**ITEM: Inclusive Transition to Electric Mobility**

**PARTICIPANT INFORMATION SHEET**

Ethics Approval Reference: SOGE1A2021-034

***Invitation to participate in the study***

As the researcher, I would like to invite you to take part in this study. Before you decide, it is important that you understand why the research is being done and what it would involve for you. Please take time to read this information, and discuss it with others if you wish. If there is anything that is not clear, or if you would like more information, please ask me.

1. ***What is the purpose of this research?***

The purpose of this research is to advance and accelerate the ongoing transition to electric-powered modes of transport or electric mobility in a way that is inclusive, fair and equitable, or in other words, socially just. We are investigating who participates in making policy supporting the switch to electric mobility and whose needs and values these policies recognise. We also want to understand whose vision or understandings of how electric mobility will work in our cities is heard and incorporated into policy and action, and whether policies and policy-making can be more inclusive going forward. We are inviting people like you to be interviewed across 4 medium-sized cities with different electric mobility adoption rates: Oslo (N), Utrecht (NL), Bristol (UK) and Poznan (PL). The project considers different modes (cars, bikes, scooters) as well as organisational forms (private ownership, lease, sharing platforms).

1. ***Why have I been invited to take part?***

You have been invited because you are involved in making policy for, or installation or operation of electric transport services, or because you represent a group with an interest in the transition to electric transport in Bristol.

1. ***Do I have to take part?***

No. You can ask questions about the research before deciding whether or not to participate. If you do agree to participate, you may withdraw yourself from the study at any time, without giving a reason, by advising the researcher of this decision. If you withdraw from the study, all of your personally identifiable data will be destroyed but the data collected up to your withdrawal will be used.

1. ***What will happen to me if I take part in the research?***

If you are happy to take part in the research, you will be asked to agree to a time that is mutually convenient to discuss the transition to electric mobility and aspects of social justice with the researcher for approximately 45 minutes. We propose to undertake this interview online, although we can also arrange to meet in person at a convenient location if that is preferable. We will ask to make a video and audio recording and automated transcription of the interview. If you are still happy to take part, you will then be asked to sign a consent form.

1. ***Are there any potential risks in taking part?***

There is potential risk of a data confidentiality breach, should the data protection systems of the project and/or University be compromised. Although data collected will be treated as confidential throughout the research process, and any publication resulting from this research will be written in a way that does not identify you personally, policy-makers and others participating due to the relevance of their job may be recognisable to those who know them by their role, which will be generalised, but not hidden (e.g. local authority transport officer).

1. ***Are there any benefits in taking part?***

There will be no direct benefit to you from taking part in this research, but you may enjoy sharing your views on electric mobility and helping us identify how to accelerate the transition in a more inclusive way.

1. ***What happens to the data provided?***

The information you provide during the study is the **research data**. Any research data from which you can be identified (name, contact details, video or audio recording) is known as **personal data**. Research data such as the transcript of an audio recording will be stored securely and separately from personal details and anonymised on collection by giving these data unique study numbers for each participant. The researcher will minimise the collection or linking of personally identifiable information as much as possible while realising the research project’s objectives. This includes sensitive data such as your racial or ethnic origin if comments on such matters arise. Data protection regulation provides you with control over your personal data and how it is used.

**Personal / sensitive data** such as names and contact details of those being interviewed will be stored separately on a password protected University of Oxford computer or laptop in a table to link these to “unique study numbers” attached to the research data. Only authorised researchers, Hannah Budnitz and Tim Schwanen will have access to this data. We will store your personal data for at least 3 years after publication or public release of the work of the research, and may retain it for an additional period of time as necessary for the purposes of the study, and for further research.

As audio / video recordings and photographs are treated as personal data, they will be made using a password-protected smartphone and/or digital voice recorder and/or using the Teams recording function. Files will be transferred and kept securely on the named researchers’ University password protected computer or laptop as soon as possible. A back-up will be made on the secure university storage service (NextCloud). After audio or image files have been transferred and backed up these will be deleted from the digital voice recorder and smartphone. Recordings could be shared with a company for transcription. This company complies with privacy law (UK Data Protection Act/GDPR) in their treatment of data and will have signed a confidentiality agreement with the University of Oxford. Audio or video recordings and photographs are stored for at least 3 years after publication or public release of the work of the research on University of Oxford computers. They are destroyed using appropriate software.

The anonymised transcripts will also be stored confidentially on secure servers at the University of Oxford for at least 3 years after publication or public release of the work of the research, accessible only by the research team in Oxford. Where required by the research design, a proportion of anonymised transcripts will be transferred securely, according to UK and European data protection regulations to secure servers at the partner institutions. We will also ask your permission to use anonymised direct quotes.

We would like your permission to use anonymised research data (transcripts) in future studies, and to share data with other researchers (e.g. in online databases / archives). All personal information that could identify you will be removed or changed before information is shared with other researchers or results are made public.

1. ***Will the research be published?***

The research may be published in academic journals, books (single-authored or edited collection), book chapters, working reports, briefings notes and other types of written communication. The findings of the project will be presented on the website www.itemresearch.org – where you will be able to access them for free, and contact the researcher should you have questions.

1. ***Who is organising and funding the research?***

The research is being funded by the Economic and Social Research Council, and is thus government funded as one of the UK’s Research Council and UKRI (United Kingdom Research and Innovation). As the grant was initially accepted in response to the European Comission’s JPI-ERANET call on Urban Accessibility and Connectivity, it is also being funded by the relevant government research councils in Norway, Poland and the Netherlands.

1. ***Who has reviewed this study?***

This study has been reviewed by, and received ethics clearance from the University of Oxford through the School of Geography and Environment’s Departmental Research Ethics Committee. Reference number: SOGE1A2021-034.

1. ***Who do I contact if I have a concern about the study or I wish to complain?***

If you have a concern about any aspect of this study, please contact Dr Hannah Budnitz (hannah.budnitz@ouce.ox.ac.uk), and she will do her best to answer your query. She will acknowledge your concern within 10 working days and give you an indication of how it will be dealt with. If you remain unhappy or wish to make a formal complaint, please contact the Chair of the Research Ethics Committee at the University of Oxford who will seek to resolve the matter as soon as possible: Chair, Social Sciences & Humanities Inter-Divisional Research Ethics Committee; Email: [ethics@socsci.ox.ac.uk](mailto:ethics@socsci.ox.ac.uk); Address: Research Services, University of Oxford, Wellington Square, Oxford OX1 2JD

1. ***Data Protection***

The University of Oxford is the data controller with respect to your personal data, and as such will determine how your personal data is used in the study. The University will process your personal data for the purpose of the research outlined above. Research is a task that we perform in the public interest.

Further information about your rights with respect to your personal data is available from <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/individualrights/>.

1. ***Further Information and Contact Details***

If you would like to discuss the research with someone beforehand (or if you have questions afterwards), please contact:

Dr Hannah Budnitz

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