

ANNEX 2: Roles and Responsibilities of the Research Team

Youth Policy Labs (YPL) – Project Team, Berlin (Cristina Bacalso and Dragan Mihajlović)

- Core research and reporting team
- Contracted international team for implementation
- Day-to-day planning and coordination, methodology design, implementation, data synthesis & analysis and report writing
- Oversight, training, and support to YPL Local Facilitators
- Transcription & translation of focus group data (outsourced)
- Key contact relating to ethics protocols and processes¹

UNICEF Europe and Central Asia Regional Office, Geneva (Nina Ferencic, Ilaria Favero and Marie-Cristine Belgharbi)

- Commissioning body
- Overall oversight of project
- Oversight of ethical standards on research involving children²
- Editorial review and guidance
- Administrative support

UNICEF Innocenti, Florence (Perna Banati and Elena Camilletti)

- Technical advisory and partnership role
- Advisory support in methodology design, and data analysis
- Editorial cooperation
- Internal peer review

International Review Board (Dr. Sally Hartley, Gerison Lansdown, Dr. Howard Williamson)

- External ethics review

UNICEF Country Offices: Hasmik Aleksanyan (Armenia), Elena Zlatanova and Maria Zlatareva (Bulgaria), Aigul Kadirova (Kazakhstan), Eugenia Apolzan (Romania), Olena Sakovych (Ukraine)

- Double checking translation of online survey by YPL Local Facilitator
- Support initial testing of online survey in local language
- Dissemination of online survey through UNICEF partners (ex. schools, youth CSOs)
- Decide which locations of focus groups, and which vulnerable groups will be targeted for the special focus groups
- Support YPL local facilitators in gaining access and recruitment of participants for focus groups
- Support YPL local facilitators in securing venue space for hosting focus groups

¹ As outlined in *UNICEF "Age Matters!" Safety, Confidentiality and Privacy Protocols*.

² Ibid.

- Oversight of ethical standards on research involving children, including handling recoding and reporting of suspected adverse events occurring in the local focus groups, and storage of the signed consent forms

YPL Local Facilitators: Arsen Simonyan (Armenia), Natalia Georgieva (Bulgaria), Arman Akberdiyev (Kazakhstan), Ionela Sufaru (Romania), Lyudmyla Kudina & Oleksandra Riazantseva (Ukraine)

- Completing initial translation of online survey, and revising as necessary
- Participating in webinar training on focus group methodology & facilitation, including a focus on ethics and the 90 min UNICEF online training course “Introduction to Ethics in Evidence Generation”
- Facilitating 6-8 focus groups at local level
- Drafting quick bullet point reflections after completion of each focus group & submitting data (i.e. audio recording, reports) to YPL Project Team
- Double-checking transcription & translation of focus groups into English
- Supporting UNICEF Country Office & YPL project team in administrative tasks, as needed (ex. disseminating survey, recruiting participants for focus groups, securing spaces for focus groups, helping source local companies for transcription & translation)