



3.1.1 Introduction checklist

Information to provide	Explanation	Check if complete ✓
Introduction	Say who you are and what organisation (if any) you represent.	<input type="checkbox"/>
	Explain the activities you are going to be conducting and the role you would like the participant to play.	<input type="checkbox"/>
	Give details of how you can be contacted if the participant has questions later.	<input type="checkbox"/>
Purpose of the Light Wheel activity	Explain why you are doing this Light Wheel activity (eg CCT envisioning, group discussion to hear priorities, survey for an evaluation).	<input type="checkbox"/>
Invitation to participate	Say why this person has been invited to participate (eg because they have been part of the project).	<input type="checkbox"/>
	Explain what it will involve (eg what topics you will discuss, how long it will take).	<input type="checkbox"/>
	Explain they have the right to leave the activity or withdraw their information at any point.	<input type="checkbox"/>
Facilitator's responsibilities	Explain that it is your duty to treat them with respect, dignity and without discrimination or judgement.	<input type="checkbox"/>
	Give details of how they can submit a complaint if they feel they have been treated unfairly. (You may need to provide contact information for someone in your organisation, for example.)	<input type="checkbox"/>
Use of data	Say how the information you gather will be used (eg in a research report, a case study, in a newsletter etc).	<input type="checkbox"/>
	Explain who the information will be shared with (eg project team, donors, local authorities).	<input type="checkbox"/>
Anonymity	Explain what level of anonymity or type of identifying detail you will be using as standard in your activity (eg whether you are recording names or not). Explain that their information will be kept safe and secure.	<input type="checkbox"/>



Data storage	Explain how you will keep the participant's information secure (eg on a password-protected computer) and how long you will store it.	<input type="checkbox"/>
Benefits and risks of participation	Explain how the participant can benefit from taking part in the study and any risks they may experience (if any).	<input type="checkbox"/>
	Be clear whether or not you are offering a financial incentive to participate so you can manage the participant's expectations.	<input type="checkbox"/>
	When describing the benefits, you might talk about the project or work that will come out of the Light Wheel application (eg in an assessment of needs and priorities) and how that will influence the design of a holistic response. But be careful not to raise false expectations: don't imply projects are planned after a Light Wheel activity if this is not necessarily the case.	<input type="checkbox"/>
Agreement to participate	Ask if the participant has any further questions. Then ask if they agree to take part now that they have all of the information above. If so, invite them now to fill out the <u>Consent form template</u> (Resource 3.1.2). ¹	<input type="checkbox"/>

¹ Find this resource on Tearfund Learn at: learn.tearfund.org/LW3-1