**Topic guide: exit interviews**

**Aims:**

* To reflect with SUIs on data collected during the initial interviews and shadowing
* To provide a space for reflection
* To identify key messages for our policy and practice briefs
* To collect additional data on topics likely to be covered in our academic papers

**Who is to be interviewed?:**

* All SUIs
* Co-operation partners (where appropriate locally)

**Practical guidance for interviewer**

Re-read the initial interview transcript and shadowing notes for the relevant SUI in advance of this interview. Prepare a set of bullet points on any observations that you wish to share or invite reflection upon. Print out previous cited list of key networks.

Allow a minimum of 60 mins (topic guide highlights in bold the most significant questions that must be asked).

Organise a convenient venue where the SUI feels safe and comfortable, and where you are not likely to be interrupted.

Invite concrete examples (such as “could you tell me about a specific incident that illustrates this point”). Many interviewees tend to talk in general and abstract terms. So please indicate at the beginning we are interested in understanding the details of how things have been done and that we need concrete examples. Every time it is possible steer interviewees towards concreteness and ask for examples and elaborations at all stages of the interview. Also invite people to share their emotions, reactions and thoughts, not just descriptions of what they do or what happened as a result.

**Preliminary remarks**

Reminder on initial rationale of the project: making visible, valuing and understanding the practices and wider significance of intermediaries, for example in terms of the development of ‘smart cities’ and governance.

Reminder on co-enquiry journey: initial interview/ shadowing local labs, photovoice, transnational labs, final interviews, interim research findings… opportunity to reflect on your own learning/ development of your practice over time, tbd].

**Topic guide (suggested questions)**

1. **Change has been a prominent theme in the project. Can you tell me about one example where you think your practice has contributed to change?**

Prompt:

What kind of change is most important to you?

What are you trying to change? Why?

How do you think change happens? What are the levers for change?

1. **What do you see as important in supporting/enabling in your work?**

Prompt:

How does the current funding context affect your work?

How does the current governance/ policy context affect your work?

What learning resources do you find useful and how do you access these? (eg. action learning, informal peer-to-peer support, mentoring, formal networks, toolkits/ good practice guides, formal study, podcasts/blogs)

1. **What do you find difficult in your day-to-day work?**

Prompt: How are you currently trying to address them?

1. **How aware are you of the idea of the ‘smart city’? What do you think about it? Do you see your work contributing to this?**

Prompt:

Do you use any technology (eg. smart phones, community radio, three-D printer, apps, building databases, social media etc) and how do you use it?

1. **What do you take away from your involvement in the Smart Urban Intermediaries project?**

Prompt:

What message/ advice would you want to share with a decision-maker?

How has your practice been influenced by being involved in this research?

1. Reflecting on your interview and shadowing, I wanted to share some observations with you and invite your thoughts… [opportunity to tailor this question to the individual and to check back on the data collected]

7. Who do you mostly network with? [follow-up by email if necessary]

a. Can you name up to 10 people who you find yourself mainly working with?

b. Who are the most important persons for you (in that list) and why?

[have individual list from initial interview printed out, but allow them first to answer freely]

Thank you! Outline next steps, especially dissemination strategy. Remind them of the website.