

# Assessing Progress in Reducing Child Labor in Cocoa Growing Areas of Côte d'Ivoire and Ghana

U.S. DEPARTMENT OF LABOR  
Bureau of International Labor Affairs



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# ILAB Ghana Training

Confidentiality



**November 2018**

- What it means:
  - Keep private information private
- What is private information?
  - That the respondent participated in the study
  - Respondent names
  - Information the respondent told you

- The success of the survey depends on the willingness and cooperation of the respondent.
- This, in turn, depends in large part on whether the respondent believes the information they give will be kept confidential.
- Ultimately, it depends on how you will protect and secure the information provided by respondent.

- Protect the rights, privacy, and confidence of all individuals from which information is collected.
- Establish trust by:
  - Explaining to respondents the purpose of the study and use of the data
  - Seeking respondent consent to participate.
  - Safeguarding respondents' identity
  - Do not tell others what the respondent said to you

## **Allowing unauthorized persons to help you in your work**

- You must not solicit or accept assistance from non-survey personnel in completing interviews.
- Only other project staff are authorized to help when needed.
- Do not delegate your responsibilities on this project to anyone without the approval of your supervisor.

## **Discussing survey work with unauthorized persons**

- You are not allowed to discuss your work with anyone other than authorized project staff.
- Do not share response information (from completed questionnaires or Field Control Sheets) with anyone outside the project, including friends and family members.

## Discussing survey work with unauthorized persons

- Do not disclose the name of respondents whom you've interviewed, including to other respondents.
- Watch what you say to other persons who might ask about what you are doing, and why you are visiting particular dwellings or people.
- You may ask neighbors when household members will be home, but very little information should be provided about the study.



## **Losing the tablet or field control information**

- You must at all times keep the tablet and field control information in a secure place so they cannot be accessed or stolen.
- Keep all survey materials, especially documents and the tablet, in safe and secure places when traveling.
- This also means that you must handle the tablets very carefully.



**REVIEW AND SIGN  
CONFIDENTIALITY STATEMENT!**

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Informed Consent



**November 2018**

- Talk through the consent statement
- Ask if the respondent has any questions
- Ask the respondent: **Do you agree to participate in this survey?**
- If the respondent provides explicit consent to participate, ask the respondent to sign the consent form and take a picture

# Talk Through the Consent Statement

- What is the study about and who is conducting it?

*Hello my name is [interviewer name] and I work with Kantar Public, a Ghanaian social sciences company. We are working with NORC at the University of Chicago on an agricultural survey for the Government of Ghana with funding from United States Department of Labor. The goal of this survey is to learn about the role of youth in Ghana with a focus on their work in agriculture and the cocoa sector. This survey was also conducted in 2008/9 and 2013/14, allowing us to assess changes in the role of youth in agriculture over time.*

# Talk Through the Consent Statement

- How was the respondent selected and long will the survey take to complete?

*This household is among 1,300 households across Ghana that have been randomly chosen to participate in this study. Within each selected household, we would like to interview all children from 5 to 17 years of age as well as you, the household head. The interview with you will collect information about ABC. This interview is expected to last about XX minutes.*

- Will the respondent get anything if he/she participate/does not participate?

## ***Known Risks and Benefits***

*There are no known risks to participating in this study beyond those experienced in everyday life. There is no compensation or direct benefit to you for participating, however the information we gather may help the Government of Ghana improve programs and policies aimed at improving the lives of children in agriculture in the future.*

- How will the information be protected?

## **Confidentiality**

All of your responses will be kept anonymous to the fullest extent possible under U.S. and national law. Survey responses will not be linked to your name or the name of this community. While we will collect personally identifying information from you, it will be used for tracking and quality assurance purposes only and will not be shared with anyone outside of the research team. All personally identifying information including names, telephone numbers, and geographic data below the region level will be stored on password-protected devices and will be removed or anonymized prior to any public release of the data. Following completion of the study in 2020, all records containing personally identifying information will be destroyed.



- Who can the respondent contact with questions about the survey?

## ***Contact for Additional Information***

If have any questions, complaints, or concerns regarding this research kindly contact Iddrisu Mohammed with Kantar Public at

This study has been reviewed and approved by the Ghana Health Service Ethics Review Committee and the Institutional Review Board of NORC at the University of Chicago. For questions related to your rights as a study participant, you may also contact the Research and Development Division at the Ghana Health Service at +233 302 681 109 or the NORC Institutional Review Board Manager at +1 866 309 0542; email address: [irb@norc.org](mailto:irb@norc.org).

- Does the respondent **HAVE** to participate/answer all questions?

## ***Voluntary Participation and Right to Withdraw***

Your participation in this study is voluntary. You do not have to agree to be interviewed and can choose to say no without consequence. You also do not have to answer some of the questions if you do not want to and can choose to stop the survey at any time. Refusal to take part in or withdrawing from this study will involve no penalty or loss of benefits of any kind.

- Enumerators must ensure that respondents fully understand the purpose of the survey and agree to participate before the interview begins
- Know the study - Learn all you can about confidentiality and the handling of respondent data

Do you agree to participate in this survey?



**DO NOT PROCEED UNTIL THE  
RESPONDENT SAYS “YES”**

# Ask the Respondent to Sign and Take a Picture

