



SiEU Green
Sino-European innovative green
and smart cities

D8.3 H – Requirement No. 3

NMBU



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SiEUGreen

The project has received funding from the European Union's Horizon 2020 Research, and Innovation program, under grant Agreement N 774233 and from the Chinese Ministry of Science and Technology.

Throughout SiEUGreen's implementation, EU and China will share technologies and experiences, thus contributing to the future developments of urban agriculture and urban resilience in both continents.

The project SiEUGreen aspires to enhance the EU-China cooperation in promoting urban agriculture for food security, resource efficiency and smart, resilient cities.

The project contributes to the preparation, deployment and evaluation of showcases in 5 selected European and Chinese urban and peri-urban areas: a previous hospital site in Norway, community gardens in Denmark, previously unused municipal areas with dense refugee population in Turkey, big urban community farms in Beijing and new green urban development in Changsha Central China.

A sustainable business model allowing SiEUGreen to live beyond the project period is planned by joining forces of private investors, governmental policy makers, communities of citizens, academia and technology providers.

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1 Executive summary

The SiEUGreen project brings together a multi-disciplinary consortium of European and Chinese researchers, technology providers, SMEs, financiers, local and regional authorities and resident communities, in order to apply novel urban agricultural techniques and new approaches for social engagement and investigate the economic, environmental and social benefits of urban agriculture. The SiEUGreen project will also incorporate elements of digital Social innovation, by enhancing resident participation and awareness raising through a gamification app's and an interactive platform. This will facilitate the collection of important human data linked to the social and cultural changes expected to be generated at each of the local communities and at an international level by the implementation of the SiEUGreen showcases. In the SiEUGreen project there is close interaction with the community therefore the ethical aspects are particularly important. The SiEUGreen consortium has analyzed the potential ethical considerations to be taken into account. The Pre- Grant "Ethics Summary report" identified the following ethical requirements that the SiEUGreen must comply with:

1. Humans (H) - Requirement No. 1- Details on the procedures and criteria that will be used to identify/recruit research participants must be provided (D8.1).
2. Humans (H) - Requirement No. 2- Detailed information must be provided on the informed consent procedures that will be implemented for the participation of humans (D8.2).
3. Humans (H) - Requirement No. 3- Templates of the informed consent forms and information sheet must be submitted on request (D8.3).
4. Protection of Personal Data (POPD) Requirement No. 4 - Detailed information must be provided on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation (D8.4).
5. Protection of Personal Data (POPD) - Requirement No. 5 - Detailed information on the informed consent procedures that will be implemented in regard to the collection, storage and protection of personal data must be submitted on request (D8.5).
6. Non-EU-Countries (NEC)- Requirement No. 7 - The applicant must provide details on the material which will be imported to/exported from EU and provide the adequate authorizations (if applicable). In case personal data are exported from the EU/Norway to the PR China, copies of EU Model Clause Contracts must be submitted (D 8.6).



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This deliverable (D8.3- H- Requirement No. 3) presents the templates of the informed consent forms and information sheets that will be used in recruiting the research participants in SiEUGreen.



2 Introduction

The SiEUGreen project brings together a multi-disciplinary consortium of European and Chinese researchers, technology providers, SMEs, financiers, local and regional authorities and resident communities, in order to apply novel urban agricultural (UA) techniques and new approaches for social engagement and investigate the economic, environmental and social benefits of urban agriculture. SiEUGreen aspires to enhance the EU-China cooperation in promoting UA for food security, resource efficiency and smart, resilient cities through the development of showcases in selected European and Chinese urban and peri-urban areas. Throughout the implementation of the SiEUGreen project, EU and China will share technologies and experiences and will generate ground-breaking multidisciplinary demonstration cases, thus contributing to the future developments of UA. Since relation with the community is at the forefront of SiEUGreen project the ethical aspects are important. Each researcher and the participating institutions have, therefore, the obligation to follow the ethical standards and guidelines of Horizon 2020 regardless of the country in which the research is carried out.

NMBU, as coordinator of SiEUGreen will adopt both the European Commission (EC) (European Union 2018a; European Commission 2018b .), the Norwegian ethical guidelines developed by the National Research Ethics Committees (NESH 2016.), and the ethical guidelines of NMBU (NMBU 2015.). All ethical issues that this project may be exposed to, will be handled by the appropriate partners in their home countries with the local ethical committees. In cases where national guidelines differ from EC Guidelines, EC Guidelines will be adopted unless national guidelines are more restrictive. Country-specific ethical guidelines regarding data protection; particularly for non-Eu countries Turkey and China, are detailed in Deliverable 8.4. NMBU will use both online meetings and in person workshops to remind all the partners of the need to adhere to these ethics requirements.

This deliverable (D8.3- H- Requirement No. 3) presents the templates of the informed consent forms and information sheets that will be used in recruiting the research participants in SiEUGreen. Annex 1 presents the generic template of information sheet and Annex 2 presents the generic template of inform consent form.



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2.1 Audience of the document

This report provides an internal record for the project itself and all consortium members, external expert advisory board and the Project Officer to be able to refer to and understand what ethical issues are in place. These ethical guidelines are provided to all the researchers and research assistants involved in the project



3 Information sheet and consent forms for stakeholders engagement

A sample informed consent template and information sheet is included in Annex 1 and Annex 2 respectively. Different templates will be produced for the different aims and types of studies, e.g., interviews, focus groups, participant observation. This template is based on EC guidance on how to complete ethics assessment, which provides the general guideline for the preparation of the informed consent form and information sheet:

1. Information sheet and consent forms for stakeholder engagement

Participants must be given an **informed consent form** and **detailed information sheets** that:

- are written in a language and in terms they can fully understand
- describe the aims, methods and implications of the research, the nature of the participation and any benefits, risks or discomfort that might ensue
- explicitly state that participation is voluntary and that anyone has the right to refuse to participate and to withdraw their participation, samples or data at any time — without any consequences
- state how data will be collected, protected during the project and either destroyed or reused subsequently
- state what procedures will be implemented in the event of unexpected or incidental findings (in particular, whether the participants have the right to know, or not to know, about any such findings).

It must ensure that potential participants have fully understood the information and do not feel pressured or coerced into giving consent. Participants must normally give their consent in writing (e.g. by signing the informed consent form and information sheets).



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Annex 1: Draft of information sheet for stakeholder engagement

RESEARCHER: xxx

Date: XX/OX/20XX

CONTACT DETAILS: xxx

Title of the Project: Sino-European innovative green and smart cities

Funder: European Union HORIZON 2020: The EU Framework Programme for Research and Innovation

Please read the information below carefully before you decide to take part in this research study. Please feel free to ask any questions you might have. If you are happy to proceed and participate, you will be asked to sign a consent form. Your participation is completely voluntary.

What is the study about?

The aim of the interview is to understand how citizens and different stakeholders understand, use and justify new technology and institutions in the development of urban agriculture and smart cities. This makes it possible to analyse how people are shaped and again shapes technology and institutions. Furthermore, the aim is to identify opportunities and barriers for change of technology, institutions and practices.

Why have I been chosen? You have been selected to participate in the study due to your expertise about relevant issues and/or because you had personal involvement with the specified case (either directly or indirectly) allowing you to provide first-hand knowledge of events.

Do I have to take part? You are under no pressure to participate in the research. If you decide to take part:

- you will be asked to participate in an in-depth semistructured interview with a duration of between 45 minutes and 1 hour max using Skype or GoToMeeting which will be audiotaped
- you will be provided with a set of guiding questions around which the interview will revolve before the interview will take place. You will have the possibility to



communicate to the researcher in charge in case for any reasons any of the questions makes you feel uncomfortable and you prefer not to answer

- If you decide to participate in the COMMURBAN application, you will be asked to provide: username, email address, avatar picture, age range. It is up to you to provide your real data which usually help the projects you upload gain more visibility and followers.

Are there any risks involved? There are no direct risks in your involvement in the project.

- No sensitive –personal data will be collected
- The interview file will be anonymized and encrypted and stored on a Cloud based Platform accessible by log- in only by SiEUGreen Partners
- Part of or the entire interview will be transcribed for allowing qualitative analysis
- The files will be kept stored in the same way for possible research re-use under the same conditions. Shall these conditions vary, the researchers will provide a new informed consent authorization for you to sign before continuing with research .
- Data will be stored for a maximum if 3 years after completion of the projects and 3 years after scientific publication of the results.

How will the data be used?

Description of the type of report and whether or not names and roles of interviewees will be included here.

What happens if I change my mind to participate in the study? You may withdraw from participating in the study at any time, without the need of justification. You can simply contact the researcher in charge XXXXXX and inform about this decision. You retain this right until 5 working days after the interview has taken place.

What happens if something goes wrong? Should you have any concern or complaint, contact us at XXXXX. We will attend to your enquiry within five (5) working days.



Annex 2: Draft consent for stakeholders engagement

RESEARCHER: xxx

Date: XX/OX/20XX

CONTACT DETAILS: xxx

Title of the Project: Sino-European innovative green and smart cities

Funder: European Union HORIZON 2020: The EU Framework Programme for Research and Innovation

Please tick the box(es) if you agree with the following statement(s):

I confirm that I am a responsible adult able to provide legal consent

I have read and understood the Participant Information (version X dated DD/MM/YYYY)
and have had the opportunity to ask questions about the study.

I understand that my participation is voluntary and I may withdraw at any time, without
the need to provide any justification for it.

I agree that my responses will be used as part of this study

Name of the participant: xxx

Date: XX/OX/20XX

Signature of the participant: xxx

All forms should be returned to : XXXXXX



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