



Good Participatory Practice Tools

Stakeholder Interview Questions

February 2014



Introduction

What are the GPP Stakeholder Interview Questions?

The GPP Stakeholder Interview Questions are a companion tool to the UNAIDS/AVAC *Good Participatory Practice: Guidelines for biomedical HIV prevention trials*, second edition, a document providing trial funders, sponsors, and implementers with systematic guidance on best practices for stakeholder engagement. The interview questions are intended to help research teams ask strategic questions of various types of stakeholders in order to evaluate engagement efforts related to past or ongoing trials.

How can the GPP Stakeholder Interview Questions be used?

The questions can be used to help research teams gauge the impact of stakeholder engagement activities on a trial (or set of trials). They can also be used to evaluate a trial site's engagement program during the formulation of a new work plan. The interview questions are primarily designed to help researchers assess whether engagement activities have had a positive (or negative) impact on the research process, how successfully GPP has been implemented at the trial site, and how the site's stakeholder engagement efforts might be improved.

Note: The GPP Stakeholder Interview Questions are part of a suite of tools and resources being developed by AVAC, in collaboration with other trial stakeholders, to support and promote effective implementation of the GPP guidelines at trial sites where biomedical HIV research is conducted. Users can customize the summary sheets and other related materials to suit their needs. Users can share their adaptations and send feedback about the GPP tools to gpp@avac.org.



Instructions:

1

Prepare for the interview

- ✓ Make sure you have clarity about the purpose of the interview and the type of information you're looking for.
- ✓ Review the sample interview questions, selecting those that will best serve your purpose and are relevant to the type of stakeholder you'll be interviewing. (If the interviewee is a health care provider, journalist or other media professional, or government official, be sure to consider the "Additional questions for specific stakeholders" section toward the end of this document.)
- ✓ Modify, reorder, or add to the sample questions as you see fit. (For help developing your questions, refer to the good participatory practices described in subsection D of each of the topic areas in Section 3 of the GPP.)
- ✓ Print a copy of the questions to bring to the interview and make sure you have what you need to record the answers (e.g., a notepad and pen, recording device, etc.).
- ✓ Familiarize yourself with the questions you plan to ask.

2

Conduct the interview

- ✓ Explain that the purpose of the interview is to learn as much as you can about the interviewee's engagement experience in order to gain insight into how the trial site might improve its engagement program.
- ✓ Assure the interviewee that you welcome detailed feedback, whether positive or negative, about a full range of topics, including how the site has engaged stakeholders for current, upcoming, and past trials; how involvement has helped move the research agenda forward; where engagement efforts have been successful and where they have fallen short; where obstacles have been encountered and how they were dealt with; and what changes might be made to help strengthen engagement efforts at the site.
- ✓ Clarify whether the interviewee will be answering questions from his or her own perspective; as a representative of an organization, institution, or group; or both.
- ✓ Conduct the interview, making sure to ask follow-up questions when more information would be helpful.

3

Document the recommendations

- ✓ Compile a master list of recommendations gathered from each interview.
- ✓ Review the recommendations, evaluating them for feasibility and importance, as you formulate an action plan for improving stakeholder engagement efforts.



User Tip:

Play the **Basic Popcorn Game** to generate additional recommendations to add to your master list.





Stakeholder Interview Questions

Interviewee: _____	Date: _____
Interviewee affiliation: _____	Trial site: _____
Type of stakeholder: _____	Interviewer: _____

General questions:

Background

1. What is the primary mission or focus of your organization (institution, group, etc.)?
2. Is the scope of your* work local, national, or international?
3. What type of activities is your organization involved in?
4. What is your role (job title, responsibilities, etc.)?

**Note to interviewer:* You may need to substitute “your” with “your organization” to address the appropriate party.

Relationship to trial site

1. What is the nature of your interest in biomedical HIV prevention research?
2. What is the nature of your relationship with the trial site (formal partnership, informal collaboration, etc.)?
3. How long have you been involved with the trial site?
4. What do you hope to achieve through your involvement, in terms of short- and long-term objectives and the impact of your involvement?
5. In what ways is your engagement with the site beneficial to you?

Past involvement

What kind of trial-site activities have you been involved in? (*Note to interviewer:* Use the questions below to help focus the answer; follow up “yes” answers with questions 2 through 5):

1. Has the research team sought your advice on or involvement in the following:
 - a. Community-related activities conducted or engaged in by the site to learn about the local population, sociocultural norms and practices, potential participant populations, etc.
 - b. Trial conduct processes, such as:
 - protocol development or review
 - planning or drafting informed consent materials
 - participant recruitment, retention, and follow-up
 - trial closure procedures
 - results dissemination
 - c. Health service protocols, such as
 - the HIV prevention package for trial participants
 - HIV care and treatment for those who screen out or become infected during the trial



- d. Strategies for preventing and addressing trial-related harms (physical, social, etc.)
- e. Stakeholder engagement efforts
 - drafting or revising a stakeholder engagement plan
 - planning, monitoring, or evaluating the site's stakeholder engagement activities
2. If so, what was the nature of your involvement?
3. Was your advice, input, participation, etc., well received?
4. Did you encounter obstacles to your involvement? If so, how did the trial site handle them?
5. Do you feel your involvement was successful, effective, a positive experience?
6. Are there other aspects of your involvement with the site that we haven't discussed that seem relevant? Explain.

Communications

1. Does the research team keep you informed about developments in trials being conducted at the site? Does the team provide updates on related trials being conducted nationally and globally?
2. Do you have an understanding of the basic concepts behind the clinical research process, particularly in terms of biomedical HIV prevention research? Do you feel you understand them well enough to explain them to others?
3. Does the research team have a process for keeping you informed on research-related matters? Is there a process—or open dialogue—that allows you to request information, ask questions, and seek clarification on information that's been provided?
4. Do you know whether the site has a written plan for stakeholder engagement?
5. Are you familiar with the Good Participatory Practice guidelines? If so, how did you learn about them? (*Note to interviewer:* If the interviewee is not familiar with the guidelines, provide a brief description and, if possible, a copy of them.)

Recommendations

1. Do you see areas where the site's stakeholder engagement practices could be improved? What are your recommendations?



Additional questions for specific stakeholders

Health care providers

1. What type of facility do you work in?
2. Where is it located in relation to the trial site?
3. What type of services does your facility provide?
4. What type of HIV-related services (e.g., VCT, prevention strategies, HIV care and treatment, family planning)?
5. Has the research team consulted with you to learn the health services available at your facility and through other providers in the area?

Journalist or other media professional

1. Describe your media outlet.
2. Have you covered the trial-site's activities or HIV prevention research in general? What was the nature of that coverage? How was it received?
3. How effective do you feel the site is in communicating with the general public about its trials? What about with specific stakeholder like the media or government officials? Explain.
4. Are you aware of any communications problems or mishaps around the site's activities, a particular trial, or clinical research in general? Explain.
5. Does the research team seek advice from you about how it should communicate with the media or general public?

Government official

1. Are you or your department involved the review or approval process regarding protocols implemented at the trial site? Explain.



