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A Recruitment poster

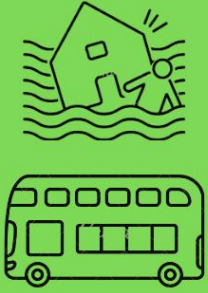
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HAVE YOUR SAY!

LET'S HEAR YOUR VOICE ABOUT CLIMATE CHANGE IN CAMBRIDGESHIRE

What's going on?

This is an exciting opportunity to influence climate change action in your local area. We are inviting you to take part in a focus group where we will discuss what change you'd like to see, what resources might be needed and how this could be put into action. This is part of a research project on what local government can do for climate change and communities in Cambridgeshire, with a focus on young people. We will present our findings to Cambridgeshire County Council and share them with you when the the project is complete.

Who are you?

You are a young person from Cambridgeshire, aged 16-24. You care about climate change and your local community. You want to have an influence on your environment, now and in the future. No special knowledge, experience or background is required. Wherever you live, from Fenland to Huntingdonshire, from Peterborough to Cambridge, it's your voice that counts!

Who are we?

We are a team from Cambridge University Science and Policy Exchange (CUSPE), carrying out some research for Cambridgeshire County Council. We are working on a voluntary basis, which means that each one of us chose to be involved as we're passionate about tackling climate change at the community level, with young people leading the way.

**IF THIS SOUNDS LIKE SOMETHING YOU'RE
INTERESTED IN THEN SIGN UP NOW, OR
CONTACT US IF YOU HAVE ANY
QUESTIONS!**



Cambridgeshire
County Council

CUSPE

Cambridge University
Science and Policy
Exchange



FOCUS GROUP HANDBOOK

Introduction

5 min

Hello everyone and welcome to today's focus group. My name is [introduce moderator] and I am joined today by X members of the research team [introduce research team].

Before we get going we would just like to go through a couple of housekeeping points before we go onto the reasoning behind today's session.

Firstly, will everyone please mute themselves until the start of the first task. After that, please feel free to mute/un-mute yourself as much as you would like! I'd like to encourage everyone to keep their video on, as seeing each other can really help with the discussions. However, you are free to turn off your video for any reason at any point during the focus group. Later during the focus group, we will be using the online platform Miroboard to do a series of short exercises - we will post the relevant links in the chat bar. At the end of the focus group we will ask you to fill in a survey about the focus group on SurveyMonkey, and again, we will put the link to this in the chat.

As outlined in the pre-focus group information package, this focus group will last for 90 minutes. The only people on this call will be myself and the one/two researchers who previously introduced themselves. As explained on the Participant Information & Consent Form you have signed and emailed back to the research team, this focus group will be recorded and used by the Cambridge University Science and Policy Exchange (CUSPE) research team to contribute to their research on climate change and communities for the Cambridgeshire County Council. Your participation in this project is voluntary, and you can choose to withdraw your participation at any time without giving a reason. The data from this focus group and from the survey will be stored on a secure drive accessible only to the researchers and permanently deleted one year after the completion of this project. The data from the focus groups and surveys will be anonymized and used to inform a report for the Cambridgeshire County Council, which may be shared with the public. There are further details on the Participant Information & Consent Form. If you have any questions about the focus group, your participation, or how the data will be used, please ask them now or at any point during the session. [If any questions arise, feel free to answer them, or ask the researchers present to answer them. If anyone has not yet received and/or filled out and returned the Participant Information & Consent Form, please get them to message one of the researchers present to do so during the Icebreaker session.]

I will now quickly provide some more information about the research study. You can find more details in the pre-focus group information package. This study is being conducted by volunteer researchers from the Cambridge University Science and Policy Exchange (CUSPE), in partnership with the Cambridgeshire County Council. The aim of the study is to get your views on a range of climate issues, as currently the perspectives of young people in the county are under-represented in the Council. This is despite the fact that your age group are often the most vocal and active on climate change issues, and the fact that your age group will be most

affected in the future by decisions that are being made now. Specifically, we hope to hear from you what climate issues are particularly important to you and your friends. As well, we are interested in how you think it is best for the Council and young people to work together in the future to tackle climate change. The results of these discussions will be written up in a report for the Council and used to produce policy recommendations for the Council to improve its climate change and community engagement policies.

Icebreaker

10 min

Before we begin, we thought it would be good to start with an 'icebreaker' to hopefully get the discussion started! We would like to stress that this activity, as with all others to follow, are not being 'marked' or 'assessed' in any way, and there are definitely no right answers to any of the questions. We are just very keen to see the discussions that take place, and the considerations that are made before a decision is made. So on to the icebreaker scenario...

You are on your way back from a summer holiday in the blazing heat, and your flight into Cambridge airport is forced to make an emergency landing on a large, uninhabited, wooded island just off the coast of Eastern England. You, the pilot, and your fellow passengers have only sustained minor injuries but the plane has broken into pieces and the communication equipment has been destroyed in the impact.

Before the plane crashed the pilot had reported a problem with one of the engines, so there is a good chance that the authorities will start looking for you when you fail to arrive at your destination. However, the forest is very dense and it will take days to reach the edge of it on foot.

You cannot remain where you are as there is a danger that the aeroplane fuel will catch fire. On searching through the wreckage and the remains of your suitcases you find the following items: [Read through the list and post the list of items in the chat.]

1. A guide to UK plant species
2. 3 elasticated luggage straps
3. 6 frozen airline meals
4. 4 blankets from the plane
5. A 3 metre square piece of opaque plastic sheeting
6. Tourist map of the UK
7. 2 large bottles of factor 12 sunscreen
8. Mobile phone with GPS, fully charged
9. 1 litre bottle of the duty free alcoholic spirit
10. 3 boxes of chocolate chip cookies
11. 4 current paperback novels
12. First aid box
13. Compass
14. Flare gun with one flare
15. A Swiss Army knife
16. A book of matches

You are unable to carry more than 7 items from this list. (items containing more than one object still count as one item). Which items would you take and why? [Encourage discussion and participation of all participants for the remainder of the assigned 10 minutes. No need to come to a consensus.]

Opening questions

30 min

We will now spend about 30 minutes discussing your priorities and actions with regards to climate change. You may have thought and reflected on these questions already, as they were presented in the pre-focus group information package, but no worries if you haven't! We will explore and discuss your thoughts about these questions using two different group exercises on Miroboard.

1. Exercise 1 - Ranking exercise - https://miro.com/app/board/o9J_knzc270=/ (15 min)

I will now post the first Miroboard link in the chat [post link]. Please follow the link and login to Miroboard to access the interactive page. You should now see a page called 'Exercise 1' with a larger arrow and a number of multicolored squares. Please say now if you can't see this!

The aim of this exercise is to try to understand what environmental issues you think are most important. By using the select tool (keyboard shortcut = V) we would like you to rank the coloured boxes from low to high priority by dragging them onto the large arrow. Everyone should be able to move any of the boxes, but it may be useful to tackle one at a time. Below the arrow there is an additional question - 'Do these priorities align with what you believe to be the biggest environmental challenges facing us in the next 30 years?'. Please answer this question after or at the same time as the ranking exercise by clicking the 'sticky note' (N = keyboard shortcut) button and adding your thoughts in the blue box!

This is a group activity, so please discuss amongst each other and work together to complete the ranking. Of course people might have different opinions, but that is an opportunity to discuss why people might think differently about a particular issue! We will give you around 15 minutes in total for this exercise, and will give a quick prompt with around 5 minutes to go. As always, if any questions arise, please let us know!

[Moderator should also have the Miroboard exercise open to monitor progress and answer any questions that might arise. If discussion is slow, feel free to try and kickstart it by asking a question about what a certain priority is or why the person/group feels like it is important or not important. Dissent is very okay, but try to encourage discussion about why!]

2. Exercise 2 - Sticky notes - https://miro.com/app/board/o9J_knzwawU=/ (15 min)

For the second activity we will be using Miroboard again, so please click on this new link in the chat [post link]. You should see a page called 'Exercise 2' with 3 separate columns with the following questions:

- a. Actions I take in my everyday life to be more sustainable

- b. Actions I would like to take but currently am unable to do so and what is stopping me?
- c. Actions I see my friends and family taking that are sustainable or unsustainable

Please say now if you can't see this!

We will be using the sticky note tool again (N), and we would like you to spend around 10 minutes adding sticky notes and having discussions for each of the 3 questions you see on your screen. We would really like to hear both your views as well as the views your family and friends may have! Any questions at any time just let us know, otherwise we will give you a 5 minute heads up before we move on to the next exercise.

[Similar to the first exercise, have the Miroboard exercise open to monitor progress and answer any questions that might arise. If discussion is slow, feel free to try and kickstart it by asking a question about what a certain priority is or why the person/group feels like it is important or not important. Encourage discussion about dissent, if differing opinions arise!]

Group exercise

30 min

The next exercise will take around half an hour, and will involve us presenting to you a scenario in which Cambridgeshire County Council would like to engage with young people on a specific climate related issue. We will read out an introduction story to set the scene and then present you with a series of two options for ways you could resolve the challenges you face at each step.

We would again like to stress at the start that there are no 'right' answers to any of the situations, and that the discussion about the pros/cons of each option is the most valuable for us. Also, if you have any alternate options that aren't suggested, please also voice these too. As ever, any questions at any point, please ask us. We will be on mute throughout the discussion, however, when you feel you have come to a decision, we will present to you the next step in the story.

[Based on the participants' rankings from Exercise 1, choose either the transport, green spaces, sustainable housing, or sustainable food hub scenario.]

Now, as you put the issue of [insert highly-ranked priority from Exercise 1] at such a high priority in Exercise 1, we thought we could go with a scenario in which Cambridgeshire County Council would like to engage with young people about this issue.

[Work through the role play scenario with the group. Emphasize that there are no wrong decisions. Encourage discussion and consensus-building for each decision.]

Role Play example 1: Transport

Transport is the UK's largest emitter of greenhouse gases and we should be moving away from individually owned petrol and diesel cars towards increases in public transport run on green energy. So let's try and make public transport better for young people.

The council has suggested a reassessment of current bus routes by taking into account young people's views on whether the routes are the best and whether there are enough buses for people in the current timetable. You can choose between these options, and discuss the pros and cons of each option)

A) Nominate one person from each bus route to perform an inspection, collect data about bus usage and timings? How would you recruit and select young people?

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 6



Continue on page 7

Success you've managed to secure a representative for 50% of bus routes, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 routes each (but not all auditors will regularly travel 2nd route).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now start to gather information on travel demand.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

B) Switch to option of one person from each bus route - (moderator - jump to page X)

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group in determining priorities, delivery and routes. A smaller subset of your group are more keen on an "ownership of youth buses" scheme. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 2: Green Spaces

As many people have noticed during lockdown, access to green spaces is beneficial for both us and the environment. So let's try and make green spaces work better for young people.

The council has suggested a project for young people's views on their local area to achieve better use of space for users and the environment. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to put together information on their local area and identify possibilities for enhancing biodiversity, reducing air pollution, and improving waste management. How would you recruit and select young people?



Continue on page 9

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 10

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



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Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group identifying possibilities for enhancing biodiversity, reducing air pollution and improving waste management. A smaller subset of your group are more keen on your youth group managing your own green space. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 3: Sustainable Housing

We spend a lot of time in our houses, where we heat them and use electricity and water. It's also where we can cook, clean, work and spend our free time. There's a lot of scope here for decreasing the carbon footprint of our homes.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to collect information on local houses and the ways in which they could be more environmentally friendly then create an action plan for making change. How would you recruit and select young people?



Continue on page 12

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 13

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

B) Switch to option of one person from each bus route - (moderator - jump to page X)

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group working together to make decisions that will affect houses in the area. A smaller subset of your group are more keen on identifying already existing initiatives and highlighting these to local homeowners. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 4: Sustainable Food

The contents of our diet, as well as where it comes from, can have a big impact on the climate. We should all be moving towards a diet of locally sourced food from sustainable farms or allotments.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to perform an inspection of your school/college/local canteen and create an action plan for making change to local and sustainable food. How would you recruit and select young people?



Continue on page 15

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 16

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



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Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



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A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

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Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

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A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group setting up your own community farm. A smaller subset of your group are more keen on identifying already existing allotments and getting involved there. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Closing activities

15 min

Thank you all very much for your interesting and insightful participation and discussion. We hope you all enjoyed that exercise. We are sadly now coming towards the end of the focus group, but before we go on to the closing activities, is there anything else anyone would like to add or reflect on about the previous activity?

In this final section, we will conclude the focus group by talking about the next steps for this research project after the focus group. At the end, we will ask you to please fill out a very quick survey on SurveyMonkey.

As the overall purpose of this focus group is to understand the kinds of environmental issues that young people in Cambridgeshire are most passionate about. We were also also interested in your views on how the Council might best work with youth in order to tackle the climate issues that you identified as the most pressing (this was the goal of the role playing exercise). Our plan is to take the ideas and feedback you have provided in this focus group and use it to create a questionnaire that we will circulate more widely to local schools in Cambridgeshire. Our findings from the focus group and this questionnaire will be used to write a report to Cambridgeshire County Council with our findings and recommendations. We will pass on to the Council your ideas and suggestions as points of action for the Council to follow in order to improve their engagement of youth on the issues you have identified as the most urgent.

Our overall goal is to improve the Council's provision of resources and strategies for engagement with youth in Cambridgeshire, and we can see that you are also passionate about this issue. Just from listening in, we can already tell your conversations and insights will be very useful for us in shaping our recommendations to the Council. However, this is not the end of your involvement in this research. As well as filling out the questionnaire that we will send along in a few weeks (and encouraging your classmates to do the same!), we will keep you updated with our progress on the research. After we analyse the data from the focus groups and the larger questionnaire, we will present our findings and recommendations to you, perhaps using information leaflets distributed on social media. We welcome your suggestions and feedback about what format you would prefer to receive the outcomes of our research in the survey we will distribute in just a few minutes at the end of the focus group!

So unless anyone has any questions about this, we would like you to now fill in our concluding survey. We will post the link in the chat now [post SurveyMonkey link]. We will give you a moment to look through it and let us know if you have any queries about any of the questions. If not, we will give you some time now to fill it in now.

[Please allow for as much time as possible for the participants to fill out the survey at the end of the focus group, to encourage completion and to allow any questions to be asked.]

Thank you very much for taking the time to fill in the survey, and if you haven't quite finished, please feel free to carry on once we have finished the call. We would just like to finish off by saying another massive thank you to you all for taking part today, your contributions have been invaluable and we are so excited to work with all the fantastic ideas you have given us

today, and relay them back to you soon. As a small token of our appreciation, we would like to give you a certificate of your participation, which we will email out to you shortly after the session ends. Thank you so much once again for your time, and unless anyone has any final questions or comments, we will call it there and will be back in touch soon!

Role Play example 1: Transport

Transport is the UK's largest emitter of greenhouse gases and we should be moving away from individually owned petrol and diesel cars towards increases in public transport run on green energy. So let's try and make public transport better for young people.

The council has suggested a reassessment of current bus routes by taking into account young people's views on whether the routes are the best and whether there are enough buses for people in the current timetable. You can choose between these options, and discuss the pros and cons of each option)

A) Nominate one person from each bus route to perform an inspection, collect data about bus usage and timings? How would you recruit and select young people?

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 6



Continue on page 7

Success you've managed to secure a representative for 50% of bus routes, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 routes each (but not all auditors will regularly travel 2nd route).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now start to gather information on travel demand.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

B) Switch to option of one person from each bus route - (moderator - jump to page X)

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group in determining priorities, delivery and routes. A smaller subset of your group are more keen on an "ownership of youth buses" scheme. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 2: Green Spaces

As many people have noticed during lockdown, access to green spaces is beneficial for both us and the environment. So let's try and make green spaces work better for young people.

The council has suggested a project for young people's views on their local area to achieve better use of space for users and the environment. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to put together information on their local area and identify possibilities for enhancing biodiversity, reducing air pollution, and improving waste management. How would you recruit and select young people?



Continue on page 9

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 10

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of involving your group identifying possibilities for enhancing biodiversity, reducing air pollution and improving waste management. A smaller subset of your group are more keen on your youth group managing your own green space. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 3: Sustainable Housing

We spend a lot of time in our houses, where we heat them and use electricity and water. It's also where we can cook, clean, work and spend our free time. There's a lot of scope here for decreasing the carbon footprint of our homes.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to collect information on local houses and the ways in which they could be more environmentally friendly then create an action plan for making change. How would you recruit and select young people?



Continue on page 12

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 13

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

B) Switch to option of one person from each bus route - (moderator - jump to page X)

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group working together to make decisions that will affect houses in the area. A smaller subset of your group are more keen on identifying already existing initiatives and highlighting these to local homeowners. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

Role Play example 4: Sustainable Food

The contents of our diet, as well as where it comes from, can have a big impact on the climate. We should all be moving towards a diet of locally sourced food from sustainable farms or allotments.

The council has suggested a project for young people to work on achieving this goal in their local area. You can choose between these options, and discuss the pros and cons of each option:

A) Nominate one person from each ward to perform an inspection of your school/college/local canteen and create an action plan for making change to local and sustainable food. How would you recruit and select young people?



Continue on page 15

B) Set up a campaign to recruit a range of young people across Cambridgeshire to form a committee? How would you go about this?



Continue on page 16

Success you've managed to secure a representative for 50% of wards, but you're still missing the other half. How could you solve this problem?

A) Ask each of the representatives to take on 2 wards each (but not all auditors will know the second ward well).



Your project is ahead of schedule - well done! Let's just hope everyone is happy with this workload.

B) Switch to the committee route - (moderator - jump to page Y)

C) Continue your recruitment but this will delay the project by 2 months



Your project was delayed, but now the work is evenly distributed. Great job.

The council doesn't offer training on exactly what you need to be able to carry out this project, but they recommend workshops run by 'Carbon Neutral Cambridge' and 'Cambridge Carbon Footprint'. Discuss how you might approach accessing the training you need and how you could fund this- (e.g. would you need support from the council in learning to write proposals to gain funds or can you convince them to cover the fees?)



The training is complete for the representatives. You can now gather information on your local area.

Unfortunately some of your representatives are extremely busy right now and can't complete the work on time. What can you do to help? How might you have avoided this in the first place? Do you.. (Bear in mind whether you are already delayed on this project!)

A) Try and recruit more representatives

B) Give the current representatives more time to complete the work

You complete the work and want to report back to the council and the community including action plans. How would you ensure that the council and the community are listening and on board with the plans?



Congratulations on your first project! Well done for overcoming any hurdles and making positive change in your community! How do you pass on the knowledge and training to the next generation of youth community champions?

Amazing! Lots of young people from Cambridge City have signed up, but there's not many people from other areas of the county. How could you solve this problem?

A) Continue on with the committee you've got. How might interactions with the council change if you don't have members from all areas?



Your project is ahead of schedule - well done! Let's just hope young people in other areas of the county are happy with your decisions.

B) Switch to option of one person from each bus route - (moderator - jump to page X)

C) Delay any action from the committee until you can get representation from all areas. This might take a few more months. How would you do this?



Your project was delayed, but now you've got a committee representing all areas of the county. Great job.

The council tries to get in contact with you, but they aren't sure which person is the "lead". An important message gets lost. Do you... (What are the pros and cons of each?)

A) Assign specific members to fulfil this "lead role"

B) Create a system within this community group to ensure messages are shared in a timely way

The message from the council got through! You get to pitch your idea to them. You've been working on the proposal of your group setting up your own community farm. A smaller subset of your group are more keen on identifying already existing allotments and getting involved there. How do you decide which to propose to the council?

A) Majority rules - take the first proposal to the council. How would the council respond to a motion passed in this way? What would happen to the other group?

B) There's a lot of you - you can propose both and split into two teams to work on both. How would this affect members?

The council love your idea(s) but to realise them you will need more funding. How do you find investors? (e.g. do you create a business plan? Would you need support from the council with this? Can they help you with writing proposals to gain funds?)



Congratulations! Your committee is working really well together - progress is being made! Let's hope you keep making positive change in your community. How do you keep members of your committee engaged long-term?

D Survey questions

1. Age

2. Gender

3. Where do you live? Cambridge, East Cambridgeshire, South Cambridgeshire, Fenland, Huntingdonshire, Peterborough, Other

4. I feel confident in my current understanding of the climate emergency and its impacts.

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

5. I feel confident in my current understanding of the impacts and mitigation of climate change in Cambridgeshire county specifically?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

6. I currently feel empowered to play a role in tackling the climate emergency?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

7. I feel local government have a significant role to play in tackling the climate emergency?

Strongly agree, Agree, Neither agree nor disagree, Disagree, Strongly disagree

8. In your opinion, to what extent is the local community involvement important in tackling the climate emergency?

Very important, important, neither important nor unimportant, unimportant, very unimportant

9. Which of the following actions do you currently take in your everyday life to try to reduce your personal impact on the environment?

Walk/cycle wherever possible
Take public transport regularly
Family use of electric cars
Reduce meat consumption
Home-grow fruit and/or vegetables
Buy clothes second hand or from ethical fashion providers
Encouraging wildlife in your garden or local area
Switching off appliances and heating where possible
Reducing single use plastic consumption
None of the above
Other (please specify)

10. What do you feel is stopping you performing the personal actions you left unchecked above?

Cost
Convenience/Time (e.g. lack of bus routes, faster to drive, single use plastic alternatives are a lot harder to find and use etc.)
Unsure about the environmental benefits and costs of certain actions
Don't have easy access to a garden or local green areas
Feel unable to persuade parents or guardians to make the switch (e.g. in cooking less meat, buying an electric car, switching tariff etc.)
Personal preference (e.g. prefer taste of meat, don't like second hand clothes etc.)
Other (please specify)

11. Please rank these climate issues as priorities for Cambridgeshire and Peterborough from highest priority (top or 1) to lowest priority (bottom or 9)?

Air pollution
Access to green space
Improved public transport and electric car facilities
Increasing plant-based diets
Improved walking and cycling routes
Flood protection
Peatland management
Increasing biodiversity
Better waste and recycling management

12. Imagine you have decided to get involved in a project for young people to work with Cambridgeshire County Council or Peterborough City Council on sustainable public transport. Which of these tasks would you prefer to do?

Volunteer to be the representative for your school or area reporting back your findings
Join a youth committee to work together to come up with ideas
Hold elections to find representatives for your school or area to put forward your views

13. If Cambridgeshire County Council or Peterborough City Council had a new climate action plan, or further opportunities to work with young people like yourselves, how would you prefer they contact you?

Facebook
Twitter
Instagram
TikTok
Email
Phone
Letter
None
Other (please specify)

14. What kind of content would you like to see from the Council going forward?

Videos
Competitions
Events
Talks
Infographics
Tips
None
Newsletter

15. What kind of engagement would you like to see from the Council going forward specifically on environmental issues?

Surveys of opinion
Focus groups
Open meetings specifically for young people with councillors
The opportunity to present your interests and ideas to the council
Talks from the council on their climate related work
Events linking your school and the council
Work experience
None

How likely are you to do the following (very likely, somewhat likely, not sure, somewhat unlikely, very unlikely):

16: Taking an online course about local climate issues and climate politics leading to a certificate?

17: Saying yes to climate related opportunities, such as taking part in surveys, focus groups and work experience with the council?

18. Follow and engage with social media posts from the council on the topic of young people and local climate action opportunities?

19. Learning the benefits of personal/household climate sustainable actions and learning how to talk about them with your household?

20. Talking to the council through an "Eco-lead" teacher at your school?

21. Were there any further comments you would like to make?

UNIVERSITY OF CAMBRIDGE
SCHOOL OF THE HUMANITIES AND SOCIAL SCIENCES

Application for ethical approval of a research project
Part I- Personal Information form- To be completed by the applicant

Question 1: Title of the project

CUSPE Policy Challenges - Climate Change and Communities

Question 2: Primary applicant

Notes: The primary applicant is the name of the person who has overall responsibility for the study. Include their appointment or position held and their qualifications.

Dr Timea Nochta
Postdoctoral Research Associate
PhD (Local Government Studies)
MSc, BSc (Architecture and Engineering)

Question 3: Department and Contact Details of Primary applicant

Notes: Please include the department affiliation and also your contact details. This should also include the email address on which you wish us to contact you. Please note: If you don't have a departmental affiliation, please email cshssethics@admin.cam.ac.uk in the first instance, to get further information on how to proceed.

Affiliation: Centre for Smart Infrastructure and Construction (CSIC), Department of Engineering, University of Cambridge
Email: tn328@cam.ac.uk
Phone: 07459220569

Question 4: Co-applicants

Notes: List the names of all researchers involved in the study. Include their departmental affiliations, appointment or position held and their qualifications. For research students, please include the name, department and contact details of your supervisor.

Emma Clarke MPhil, Department of History and Philosophy of Science. (E): emc93@cam.ac.uk
Olivia Shears, PhD Student, Department of Geography. (E): oms26@cam.ac.uk
William Moody, PhD Student, MRC Cancer Unit. (E) wmm25@cam.ac.uk
Elizabeth Hampson, PhD Student, Graduate School of Life Sciences. (E): eah68@cam.ac.uk
Eleanor Fox, BA Student, Department of Geography. (E): erf35@cam.ac.uk

Signatures of the study team

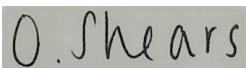
Notes: The primary applicant and all co-applicants must sign the form. For research students, the supervisor's signature is also required.



Timea Nochta



Emma Clarke



Olivia Shears



William Moody



Elizabeth Hampson


Lisa Hecker



Eleanor Fox

UNIVERSITY OF CAMBRIDGE
SCHOOL OF THE HUMANITIES AND SOCIAL SCIENCES

**Part II- Application for ethical approval of a Research Project Proforma
(To be completed by applicant for circulation to Ethics Committees)**

Briefly describe the purpose of the research. (Please attach any detailed research proposal, if submitted or to be submitted for grant application)

In this study, we aim to explore the priorities and needs of young people (16-24 years of age) in Cambridgeshire with respect to climate change action. The study is being conducted by Cambridge University Science and Policy Exchange (CUSPE) volunteer researchers in partnership with the Cambridgeshire County Council, through the annual Policy Challenges initiative (<http://www.cuspe.org/policy-challenges/>). We are exploring the perspectives of young people because this age group is currently under-represented in Council research and engagement with communities on climate, yet have been shown to be a particularly active group for climate issues in other contexts (for example, Extinction Rebellion Cambridge). Specifically, we are seeking to understand:

Young peoples' environmentally sustainable actions in everyday life and associated barriers and facilitators.

Young peoples' climate priorities

Young peoples' existing relationships and engagement with the Council

Ways for young people to jointly tackle climate challenges with the Council and local communities.

The results of this study will inform the Council's policy approach to climate change and communities, with capacity to lead to policy change that empowers young people to take action on climate issues with the support of the Council

Briefly describe the method and procedure. (Please attach interview schedules, questionnaires, etc). Include information about:

- (a) personal questions, interview schedules, questionnaires**
- (b) duration and frequency of assessment sessions**

To meet our research aims, we will conduct three online focus groups with young people using Zoom. Each focus group will include 5-6 young people, 2-3 researchers and 1 moderator from Cambridgeshire County Council; and will last approximately 90 minutes. We will purposively recruit participants through existing contacts in the Council and if necessary, from climate initiatives across Cambridgeshire that are established and attended by young people. The **study advert** (attached) will be shared via email to encourage interest in the study. Those expressing interest in taking part will be emailed the **participant information sheet and consent form** (attached). If they wish to take part in the study, they will be asked to complete the consent section of the form for return via email.

Focus groups will be interactive, including methods like mapping and polls, and will be divided into broad sections: young peoples' climate change actions and priorities, their current relationship with the Council, and ways they think they could work with the Council and communities to tackle climate change in future (see **Focus group guide** attached). Focus groups will be conducted by two to three researchers from the study team accompanied by a Cambridgeshire County Council Employee who has a full DBS check and experience of working with young people.

To permit subsequent analysis, the focus groups will be recorded using the function inbuilt into Zoom. Due to time and budget constraints, the focus groups will not be fully transcribed. Instead, analysis will entail 2 researchers independently rewatching each focus group and searching for quotes and themes relevant to our research aims. Independently produced results will then be discussed between the researchers to validate and triangulate the findings.

An online survey may be deployed following the focus groups in order to verify our findings. This would be distributed by social media channels. We would submit the survey and associated procedure to the ethics committee if this stage of the research goes ahead.

Describe any discomfort or inconvenience to which participants may be subjected. Include information about:

- (a) procedures that for some people could be physically stressful or might impinge on the safety of participants,**
- (b) procedures that for some people could be psychologically stressful.**

We do not anticipate any aspect of our research to elicit significant discomfort or psychological distress in participants. The topic under study is not, by nature, personal or particularly psychologically distressing. However, we are aware that many young people are experiencing climate anxiety. We will endeavour to be sensitive to these experiences by issuing full information to young people prior to their consent and participation (in the form of a **participant information sheet** - attached - with opportunity to ask follow-up questions), avoiding probing visibly distressed participants, communicating findings at the conclusion of the study to all participants, and providing opportunity to follow-up discussions with the researchers or members of Cambridgeshire County Council. All participants will be made aware that they can end their participation in the focus group for any reason, up to two weeks after they took part in the study, without having to give a reason

**(a) Who will the participants be?
(b) How will they be recruited?**

We are seeking to recruit young people aged 16-24 years whose views are currently under-represented in Cambridgeshire County Council's approach for tackling climate issues with communities. We endeavour to gather views from a diverse group, including those that are possibly disengaged from climate issues, and living in both urban and rural parts of Cambridgeshire.

Participants will be purposively recruited, predominantly through existing contacts through the Council. If we are unable to fulfil our sampling requirements through these contacts, we will contact climate-orientated or other community groups based across Cambridgeshire that are specifically established or attended by young people. We will contact these groups by email or social media (such as Facebook or Twitter), depending on where they are most active, using the **study advert** attached.

Will participants be paid? If so, how much?

Participants will not be paid but will be offered a certificate of recognition which could be used in references. This will act as thanks for participation.

What will participants be told about the study? (Please attach a Participant Information Sheet)

- (a) aims**
- (b) procedures**

We have attached our **participant information sheet**. Participants are told:

- The purpose of the study - who is conducting it and why
- Briefly, what will be expected of participants in the focus groups
- How confidentiality and anonymity will be maintained
- How the data will be stored, and how and when it will be destroyed
- That participation is totally voluntary and participants are free to withdraw from the focus group without having to give a reason
- Benefits and risks of the study
- How the findings will be used, and that participants will be provided with findings from the study

We have also attached the **participant preparation sheet** that will be sent to participants in advance of their participation in the focus groups, containing information about the content of the focus group.

What information about the research procedure or the purposes of the investigation will be withheld (if anything)?

None. Participants will be fully informed of the research procedure and purposes of the investigation through the Participant Information Sheet.

When will consent be obtained? (Please attach a Participant Consent form, written on headed paper and including your name(s), address and contact phone number.)

- (a) Prior to the investigation? OR At the time of the investigation?
(b) Will consent be verbal OR written OR electronic via computer? (if not written, please justify this)
(c) Will consent be personal OR third party on behalf of the participant?
(d) Will personally identifiable information be made available beyond the research team? If so, to whom, and how will consent be obtained for use of personal information?

Consent will be obtained in the **participant information sheet and consent form:**

Prior to the investigation

Electronically via a computer email response. Participants 'sign' (i.e. type) their signature to agree to clauses within the form. This method has been chosen because electronic communication is more convenient for both researchers and participants in the run-up to the focus groups due to the current COVID-19 restrictions and guidelines.

Consent will be personal.

Personally identifiable information will not be available beyond the research team - only demographic information (e.g. age, ethnicity, gender). All participants will be anonymised, and will agree to the use of direct anonymised quotations.

At the end of the research, what will participants be told about the investigation? Include (a) debriefing, (b) ways of alleviating any distress that might be caused by the study and (c) ways of dealing with any problem relating to the focus of the study that may arise.

Participants will be informed of the research outcomes through an information leaflet highlighting the key outcomes of the research. The CUSPE report will be fully accessible to the public, and shared directly with participants if they indicate they would like this on their consent form. Participants will be able to request further information from the research team if they would like.

In case of any distress from the study (risk deemed relatively low), participants will be offered information about youth climate change action and sources of information which may help to reassure and promote appropriate action. E.g. <https://www.bbc.co.uk/newsround/51451737>; <https://www.wwf.org.uk/get-involved/youth-groups/resources/climate-change-activities>

Links to contact the council youth groups will also be used. Participants will be able to contact their gatekeeper with any concerns. They will also be able to contact an independent Third Party officer, as stipulated in the **Participant Information form**.

Has the person carrying out the project had previous experience of the procedures to be used? If not, who will supervise that person?

The research team includes members who have experience conducting interviews, surveys and some focus groups.

Public engagement training has been carried out by members of the research team

All focus groups or interviews will be conducted to include one of the team members who has experience conducting focus groups - all groups will be led by a 'moderator' who has been previously engaged with the participants

Public indemnity insurance would normally be provided by the University's insurance for persons employed by them or working in their institutions. If you do not have appropriate institutional affiliation, how will you provide public indemnity insurance, including insurance against non-negligent injury to participants?

We will be applying to the University for insurance.

If data is to be analysed or stored on a computer, you must make arrangements to comply with the Data Protection Act (see your Departmental Data Protection Officer). Have you done this? Also, how do you intend to store data and for how long?

All collected data will be stored in a secure manner; backed up on several password protected documents, shared with the researchers over the University's secure One Drive storage. As soon as possible, data will be uploaded to a secure server held by the Council. All data will be handled in line with what participants have been told and all data will be recorded accurately. If a data breach of any kind does occur, the council will be immediately informed.

Research conducted by students:

Has the student received appropriate training in conducting research with these subjects?

Please outline the involvement of the supervisor in overseeing the conduct of this research?

The Committee assume that any application relating to a research or investigation project which forms part of a taught course has been discussed with the Head of Department. Please enclose confirmation from the Head of Department which will then be sent to the Ethics Committee.

At least one member of the research team has been trained for youth engagement research and will pass on appropriate training to other members of the team

Researchers will ensure they have appropriate training from the council's perspective to conduct the research

A member of the council will be present during all focus group discussions

This ethics review will be passed through the Council's research process after review from this council

Signature(s) of applicant(s). It is important that all applicants named in point 1 sign below:

CHECK-LIST OF THINGS TO ENCLOSE WITH THE APPLICATION

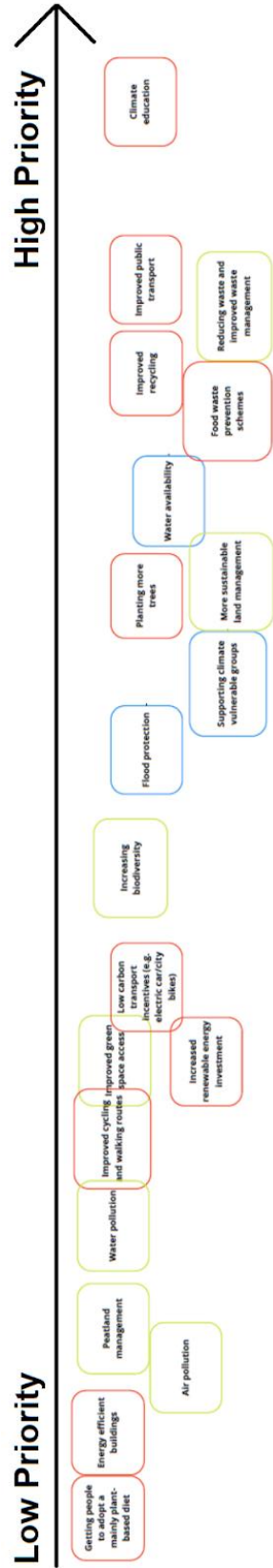
Please note that this is only a list of essential documents that would be required for the consideration of your application by the committee. Please attach any further documentation that you think might help the committee in reaching a decision about your application.

- Detailed Research Proposal
- Interview Schedules and questionnaires
- Participant Information Sheet
- Participant Consent Form
- For Students: A signed letter from the Head of Department confirming that they are happy for you to go ahead with the research intended.

Date of application:

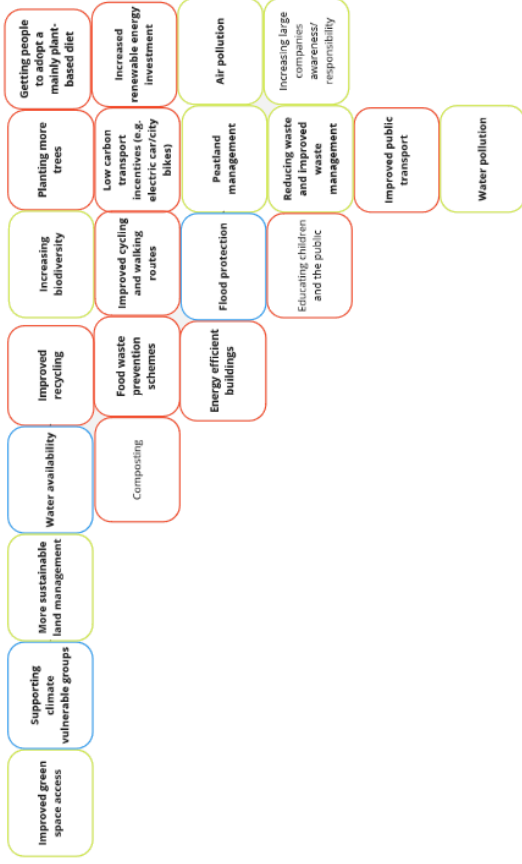
**Please return completed form to Humanities and Social Sciences Research Ethics Committee,
School of the Humanities and Social Sciences, 17 Mill Lane, Cambridge CB2 1RX.**

F Focus group results - Young people's climate priorities



Low Priority

High Priority



Low Priority

High Priority

