

## **Eight Steps for Conducting Field Hearings for the Goal 10 Consultation, 2022**

1. Find an organization or group to conduct the Field Hearings Project with you. If you are an individual, please find a group of one or two 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 one or two Field Hearings, maximum.
  - (b) when will you do these? We need the input before the end of April 2022 at the latest.
  - (c) in which community(ies) would you like to conduct these Field Hearings?
  - (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. Communicate with local community members to arrange the time and date of the Field Hearings, and to recruit participants. Many partners find it helpful to work through a local individual who is well-respected in the community.
5. Translate the Questionnaire into the local language (if needed), and insure that each question is appropriate and understandable for the community.
6. Arrange for visual documentation of the Field Hearings (photos or video) if possible.
7. Conduct the Field Hearings, collecting information on responses to the questions, and taking photos or video-recordings.
8. Type a copy of the written form you filled in during each Field Hearing. Type your responses directly into the electronic document we sent.

## **Notes**

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

B. At this time we do not have any funding to support these Field Hearings. We are all working as volunteers. Please conduct the Field Hearings in a nearby community so you do not incur large travel expenses.

C. Do not collect the names of the community participants – this could become a threat to their well-being if these names were seen by officials who do not approve of their statements. Likewise, do not take any photos of people without their permission. It is acceptable to take photos from an angle such that the individuals cannot be identified.

D. After the results of these Field Hearings and our global Goal 10 Consultation are published, we plan to develop platforms for collaboration by individuals, organizations and communities who wish to work for equality using the strategies we have identified. If you are interested, you may follow up with the local community and IfE to develop a plan to address the issues identified by the community.

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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!*