

**SHLC FOCUS GROUPS PLS- All countries except China**

*Please note as per the application form, University of Glasgow's corporate identity will not be used but instead the relevant corporate identity of the partner carrying out the work will appear here.*

*The format (but not the content) of the PLS will be adjusted and it will be translated into local languages as required.*

## **Sustainable, Healthy and Learning Cities and Neighbourhoods (SHLC) Neighbourhood Focus Groups: Information Sheet**

You are being invited to take part in a research study. Before you decide, 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 discuss it with others if you wish. Please ask if there is anything that is not clear or if you would like more information. Take time to decide if you wish to take part or not.

You have been invited because you live in *(name of neighbourhood)* which is one of around 200 neighbourhoods in 14 cities across seven countries that are covered by the research project.

If you agree, we would ask you to take part in a Focus Group, that is a discussion group involving about eight other people from your neighbourhood, which will be run by members of our research team and last up to 90 minutes. The Focus Group is designed to better understand people's living conditions and everyday lives and local people's use of services in their neighbourhood. It will include topics concerned with health, education, employment and how your neighbourhood is run.

Your participation is voluntary and you are free to stop taking part at any point without giving a reason. With your permission we will audio-record the discussion in the Focus Group, and the recordings will be transcribed. We will also take notes on paper.

Your name and address and the fact that you took part in the Focus Group will not be divulged to anyone outside the research team and we will remove anything that could identify you from the transcripts. Therefore, you will not be identifiable in anything we write. Your name and contact details will be stored separately and we will destroy all personal details after the Focus Groups are finished.

Please note although we will maintain strict confidentiality, it is possible that you may be recognisable by other people who also took part in the same focus group from quotations within our research reports.

Please also note that confidentiality will be maintained unless during our conversation we hear anything which makes us worried that someone might be in danger of harm, so that we might have to inform relevant agencies.

All recordings and paper records will be held securely in locked filing cabinets and offices or held securely on a passworded computer. The transcripts of the Focus Group discussion will be used by

our team of researchers here in *(name of country)* to write reports and other publications that will appear in print and on the internet.

We will also let other researchers who are part of the same international project use the data. The data will be available to other interested researchers from 2024 be kept until at least 2032.

If you wish to see a summary of findings from the study, these will be available in 2022 from *(contact details of in-country research manager or PI)*.

*(Where there is an ethics authority that has approved the work in the country where the survey is being carried out it will be mentioned here that the work has been approved and who by, with a contact name and email).*

*(In all cases a name and email address for the research participant to contact if they require further details (typically this will be the in-country PI or project manager) will be included as well as a more senior name plus email if the participant wishes to complain).*