**Dignity Focus Group – pilot name**

**Introduction**

This document is both the question list as the template for the reporting of the 3.1.3 focus group in your pilot region. It should be used in combination with [the focus group guidelines](https://drive.google.com/file/d/14Aajm5PS9_FonVJLOfUqKU6wtP2N_3bW/view?usp=sharing) that were distributed earlier. In this document you can find the questions we would like you to ask to the participants during the focus group, how you should report it, what we want to know about the participants and the information that needs to be provided to them.

In the first couple of pages we ask you to give an overview of who the participants of the focus group are. For the reporting, we expect you to fill in the details in the table for each participant. Please note that you don’t provide a name, but give each participant a number, the initials or a false name. You can then use that in the actual reporting if you want to refer to a specific participant.

Each question in the list is set up in the same way. Below you can find how we set up each question with a short explanation for each aspect. For the reporting we expect you to fill in the two fields for each question under the ‘reporting’ tab.

**Question X**

Context/background

Description of the background of the question. Which results from the survey and/or the CJM lead to this question. Can also function as an introduction of the question to the participants.

Question

The specific wording of the question. Should not be altered when asked to the participants, besides off course the translation from English to the pilot language.

Subquestions and method

If applicable some subquestions might be provided to give a bit of direction to the discussion. If present, they are optional in use. For some questions, a specific way or method to tackle the question could be suggested.

Reporting

Each question should be carefully reported separately on two aspects: the way the focus group discussed and handled the question on the one hand and the actual answer/content that comes out of the discussion.

*General overview of the discussion*

Things to keep in mind when filling in this field:

* How did the discussion on this particular question go?
* Was this question easy to answer for the participants, or did they need some time/extra context to think about their answer?
* How long did the discussion take: was it long or rather short?
* Was there a lot of (dis)agreement among the participants during the discussion?
* Did some participants contribute considerably more (or less) to this discussion than others?

*Answer to the question*

Things to keep in mind when filling in this field:

* We are primarily interested in the answer that results from the group discussion, not individual responses
* If there is no general agreement among the participants, you should report so and describe what the points of disagreement were

Given that this is the main (or even only) source of reporting, provide a sufficient level of detail to each answer.

**Overview participants**

Provide the following information for each participant of the focus group:

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

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| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

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| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

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| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

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| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

|  |  |
| --- | --- |
| Participant (give a number or initials, not a name) |  |
| Age |  |
| Gender |  |
| Target group |  |

**Information for the participants**

Overview of the information that needs to be given to the participants before the focus group starts. This is necessary to receive an informed consent from the participants. It’s not necessary for us to have an informed consent form from each participant. If this is a requirement in your pilot region, do follow this requirement off course. If you need help in setting up a consent form, please contact us.

**Question 1**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 2**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 3**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 4**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 5**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 6**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 7**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 8**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 9**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*

**Question 10**

Context/background

Question

Subquestions and method

Reporting

*General overview of the discussion*

*Answer to the question*