

Participant Information Sheet
(Focus Groups 'F1')
V2 08.07.24

Title of Project: BlueAdapt – Local Climate Adaptation Tool Evaluation and Barriers to Adaptation Assessment

Name of Researcher: Jess Dicken, Research Fellow

Invitation and brief summary:

Thanks for your interest in this research. This is for an evaluation of the Local Climate Adaptation Tool. We are interested in talking to people using LCAT as part of their jobs or professional roles. We want to better understand your positive and negative experience of using the tool and the impact it is, or might have, on your work.

Please take time to consider the information carefully. Feel free to discuss with colleagues. You are welcome to contact the researcher with any questions. More information about the project is located [here](#).

Purpose of the research:

- to understand what works or does not work for users
- to understand if the tool has, or might have, an impact on the work in your area

Why have I been approached?

You have been approached because you either:

- expressed an interest to us in taking part in this research
- your colleague suggested that you might be interested in taking part in this research

Who can take part?

- People 18 and over and;
- People using LCAT as part of their job or professional role (not members of the public) and;
- Working in the UK

What would taking part involve?

The interview is an informal chat between a researcher and participants using topics as prompts. We will discuss together experiences of using the tool, barriers and opportunities to climate adaptation and the impact LCAT is having.

Can I see the questions ahead of the interview? Yes, we will share the topic prompts ahead so you can begin thinking about the answers. However, it is completely fine not to have read it ahead.

How long will it take? The interview will take around 60 minutes to complete.

Where will it take place? The focus group will take place online, using Teams. It will be within working hours.

Will it be recorded? Yes, with your permission the interview will be video and audio recorded. You have the option to switch your video off. Any notes taken by the researcher will be made using Microsoft Word.

Data collection:

Will everything be stored securely? Yes. All recordings, notes and transcripts will be stored securely on University of Exeter's secure systems including the Sharepoint platform. If you provided your email address within a questionnaire, this will be stored securely. At the point we start to analyse your results, email addresses will be transferred to a password protected document and de-linked from the results. Thereafter we will use a non-identifiable code for your results which anonymises them.

We will employ a transcription company who complies with the following measures to ensure confidentiality: 1) Non-Disclosure Agreement; 2) staff transcribers contracts including strict confidentiality and data protection clauses; 3) password protection and encryption on files; 4) secure servers; 5) staff transcribers ID vetted.

What information are you collecting?

- Your feedback on your experience of using LCAT, information about your role and workplace and the impact it has had.
- Your email address and name, if you have opted into or expressed an interest in taking part in this research.

Can I be anonymous?

As this is a focus group, you will be seen and heard by other participants. As part of the consent process, we are asking all participants to agree to respecting one another's' anonymity and that they will NOT share names of people or organisations outside of the focus group meeting.

When we publish or promote any results/ conclusions, all participants will be anonymised. When we use a direct quote, this too will be anonymised, for example, 'participant 1 said: "I do like it" and by removing any identifiable information such as place names and names of organisations.

During the process of collecting your focus group data, your email address and name (that you have provided us with) will be initially linked to your results. To process the data and anonymise your results ready for analysis, we will:

- Once the transcription process is complete, the Teams recordings will be deleted.
- The email you have provided us with will be put in a separate, password protected document.
- Transcripts and field notes will be coded with a non-identifiable code.

Any identifiable documents/ recordings will **not** be shared publicly nor published. They will be stored securely using the University of Exeter's secure systems including Sharepoint platform online storage.

Why are you collecting this information?

- To improve LCAT
- To support the development of future versions of LCAT
- To understand the wider context within which you work, the barriers to taking action on climate adaptation and learnings that might benefit future users
- To understand the impact that LCAT has had on you, your work, your organisation and local area
- To showcase the use of LCAT (via PR, case studies, events and promotion) and the benefits that it might bring to future users



What are the possible benefits of taking part?

We cannot promise specific personal benefits. However, we believe this research

offers the following benefits:

- Improvement of LCAT and therefore future user experience
- help researchers to understand the barriers and opportunities related to climate adaptation
- help researchers to better understand how LCAT is being used and what impacts it can have on advancing climate adaptation in the UK
- help showcase innovation and good practice on climate adaptation across the UK

What are the possible disadvantages and risks of taking part?

We do not believe that taking part in the research has any foreseeable risks to participants. The minor disadvantage of taking part is our request for your time.

What will happen if I don't want to carry on with the study?

You can stop taking part at any time without having to give a reason. Participants can ask to withdraw at any time.

[To withdraw, please contact the research team by emailing \[lcata@exeter.ac.uk\]\(mailto:lcata@exeter.ac.uk\)](mailto:lcata@exeter.ac.uk)

At any time, the following documents can be deleted at your request:

- Contact information (e.g., email address)

Withdrawing after the workshop has taken place:

- One the workshop has been completed; we cannot remove your individual contributions. This is because we cannot separate out your specific feedback at this point of the process since it has been amalgamated with other people's feedback. Furthermore, by the point of analysis, we will be using anonymised data (i.e., we cannot identify you at that point as we will have separated any identifiable data e.g., email address from your feedback).

How will my information be kept confidential?

Your data will be treated in complete confidence. Names, contact details and other identifiable information are only available to the research team.

Researchers will generate an anonymous number and assign to your name. This number will be used in reporting the findings. The link between your name and the anonymous number will exist as an electronic file only. It will be stored in a separate directory to all other data, which is only accessible by selected research team members.

Personal information we will use in this project is:

- Information about you, including your area of work, type of job you do and the sector you work within;
- Your experience of using the Local Climate Adaptation Tool, the impact it has had and barriers to taking action on climate adaptation.

The consent forms that include your name will be stored electronically, separately from all other information.

All electronic data will be stored on password-protected computers, password-protected external storage devices, or storage systems approved for research data by the University of Exeter.

Any paper records will be shredded before disposal and online records and documents will be deleted and removed from the 'Trash', on or before end Sept 2031.



This project is publicly funded. It is therefore a requirement that a fully anonymised version of the data be publicly available so that they can be used in related ongoing research. This dataset may be made available for other researchers to use in a fully anonymised form, so that the information cannot be linked to you and your identity will not be revealed. The following information would be made publicly available:

- Data from focus groups. This includes:
 - Anonymised demographics (type of job, area of work, sector of work);
 - Your experience of using the Local Climate Adaptation Tool, the impact it has had and barriers to taking action on climate adaptation.

You can still take part, even if you do not want your anonymised data shared in this way. We will ask for your consent via the accompanying consent form.

For focus group transcripts: After the interviews and analysis have been conducted, and if we feel that redacted transcripts can be safely shared, we will ask you to check the redacted transcripts to confirm you are happy for the documents to be made more widely available. You are under no pressure to consent. If permission is not granted, they will not be shared.

The University of Exeter processes personal data for the purposes of carrying out research in the public interest. The University will endeavour to be transparent about its processing of your personal data and this information sheet should provide a clear explanation of this. If you do have any queries about the University's processing of your personal data that cannot be resolved by the research team, further information may be obtained from the University's Data Protection Officer by emailing informationgovernance@exeter.ac.uk or at <http://www.exeter.ac.uk/ig/>

If you would like to be kept up to date about the research and results, you can opt-in via the consent form and added to our mailing list. Your email will be stored in a password protected document/ folder. Your email will not be identifiable to other participants.

However, any updates will also be posted on the LCAT project page which you can visit at any time: [New Local Climate Adaptation Tool Supports Health and Wellbeing - European Centre for Environment and Human Health | ECEHH](#)

Will I receive any payment for taking part?

No.

What will happen to the results of this study?

Findings and data from this project will be shared in the following ways:

- Academic publications and conferences;
- Media interviews (e.g., BBC Radio Cornwall);
- University of Exeter, Cornwall Council, BlueAdapt and partner websites;
- Reports for partners and funders;
- Meetings and events such as with climate adaptation stakeholders or policy makers;
- teaching or training materials for use in University activities and public engagement activities
- A fully anonymised dataset will be published as part of the academic publication process.



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Information on the outcomes of the project will be available to participants at the end of the project via the project website: [New Local Climate Adaptation Tool Supports](#)

[Health and Wellbeing - European Centre for Environment and Human Health | ECEHH](#)

Who is organising and funding this study?

Research team: Tim Taylor (lead researcher), Jess Dicken, Emma Bland (all University of Exeter) and the wider BlueAdapt team.

Funder: BlueAdapt: BlueAdapt has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 101057764 and by the UKRI/HM Government.

Who has reviewed this study?

This project has been reviewed by the UEMS & HCP Research Ethics Committee Sub Group at the University of Exeter (Reference Number 3646340).

Contact for any questions or requests regarding your participation in this research

In the event of queries or requests you may contact us using the following contact information.

Tim Taylor timothy.j.taylor@exeter.ac.uk

Jess Dicken j.dicken2@exeter.ac.uk

Emma Bland e.bland@exeter.ac.uk

Wider LCAT project team LCAT@exeter.ac.uk

To contact the Research Ethics Committee please email uemsethics@exeter.ac.uk.

You can also contact the University Research Ethics and Governance Team if you wish to make a complaint or comment. Please email cgr-reg@exeter.ac.uk

or Dr Antony Walsh

Head of Research Governance, Ethics and Compliance

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Thank you for your interest in this project.