HML Ethics Review Board

Research Ethics Review Document

Review of UNICEF Research Project Materials for the Protection of Human Subjects

This document serves to meet UNICEF ethical standards for research, evaluation, data collection and analysis, and is the official record of an ethics review. It is designed to ensure effective processes and accountability for ethical oversight and to ensure the protection of, and respect for, child and adult rights within all research, evaluation, and data collection processes undertaken or commissioned by UNICEF. It conforms with the UNICEF Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis; Document Number: CF/PD/DRP/2015-001; Effective Date: 01 April 2015, Issued by Director, Division of Data, Research and Policy.

The Purpose of Research Ethics Review

The purpose of an Ethics Review Board (ERB) or Institutional Review Board (IRB) is the protection of human research subjects' rights. These rights include *Respect* for individuals to make free decisions, *Justice or equity* regarding distribution of the burdens and benefits of research, and *Beneficence* or the obligation to do good and avoid harm.

ERBs review research protocols that involve the collection and analysis of data from human subjects to ensure that ethical standards are upheld. This is to protect the rights and welfare of subjects and to ensure that:

- subjects know the purpose of the study and are not placed at undue risk;
- participation is voluntary and confidential;
- subjects are provided and agree to informed consent prior to their participation;
- relevant protocols are in place to assure subjects' protection and safety, and;
- data collection and analysis does not result in the violation of privacy or discrimination.

Before issuing approval, the ERB must determine that the following requirements are satisfied:

- informed consent is sought from each subject or the subject's legally authorized representative;
- the proposed research design is scientifically sound and that risks to subjects are minimized;
- any risks to subjects are reasonable in relation to anticipated benefits;
- subject selection is equitable;
- safeguards are included for subjects likely to be vulnerable to undue influence or coercion;
- subjects' safety, privacy, and confidentiality are maximized.

Materials Requested for Review:	**Also, please include:**
1. Inception Report / Research Protocol, containing, e.g.,: specific aims or objectives, research questions, study design, subject recruitment, subject protection and data protection plans. 2. Copies of all Informed Consent documents. 3. Copies of all data collection instruments.	4. Written protocols to ensure subjects' safety.* 5. Written protocols for the protection of human subjects' identities.* 6. Written protocols for the protection of data.* 7. Other relevant documents. *These may be statements incorporated into research plans and/or embedded in a single protection protocol. .

HML IRB is an autonomous committee authorized by the United States Department of Health and Human Services, Office for Human Research Protections (IRB #1211, FWA #1102, IORG #850), to review and approve research involving human subjects before the start of research, and to conduct annual reviews of that research independent of affiliation with the research organization submitting materials for review.

Please submit your materials for review to:
D. Michael Anderson, PhD, MPH, HML IRB Chair & Human Subjects Protections Director
and Penelope A. Lantz, JD, HML IRB General Counsel
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UNICEF Research Ethics Review for Human Subjects' Protections

→ INVESTIGATORS: Please confirm your project information and any additional information requested below.

Project Title:	***Evaluation of the National Plan of Action for Realization of Children's rights in Turkmenistan for 2018-2022 (NAP) and UNICEF's contribution to its design, implementation and monitoring***
HML IRB Research Ethics Review ID#:	437TURM21
Initiating UNICEF Official: Name, CO, & RO	Sofiya Yuvshanova, Child Rights monitoring specialist, Turkmenistan CO, ECARO syuvshanova@unicef.org
Principal Investigator/Project Manager: Name, degree(s), organization, & address	Dessislava Ilieva dessislava@ilieva.info
Other Key Personnel: Names & titles	In addition to the independent consultant no other key personnel will be involved
Contracting Firm: Name & address	Dessislava Ilieva Freelance consultant, based in Bulgaria, Sofia
Primary study site(s): (e.g., country, province, region)	Turkmenistan: Ashgabat city and 5 velayats: Ahal, Balkan, Dashoguz, Lebap and Mary.
Project duration: (Dates from -- to)	The evaluation will take place between 5th July 2021- 5 May 2022
Duration of Subjects' Participation: (Dates from -- to)	KII 14 -25 Oct 2021 FGD parents 16-17 Oct FGD children18 Oct 2021
Thematic Area/Areas:	Human Rights Social Policy Child Protection
Target population:	Children in Turkmenistan

Date of ERB Request	13 September 2021
Date(s) ERB Comments Returned	17 September 2021
Date Final Documents Received	24 September 2021
DATE OF ERB APPROVAL	24 September 2021

UNICEF Ethics Review Process

HML Ethics Review Board (UNICEF LTAS 42107154) will conduct a research ethics review of submitted materials and make comments below under **Additional Information Needed**. We will then return this template for responses from investigators.

Please respond to our comments in another colour, directly under each comment.

- Please provide any requested or revised materials, and please note where revisions to your materials may be found by page or paragraph number.
- Please do not alter ERB comments or the format of this document.

This HML ERB review document serves as the official record of the ethics review for the project named below. This document, including all comments and responses, will be retained by UNICEF and HML ERB as a record of this review. Once you and we have agreed on the ethical rights of your research subjects, we will issue a letter of approval.

	Ethics Review Board Criteria of Interest	**Additional Information Needed → Investigators: Please respond to ERB info requests in another color directly below the request**	**X** or **NA** equal **PASS** (for ERB use)
Section 1	***ERB Submission:*** **Are all requested project information, materials, and final documents provided separately or incorporated in text? This includes:**		
1.1	Inception Report or Research Protocol, containing, e.g.,: specific aims or objectives, research questions, study design, analysis & dissemination plans	Please keep us informed of any subject protection protocol or research design changes that need to occur	**X**

		in adaptation to the coronavirus pandemic in the sites of your study. The size of the FGD with children was kept a minimum i.e. not exceeding 6 persons. In terms of logistics, the IR indicates that UNICEF CO was requested to make sure venue is large enough to allow for at least 1.5 m distance between the participants. The moderators will be instructed to keep the same distance and to ensure everybody keeps the epidemiological requirements in the country.	
1.2	Informed Consent documents	Please provide informed consent for all subjects, including KIIs, Group Interviews and FGDs. See Section 6, below, for additional guidance. IC was provided for all subject	X
1.3	Surveys and data collection instruments		X
1.4	Written protocols to ensure subjects' safety		X
1.5	Written protocols for protection of subjects' identities		X
1.6	Written protocols for protection of data		X
1.7	Other relevant documents		X
1.8	Do protocols include a section identifying ethical issues and measures to mitigate ethical problems as required by UNICEF Procedure? Included		X
1.9	Have informed consent and data collection instruments been pre-tested?	Please respond. Data collection tools (questions for the semi-structured interviews with KII) have been sent to each respondent 1 month prior to the interviews. Feedback received from certain KI on the length of the interview will be reflected by the investigator to reduce the duration of the interview. Additionally, each respondent will be asked before the data collection event whether they have clarity or questions on the interview and a verbal consent will be requested. Informed consents for children and parents will be "take-home" pre-tested: written consent forms will be	X

		accompanied by an introductory letter in the local language and both will be submitted to each parent immediately after the selection of participants. Prior to the actual FGD, participants will be verbally asked if they understand the nature of the research and be given an opportunity to ask questions. Prior to the FGD with children, children participants will be asked if they have read the introductory letter, if there are any words they do not understand, if they find anything confusing.	
1.10	Are all submitted documents final versions?	Please respond. All submitted documents are final versions.	X
1.11	May the final protocol and instruments be included in an internal UNICEF searchable database for colleagues to learn from your work?	Please respond: INCLUDE or OMIT. omit	X
1.12	Additional comments or suggestions		X
Section 2	***Research Design:*** **Do submitted materials describe the proposed research? This includes:**		
2.1	Is the study's background, rationale, and study design scientifically sound?		X
2.2	Does study involve intervention, treatment, comparison, or control groups?		X
2.3	Type of data collection: a. survey questionnaire……..…….. b. subject interview……..…….. c. key informant interview (KII)……..……..X d. focus group discussion (FGD)……..……...X e. document (desk) review……..……X f. on-site observation…… g. case study…….. h. analysis of secondary data…….. i. physical measurements …….. j. biological specimen ……..…… k. other..……..		X
2.4	Number of Data Collections:		X

	a. one-time (no follow-up) ……X b. two or more (follow-up) ……		
2.5	Sample size: Approximate total *n* = 151		**X**
2.6	Are any subjects children (<18 years old)? 16 – 17 yo	Ages 16 to 17 years, correct? Six children aged 16-17	**X**
2.7	Additional comments or suggestions		**X**
Section 3	***Subject Risks:* Are risks reasonable in relation to any benefits to subjects and to the importance of knowledge that may be expected to result from the research?**		
3.1	Is the research *Minimal Risk* Only?: This means the probability and magnitude of anticipated harm or discomfort is no greater than ordinarily encountered in daily life or during performance of routine physical or psychological exams or tests.		**X**
3.2	Does the research involve *greater than minimal risk*, but where risks are justified by anticipated benefits; where the relation of the anticipated benefits to risks is at least as favorable as available alternative approaches; and where the intervention or procedure is likely to yield generalizable knowledge? If so, are mitigating procedures described?		**X**
3.3	Do study objectives show that risks are reasonable in relationship to expected gains and benefits are clearly articulated?		**X**
3.4	By their participation, are subjects vulnerable to any of the following?: a. physical risk …….. b. psychological risk ……....X c. social risk ……..…… d. economic risk ……... e. legal risk ……..……..... f. political risk ……..…….. g. employment risk……		**X**

	h. academic risk……..... i. religious risk……..…. j. other……		
3.5	In event of any of the above risks, do protocols describe clear strategies to mitigate risks?	Please describe plans to mitigate risk of psychological harm for subjects. **Adult FGD:** -The FGD tool was revised to mitigate any psychological harm -Prior to the FGD participants will be informed of the voluntary nature of their participation and they can withdraw at any time without giving reasons and this behavior will be reported and will not affect the person in any way. -After the FGD the researcher will debrief the participants on how they felt during the event. **Children FGD:** -The FGD tool was revised to mitigate any psychological harm -Prior to the FGD the children will be informed of the voluntary nature of their participation and they can withdraw at any time without giving reasons and this behavior will be reported to anyone (adult or other children outside the group) and will not affect the person in any way. - Children will have the right to have at their side a trusted adult if that makes them feel more comfortable. - After the FGD the researcher will debrief the participants on how they felt during the event.	**X**
3.6	Does the study request information or opinions where public disclosure may result in danger, limitations to future freedoms, or access to services?		**X**
3.7	Do gender, ethnicity, or other demographic characteristics -- or grouping of subjects by any of these		**X**

	characteristics, especially in FGDs -- increase subject risk?		
3.8	If a subject discloses or is suspected to be at risk outside the study, are procedures in place to address or report risk and refer subject for relevant support?	Please describe. In case of disclosure of risk or suspected risk outside the study, moderates will report possible risks to the lead researcher (available online) who will report to UNICEF CO, or directly to UNICEF CO for advise of proper referral to local services for support.	X
3.9	Is reporting abuse of minors mandatory? If yes, has consideration been given to the impacts and consequences of mandatory reporting?	Please discuss. While the Global Initiative to End All Corporal Punishment of Children positively assessed the country's legislative reforms and determined that child abuse is prohibited in most settings, there is no legal responsibility to report such cases. However, Interviewers have a right to report to the appropriate authorities with a statement about the illegal treatment of the respondents, based on the national legislation, that provides for the right of third parties to file an application with the courts, law enforcement agencies, the Ombudsman's office. This right is regulated by the Criminal Procedure Code of Turkmenistan (CPC), the Code of Administrative Offenses of Turkmenistan (Code of Administrative Offenses), the Law of Turkmenistan "On the Ombudsman"	X
3.10	Additional comments or suggestions		X
Section 4	***High Risk:*** **When subjects are vulnerable to heightened risk have additional safeguards been included to protect their rights and welfare?**		
4.1	Can subjects be perceived as vulnerable, including: children, especially unaccompanied or separated (UASC); lacking WASH, food, shelter, or medical care; refugees in conflict or post conflict; those in natural, ecological, or disaster settings; mothers & pregnant women; forced migrants and illegal or undocumented		X

	immigrants; prisoners or persons in institutions including orphanages or juvenile justice systems; gang members; those with mental or physical illness or disability; those with HIV/AIDS; those at economic or educational disadvantage; persecuted minority groups, or under high familial, peer, or social pressure? If yes, are study-specific protection protocols provided?		
4.2	Does the sampling strategy target people at risk for issues such as: violence, torture, abuse, kidnapping; sexual exploitation, harassment, violence or abuse; prostitution or pornography, female genital mutilation, reproductive or sexual issues; sexual orientation; child, early or forced marriage; suicide? If yes, are study-specific protection protocols provided?		X
4.3	Are subjects involved in any of the following: slavery, including the sale and trafficking of children; forced labour, servitude, forced recruitment to armed groups; war or armed conflict; illegal activities, production or trafficking of drugs; economic exploitation; work that could damage health or safety; removal of organs for exploitation? If yes, are study-specific protection protocols provided?		X
4.4	Does the study request information relating to illegal activities? If yes, is an MOU in place with government to ensure that no participant is prosecuted? Have participants been notified of this agreement?		X
4.5	Additional comments or suggestions		X
Section 5	***Recruitment:*** **Do submitted materials describe subjects and the recruitment process?**		
5.1	To what extent are subjects identified: a. names are recorded with responses…… b. names recorded separate from responses….. c. no names are recorded ..……..X d. other personally identifiable information (PII) is recorded…… e. no PII is recorded ……..……X	Any names or PII recorded? No identifiable personal information will be recorded. Names will not be recorded. For easy reference each person's contribution will be identified by a number in the field notes.	X

	f. subjects are given a unique identifier.....X g. other……		
5.2	If subject name or any other PII is recorded, are procedures included for how this info will be kept separate from responses?	Please describe for IC and for all other data. IC and all other data will be de-identified - no names or other PII will be collected from participants or recorded.	**X**
5.3	Are subject recruitment procedures & sampling strategy adequately described?	How and when will introductory letters be given to parents and children? Parents participating in FGDs will be given *Informed consent for adult FGD participants (parents)* upon being recruited by the Women's Union. Parents/legal representative of the FGD children will be presented with an Introductory letter and IC form by the by the Ministry of Education through the school where the child was recruited. Children participating in FGD will be given an Introductory letter following the same procedure and timing as the IC and letter for parent/legal representative Care leavers will be given IC by the moderators prior to the FGD. How will adult subjects be recruited for FGDs? Is there an introductory letter for them as well? If so, please provide. Adult subjects will be recruited for FGD through the network of the Women's Union. They will be provided with an *Informed consent for adult FGD participants (parents)* Who will conduct recruitment for FGDs? Recruitment of adults for FGD will be done by UNICEF CO through Women's Union Recruitment of children will be done by UNICEF CO through the Ministry of Education by observing all principles of anonymity and voluntary participation.	**X**

		You mention a service provider database being used to select some of the parent subjects. What service provider is this and will they know who is selected? It was agreed between UNICEF CO and the researcher that no service providers will be involved in recruiting adults but through the Women's Union instead, which is not a service provider. The Women's Union is a nation-wide non-governmental network and they will assist UNICEF CO in nominating participants after being specifically instructed by UNICEF on the voluntary principle of participation in this study. UNICEF will select participants to invite out of the nominated list. The Women's Union will not know who was invited and consented to participate in the FGD. Privacy will be kept throughout recruitment. The researchers will maintain confidentiality beyond the focus group.	
5.4	Do recruitment procedures clearly describe ways and means to ensure privacy of subjects throughout the recruitment process?	Will institutions know which care leavers are selected? Privacy will be kept throughout recruitment. UNICEF CO Turkmenistan will instruct the recruiting institutions on the voluntary principle of participation in this study. The Ministry of Education will assist in recruitment of care leavers through the residential institution in Balkanabat by providing its database of care leavers of whom UNICEF CO will randomly select 6 persons to invite to FGD. The Balkanabat institution will not be notified about which care leavers were invited or consented to participate. The researchers will maintain confidentiality beyond the focus group.	**X**
5.5	If subjects are children or other vulnerable groups, are materials (e.g.: survey instruments, focus group topics, etc.) age appropriate?		**X**
5.6	If subjects are children or other vulnerable groups, or if subject matter is sensitive, is recruitment sensitive to	Please discuss.	**X**

	subjects' potential vulnerabilities (real or perceived) and does it ensure privacy throughout recruitment?	Recruitment of children will be done by UNICEF CO through the Ministry of Education and privacy will be kept throughout recruitment by observing all principles of anonymity and voluntary participation.	
5.7	Do recruitment procedures show indication of bribery, coercion, intimidation, compulsion, pressure, or force?		X
5.8	Is recruitment of some members of the population and not others likely to result in resentment for either inclusion or exclusion? Have strategies to address this been adequately described?		X
5.9	Are potential subjects likely to conflate participation with potential or actual goods or service provision? Have strategies to address this been adequately described?	Please describe for parent subjects who are selected through service providers. It was agreed between UNICEF CO and the researcher that no service providers will be involved in recruiting adults but through the Women's Union instead to avoid any conflation of participation and service provision.	X
5.10	If subjects are paid, compensated, provided a gift, or provided other benefits or services for participation, is the incentive described and justified as non-coercive? Refreshments		X
5.11	Additional comments or suggestions		X
Section 6	***Informed Consent:*** **IC is a negotiation whereby subjects are informed about the study and their rights, and they agree to participate voluntarily. IC must be sought from each subject or the subject's authorized representative confirming this process.**		
6.1	Type of Informed Consent: a. written & signed ……..……. b. written not signed ……. c. written & signed by authorized representative.. d. verbal & signed or recorded…….. e. verbal & signed by authorized representative…. f. verbal not signed or recorded……..……. g. active……	Please provide adult ICs for KIIs, Group Interviews, and FGDs containing the elements of 6.3 to 6.11, below. IC are provided. On p.19 you state: "*Written consent from children and parents will be asked prior to focus group discussions*." But further up on the same page you say parental consent will be written **or** verbal. Please explain.	X

	h. passive…….. i. other ……	Parental consent is written and the word verbal is removed.	
6.2	Are the processes for obtaining each IC adequately described?	Please describe for adult KII and FGD subjects. IC for KII will be requested verbally prior to each interview – interviews will be performed online via Zoom. IC for collected by the FGD researchers on-site prior to the FGD.	X
6.3	Does the IC include a clear and simple invitation to participate, an explanation of what the subject will be expected to do, and why they are being recruited?		X
6.4	Does IC include the purpose of the research presented in simple, age, education, and culturally appropriate local language?		X
6.5	Does IC state that participation is voluntary, and subject may choose to not respond to any or all questions, or may withdraw anytime without consequences?	Please state clearly on all ICs and letters. Also, please include that participation or refusal will not impact any benefits or services a subject or their family receives. All ICs and letters include that participation or refusal will not impact any benefits or services for the subject or other consequences.	X
6.6	Does IC include the expected duration of the subject's participation (hours/minutes)?	Please revise the information letters to include the correct length of the FGD. Letters were revised to indicate length of the FGD.	X
6.7	Are subjects given a clear indication of who will have access to their responses and in what form?		X
6.8	Are subjects given a clear description of potential re-use or sharing of data, with whom, and in what form?		X
6.9	Does IC include a description of any risks or benefits to subjects?		X
6.10	Does IC include a statement describing how confidentiality (or anonymity) will be maintained, and if there are any limitations to confidentiality?	Please include any limits to confidentiality to report suspected abuse.	X

		Confidentiality will be released in case protecting children outweighs the right to confidentiality in any of the following suspected situations: serious physical or emotional harm, sexual abuse or exploitation, or an act or failure to act which presents an imminent risk of serious harm	
6.11	Does IC provide identity and contact info of investigators? Is the form of contact useful and appropriate given power dynamics and access to resources like phones and/ or transport?	Please include contact information for Dessislava Ilieva, not just the SGD ambassador. All contact information about Dessislava Ilieva was duly included along SGD ambassadors contact info.	**X**
6.12	For child subjects, is IC being obtained from parent, guardian, caregiver, or authorized representative? If not, is a justification provided for why this is unnecessary?	How and when will parental consent be obtained? Parents/legal representative of the FGD children will be presented with an Introductory letter and IC form by the by the Ministry of Education through the school where the child was recruited. And please confirm that someone will review the information sheet with parents. UNICEF CO Turkmenistan will make sure that information sheets are reviewed.	**X**
6.13	For child subjects, is their role in the study described adequately and in an age and culturally appropriate manner for them to provide written or verbal *assent*?	The information letter puts the burden on the child to give assent. Please confirm that data collectors will obtain assent from children prior to commencing each FGD. Data collectors will obtain children's consent prior to the FGD with children. The introduction will be made age-appropriately.	**X**
6.14	Do IC materials advise subjects to keep focus group discussions (FGD) confidential from anyone outside the group?	Please include in IC for FGDs and group interviews. IC for FGD advises subjects to keep focus group discussions confidential from anyone outside the group.	**X**

6.15	Where subjects differ by type (e.g.: age, sex, risk, status, etc.), are IC documents specific for each type?		
6.16	Where data collection differs by method (e.g.: survey, FGD, interview, audio recording), do ICs cover each method?	Please make sure the information letter and consent for FGD subjects refers to them participating in a FGD not an interview. IL and IC indicates specifically the method the child or adult will participate in i.e. a focus group discussion. If FGD subjects do not consent to audio recording, will they be excused from the FGD or will it be conducted without audio recording? In case consent to recording is not given by one or more participant, no audio recording will be made for the FGD.	**X**
6.17	If IC is written, is a copy left with subjects or there is explanation for not doing so?		**X**
6.18	Additional comments or suggestions		**X**
Section 7	***Subject Protections:*** **Do submitted materials clearly identify protection against risk?**		
7.1	Do materials describe protocols for subjects' safety throughout data collection, analysis, storage, and dissemination?	Please describe COVID protection protocols to be used for in-person data collections. The size of the FGDs was kept a minimum i.e. not exceeding 6 persons. In terms of logistics, the IR indicates that UNICEF CO was requested to make sure venue is large enough to allow for at least 1.5 m distance between the participants. The moderators will be instructed to keep the same distance and to ensure everybody keeps the epidemiological requirements in the country.	**X**
7.2	Are all data collected necessary for the purposes of evidence generation?		**X**
7.3	Do data analysis and reporting procedures ensure subject confidentiality (or anonymity) and security?	Please explain how you will anonymize data. For FGD, which require physical presence, data collectors will be asked to not put any names on field	**X**

		notes or keep record of names or other personal identifiable data. KII will be run online and by the lead researcher only. Names or other information shared by participant will not be disclosed to anyone else but will only be used for the purpose of the analysis and will kept only until the end of the assignment after which will be destroyed. Reporting procedures will be based on the principle of security and confidentiality.	
7.4	If future contact with subjects is planned, does it provide for confidentiality and data security through the research period and beyond?		**X**
7.5	If children or other vulnerable groups are subjects, have personnel had experience working with these groups? If not, what specialized instruction will they receive?	How is one day sufficient to train a lay person to conduct a FGD with vulnerable children and young adults on sensitive topics? The ToR indicated that the lead consultant will not have field visits. Since ToR did not envisage a national consultant for this study, it is a specific requirement of the UNICEF CO ToR that the researcher uses SDG ambassadors as data collectors instead. The ToR also expects the researcher to conduct a training for them. The researcher was not involved in the selection process of the SDG ambassadors, which was made by the government prior to inception stage. However, the researcher has requested that people of certain competence profile should be involved. It was agreed later on with UNICEF CO that trained researchers will additionally be involved to support the SDG ambassadors in data collection.	**X**
7.6	Have personnel collecting data from subjects had ethical training specific to the target group?	Please make sure the training includes how to review the informed consent with subjects and obtain consent. The training specifically contains a component on ethical conduct in research and covers all ethical principles including informed consent.	**X**

7.7	Are personnel collecting data aware of ethical issues that may arise and provided mitigation strategies?	Please describe and include in training for Youth SDG Ambassadors. In addition to ethical principles in research, the lead researcher will be available online and together with UNICEF CO onsite will ensure that all stages of the recruitment and data collection stick to ethical principles.	**X**
7.8	Additional comments or suggestions		**X**
Section 8	***Data Protections:*** **Do data collection and storage protocols adequately ensure subject & data safety?**		
8.1	Are data collection tools appropriate and constructed to assure subject confidentiality or anonymity?	Your FGD guides for parents, children and care leavers are all composed of questions better suited for individual interviews and not for FGDs. For parents Sections 3, 4, 6 & 7; for children Section 3, 5 & 7; and for care leavers Sections 3, 4, 6 & 7 all contain questions that may be embarrassing or traumatic to discus in a group setting. Please revise or consider conducting individual interviews on these topics. Questions were reduced as well as revised to remain entirely impersonal.	**X**
8.2	Do data collection procedures and environment ensure data security?	How will you allow children to include a trusted adult to a FGD? Will you get the consent from all of the other FGD subjects to have this person be present? Prior to the day of FDG, children will have been informed on their choice to have a trusted adult present with them. In case such presence was requested, consent will be sought from the other children for that presence. In case they do not provide consent, it will be agreed to have a separate interview with the child in the presence of the trusted adult.	**X**
8.3	Do procedures cover all data types (e.g., written, audio, video, observation), and are protections described for each type?	Please describe the data protection protocols that will be provided to Youth SDG Ambassadors for all types of data.	**X**

		The data collectors in each location will not exchange data among themselves or anyone else except for the lead researcher, who will be the only person having all data for all FGD. Audio recordings will be sent directly to the lead researcher and no one else, and then deleted by the data collector immediately after sending. Video recordings will not be made in any instance. Written field protocols will be submitted by each FGD data collectors to the lead researcher via email and to no one else. All data collectors will be prohibited to discuss any information shared by FDG participants except with the lead researcher. Field written notes will be kept together by data collectors in a safe, secure location away from public access. Data kept by the lead researcher will only be accessed by the lead researcher – it will be only stored in one computer not accessible from outside wireless devices, anti-virus protection is regularly updated and all software and media storage devices are maintained up-to-date, including firewall and intrusion detection software.	
8.4	If data will be shared with partners, is there a clear agreement or NDA?		**X**
8.5	Do protocols describe chain of custody of data and protections for data transfer or transmission, storage, de-identification, and destruction?	Please discuss plans for de-identification and destruction of data. Audio recordings will be sent directly to the lead researcher and no one else, and then deleted by the data collector immediately after sending. The lead researcher will keep the audio recordings until the end of the assignment and then they will be deleted. Video recordings will not be made. Written protocols will be de-identified by using a number.	**X**

		The lead researcher will keep the audio recordings and field notes until the end of the assignment and then they will be deleted.	
8.6	Additional comments or suggestions		X