

Participant Information Sheet

Title of Project: Environmental Information Data Centre (EIDC) Community Conversation

Introduction

The Environmental Information Data Centre (EIDC), the NERC data centre for the terrestrial and freshwater sciences hosted at UKCEH, actively develops the data management, data deposit and data access processes, services and tools it provides. Our aim is to establish a series of regular online events where users of the EIDC can review our services, hear important updates, ask questions and give feedback. The events will take place via Microsoft Teams approximately twice a year. Each event will focus on one or two EIDC services/tools, with approximately 45 minutes allocated to each (max = 90 minutes/event). Feedback and information from breakout discussions will then be collated into a summary report from each event and shared online.

What is the purpose of the Community Conversations?

The EIDC is a NERC funded data repository and would like input from users (e.g., PIs from supported grants, data depositors and data users) about the service provided. Community Conversations are designed to facilitate this aim in the following ways:

- To share aspects of the EIDC service in an open forum.
- To host a Q&A where participants can ask questions about the EIDC processes.
- To obtain feedback on the EIDC services.
- To provide a summary of each event in a report that is publicly available.
- To identify and prioritise improvements to the services that the EIDC offers.
- To provide regular input from users to inform the ongoing technical development process of EIDC.

Who is conducting this research?

This research is being conducted by the EIDC, based in Lancaster. The main research contact is Dr Kathryn Harrison (kath@ceh.ac.uk).

Why have I been asked/offered the opportunity to take part?

Community Conversations are public events. Anyone with an interest in the EIDC is welcome to join. You may have been invited because you have been identified as someone who uses the EIDC, or you may have discovered the event independently. You may have joined a relevant mailing list. Please feel free to share details of these events with your colleagues and collaborators.

Do I have to take part?

No. Participating is voluntary, and entirely your decision. If you do not want to take part, you do not have to. If you want to take part, you can register for each event individually, with no further commitment. Although when you sign up you will be given the option to be contacted again to provide further feedback or take part in future similar events.

What will happen to me if I take part; What will I have to do?

To take part, you can sign up via a dedicated Teams Webinar link. During the registration process, you will be asked to provide consent to taking part in the event. Each event will include:

- **A short presentation** on a particular aspect of the Data Centre **and take part in breakout sessions** to discuss this further.
- **Q&A** – you can ask questions verbally, via the chat function or anonymously via Mentimeter.
- **Survey** – you can complete a feedback survey on how the event was run.
- **Decide if you would like to join our Mailing List.** By joining this list, you will hear about outcomes of events as well as implemented improvements over time.

What are the possible risks and disadvantages?

There are no significant risks beyond those experienced in normal, online, public meetings where you are free to speak openly.

What are the possible benefits?

The possible benefits include being among the first to know about the latest developments to EIDC, as well as having an opportunity to feed into their development.

What if something goes wrong?

If you have a concern about any aspect of this research, you should ask to speak to the researchers who will do their best to answer your questions. You can also email eds-support@ceh.ac.uk.

If you wish to ask a question about the study or informally raise a complaint anonymously to the research team, you can contact **Dr Claus Svendsen** (csv@ceh.ac.uk).

If you remain unhappy and wish to complain formally, you can do this by contacting the **UKCEH Research Ethics Committee** (ukcehresearchethics@ceh.ac.uk).

Can I change my mind about taking part?

If you register for the event, you do not have to attend. If you attend the event notes will be taken on items discussed, however these will not be accompanied by information about the participant. Therefore, it will not be possible to withdraw your comments after the event has finished, as all comments and feedback will have been noted anonymously.

What will happen to information collected about me?

During the registration process, we will collect your name and email address. This will be kept private and confidential. Only the research team will have access to this data. The UKCEH Research Ethics Committee will also have access to this data if an ethical complaint is made against the project.

Where can you find out more about how your information is used?

You can ask the primary researcher (**Dr Kathryn Harrison**, kath@ceh.ac.uk) for any additional information about how we use your data. The lawful basis for this research is for the 'legitimate interests' of UKCEH. Further information on how UKCEH uses your data can be found at the following link: <https://www.ceh.ac.uk/contributors-ceh-science-funded-through-competitively-won-income>

What will be the outcome of this research?

Each Community Conversation will be documented in the form of a report. Anonymised quotations from the events may also be used in the report.

Who is organising and funding this study?

This research is not directly linked to one funded project, but underpins research conducted across UKRI projects for the EIDC. UKCEH have full responsibility for the project including the collection, storage and analysis of your data, and will act as the Data Controller for the study. This means that we are responsible for looking after your information and using it properly.

Who has reviewed this study?

All research involving human participants is looked at by an independent group of people, called a Research Ethics Committee, to protect your interests. This study has been reviewed and given favourable opinion by the UK Centre for Ecology & Hydrology Human Research Ethics Committee (UKCEH-HREC).

Further information and contact details

Thank you for taking time to read this information sheet. If you are happy to take part in the research, please read and sign the consent form.

If you would like any further information, please contact **Dr Kathryn Harrison** (kath@ceh.ac.uk) who will answer any questions you may have about the study.