6. Translate the Questionnaire into local language (if needed), and insure that each question is appropriate and understandable for the community.

7. Arrange for visual documentation of the Field Hearings (photos or video) if possible.

8. Conduct the Field Hearings (and take photos or video-recordings).
9. Write up the report on each Field Hearing. We will provide a required format for these reports.
10. After submitting the report to the editors, please stay in touch to review and revise the chapter to ensure that it is accurate and understandable.

Notes

A. Throughout the entire process, we will stay in close communication with you and answer any questions.

B. At this time we do not have any funding to support the Field Hearings. We are all working as volunteers. After we have organized a group of partners in your region, we will submit a funding request together, asking for money to reimburse the expenses of each partner. In order to request funding, we need to know the partners, the communities, and the costs.

We cannot promise that we will be successful in obtaining money.

C. (Optional) After the Field Hearings, you may follow up with the local community and IfE to develop a plan to address the issues identified by the community.

D. (Optional) If funding is received, you may become part of IfE's *Participatory Monitoring Network* to help community members monitor implementation of the new Sustainable Development Goals.
