TEMPLATE/SAMPLE

Participant Information Sheet

Embedding Futures Literacy and Awareness in Public and Policy Environments

**Public Involvement in the Wales of the Future**

**English Version 2, 7 February 2022**

*You are being invited to participate in a research study. Before you decide whether to participate, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and feel free to ask us if you would like more information or if there is anything that you do not understand. Please also feel free to discuss this with your friends and relatives if you wish. We would like to stress that you do not have to accept this invitation and should only agree to take part if you want to. Thank you for reading this. This information sheet can be provided in a larger font, if requested.*

1. **What is the purpose of the study?**

We are working with the Office of the [Future Generations Commissioner for Wales](https://www.futuregenerations.wales/) and [Public Health Wales](https://phw.nhs.wales/) to engage the public in important ideas about the future, helping people to have a say in the things that concern them and might have an impact on them. This project will focus on two key areas: ‘The Impact of Climate Change on Inequalities in Wales’ and ‘The Future Role of Apprenticeships’. To explore these themes, we are encouraging people from a variety of walks of life to tell us their hopes and fears about the future, for the project team to use those ideas to create fictional stories that reflect those concerns. These stories will be publicly available in a variety of formats and are intended to spur further conversations about the future across Wales.

Alongside the stories, academic research may be published on using these methods as a way of garnering public involvement in such areas, and particularly in the use of story-telling to think about the future, but these will be explored by the project team based upon their personal insights about the workshops and involvement tools worked, rather than asking for more direct feedback from you or using your personal data in any way.

1. **Why have I been chosen to take part?**

The research team are working with a number of organisations across Wales to gather these insights from various communities. You have been approached by one such organisation who feel that what you have to say is important to be heard, and we would be more than pleased to hear from you.

1. **Do I have to take part?**

You do not have to take part in this and, even if you do, you can choose to withdraw at any time.

1. **What will happen if I take part?**

If you agree to take part, you will be invited attend an online workshop by the organisation that has passed this document onto you (via Zooms or Microsoft Teams). These workshops are not the kind of thing you might have done before when you’ve been asked your opinions: they are not public consultations or questionnaires. Instead, we will be using a technique called ‘character-led storytelling’ to get people thinking about possible futures. This involves creating a character, before the workshop, bringing that character to it, and then telling stories about how that character set in the future. These workshops will be run by xxx, with notetakers present, and they will last approximately two hours, with comfort breaks at appropriate points.

NOTE: If you wish to participate in Welsh during the workshops, provision will be made available for simultaneous translation if more than 10% of participants request this. Unfortunately, other languages cannot be accommodated for the purposes of the workshops.

The workshops will not be recorded other than by anonymised notes. They are intended for you to be a safe space in which you can share your thoughts about the future. While you are doing the workshop, members of the research team will be taking notes about the issues that come up and the stories you choose to tell. These will not be linked to you as an individual at all, but will give the team the opportunity to create fictional stories that include those concerns. These stories will be used at the end of the project and afterwards to get people talking about those issues that you choose to raise. Towards the end of the project, and if you have provided contact information, you may be asked to comment on the stories created in case you have any further contributions you might wish to make.

If you do not wish to take part in the workshops, but would nonetheless be interested in contributing your opinions about the future of the two topics (‘The Impact of Climate Change on Inequalities in Wales’ and ‘The Future Role of Apprenticeships’), please inform the person who sent you this information (or send those opinions directly to them), who will then pass on the relevant information to the Principal Investigator to enable you to contribute. These contributions could be written or recorded (on a phone or computer) but should ideally be in either English or Welsh. If another language is preferred, please contact the Principal Investigator, who will try to arrange for alternatives, although due to the scope and timing of the project, this might not be possible.

1. **How will my data be used?**

The only data that we will have about you as an individual will be the log-in you use for the online workshop and an email address if you provide us with one by contacting us. All contributions to the workshop will be anonymous and then potentially included in whatever fictional stories are created. If you choose to contribute in other ways, via online chat or email for example, we will anonymise your contribution and delete the original communication as soon as we can. Participants should be aware that any contributions made in online chat during a workshop can normally only be deleted by the creator, and that otherwise deletion will only occur when the entire workshop is deleted from relevant systems.

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| How will my data be collected? | Via email and online (via Teams or Zoom) |
| How will my data be stored? | If you provide an email address to submit an individual opinion, it will be retained until the conclusion of the project; if you do not, and only join the workshop online, your participation in the event (a user name) will be part of that workshop, and the meeting itself will hold a record of your attendance until the meeting record is deleted. |
| How long will my data be stored for? | All personal records (of email and meetings) will be deleted at the conclusion of the project, and at the latest 1 July 2022. |
| What measures are in place to protect the security and confidentiality of my data? | Universities run secure email servers, and the only person with access to that information will be the individual with whom you have communicated. |
| Will my data be anonymised? | All contributions to the workshops will be anonymously recorded via notetakers and any personal contributions (such as in online chat) will be extracted from the meeting and then deleted when the record of that meeting is deleted. |
| How will my data be used? | Your personal data (email, online contact information) will not be used at all. Any contributions to the workshops or via email will be compiled into a document and then used to create fictional stories based on potentially similar situations or which share similar concerns. |
| Who will have access to my data? | The workshop facilitator will have access to chat and online contact information; if you email a member of the project team, they will retain your email address for the duration of the project and then delete it, at the latest 1 July 2022. |
| Will my data be archived for use in other research projects in the future? | The project will retain no personal data from the workshops or email communications for use in future projects. |
| How will my data be destroyed? | Data will be deleted and, if necessary, storage devices digitally shredded and/or formatted to remove as much of the original data as possible |

The Universities associated with this project process personal data as part of their research and teaching activities in accordance with the lawful basis of ‘public task’, and in accordance with the purpose of ‘advancing education, learning and research for the public benefit’. Under UK data protection legislation, the University acts as the Data Controller for personal data collected as part of the University’s research. XXX acts as the Data Processor for this study, and any queries relating to the handling of your personal data can be sent to them.

1. **Expenses and / or payments**

There is a payment mechanism in place for any contributions to the project; for a contribution to a workshop you will be paid £22 per hour (so £44 for workshop attendance at a two-hour workshop). If you do not have a bank account, vouchers will be offered instead. This payment will be arranged through the Office of the Future Generations Commissioner for Wales.

1. **Are there any risks in taking part?**

There are minor risks associated to taking part. As some of the topics we will be discussing in the workshops may be uncomfortable (social inequalities, problems with housing and health, debt), participants should be aware that if anything makes them uncomfortable they can withdraw at any time, and – if necessary – make it known as soon as possible to a member of the research team. Also, whilst we are not eliciting personal data, participants are asked to remember that workshops will constitute a ‘public forum’, with other participants, and to be mindful of what they choose to share.

1. **Are there any benefits in taking part?**

There are no personal benefits to taking part other than to have your opinions and ideas about the future incorporated into stories that may ultimately help to inform policy and actions of public bodies around Wales.

1. **What will happen to the results of the study?**

Upon completion of the fictional stories, where possible participants will be invited to offer feedback on them. The revised stories and creative outputs will then be published – for instance on the Future Generations’ Commissioner for Wales website – to facilitate broader public discussion of the issues raised. Some insights will also be shared with the Welsh government more broadly to help inform future policy directions.

1. **What will happen if I want to stop taking part?**

You can withdraw from this project, at any stage, without need for explanation. If you choose not to participate after the workshop stage, all personal data will be deleted from appropriate devices. However, as contributions to the workshop will be anonymous we would not be able to remove your contributions from any notes. In the event you wish to withdraw after signing up to the workshops, please contact the Principal Investigator, Will Slocombe.

1. **What if I am unhappy or if there is a problem?**

If you are unhappy, or if there is a problem, please feel free to let us know by contacting xxx and we will try to help. If you remain unhappy or have a complaint which you feel you cannot come to us with then you should contact the Research Ethics and Integrity Office at [xxx](mailto:ethics@liv.ac.uk). When contacting the Research Ethics and Integrity Office, please provide details of the name or description of the study (so that it can be identified), the researcher(s) involved, and the details of the complaint you wish to make. The University strives to maintain the highest standards of rigour in the processing of your data. However, if you have any concerns about the way in which the University processes your personal data, it is important that you are aware of your right to lodge a complaint with the Information Commissioner's Office by calling xxx

1. **Who can I contact if I have further questions?**

If you have any further questions about this project, please contact the Principal Investigator, xxx