



## **GOVERNANCE POLICY**

### **ANNEXES**

#### **Alternatives to Slash-and-Burn Systemwide Programme**

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## **ANNEX 2 – ASB INTERVIEW PROTOCOL**

### **Protocol for conducting interviews for ASB publications**

In fulfillment of ASB's ethical responsibility to the subjects of its various publications, ASB researchers and interviewers should adhere to the following principles and procedural guidelines when conducting interviews. The procedural guidelines are based on the following principles:

- Respect for a subject's right to privacy, dignity, safety and well-being;
- Foresight regarding potential negative effects of an interview and the published material for the subject;
- Honest and accurate representation, including use of quotations and photographs;
- No promises made to subjects that cannot or will not be fulfilled;
- Informed verbal consent obtained from subjects regarding publication of photographs and/or quotations that identify them; and
- Confidentiality shall extend to communities' identity, where appropriate.

### **Interview guidelines:**

#### **Pre-interview**

- (1) Present the objectives for the interview in a clear and transparent manner:
  - a. Explain to the subject that the purpose of the interview is to learn about their activities, choices, problems and perspectives.
  - b. Inform the subject that the interview may be printed for wide distribution.
  - c. Explain that their photos may be used to illustrate the publication.
- (2) Ensure the subject that any information they wish to keep confidential will be withheld from publication. [The interviewer must take particular care when subjects are involved in activities that could be construed as illegal (timber harvesting on state land, coca growing).]
- (3) Obtain verbal consent from subject with regards to information presented in (1) and (2) before proceeding with interview.

Note: In instances where a translator is required, the translator should be made aware of this procedure and should comply with the ethical standards set out by ASB.

#### **Post-interview**

- (4) Formally acknowledge the subject, and all field staff assisting in the interview, in the list of contributors to the publication.
- (5) Where possible, submit draft copy of the publication, in an accessible form (i.e. translated), to the subject for his/her review and approval prior to final publication.
- (6) Provide final copy of publication to the subject and to any institutions, communities, and/or individuals of the subject's choice.