



IO2: protocol for discussion groups

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Date: 23 November 2018

2018-1-ES01-KA203-05275

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History chart

No.	Action	Leader	Other	Date
1	Prepared	SDI	Zavod Risa, RTVSLO, UAB, UST	8-11-18
2	Changes, if any	SDI	Zavod Risa, RTVSLO, UAB, UST	16-11-18
3	Released	SDI		23-11-18

1 Introduction

In EASIT project we call focus groups “discussion groups”.

Three discussion groups will take place during IO2. The partners in charge are: UAB, SDI MUC and RTVSLO/Zavod Risa.

Each group will involve experts in easy-to-understand content and in one of the three audiovisual content fields identified during the EASIT kickoff meeting:

- UAB, Barcelona: 2 audio describers and 2 easy to understand experts
- SDI, Munich: 2 subtitlers and 2 easy to understand experts
- RTVSLO, Ljubljana: 2 journalists and 2 easy to understand experts

The discussion groups will take place before the planned interviews and will be conducted in the local language, if necessary. In such cases, each partner will create own materials according to this protocol.

The language versions will be uploaded in Nebula under: 4. IOs—>IO2—> Documents_DiscussionGroups_Translation_ES¹. The name of the file will include the language, e.g. EASIT_SDI-IO2-P_DiscussionGroups_30-04-2019_v1_ES.docx for Spanish.

Partners in charge of the discussion groups will follow this protocol to ensure consistency, and thus increase the reliability of the findings.

This protocol gives instructions about:

- 1 What to say when recruiting potential participants
- 2 What to say to participants when setting up the discussion group
- 3 What to say to participants when beginning the discussion group

¹ Or the corresponding language following ISO language code.

- 4 What to say to participants in concluding the discussion group
- 5 What to do during the discussion and
- 6 What to do following the discussion

2 Recruitment of participants

The tables below show the key points and documents related to this task.

Recruitment: key points

Recruitment of respondents: key points
<ul style="list-style-type: none">• Introduce yourself, other team members, and the project• Explain the purpose of the discussion group• Describe the kind of information to be collected• Indicate whether the discussion group will be taped (audio or video)• Request permission to conduct the discussion group• Provide an estimate of the length of the discussion group (2 to 2 1/2 hours)• Propose some dates and times when the discussion group might be conducted• Provide your contact information

Recruitment: documents

Recruitment documents²
<ul style="list-style-type: none">• Email text• EASIT factsheet³: Nebula 6. Dissemination -> Other -> 1-Models• EASIT information sheet: Nebula 1. Management-> Ethics->Experiments• Link to EASIT website: http://pagines.uab.cat/easit/• Informed consent form (optional at this stage)

² Partners will translate these documents before conducting the discussion groups.

³ Optional

2.1 Example recruitment email

Example text for the invitation to participate in the discussion group.

Subject: Invitation to participate in a discussion group about easy-to-understand audiovisual content

Dear,

You are invited to participate in a discussion group conducted by [Organisation] as part of the European EASIT project (Easy Access for Social Inclusion). EASIT is led by Universitat Autònoma de Barcelona.

EASIT aims to define the profile of the expert (or experts) involved in creating audiovisual easy-to-understand content. EASIT will also develop training materials and create recommendations. You can read more about EASIT on our website: <http://pagines.uab.cat/easit/>

With this purpose, a discussion group amongst experts in these fields will be organised. The aim is to exchange views about the need for easy-to-understand [audiodescriptions/subtitling/new]⁴ and how it can be created. The discussion group will last approximately 2 to 2 1/2 hours.

The discussion group will take place in [MONTH], preferably in [WEEK] at [VENUE].

Please carefully read the enclosed sheets and the information on our website, and make sure that you understand its contents before deciding whether to participate.

If you have any questions about the discussion group, please do not hesitate to contact me.

⁴ Choose one according to your participants.

If you have any questions about the project, please ask the coordinator,
Anna Matamala (anna.matamala@uab.cat).

Best regards,

[Recruiter]

Annexes: Project fact-sheet, information sheet and informed consent⁵

2.2 Informed consent form

[Paper with Erasmus logo and EASIT logo].

All partners will use the approved version.

3 Setting up the discussion group

The table below shows the key points and documents related to this task.

Welcome and consent: key points

Key points
<ul style="list-style-type: none">• Thank you• Your name• Purpose of the discussion group• Confidentiality issues• Duration• How the discussion group will be conducted• Opportunity for questions about the discussion group• Signature of informed consent• Signature of release form (audio, video, pictures)

⁵ Optional

3.1 Example text for introduction

Welcome to our discussion group. I would like to thank you in behalf of all EASIT project partners for taking the time to meet with us today.

My name is [NAME OF THE FACILITATOR], and I will be the facilitator. My colleagues are [TEAM MEMBERS and ROLE AT THE DISCUSSION GROUP].

Today we will talk about easy-to-understand [audiodescriptions/subtitles/news]. Specifically, about:

- The need for easier-to-understand audiovisual content
- What genres are the most relevant and necessary
- The implementation of easy-to-understand audiovisual content
- The role of the validator
- The name of this new expert

The discussion should take about 2 to 2 1/2 hours. We will tape the discussion to be able to come back on your comments after the session. Although we will take notes during the session, we cannot possibly write fast enough to get it all down. Because we are on tape, please be sure to speak up so that we do not miss your comments.

All answers will be kept confidential. Your answers will only be shared with research team members. We will ensure that any information we include in our report does not identify you as the respondent. Remember that you do not have to talk about anything you do not want to. You may also leave the group at any time.

Are there any questions about what I have just explained? Are you willing to participate in this discussion group?

Have you all signed the informed consent and the release form? If not, please sign them before we start.

3.2 The beginning of the discussion

The table below shows the key points and documents related to this task.

Beginning: key points

Key points
<ul style="list-style-type: none">• Introduction• Agreement on first name basis (depends on the country)• Outline of the discussion process• A short presentation on easy to understand and, if necessary the audio visual mode (audio description or subtitling). <p>In Nebula: IO2->Documents_DiscussionGroups->0_Source_documents_Informed consent_Release form_Factsheet_Presentation—>Presentation_E2U and AV mode⁶</p>

3.2.1 Example text for beginning

Well, let's begin. We've placed name cards on the table in front of you to help us remember each other's names. Let's find out some more about each other by going around the table. Tell us your name and your relation to audiovisual content. [We're on a first name basis.]

[After the round] Thank you very much.

We will start the discussion with a short presentation on easy-to-understand audiovisual content (easy to understand and AV mode).

[After the presentation] Now we can start with the discussion. My only role is to guide it. We are interested in your views. There are no wrong answers, only differing points of view. Please feel free to share your point of view even if it differs from what others have said. Keep in mind that we are just as interested in negative comments as positive comments, and at times the negative comments are the most helpful.

⁶ Partners will translate the PPT.

We would like to start with the question [see question guide]

4 During the discussion

This guide includes the items for the discussion group.

4.1 Questions guide

The overall aim is to discuss:

- The need for easier-to-understand audiovisual content
- What genres are the most relevant and necessary
- The implementation of easy-to-understand audiovisual content
- The role of the validator
- The name of this new expert

The questions to obtain qualitative information on these topics are in the table below.

Topics and items

Topics	Items
Need for easy-to-understand audiovisual content	After the brief presentation, the question asked is: Do you think audiodescriptions/subtitles/news could be made easier to understand? To what extent may be an option to make easy-to-understand audiodescriptions/subtitles/news?
What genres are the most relevant?	Which would be the most relevant and necessary genres for easy-to-understand audiodescriptions/subtitles/news?
Implementation	How would you approach implementation?
Skills of the new expert	What skills should the new expert have?
Quality assurance	Like any other type of text, the quality of easy-to-understand audio descriptions/subtitles/news needs to be assessed. How would you approach this task?

Topics	Items
Name of the new expert	How would you name this new expert? Is there a need to name him/her?

5 Concluding the discussion groups

The table below shows the key points for this task.

Closing: key points

Closing: key points
<ul style="list-style-type: none"> • Additional comments or questions • Next steps • Thank you

5.1 Example text for concluding

Is there anything you would like to add? Have we missed anything?

Before we leave, one more question: "Of all the things we discussed, what to you is the most important?"

I will analyse your answers and submit a draft report to the EASIT team in one month. I will be happy to send you a copy to review at that time if you are interested.

Thank you for your time.

6 Following the discussion

The table below shows the key points for this task.

Actions after the discussion

Key points

- Draw a diagram of the seating arrangement
- Conduct moderator and assistant moderator debriefing
- Note themes, hunches, interpretations, and ideas
- Label and file field notes, tapes and other materials
- Make backup copy of tapes
- Upload files to Nebula: IO2->Documents_DiscussionGroups ->Recordings
- Prepare a report of the discussion group in a question-by-question format
- Upload report to Nebula:
IO2->Documents_DiscussionGroups ->Reports
- Send notification to SDI, to begin with the final report

7 Creation of the final report

SDI München will create the final report once all partners have forward the individual reports.

The table below shows the key points for this task.

Final report key points

Key points

- Compare and contrast the results of individual discussion groups
- Look for emerging themes by question and then overall
- Construct typologies or diagram the analysis
- Describe findings and use quotes to illustrate
- Consider narrative style versus bulleted style
- Use a few quotes to illustrate
- Choose sequence by question or by theme
- Share report for verification with other researchers
- Revise and finalise the report

8 Timeline

The table below shows the timeline for the implementation of IO2.

The colors used read as follows:

- pink highlights the tasks that are only related to the discussion groups
- blue highlights the tasks that are only related to the interviews
- lila highlights the tasks that are related to both discussion groups and interviews

Timeline for IO2 implementation

Date	Task: discussion groups (DG)	DG-Partners	Task: interviews (I)	I-Partners
19-11-18	Protocol has been updated with the feedback of the partners and uploaded to Nebula	SDI		
19-11-18	<ul style="list-style-type: none"> • Protocol is approved • Protocol uploaded to Nebula 	All SDI		
19-11-18	Begin of translation tasks: <ul style="list-style-type: none"> • informed consent draft (optional), • release consent • EASIT factsheet 	All		

Date	Task: discussion groups (DG)	DG-Partners	Task: interviews (I)	I-Partners
19-11-18			Protocol draft available for feedback in Google drive	SDI
20-11-18	Begin of recruitment process	All		All
26-11-18			<ul style="list-style-type: none"> • End of draft period • Updated protocol uploaded to Nebula 	SDI
27-11-18			<ul style="list-style-type: none"> • Email is sent to confirm approval of the protocol 	SDI
30-11-18	Final version of the slides on easy to understand and AV mode, if necessary, uploaded in Nebula	SDI		
4 days before the discussion group	Translations of the slides are uploaded in Nebula	All		
18-01-19	All discussion groups conducted	All		
18-01-19	Google doc is available for collecting input for the interviews. Access is granted to all EASIT partners, DG and I-Partners	SDI		SDI

Date	Task: discussion groups (DG)	DG-Partners	Task: interviews (I)	I-Partners
Max. 4 days after conduction	Taped material uploaded in Nebula	All		
30-01-19	End of collection and agreement on questions for interviews	SDI		SDI
31-01-19			<ul style="list-style-type: none"> • Protocol for interviews has been updated and includes all questions • Protocol uploaded to Nebula 	SDI
04-02-19			All translated documents for interviews uploaded in Nebula	All
05-02-19			Begin of interview period	All
28-02-19	<ul style="list-style-type: none"> • Individual reports in English done • Individual reports uploaded to Nebula 	All		
08-03-19			End of interview period	All
22-03-19	<ul style="list-style-type: none"> • Begin of reviewing of final report in English • Google doc for reviewing is available to all DG-Partners 	All SDI		
28-03-19	End of reviewing period	All		

Date	Task: discussion groups (DG)	DG-Partners	Task: interviews (I)	I-Partners
03-04-19	Final report in uploaded in Nebula	SDI		
04-04-19			<ul style="list-style-type: none"> • Individual reports in English done • Individual reports uploaded to Nebula 	All
23-04-19			Begin of reviewing of the final report in English	All
29-04-10			End of reviewing	All
30-04-19			Final report in uploaded in Nebula	SDI



9 Documents

All documents should be uploaded to Nebula: 4. IOs →IO2→