

## Participant Information Sheet

### Designing context-specific performance indicators for immunisation systems in Pacific Island Countries

#### General Outline of the Project:

##### **Purpose:**

High quality, easily digestible information helps program managers and policy makers make decisions about immunisation systems. Data suggests there are over 20 monitoring and evaluation tools and 600 indicators to measure immunisations system performance. Collecting data on multiple indicators is time-consuming and resource-intensive, and the data may not be relevant to decision makers and program managers. In this project, the team is examining indicators that measures the performance of immunisation data systems in Pacific Island Countries and Areas (PICs), and their usefulness. Further information is in the Participant Guide.

**Who is invited to participate:** You are invited to participate in this study based on your professional expertise regarding immunisation programs in the PICs. Participation in this research is voluntary.

**Who is organising this project:** A team of researchers at the Australian National University (Ms Cyra Patel, Dr Akeem Ali and Dr Ginny Sargent) and the University of Sydney (Dr Meru Sheel) are conducting this research.

#### Participant Involvement:

**Study procedures:** We will use an expert elicitation, a structured method for consulting with stakeholders.

During the study:

- You will be invited to an individual or small group meeting (5-6 participants) via web conference. After a short discussion, you will be asked to rate approximately 50 indicators in an online survey. We will ask you how easy it is to collect data for each indicator and how relevant the data is to decision-making in the Pacific Islands. We will also ask you your age, gender, position and how long you've held it, the organisation you work for, your role, the country you work in and how long you've worked in the Pacific Islands.
- We will send you a feedback report via email showing how your ratings compared with others' ratings.
- You will be invited to participate in an expert panel discussion with approximately 10 other participants via web conference. We will ask you why you have rated indicators the way you have. You will then be asked to rate the indicators a second time. The workshop will be recorded.
- We will analyse the results and send you the final version of the set of indicators.

**Location:** The study will be conducted via web conference. The survey to rate indicators is web-based.

**Duration:** There will be two meetings:

1. The first meeting will take one hour, and involve the small group meeting and first round of rating
2. The second meeting will take 1.5 hours, and involve the panel discussion and second round of rating.

**Use of Data and Feedback:** The results will be reported in two stages:

- A report comparing your ratings of indicators against others' ratings. Individual ratings will not be identifiable; you will only know which ratings are yours.
- A report of the findings of the study, including the final set of indicators.

**Voluntary Participation & Withdrawal:** Participation in this research is voluntary. The information you provide will only be used for the purpose of this research study. You may decline to take part or withdraw from the study without any negative consequences and without providing an explanation.

If you decide to take part and later change your mind, you are free to withdraw from the project at any stage. Your contribution up until withdrawal will be retained. It may not be possible to eliminate all the data you have provided. Any comments you make at the panel discussion may influence the discussion among other panel members, which will still be included in our study findings.

**Risks:** As you will be participating in a panel discussion, the risk of one of the other participants recognising and identifying you is unavoidable. We will ask all participants not to discuss who was involved in this study with others, but someone may still identify you. It is important that you avoid saying anything that could harm yourself or others. You do not have to speak if you do not want to. You can switch off your video if you prefer. You may request a one-on-one meeting with a member of the research team instead of participating in the panel discussion. Another risk is that you might individually be identified by what you tell us. We will reduce this risk by removing any identifying information and reporting only deidentified rating data. Your individual ratings with other expert panel members will be deidentified so no one will know which response is yours.

**Benefits:** It is unlikely that you will personally benefit from participating in this study. We expect that the set of indicators developed in this study will be useful to immunisation program managers and decision makers in PICs. By participating in this research, you will have an opportunity to provide input into design of performance indicators that you or your teams may be responsible for collecting data and help with programmatic planning.

**Confidentiality:** No personal identifying information will be provided in any outputs or reports of the group discussions. You will be asked to consent to the panel discussion being recorded. The discussion will be transcribed, with direct quotes used to support the research findings. We will not identify you by name. However, the name or type of the organisation which you are representing and your area of expertise may be included. Please tell us if you do not want us to include any specific information in public reports. Confidentiality will be protected as far as the law allows. We will not share information about your participation in this research with anyone who is not involved in the project. Only researchers involved in this project will have access to the recordings, transcript and individual indicator rating results. All participants will be asked to keep the group discussions confidential.

**Privacy Notice:** In collecting your personal information within this research, the ANU must comply with the Privacy Act 1988. The ANU Privacy Policy is available at [https://policies.anu.edu.au/ppl/document/ANUP\\_010007](https://policies.anu.edu.au/ppl/document/ANUP_010007) and it contains information about how a person can:

- Access or seek correction to their personal information;
- Complain about a breach of an Australian Privacy Principle by ANU, and how ANU will handle the complaint.

**Data Storage:** All data will be stored on the secure SharePoint site at the ANU and password-protected. Only the research team will be able to access the data. Indicator ratings will be collected using the online survey platform Qualtrics. Responses will be downloaded from Qualtrics and saved at the ANU SharePoint site, and deleted from Qualtrics at the end of the study.

The data will be stored for five years after the publication of any data. At the end of the data storage period, the data will be archived by the University Archives at ANU. After the storage period, all identifying details will be removed from the data. The non-identified data will be archived at the Australian Data Archive ([www.ada.edu.au](http://www.ada.edu.au)) for use in later research, including potentially by other researchers.

### **Queries and Concerns:**

**Contact Details for More Information:** If you have questions about this research, you can contact:

- Cyra Patel [cyra.patel@anu.edu.au](mailto:cyra.patel@anu.edu.au) or +61 466 345 248
- Associate Professor Meru Sheel [meru.sheel@sydney.edu.au](mailto:meru.sheel@sydney.edu.au)

**Ethics Committee Clearance:** The ethical aspects of this research have been approved by the ANU Human Research Ethics Committee (Protocol 2022/368). If you have any concerns or complaints about how this research has been conducted, please contact:

Ethics Manager  
The ANU Human Research Ethics Committee  
The Australian National University  
Telephone: +61 2 6125 3427  
Email: [Human.Ethics.Officer@anu.edu.au](mailto:Human.Ethics.Officer@anu.edu.au)