

Participant Information Sheet for Interview Participants

Before you decide to take part in our interview, it is important for you to understand why the overall study is being done and what participation will involve. Please take time to read the following information carefully. You can discuss it with others if you wish or ask us if there is anything that is not clear or you would like more information. Take time to decide whether or not you wish to take part. A summary of key points can be found below. Full background information is presented on page 2 onwards.

Summary of key points

1. This research is being conducted by the NCCPE in association with [a team of researchers](#) who are also Public Engagement Professionals (PEPs).
2. PEPs are individuals within or outside of Universities, Higher Education Institutions or Research Institutes who work to support and coordinate high-quality public engagement.
3. We wish to explore the impact of COVID-19 on PEPs and the engagement work of Universities through a survey, interviews and focus groups. In the information presented here, we are focusing on the **interview**.
4. There is no obligation for you to take part in this interview. We estimate it will take approx. 40 minutes to complete though an hour slot is booked with you.
5. The only personal data collected for research purposes will be your gender, role and organisation. [A Data Protection Notice](#) is available to accompany this PI sheet.
6. We do not anticipate any disadvantage or risk for interview participants.
7. We will make the best efforts possible to ensure you are not identifiable in any ensuing reports or publications. We will use pseudonyms in any project outputs to protect the identity of individuals and organisations. However, we cannot guarantee complete confidentiality as someone may still be able to infer your identity.
8. The findings from this research will be made available to UKRI, Wellcome, Senior Leaders in Higher Education Institutions, PEPs, as well as disseminated publicly.
9. If you have any concerns about any aspect of this interview, please email maddy.foard@uwe.ac.uk

Further details

1. Who will conduct the study?

Principal Investigator: Sophie Duncan, NCCPE

Interview Work Packet Team Members: Lorraine Coghill, Shauni Sanderson, Kim Aumann, Niyah Campbell, Zoe Knowles, Sophie Morris

Overall PEP Insights Peer Research Team: All team members can be found at this [link](#)

2. What is the purpose of the study?

To explore the impact of COVID-19 on Public Engagement Professionals and the engagement work of Universities.

We are keen to do this in order to inform future decision making, to build effective support for PEPs, to raise awareness of specific issues relating to the PE in HE context, to support institutional culture change and to 'negotiate the future, together'.

This study hopes to answer the following questions:

- a) What are the experiences of PEPs – in terms of how COVID-19 has impacted them professionally and personally, the challenges faced, and the new opportunities and approaches they have taken?
- b) In what ways has the pandemic affected Universities' commitment to public engagement?
- c) How might this current context help us envision new futures for engagement?

3. Who can be involved?

We are interested in the views and experiences of Public Engagement Professionals (PEPs) in the UK. These professionals, whether formally part of their job description or not, work to support or coordinate high-quality public engagement. PEPs work within Universities/Higher Education Institutions or Research Institutes, as well as in similar roles which work with Universities/Higher Education Institutions, Research Institutes, or funders to coordinate and support public engagement in a variety of ways and approaches. Reasonable costs associated with caring responsibilities or other such barriers to participation will be reimbursed on request. This will need to be agreed in advance of taking part in the interview. Please contact sophie.duncan@uwe.ac.uk

4. Do I have to take part?

No. It is up to you to decide whether or not to take part. If you do decide to take part you can download a copy of this information sheet for your records along with the [Data Protection Notice](#) (see section 8). You are free to withdraw from the interview at any time and recorded data up until 2 weeks post interview after which this will be anonymously included in analysis and reports. The raw data can be deleted on request up until December 2023 by contacting nccpe.enquiries@uwe.ac.uk. You do not need to give a reason and withdrawing will not affect your rights or any future treatment you receive from NCCPE.

5. What will happen to me if I take part?

Interview booking

Once selected for interview, you will be informed by email by NCCPE staff and asked to book an interview time slot of 1 hour using an online Doodle poll. Once a time is allocated you will then be sent a confirmation along with the Participant Consent Form to sign and return to NCCPE at least 48

hours prior to your scheduled interview. Once received joining instructions for a Zoom call will be emailed to you with information about the pre interview task below.

Pre interview task

Participants will be asked to spend 10 minutes, should they choose, mapping out a few key moments that have significance for you and your work since UK lockdown started in March. Full details will be sent to you. The interviewer (one of the work packet team) will not ask to see your timeline, and we do not anticipate you sharing it as part of the research.

Interview

You will need to have a quiet space for recording, normally reliable internet connection and access to Zoom. Should Zoom not work for the interview mode at the scheduled date/time a MS Teams link will be provided at that time. Use of headphones with microphone would be appreciated but is not essential. You will be asked to choose either video and audio or just audio on entry to the interview session. Procedures for dealing with interruptions, loss of connection or withdrawal without reason will be explained to you at the start of the interview. Interviewers may take anonymous written notes during the interview.

We estimate it will take approx. 40 minutes to complete the interview. The interview will focus on your role prior to UK lockdown in March, since and currently, challenges and opportunities, support, institutional response, sector response and the future

Recordings will be via a GDPR compliant University of Bristol Zoom account which has end-to-end encryption. We will use zoom cloud and transcription services, from a UoB corporate account, and will download this to our secure servers following the interview. It will be deleted from the cloud within 24 hours.

6. Are there any possible disadvantages or risks from taking part?

We do not anticipate any disadvantage or risks to interview participants. If you are personally affected by participation in this study, you may wish to seek out support/advice (e.g. from your line manager, a colleague, your institution's health and wellbeing services or from third-party services accessible through your GP.)

7. What are the possible benefits of taking part?

With the stakeholders including UKRI, Wellcome, and HEIs, the potential exists for the research outcomes/outputs to influence future public engagement strategy and agendas linked to public engagement.

The NCCPE will draw on the findings to inform their own work, which seeks to support and develop PEPs. It is anticipated that Senior Leaders and PEPs will be able to draw on the findings to reimagine how engagement is and can be enacted now and in the future.

Additionally, individuals may benefit from sharing their experiences, successes and challenges and being involved in a process where the purpose of public engagement within the current context is purposefully and actively reflected on.

Also, all participants will have the option to be kept informed of the research and connect to the wider field, and use the findings in their own work.

8. What will happen to the data provided and how will my taking part in this project be kept confidential?

Please refer to the [Data Protection Notice](#) accompanying this Participant Information Sheet which sets out descriptions of personal and sensitive data how your personal data is stored and used as well as your rights and choices.

Your participation in this interview will involve the collection of personal data via audio recording including your current role, organisation and that of gender. We will not ask for any sensitive data to be disclosed. If during the interview this is volunteered this will be removed/anonymised at transcript production stage.

Interviewer notes will be disposed of as regular waste paper or digital deletion as soon as the interviewer has checked the transcription.

9. Limits to confidentiality

Please note that complete confidentiality may not be guaranteed due to the focus on the PEP workforce in the UK, there remains a small chance that someone outside the peer researcher team and NCCPE may be able to identify a participant. A sub-team of two peer researchers and the NCCPE staff will endeavour to look for instances where identification by inference might be possible and will further anonymise if possible (or not use the instances).

In certain exceptional circumstances where your responses suggest that you or others may be at significant risk of harm, the investigator may need to report concerns to an appropriate authority. This would usually be discussed with you first. Examples of those exceptional circumstances when confidential information may have to be discussed are:

- The investigator believes you are at serious risk of harm, either from yourself or others
- The investigator suspects a child may be at risk of harm
- You pose a serious risk of harm to, or threaten or abuse others
- As a statutory requirement, e.g. reporting certain infectious diseases
- Under a court order requiring the NCCPE to divulge information
- We are passed information relating to an act of terrorism

10. What will happen to the results of the study?

The investigator and peer research team intend to produce reports to share the findings of this research with UKRI, Wellcome, Senior Leaders in Higher Education, Public Engagement Professionals, as well as share publically. There is also the potential for research articles based on this project to be written and published.

11. Who is organising and commissioning the study?

This study is commissioned and organised by the National Co-ordinating Centre for Public Engagement, a partnership between the University of the West of England, and the University of Bristol.

12. Who has reviewed this study?

This study is being conducted according to an agreed code of ethics based on the [British Educational Research Association](#) and [Community-based Participatory Research](#) Guidelines (Durham University and National Coordinating Centre for Public Engagement). All peer researchers have signed a

declaration committing them to act in accordance with the project a) Code of Ethics, b) Research Ethics Processes Document, and c) Data Management Plan.

13. What if something goes wrong?

If you have any concerns about any aspect of this study, we have the following course of action:

1. Contact Maddy Foard (maddy.foard@uwe.ac.uk) at the NCCPE who will do their best to answer the query within 10 working days with an indication of how the concern will be dealt with.
2. If the concern needs to be escalated, then Sophie Duncan (sophie.duncan@uwe.ac.uk) at the NCCPE should be contacted, who will do their best to answer the query within 10 working days with an indication of how the concern will be dealt with.
3. If the concern is not dealt with satisfactorily, then the concern can be escalated to Martin Boddy, Pro Vice-Chancellor, Research and Business Engagement at the University of the West of England (Martin.Boddy@uwe.ac.uk).

14. Data Protection Notice

The National Co-ordinating Centre for Public Engagement (NCCPE) is the coordinator of the PEP Insight Research Project. The NCCPE is hosted jointly by the University of the West of England (UWE Bristol) and University of Bristol, who are the joint data controllers. We will be using information you have supplied to conduct the study. We will process your data in accordance with the General Data Protection Regulation as applied, enacted and amended in UK law. Details of what personal data will be processed and how can be found in section 8 with the study [Data Protection Notice](#)

The NCCPE website is managed by [Nudge Digital](#), with whom we have a data processing agreement in place. Some personal information may be processed through our website, for example through registering initial interest to be part of the research study.

In respect of your personal data held by us, you have the following qualified rights to:

- access it
- receive it in a structured machine readable format
- rectify it if it is not accurate or complete
- erase it, for example by removing your consent
- restrict its processing
- object to its processing
- complain to the Information Commissioner's Office (ICO)

To find out more or to exercise any of these rights please contact our Data Protection Officer (contact details below). Access to our full Data Protection Notice is available [here](#).

For questions about NCCPE data privacy notice (section 8) contact [NCCPE Enquiries](#).

For complaints (section 13) contact maddy.foard@uwe.ac.uk

For other data protection queries, please write to the Data Protection Officer, UWE Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk.

15. Contact for further information

For any further information, contact the Principal Investigator for this project:

Sophie Duncan, Director – Business and Strategy, NCCPE, sophie.duncan@uwe.ac.uk

Thank you for reading this information sheet and for considering to take part in this study.