

1. Information letter for participants

The research includes a series of interviews with employees of involved organizations, such as [list of organizations].

On behalf of [enter], [Enter Names of Investigators] are conducting this investigation.

The interviews are used for three purposes:

- goal 1
- goal 2
- goal 3

Course of action before and during the interview

Prior to the interview, you will be asked to sign a consent form. Please see appendix.

All interviews will take place online and will last approximately 45 to 60 minutes. Each interview will include a questionnaire with partly closed and partly open-ended questions. The interviews will be recorded, if consent is given.

After the interview, summaries will be made available to the researchers. The summaries will be shared with you, after which you will have several days to make corrections. The audio recordings will be destroyed after the summary is made and any corrections are processed.

Confidentiality of data

The data that the researchers obtain from you or your organization will, of course, be kept confidential. In the final report, only the organizations will be listed and both the names and statements will identify an individual, unless it is already public data or explicitly authorized. Publication of the final report is expected around [enter date].

Furthermore, the confidential data derived from this study will be stored digitally on secure servers to which only the researchers will have access. After a period of ten years, the data will be deleted.

The interviews will not be used for other or future research.

Voluntary

Participation in the interviews is entirely voluntary and based on a statement of consent from the interviewee. Interviewees may withdraw their consent to participate at any time during the interview and also afterwards - until the final version of the research report is handed in.

Ethical consent

The interview method was approved by the Ethics Committee of the Faculty of Law of the University of Amsterdam.

Comments, questions or complaints

If you have any comments, questions or complaints about this request or the study itself, please contact: **Researcher's name email@uva.nl, 020-525 XXXX.**

If the complaints concern the use of data related to this research, please contact the Data Protection Officer of the University of Amsterdam at fg@uva.nl or 020-525 53 91.

2. Statement of consent for participants

Amsterdam, (date)

Subject: research consent statement "Project Name".

I hereby agree to participate in the interview with Name Researcher 1 and Name Researcher 2 and Name Researcher 3. I further understand that the purpose of the research is to gather information regarding [research goal]. I understand that my participation in this study is voluntary and that I can terminate my participation at any time.

By signing this consent form, I agree to the following statements:

1. I have read and understood the "Information Letter for Participants "Project Name."
2. I voluntarily agree to participate in this study and understand that I may terminate my participation at any time.
3. I agree that the information I provided will be used for the final report and will be published.
4. I agree that my answers can be published completely anonymously in the final report and that the results will be used without my name being displayed.
5. I consent to the digital storage of the data obtained from the interview for ten years on secure servers to which only the researchers have access.

For more information about this study or related questions, please contact

Name responsible researcher (email@uva.nl, phone number). If the complaints are about the use of data related to this research, I know I can contact the Data Protection Officer of the University of Amsterdam at fg@uva.nl or 020-525 5391.

A digital signature or a scan/copy of a signed statement is also permitted. Date:

Name of interviewee:

Signature of interviewee:

In addition to the above, I agree to the interview being recorded (in the form of an audio recording). The audio recording will be destroyed before publication of the study.

Yes

No

Do you agree that your statements, if explicitly authorized, may also be quoted by name in the final report ?

Yes

No