**Informed Consent Planning**

***Fillable Templates***

**Step 1: Create Awareness**

In the communities in which we are planning to implement a project, as part of our overall information provision and awareness campaigns, let’s ensure that awareness is being raised about the rights of the communities regarding their data. To help you create a plan for this, fill out the below table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Overview** | | | |
| **What is the benefit to the community that your project is trying to achieve?** | | **What are the activities that will be carried out in this project?** | |
| *In one sentence…* | |  | |
| **Project Data Needs** | | | |
| **What is the data needed to implement the project?** | **Why is this data needed?** | **How will the data be used?**  **With whom will it be shared?** | **Who will have access to the data?** |
| *Determine the absolute minimum amount of data required…* |  | *The data should only be used for the purpose it is collected…*  *List out who you will share the data with...* | *The fewer people who have access the better…* |
| ***CHECK****: Can we collect* ***less*** *data & still achieve the stated purpose?* | |
| **How will we raise awareness?** | | | |
| **Who is our Target group/audience?** | **Preferred channel for each group** | **Any extra vulnerable groups we need to consider?** | **What is the preferred language of each target group?** |
|  | *Radio?*  *TV?*  *SMS?*  *Face to Face?*  *Brochure?*  *Theatre group?*  *FGD?*  *Voice recordings?*  *Sound trucks?*  *Phone calls?*  *Etc.…* | *Women and girls?*  *People with disabilities (mental or physical)?*  *Elderly?*  *HIV? TB?*  *…* |  |

**Step 2: Capturing Consent**

After creating awareness with our target communities where we are implementing the project, we can begin to register people. In our interaction with community members, we need to check for understanding about the project and capture their consent to collect and hold data about them. It is absolutely critical to remember and communicate that digital registration is **voluntary** unless the project legally requires it. The below table can help you think through the steps to take and what to communicate ***before*** capturing consent and what to do if they do ***not*** consent.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check:** | Can the community member articulate what project is? What data is needed? And why the data is needed? (Y/N) | | | | |
| **Explain and Clarify Project Data Requirements** | | | | | |
| **What data are we collecting?** | | | **Why? For what purpose?** | | **How will we use the data?** |
| *Remember this should be the absolute minimum amount of data you need to implement the project….* | | |  | | *The data should only be used for the purpose it is collected…* |
| **With whom will we share the data?** | | | | **Why will we share the data with them? For what purpose will they use it?** | |
| *Generally, this should be* ***no one*** *unless there is a pre-agreed agreement in place…* | | | |  | |
| **How long will we keep the data?** | | | | **When will it be deleted?** | |
| *Generally, this should only be for the length of the project period…* | | | |  | |
| **Ask for and capture Consent:** | | Ask if the individual understands what data we need, why, and how it will be used (Y/N)   * If **no**, explain again. * If **yes**, ask if you have their consent to capture the required data. * If **yes**, proceed with collecting the data and interacting with the person over the project period. * If **no**, do **NOT** capture any data, recommend actions the community member can take to still participate in the project | | | |