COMMUNITY-BASED POLICING
AND
POST-CONFLICT POLICE REFORM

A HORIZON 2020 PROJECT

... scientific integrity

... informed consent

... data protection

... privacy

... anonymity

... values, rights & interests

ethical guidelines

Norwegian University of Life Sciences

Faculty of Social Sciences

Department of International Environment and Development Studies

Contents

1. Introduction

The research project, 'Community-Based Policing and Post-Conflict Police Reform' (ICT 4COP, also referred to as 'the project') addresses community-based policing and post-conflict police reform in the countries in South Asia, the Horn of Africa and Central America. As our project concerns the relationships between the communities and the police in conflict areas where segments of the population may be vulnerable and insecure, the ethical aspects are particularly important- as well as challenging. In such contexts, dilemmas regarding trust and confidentiality may arise during the research process. These ethical guidelines are provided to all the researchers and research assistants involved in the project. The Guidelines identify important ethical concerns that are of particular relevance to this project, and will assist institutions and researchers involved in assessing and handling ethical issues that arise during the research process.

The Guidelines have been developed with reference to the European Commission (EC) and Norwegian ethical guideline documents and research ethical committees, which are referenced throughout the text. The European Commission (2015) states that all research that involves human beings as research participants must be done in accordance with ethical principles and relevant international, European Union (EU) and national legislation. It observes that, "[t]his implies that you must ensure respect for people and for human **dignity,** fair distribution of **research benefits** and burden and protecting the **values**, **rights** and **interests** of the research participants" (EC 2015: 7). The guidelines presented here aim to assist researchers in fulfilling these expectations. Each researcher and the participating institutions have the obligation to know and follow these guidelines as well as to acquaint themselves with the main documents of reference documents that are references (EC 2006; EC 2015; and NESH 2006).

In accordance with the National Committee for Research Ethics in the Social Sciences and the Humanities (NESH) Guidelines (NESH, 2006), this project has been reported to, and its protection of privacy procedures approved by the privacy ombudsman for research in Norway, the Norwegian

Social Science Data Services (NSD).[1] In addition, the ethical guidelines have been reviewed by the university ethical committee and approved by the designated NMBU authority.[2]

A project Ethics Committee will deal with ethical issues that arise during the research.[3] Finally, an independent Ethics Monitoring Board will review and report on the project annually and offer overall guidance in order to ensure that ethical issues are properly addressed throughout the project period.

2. Data collection

The research in this project takes place in sensitive, diverse and complex post-conflict contexts, and we are dealing with topics that might be sensitive in different ways for different people and communities. Therefore, we regard the data we collect as sensitive, and each researcher is required to perform data collection, and the handling of data, in a cautious manner in accordance with the Ethical Guidelines.

In accordance with the NESH Ethical Guidelines (2006), each researcher in this project has the obligation to respect human dignity, and to respect the participants' integrity, freedom and rights to participate. While European and NESH guidelines address these issues, each case study leader should nevertheless obtain information regarding the requirements made by the relevant governments for research license, and if required, obtain such license.

2.1 Access to research participants

To gain access to participants from a cross-section of society, permission and/or co-operation of relevant local institutions and individuals (gatekeepers) is required. According to the NESH ethical guidelines (2006), when doing research outside their own culture, it is not sufficient to only obtain informed consent from individuals. Researchers must also obtain knowledge about the society studied, including local traditions and power relations, through dialogue with representatives of

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[1] Date of NSD approval: 26.06.2015

[2] Approved on 7 October 2015 by the Dean of the Faculty of Social Sciences, Norwegian University of Life Sciences.

[3] The Project Ethics Committee is placed in Work Package 2, under Methodology, and will be established by and report to the Project Steering Committee.

the communities. Each researcher should therefore consult the partners in the respective countries to gain the necessary knowledge of contexts to be able to access communities and choose research strategies and participants according to ethical standards. The researchers on the project must not offer any financial inducements (other than reasonable compensation for actual expenses and time use) to participants or local partners.

According to NESH guidelines (2006), each researcher "should consider and anticipate effects on third parties that are not directly included in the research" (p. 16). Interviews and participant observation can lead to information about or affect individuals that are not participating in the project. The protection of third parties is of particular importance in qualitative research in small communities, where responsibilities for actions are more clearly evident. Furthermore, the NESH guidelines (p. 16) highlight the special protection of the rights of children and young people when participating in research. Potential harm to children who are involved or may be indirectly affected must be given particular consideration.

Each researcher has the responsibility to explain the purpose of the research and their own role clearly to the participants. The NESH Guidelines (2006) highlight the importance of explaining the limitations, requirements and expectations that accompany the role of the researcher. This is particularly relevant in the context of participatory observation. The guidelines state: "Researches must exercise due caution and consider how it would be advisable to act when encountering phenomena such as culturally motivated assaults on life and health or infringements of other human rights" (2006: 24). Such issues should be discussed with local partners, and any incidents or ethical dilemmas reported to the project in the Time Registration Form. There might also be situations where researchers hear about crimes that have been or are going to be committed, or where the researchers are witness to criminal incidents. In the event of such situations, the researchers can consult the Projects Ethics Committee or the Ethics Monitoring Board for advice.

In accordance with NESH Guidelines (2006), all researchers in this project have a responsibility to respect and protect the interests of vulnerable and disadvantaged individuals and groups during the entire research process: "When performing research on vulnerable cultures, e.g. minority cultures, researchers must be particularly careful about operating with classifications or

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designations that give ground for unreasonable generalization and that can in actual practice lead to the stigmatization of certain social groups" (p. 24).
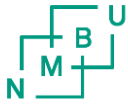
In this research, we engage with sensitive issues. It is particularly important that researchers do not become dependent on their informants, as per the 'requirement for independence' in NESH Guidelines (2006). Researchers may experience situations of conflicting loyalties, and this often relates to the principle of confidentiality: "Researchers must avoid complicity in unlawful behavior, even if it were to benefit their research. Like everyone else, and regardless of the obligation of confidentiality, researchers are legally bound to prevent serious future infractions of the law, for example, by reporting them to the police" (NESH 2006: 22). As this research has the relationship between communities and police as its focus, this aspect might be particularly challenging. In post-conflict contexts, the police are not always perceived as a security actor protecting the local population -they can also be the source of violence and insecurity. The ethical dilemmas that might rise regarding trust and confidentiality during the research process, are therefore of crucial importance to address. The Project Ethics Committee and the Ethics Monitoring Board have important roles to play in this regard.

2.2 Informed consent

According to the European Commission's 'Data protection and privacy ethical guidelines' (2009), the main aspects of the informed consent processes are:

1. "The potential participant must be given sufficient information in order to be able to make a choice of whether or not to participate that is based on an understanding of the risks and alternatives in an environment, which is free from any coercion;" (p.7).

2. "The decision of the potential participant on the consent issue must be evidenced. The participants needs to agree that her/his data will be used for a specific research scope and is aware of the meaning of such use" (p.7).

Project researchers have the obligation to give information about the research to the participants and to obtain their informed consent freely and without pressure. Participants should be informed about the aim and purpose of the research project, the methodology used in the project and who is funding the research. In addition, the participants must be informed about and thoroughly

understand the possible consequences of participating. Researchers should on the outset and at regular intervals of the research discuss with their local partners exactly which and what kind of consequences participation in the project might involve in each case, to insure that consent if properly informed. Researchers are also obliged to inform participants how the project will use the information it collects (NESH 2006). Researchers have a particular obligation to "convey research results to the participants in a comprehensive and responsible manner" (Ibid: 35). Researchers also have to reflect on who they share their data with, what kind of data, and in what ways they share this, bearing in mind issues of trust, and the risk of endangering participants. Exactly how this is done will depend on the context, but the sharing of results is an integral part of both the project's approach of co-production of knowledge and dissemination strategy.

In this project, the process of obtaining informed consent can be done in two different ways, written or orally, depending on the participants and the context. All the researchers will receive a standard information letter regarding the project and participation in it.[4] This letter must be adjusted according to the context, and shared with participants in a suitable way. However, as the research often takes place in sensitive contexts, it may be more suitable, to provide the information and obtain the informed consent orally. In this case, all the information provided in the letter should be communicated in in the local language, based on knowledge of the context, and with the sensitivity of the research and security of the participants in mind.

When doing research with youth, this communication must be adjusted accordingly to their age and to the specific context of the research. Children's consent must be obtained freely, and without any pressure. According to NESH (2016:16), parental consent is usually required when the child is under the age of 15. If children are participating in the research, special protection measures must be taken.

Participants must be informed that they have the opportunity to decline the request of participation, and that they have the right to ask for additional information and advice or seek approval before engaging in the research. They must be informed that they may withdraw from participating in the research project at any time without the need to state a reason and without facing pressure or
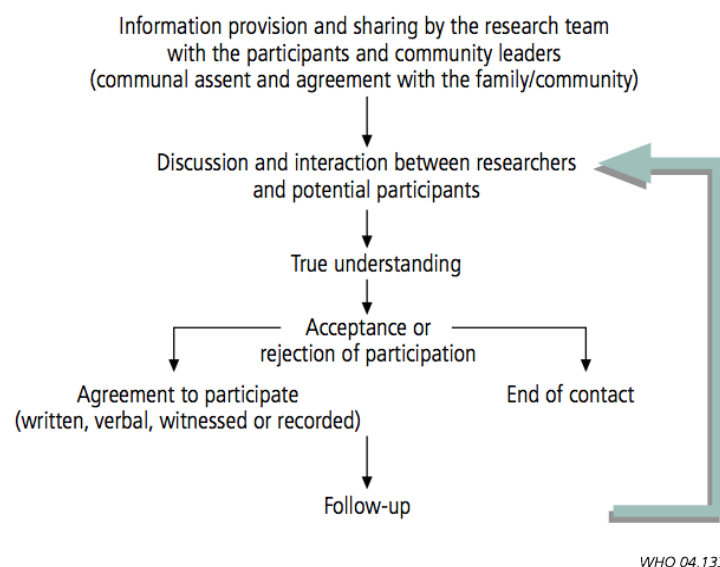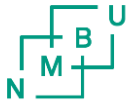
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[4] See attached letter.

negative consequences (NESH 2006). Each researcher has to document that informed consent has been obtained, and how. This documentation may not reveal the participant's identity or other sensitive information. The project requires that each researcher note in their Time Use Registration Form the number and type of interviews (i.e. focus group, individual interview) that were held, and whether participants were informed orally or in written form.

In this project, we regard informed communal consent by relevant local authorities or institutions, in addition to individual consent, as necessary, since lack of communal consent may contribute to conflicts between communities and researchers or create problems for the participants. There is a clear match here to be made with our claims of a co-productive research methodology in which knowledge is produced democratically through the mutual sharing and discussion of information between researcher and the researched. This is also in accordance with the forefront of international efforts to update ethical standards for research and development activities. This has been in the areas of environmental and social impact assessment (Greenspan 2014), health research (Bhutta 2004) as well as state and corporate standards for human rights, gender rights and indigenous rights (UN 2008, The World Bank 2012). A useful characterisation of this process (Bhutta 2004) is as follows:

Fig. 1. Conceptual framework for the process of obtaining informed consent

Information provision and sharing by the research team with the participants and community leaders (communal assent and agreement with the family/community)

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Discussion and interaction between researchers and potential participants

↓

True understanding

↓

Acceptance or rejection of participation

Agreement to participate (written, verbal, witnessed or recorded)　　　End of contact

↓

Follow-up

WHO 04.133

In this project, it will be necessary to obtain informed consent from both individuals and their wider community. Depending on local context, this may also involve community institutions or local or national government authorities, such as the police. When gaining communal consent, however, researchers must be acutely aware of the possibility that certain powerful actors will seek to limit the access of researchers to certain groups or individuals within the community. Researchers must therefore take into account ethical issues linked to the way power relations and institutions affect how groups and individuals are included or excluded from the research, as well as participant and researcher safety. Researchers must discuss these issues with local partners to ensure that communal consent (local institutional consent) is obtained in line with ethical standards.

2.3 Confidentiality and anonymity

All researchers on the ICT 4COP project are obliged to ensure the confidentiality, dignity and safety of individuals participating in or affected by the project. According to the NESH Guidelines, "research subjects are entitled to a guarantee that all information they provide about their private lives will be treated confidentially" (NESH 2006, p.18). To avoid harm, information must be anonymized. Our local partners and colleagues will be requested to play a role in this regard, by providing information and guidance on how researchers can protect privacy and ensure anonymity in that particular context.

Each researcher must respect project participants, as well as pay regard for their relationships with other individuals, organizations and the community. This is of particular importance when addressing sensitive issues. It is crucial that project participants are not placed under pressure to answer sensitive questions, recognizing that the types of information regarded as sensitive vary between individuals, groups, communities and context (NESH 2006).

This project will process personal and sensitive data. As a result each researcher must ensure anonymity in storage of data, analysis, and publications. Personal data is any information that may be linked to a person (directly or indirectly) in one or more of the following ways (based on NESH Guidelines, 2006):

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- Directly through name, personal identification number, or other unique personal characteristics
- Indirectly through a combination of background information, such as social status, position, profession, village, sex, age, or ethnic group
- Indirectly through a number referring to a separate list of personal identification numbers or names, or being traceable to IP address or email from online surveys.

The project is registered with the Norwegian Social Science Data Services (NSD), which also requires that anonymity is protected. The identity of all participants must be anonymized already in the early stage of fieldwork, including field notebooks and personal computers (see section 4.1 below), and the participants' identity should not be identifiable in the process of data analysis or in publications. At the end of the project, all project researcher must ensure that unpublished data is either anonymized, or destroyed.

3. Procedures for storage, processing and sharing of data

Research data must be handled in an ethical and secure manner during fieldwork, analysis, storage, and sharing. Information provided by participants must stored in a secure manner, anonymized, and kept confidential. According to the NESH Guidelines (2006), the e-use of data collected for this research project requires the consent of the participants.

3.1 Data storage and processing

Following the European Commission's 'Data protection and privacy ethical guidelines' (2009), the data we collect in this project must be securely stored, whether it be in physical notebooks or as electronic files. Data registered in notebooks during fieldwork have to be anonymised, and the notebooks kept in a locked drawer, closet or room. If data is stored on mobile entities such as laptops, phones or recorders the researcher must inform about this practice to the project ethical committee, and the information must be anonymised. These devices have to be password protected and stored in a secured environment (locked drawer/closet/room) with controlled access. In case of recording, this should be done **only** if consent has been given by the participant(s), and **only** if the situation allows that security and confidentiality considerations are adhered to. When recording of interviews/focus groups is considered beneficial, and informed consent has been given freely

by the participant(s), participants must get information about how the recording is going to be used. If the researcher uses photo or video documentation during the fieldwork, the guidelines of anonymity should be followed, and the participants must give their consent beforehand and based on information about how the material may be used and/or published. In these cases, consent should also be documented in the travel report.

The information gathered from the fieldwork should be anonymized and transferred to an electronic file as soon as possible, and uploaded to safe storage. The project will be using the TSD system to store all data.[5] Documents containing data must be uploaded to the TSD program, and not stored for longer periods on personal computers, external hard disks or memory sticks. Researchers will have access to their data directly from TSD at any time for analysis. This will ensure that researchers do not carry sensitive data on their person, which could compromise researcher or participant safety. It also reduces the danger of losing data in the case of theft of devices. Documents containing analysis, discussions et cetera that do not compromise participants' anonymity can be stored in the password-protected portal of the project.

3.2 Transfer and sharing of data

The research partners will securely share data from this research project in adherence to national and international data protection laws. Researchers can only share the sensitive data between them through TSD. Other information will be shared between researchers through a password-protected portal with controlled access.
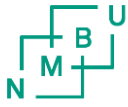
4. ICT aspects

Technology is an important component of this project, and brings additional ethical issues into the research process.

The project will likely include several ICT pilots, bringing about ethical issues and dilemmas that must be considered before, during and after the pilots have been initiated. An understanding and assessment of the possible consequences, including possible harm and/or benefits for the

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[5] The TSD ('Tjenester for Sensitive Data') system is a secure service for storage, sharing and processing of sensitive data at the University of Oslo, Norway. The NSD has approved this system for storage and sharing of sensitive data in this project. For more information see http://www.uio.no/tjenester/it/forskning/sensitiv/

participants is therefore necessary. This is of particular importance when vulnerable groups are participating and/or are affected by the pilots. Information such as population density, the ratio of females and males, and age are all examples of data that might be registered in the pilots. This data, once captured, are available and can be used long after the information is collected. It is therefore important to be aware that although researchers leave the field/area, the piloted technology remains for a long period after[6].

In this project, awareness and understanding of the sensitivity around technology, policing and security issues in post-conflict contexts is crucial. Distrust towards police and other security actors raises ethical dilemmas and must be considered in each context[7]. Furthermore, the use of ICT can also contribute to insecurity and be perceived as ways of controlling and/or targeting local populations (through for example surveillance, misinformation and destruction of systems). This added complexity of ICT accentuates the importance of attention to ethical issues and dilemmas in this project, as well as the crucial roles of the Ethics Committee and the Ethical Monitoring Board in providing guidance and advice to researchers involved.

5. Independent research, scientific integrity and respect of colleagues

In this project, maintaining the independence of the research is of particular importance. The research must be independent from the principal funders of the research, local authorities and other relevant actors that might have an interest in influencing the research and its results. According to the NESH guidelines "[r]esearch must be safeguarded against control from the inside or the outside that interferes with well-founded problems for discussion that are at loggerheads with particular financial, political, social, cultural or religious interests and traditions (2006: 10). There might be strong political interests to control and/or restrict controversial or unwanted results, and it is therefore necessary to highlight the importance of independent research and to ensure that "findings and conclusions are not withheld or selectively reported" (Ibid :10). In this project, researchers might use NGO's as their local partners, and awareness regarding independence as

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[6] For further reading see http://www.frontlinesms.com/wp-content/uploads/2011/08/frontlinesms_userguide.pdf
[7] For further reading see Ford et al. 2009

well as trust issues is therefore crucial. Issues that arise that might threaten the independence of the research should be reported to the Project Ethics Committee or the Ethical Monitoring Board and brought up for discussion at the Project Steering Committee and/or Annual Meetings.

Scientific integrity standards among researchers and research institutions is critical to avoid dishonesty in research. Falsification and fabrication of data, and plagiarism are both examples of breaches of standards for scientific integrity and must be prevented (NESH 2006).

Plagiarism is a serious, and unacceptable, breach of the ethical standards in research. "(…) plagiarism involves stealing content from the works of other writers and researchers and publishing it as one's own" (NESH 2006: 25). When doing research we often use ideas, quotes, concepts and content from other researchers' publications and work, and these sources must always be cited. There are different forms of plagiarism, where duplication is the most evident one; however, using theories, ideas, concepts and findings from other sources without referring to the actual sources is also plagiarism. The difference between direct quotations and paraphrasing must be clear, and a good reference practice must be exercised (NESH 2006: 25-26).

"Obligations in respect of colleagues" (NESH 2006: 27), is an important aspect in this research project. The project aims to develop a good research environment based on constructive discourse and respect of colleagues and their work. Researchers and others that have contributed to a scientific work (through data collection, analysis or writing) must be acknowledged for this and/or credited as co-authors (NESH 2006). Following the Vancouver Convention[8], the three criteria for legitimate authorship are listed below:

a) "substantial contributions to conception and design, *or* acquisition of data, *or* analysis and interpretation of data" (UMB 2009: 8).

b) "drafting the manuscript itself *or* significant parts of the manuscript, *or* a critical revision of the manuscript's intellectual content" (ibid).

c) "final approval of the version to be published" (ibid).
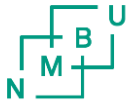
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[8] http://www.icmje.org/

All the three criteria must be fulfilled for gaining authorship credit. Researchers must familiarize themselves with these guidelines for authorship and co-authorship, and agreements on contributions, responsibilities and authorship should be clarified as early as possible in the research process. This can be done with the assistance of the relevant work package leaders, as well as the project publication sub-committee.

6. Security

As we are working in post-conflict areas, and sometimes volatile and unstable contexts, the security of the participants and the researchers must always be assessed prior to, and during, a fieldwork period. In performing their project tasks, all researchers are obligated to follow the security advice and regulations of their own institutions. The European Commission Guidance (2015) states, "a risk assessment must be undertaken when sending researchers abroad and appropriate safety measures must be taken. These may include insurance cover or health and safety measures, *such as lone working, contact points via phone, counselling support, etc.* (EC 2015: 27). The Guidance also recommends procedures for preparation and training for the researchers to handle "conflicts, threats, abuse or compromising situations" (EC 2015: 32), as well as debriefing after the fieldwork to assess the security situation.

Participating institutions are responsible for having and following adequate security policies. It is the responsibility of each researcher and their employer to conduct a risk assessment and take necessary security measures ahead of research activities, including keeping themselves informed of relevant safety of travel recommendations for the specific countries. NMBU will also provide researchers in this project with advice on how one might go about conducting an assessment for each case country. In this process, researchers can draw upon recommendations by consortium researchers and local partners, who have valuable contextual knowledge and experience from working in areas of political unrest. Some advice will be readily available on the internal project portal for each case country; additional advice can be attained through contacting the individual

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responsible for each country case study.[9] Each researcher is under obligation to assess the security situation prior to travel and fieldwork. The researcher must confirm that such an assessment was made before travel by ticking the appropriate box on the Time Registration Form.

In case of particular risk for foreign field researchers, increased use of local partners and/or relocation of the field research sites to safer areas will be considered. Local researchers are also required to assess and monitor the security situation of their field areas. If the security risks increase for the local partners assisting in the research, the project may relocate the field research sites to safer areas if possible, or explore other options including the cancellation of certain research activities. Changes in fieldwork areas due to security should be discussed with the work package leaders, as well as the project leader.

In addition, each researcher should assess, and seek local advice on, the security situation and potential risks to all the participants involved, in order to minimize the risk of harm and stigmatization. This is according to the NESH (2006) ethical guidelines and the "obligation to prevent harm or suffering" (p.12). Local partners can be asked to provide guidance on safety for both participants and researchers during the fieldwork. It is the responsibility of the researchers to ensure that the participants are not exposed to any harm or suffering due to the research.

7. Evaluation, discussion and feedback on ethical issues

We aim to establish a project environment where we can discuss ethical challenges and experiences from the field in meetings on a regular basis, to evaluate, and if necessary, adjust our approaches and practices. Ongoing exchange of experiences is a crucial part of the methodology in this project, and the researchers are required to bring forward any issues of concern in project meetings, to the project leader, the Project Ethics Committee, or directly to the Ethics Monitoring Board.

The Project Ethics Committee, who reports to the Project Steering Committee, will deal with ethical issues on an ongoing basis, and an independent Ethics Monitoring Board will provide

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[9] Please refer to the project advice sheet on Security.

periodic reviews and guidance. Both of these bodies will contribute to ensuring that the research work meets the requirements for ethically sound research practice, which is in line with international human rights. According to the European Commission (2015: 40), an ethics advisory board "should be an essential element in your project management structure". In this project, the Ethics Monitoring Board is an independent body, with members external to the project and NMBU, to avoid any conflicts of interest. The Board's role is to maintain oversight of the project and give advice on the ethical issues that arise. The Board's oversight and knowledge of project research is achieved through its attendance at the Annual Meetings and/or perusal of project documents. This allows the Board to communicate directly with researchers involved. The Board produces an Annual Ethical Review Report, which is submitted to the Project Steering Committee and the European Commission.

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9. Appendices:

a) Security Advice Sheet

b) Introduction and consent letter

c) Time Registration Sheet

APPENDIX A: SECURITY ADVICE SHEET

Security Advice Sheet

ICT4COP

Introduction

The type of risks that you may encounter during your field research are diverse, including increased exposure to various health and security risks and natural and/or man-made events and disasters. While specific risks related to working in conflict/post-conflict areas may be more easily identifiable, the more common risk exposure can be ascribed to traffic, health and common crime issues. Thus, considering different types of risks is important in order apply the correct mitigating measures and to raise your own awareness.
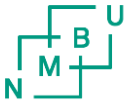
Before travelling: Assessing security risk

Conducting a risks assessment prior to a travel will help identify potential risks and identify measures that could contribute to mitigate such risks.

Some tips for conducting the assessment:

- Assess the perceived threats and consider how they can be mitigated. Attain information from partners and other contacts at destination (including Embassy/Consulate) and collect information and advice from colleagues who know the area and may provide useful information in assessing the security situation.
- Consider aspects related to gender, or other individual/personal aspects that may influence the safety and security of the person travelling.
- Account for security aspects related to means of transportation, travel routes and type/location of accommodation.
- Account for major health risks associated with the destination of travel and consider mitigating measures.

Some tips for finding sources on context and prevailing security situations:

- Networking and information triangulation: A primary source is to talk to people with knowledge of the context in question, be it nationally (and down to a local level) to international sources, colleagues and networks.
- Your national embassy/consulate or Foreign Ministry may issue written information about a specific context or situation. Further information may be attained through direct contact with embassies/consulates, and attendance in briefing meetings at country level.
- UN network: Often in contexts where there are several UN entities present, one specific agency may have been assigned a security coordination responsibility, issuing information bulletins and calling for info sharing meetings for international and national organizations.

- NGO networks and Red Cross (national and international). : Many organizations have well-established local presence and hands on knowledge of context specific issues. These may also have independent info sharing systems that can be useful.
- National and international media sources, national expat communities info-sharing
- National authorities and other national partner contacts
- International security policy institutes/other monitoring bodies.

Formal registration in security information networks may be necessary in order to be included in mailing lists and calls for meetings.

Preparing to travel

Communication/Information
- Provide details of how you can be reached during the trip.
- Depending on the destination, consider taking with you a satellite phone.

Vaccination and health issues
- Seek medical advice concerning health risks for your destination. Ensure that you take the appropriate vaccinations. Some countries require visitors to produce a vaccination carnet upon entry to the country (e.g. Yellow Fever vaccination).
- The locations of reliable health services at the destination(s) should be checked before departure.

Insurance
- Make sure that you have the necessary insurance coverage for your travel destination, covering your length of stay.

During travel

Various measures can help mitigate risks during travel and fieldwork. Travellers must obtain and follow practical information and advice to promote their security. Some general advice follow below:

Code of conduct
Because of cultural and religious practices associated with specific locations and field context, some security risks may emanate from the lack of cultural awareness. There is a need to grasp the cultural practices of people at your destination and be aware of the local customs with cultural practices and religion. These can be related to behaviour, dress code, discussions of taboo or inappropriate subjects etc. Be aware of what is acceptable and unacceptable by the local cultures at your destinations, and be respectful of people's feelings, privacy and environment. Doing fieldwork in a new area, researchers should enquire into these matters using local partners or colleagues/network with former field experience in that area. Consulting your own national authorities' travel advice could be a useful source of information. For example for Norwegian

nationalities (and accessible to all nationalities) the website www.landsider.no is developed with a simple and user-friendly presentation of land- and travel information.

Communication/Information
- Notify your National Embassy or Consulate (if present) about your presence in the country and the purpose for your visit.
- Make sure to carry with you important contact numbers and addresses in case of emergency.
- Consider having an extra sim card as a back-up.
- Familiarise yourself with locations and contacts for emergency services.

Accommodation
- Consider your safety when deciding on type of accommodation
- Consider the location of the accommodation (neighbourhood, road access, evacuation routes/distance to airport etcetera)
- Consider the accommodation itself (structure and facilities and other security aspects (access control, room location, room locks, emergency exits, etcetera)

Transport
- Consider your safety when deciding for means of transportation.
- If travelling by road, check that
  o The vehicle is in a good condition and has been inspected before the journey begins.
  o The driver is a professional driver and has a valid driving license.
  o The driver adheres to the speed limits and traffic regulations.
  o The driver is rested and alerted and take the necessary breaks during the journey.

Health
Some diseases are avoidable by refraining from specific activities, staying away from outbreak areas, or taking suitable precautions (for example HIV/AIDS and Ebola). Other diseases are avoidable by practicing sound hygiene and selectiveness.

The most common diseases originate from viral, bacterial, and parasitic organisms caught through ingestion or exposure. The most important and common vehicles for these diseases are water, food, and vectors such as mosquitos and flies. Some of the diseases associated with these organisms can be entirely avoided by vaccination prior to departure to the field. Others are avoided by ensuring that food and water ingested are not infected. This can be achieved in conjunction with practicing sound hand hygiene. The best way to ensure that the water consumed is clean is to buy bottled water. It also important to be aware that products that include water such as juices or ice cubes can also lead to infections. Some water borne diseases can be transmitted by direct exposure. For example, Bilharzia can be caught by bathing in infected waters. Food borne diseases are usually associated with poorly cooked food (such as undercooked meat), or by ingesting food that has been prepared under bad hygiene conditions.

Some raw food, such as vegetables, can be a source of disease if, for example, it was watered with infected waters.

Vector borne diseases, such as Malaria and Dengue Fever, are important sources of serious diseases. These can also be avoided by ingesting proper prophylaxis and understanding the patterns and activity of the vectors. For example, Malaria is borne and transmitted through a bite of the female Anopheles mosquito. The mosquito is endemic in many areas, but is active during the evening and night. Ensuring proper body coverage, using mosquito repellent, and sleeping under a mosquitos net helps to avoid Malaria.

APPENDIX B: INTRODUCTION & CONSENT LETTER

Request for participation in the research project 'Community-Based Policing and Post-Conflict Police Reform'.

Coordinating Institution: Department of International Environment and Development Studies (Noragric), Norwegian University of Life Sciences (NMBU).

Researchers name, institution and contact information:

We would like to take this opportunity to inform you of our research project 'Community-Based Policing and Post-Conflict Police Reform', and kindly request your participation, either in your personal capacity or as a representative of your institution. The overall objective of the project is to learn more about how community-based policing (COP) is understood and implemented in police reform processes in post-conflict contexts, and to explore the potential use of information and communication technologies (ICT) in improving communications between the police and communities. The project will consider the social, cultural, legal and ethical dimensions of COP in a selected number of post-conflict countries in South Asia, Africa, Latin America and Southeastern Europe. New insights emerging from COP practice will be integrated into a broader and deeper understanding of police and policing, including technology and its ability to facilitate communication and information sharing and contribute to improved police-community relations. The research will inform the identification, design and development of context-specific knowledge, including ICT solutions where appropriate. The findings will be disseminated through workshops, meetings, media and publications, as well as integrated into police training and education institutions in both Europe and the case countries. The project is a collaboration between 11 European partner institutions and 5 regional partners, and funded by EU Horizon 2020 'Secure Societies' Program. The project lasts for five years, starting 01.06.2015.

Data collection for the project will be based primarily on the use of qualitative, participatory research methods. The main methods of data collection include interviews, focus group discussions, and participation in informal and formal meetings and discussions.

14/10/2015

Your participation in this research project will be based on taking part in an interview, an electronic questionnaire, and/or a focus group discussion arranged by the researcher. Participation in these activities is estimated to be 1-2 hours depending on the context. The questions you will be asked will mainly be concentrated around issues of community-police relations. Your identity will be anonymised, the information you give will be stored in a secure manner, anonymized, and kept confidential - you as a respondent will not be personally identifiable in any account of the research.

Data from this research project will be securely shared between the different research partners internationally, in adherence to national and international data protection laws. Findings will be publicly available, including electronically on the project's webpage (web-site address). After the project is finished, the data will continue to be either anonymised, or destroyed. Your identity will not be identifiable in the process of data analysis or in publications. The project is registered and approved by the Norwegian Social Science Data Services.

As a respondent, you have the opportunity to decline this request of participation, ask for additional information, or ask for advice or approval before engaging in the research. You can withdraw your consent during the research project at any time without the need to state a reason.

If you have questions regarding this research project, please contact:

Consent to participate in the research project

I have received information about the research, and I am willing to participate

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(Signed by participant, date)

APPENDIX C: TIME REGISTRATION SHEET

Enter "Time Period"	Enter "General Input"	Enter "Summary by Month"	Enter "Hours reporting Summary"

TIME RECORDING FOR A HORIZON 2020 ACTION		Month:	June	Year:	2015
Title of the action (acronym):	ICT4COP	Grant Agreement No:		653909	
Beneficiary's / linked third party's name:	Insert in this cell				
Name of the person working on the action:	Insert in this cell				
Type of personnel (see Art. 6.2.A Grant Agreement)	Insert in this cell				

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	
Workpackage														Hours																			
WP 1																																	Project Management a
WP 2																																	Community Policing in
WP 3																																	Technology Developm
WP 4																																	Police Training/Educat
WP 5																																	Youth
WP 6																																	Gender
WP 7																																	Regional Focus Africa
WP 8																																	Regional Focus Asia
WP 9																																	Regional Focus Centra
WP 10																																	Regional Focus South
WP 11																																	Dissemination and Exp
Total Hours WPs																																	
Non H2020-Activities														Hours																			
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Non H2020-Activities - Total Hours																																	
All Activities - Total Hours																																	

Short description of the activities carried out in the month:

I confirm that a security assesment was conducted before travel (tick box):

Comments:

Type of interview	Number	Form of consent: Oral (tick box)	Written (tick box)
Individual			
Focus group			
Other			

Comments:

I would like to inform the project ethical committee of the following incidents and/or ethical issues related to the project:

Signed (name of the person working for the action):
Date: Signature:

Signed (name of the supervisor):
Date: Signature:

14/10/2015