# Suggested training and preparation plan for qualitative fieldwork in MIGNEX Research Areas

## More than 1 month in advance of the fieldwork starting

* Consider how the Research Area Interim Report (RAIR) will be completed (who will contribute, what training needs) and please plan for the video call debrief (approximately two weeks after fieldwork) and submission of the RAIR (approximately six weeks after fieldwork), accordingly, and update Marta & Mira on scheduling the video debrief call. See the MIGNEX Handbook chapter for further details (MHC8).
* If doing multiple research areas, please suggest a schedule which enables you to complete the work, and update Marta & Mira in relation to the video debrief call schedule, and expected submission of RAIR (including photos and focus group transcripts, which are submitted simultaneously. Where necessary, please agree on a tailored timeline, ahead of fieldwork commencing).
* Make a specific plan/schedule for the training and preparation for all those involved in data collection in each research area you are responsible for (including any research assistants and interpreters).
* Confirm how – where – and when – this training and preparation will happen specifically, and make sure this is feasible (e.g. locations are accessible, Internet connections stable, any time-zone considerations, etc.).

## More than two weeks in advance of the fieldwork starting (e.g. 1 month – to – two weeks before)

* Run training sessions – virtually and/or in situ covering the themes of the 5 training videos:
  + *Overview of the qualitative data collection and understanding its logic*
  + *The key informant interviews*
  + *The focus groups*
  + *The fieldwork observation and photography*
  + *The Research Area Interim Report (RAIR)*
* You may want to organize e.g. three slots/sessions, such as:
  + Overview & key informant interviews
  + Focus groups (there is a lot of detail to comprehend and memorize here)
  + Fieldwork observation and photography & RAIR
* These slots/sessions could be on the same day, or three different days, depending on what might be easier for you. It is essential that you as the person de facto running the training of your team, however small or large, are fully aware of the rationale behind and the details on the different aspects of fieldwork, as described in MHC8.
* Both reading the MIGNEX handbook chapter 8 – on Qualitative data collection – in its entirety, and watching the videos is critical. The videos refer actively to the Handbook chapter as well as the RAIR. Please have a printed version of the document in which you can take notes, including of things that need special consideration in your research area.
* If working with interpreters, consider the training needs of interpreters in the same way as any other research assistants, plus training on the role of the interpreter in the qualitative data collection for MIGNEX. Clarifying the roles & ensuring a shared understanding of how things are done, is no less salient – rather more, due to the vulnerabilities involved.
* Remember to send Mira the confirmation on risks and research ethics being adequately handled.
* Please schedule a conversation with Marta approximately 2 weeks before the fieldwork is due to start – to discuss your preparations and any specific questions that are emerging. Agree on communication during fieldwork (preferably via WhatsApp, but adjustable). Ensure any concerns are raised, discussed and sufficiently clarified.
* Develop a feasible plan for the two last days before fieldwork starts/the beginning of the fieldwork – including all logistical and practical issues, preparations, equipment etc. that needs to be planned for – and who is responsible for what, if several people are involved. See also MHC8.

## The 2 last days before fieldwork starts

* Ensure that the practical and logistical preparations are managed, including bringing printouts of needed information sheets, the informed consent record, the theme guides for focus groups and key informant interviews, as well as ensuring you have all needed equipment at hand.
* Ensure time for in-person discussion, especially where training and preparations previously has not been in-person, to run through the full set of issues raised in the 5 videos, and aligning them to the realities on the ground in this specific research area, once again. This might be done in a 1-day preparation session and/or on the way to the research area if there is substantial travel time involved, and/or in other ways, but time needs to be allocated to ensure that you can hit the ground running, as a team, with a shared understanding of the work to be done.

## During fieldwork

* There may be a need to refresh some knowledge during fieldwork, therefore always keep a paper copy of MHC8 at hand, as well as paper copies of theme guides. Using breaks or time in the evening to revisit the information provided in MHC8 is extremely likely to be necessary.
* Keep a close eye during fieldwork on progress – keeping in mind the RAIR needs – so as to be able to complete these well. Where possible dividing responsibilities for monitoring progress on different aspects of RAIR, may be a good idea.