TRAF·G
Transnational Figurations of Displacement

TRAFIG Ethics Guidelines

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1. Introduction

The overall objective of the project "Transnational figurations of displacement" (TRAFIG) is to develop solutions for protracted displacement that are better tailored to the needs and capacities of persons affected by displacement. We seek to contribute to the development of policies and programs through which the vulnerability of displaced people can be reduced and their self-reliance and resilience be enhanced. Such an approach requires empirical research with displaced people as well as other groups and stakeholders affected by protracted displacement in the respective countries and places. Undertaking empirical research on such a highly politicised topic, in conflict-affected settings and with particular vulnerable groups does, however, require specific research strategies (as set out in the Methods Handbook, D1.3) and strict adherence of all partners to the same principles of ethical research. These principles are laid down in this guideline document.

This document serves as a manual for all researchers involved in the project. It should serve as a guidance tool in the preparation and the implementation of field work. All researchers involved in the empirical research of the project undergo a methodology training, which will also introduce and discuss all sections of this manual. Participation in these methodology workshops is obligatory for all researchers and research assistants involved in empirical research. All workshop participants will sign a document stating the full recognition of TRAFIG's ethical. The Ethics Guidelines are closely linked to the Data Management Plan (D 9.6).

Our Ethics Guidelines have been developed in cooperation with all project partners. The following guidelines were consulted for the development of this Ethics Guidelines:

- Arbeitsgemeinschaft Entwicklungsethnologie (AGEE) 2013: Ethische Leitlinien der AG Entwicklungsethnologie
- All European Academics (ALLEA) 2017: The European Code of Conduct for Research Integrity
- Canadian Institutes Tri-Council Policy Statement 2014: Ethical Conduct for Research Involving Humans
- Deutsche Gesellschaft für Volkskunde (DGV) 2008: "Frankfurter Erklärung" zur Ethik in der Ethnologie
- Deutsche Forschungsgemeinschaft (DFG) 2013: Sicherung guter wissenschaftlicher Praxis/ Safeguarding Good Scientific Practice, Memorandum
- International Bar Association's HR Institute and Raoul Wallenberg Institute 2009: Guidelines on International Human Rights Fact-Finding Visits and Reports by Non-Governmental-Organisations (The Lund-London Guidelines)
- Refugee Studies Centre, University of Oxford 2007: Ethical Guidelines for Good Research Practice
- Swiss Commission for Research Partnerships with Developing Countries 2012/2014: The Swiss Guidelines
- EC-Directorate general for Research and Innovation "Guidance Note – Research on refugees, asylum seekers and migrants".
- Laurie Pearlmand and Lisa McKay, Headington Institute 2008: Vicarious Trauma (retrieved from https://headington-institute.org/files/vicarious-trauma-handout_85433.pdf on 20.05.2019)
- European Commission – Research Directorate-General: Guidance for Applicants. Informed Consent.

2. General Ethical Principles of the TRAFIG project

TRAFIG commits to comply with all relevant international, EU and respective national legislations and conventions (in its latest versions), including:

- the United Nations Universal Declaration of Human Rights (United Nations, 1948)
- Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights) and its supplementary Protocols (Convention for the Protection of Human Rights and Fundamental Freedoms, 1950)
- Charter of Fundamental Rights of the EU (Charter of Fundamental Rights of the European Union, 2000)
- European Conduct for Research Integrity (All European Academies [ALLEA], 2017)
- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regards to the processing of personal data and on the free movement of such data (Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, 1995)
- General Data Protection Regulation (GDPR), effective on 25 May 2018

All researchers involved in empirical research of the TRAFIG project adhere to the following ethical principles.

- **Respect:** Respecting individuals, groups or communities is a primary obligation of researchers. Every researcher involved in the TRAFIG project should maintain a respectful and ethical professional relationship with the people encountered during research. The researchers should support their empowerment and participation rather than treating them only as objects of research. An open learning and sharing attitude should be maintained throughout all the time.
- **Do-no harm:** Researchers have an ethical obligation to continuously consider and assess the potential impact of their research and the dissemination of the research on all persons directly or indirectly involved. They shall prevent and minimize any unintended negative effect of research, which can increase people's vulnerability to both physical and psychosocial risks. Safety and dignity of all persons involved has the utmost priority. Researchers must ensure that they do not harm the safety, dignity, or privacy of persons with whom they work or conduct research or who could be affected by their research.
- **Accountability and transparency:** Research should be transparent with regard to the purposes, potential impacts and sources of support for research projects with relevant parties affected by the research. All data gathered while conducting field research must be protected.
- **Voluntary and informed consent:** Researchers have to obtain the voluntary and informed consent of persons or communities being studied. A person's decision to participate in research has thus to be based on sufficient information and adequate understanding of the proposed research, its purposes and methods, and the implications of participation in it. The researchers have to inform the research participants that they can withdraw their participation at any time.
- **Equity:** Researchers should be aware of unequal power relations, which can be aggravated in forced migration situations. Researchers should take steps to mitigate their effect on relationships and the research results. All researchers should be mindful that power relations

can never be fully resolved, but commit themselves to interpret the collected material in light of those power structures.

- **Un-biased and gender-sensitive research**: Researchers should be aware of possible biases of themselves and others concerning gender, race, ethnicity, ability, religion, geographical location, class/caste and sexual orientation, among others. The diverse make-up of groups shall be recognized and given proper attention. Control for and report of race, sex and other relevant characteristics of all participants in the research process and reflection upon their significance are mandatory. Ethnocentric behaviour must be avoided.

3. Vulnerability of research participants

The research subjects – refugees, IDPs and also members of the host communities – belong to particular vulnerable groups. We can assume that many research participants have experienced traumatising events such as war, torture, displacement and many of them live in unprotected conditions with an insecure legal status, often separated from immediate family members. Even though we will not conduct research in conflict areas, but in places of (first) reception, this does not necessarily mean that refugees and IDPs feel secure at the hosting area. They can be exposed to a continuum of violence and precariousness: violence/precariousness occurs during the phases of conflict, during the flight, and even in refugee camps which supposedly provide protection to the inhabitants. The research participants will have different legal status (e.g. refugee status according to the Geneva Convention, asylum seeker, citizens of the host country) or no status at all. The vulnerability of each individual depends to a large extent on his/her legal status.

The researchers should further keep in mind that representatives of Non-Governmental Organisations (NGOs) or migrant/community organisations that they engage with in expert interviews or stakeholder workshops might also be exposed to specific risks due to their participation in our research,

The highly sensitive context and the potential high level vulnerability of research participants and experts has to be kept in mind throughout the whole research process, i.e. from developing the research questions to choosing methods to implementing the field work.

The following questions upon which all researchers must reflect:

During the field work, please always ask yourself:

- Would our research pose a threat or harm to the research subjects? For example, would research bring unwanted attention, exposure or trigger trauma?
- How can you avoid creating unjustified expectations in participants?
- Is there a need to reciprocate your research participants for the data and the time they provide you? What forms of compensation are available and useful (e.g. small gifts, social support, sharing of research results, etc.)? What problems can come up with certain kinds of compensation? Are there any indirect benefits?
  If you decide to compensate the research participants you should discuss with your local research partners as well as with the Task Leader to make sure that a coherent approach is implemented to avoid any form of jealousy etc. The decision will be taken by the research team individually for each country and research site.
- Are your research participants eyed suspiciously by neighbors or security personnel/ the intelligence because you have contacted them? What kind of repercussions could their participation in the research have for them?
- Did you consider whether it is more appropriate to meet in public or private spaces?

This is what you need to do:

- For the qualitative research methods: Take your time to gain rapport and build a trust relation with the research participants. For example, spend as much time as possible at the research sites and conduct informal talks with the participants.
- Be aware of the power differentials between you as a researcher and the research participants as well as within and between the refugees, IDPs and members of the host communities.
- Be transparent about the use of our findings.
- Be transparent about the expectations our research can raise. Research participants will not have any direct benefits. There will not be any immediate influence on the legal status, future residence in the EU, or improved living conditions like housing, access to medical services or better nutrition. A better understanding of their displacement situation might instead contribute to positive changes in relevant policy frameworks or the provision of humanitarian assistance in the very long run.
- Find a space to discuss your experiences in the field in a protected space with your colleagues. Take your time for debriefing.

4. Involvement of research participants: Gaining qualified, voluntary Informed consent

It is a prerequisite that all persons who participate in our research are adequately informed about the goals of our research and participate voluntarily.

Information Sheet:

All research participants will receive an information sheet containing the most crucial information on the project, before giving consent to participate in the research. The interviewees can either read the information sheet themselves or it will be read out to them. The researcher will probe whether the research participant has fully understood the implications of being involved in research. The researcher will make sure that the information is given in the native language of the respondent. The researchers will explain to the interviewees that they can withdraw partially or fully form the interviews at any time without any consequences for themselves. The data based on the given consent will be deleted once the content is withdrawn.

Voluntary Participation:

The voluntary participation of research participants in social science is verified by consent forms. However, the use of standardised consent forms might elicit either hope or anxiety among vulnerable research participants. For example, they might mistakenly assume that the interviews have positive implications on their legal asylum procedure. Refugees might have made traumatic experiences during their flight; they might have had problematic encounters with legal representatives of the nation states – all these might lead to a refusal to sign any legal looking document as it might be associated with the negative experiences they have made or it cause could fear of negative personal consequences.

It is not the format, but the **quality of consent**, which is relevant to obtain informed consent. We will use both oral informed consent and written informed consent. In both cases, we will explain the

research objectives, how the selection of the respective participant is undertaken and the implications of participation. The researchers will answer any questions the participants will have.

Securing confidentiality and gaining consent are particularly important when the immigration status, liberty and safety of research participants, but also of their family members, friends and other members of their social networks could be jeopardised by the research itself and the research findings. All persons involved in the research – the researchers, research assistants, interpreters and, where present, witnesses or "cultural insiders" (see below under "Oral informed consent") – will be briefed that it is crucial to guarantee confidentiality.

The TRAFIG project will refrain from using finger prints as a way of signing the consent form for illiterates. Finger prints could be problematic as interviewees might associate a finger print with negative experiences they have made with the registration processes at borders or in the asylum process. The form will instead be signed by a witness.

The research will include teenagers over the age of 16. For teenagers who have reached the age of 16 no special consent form is necessary, nor the consent of the parents. The teenagers have the right to decide themselves whether they would like to participate in the research. The information sheet will be written in an easy accessible language to ensure that the content is also clear to younger research participants.

Oral informed consent:

The reasons given above explain why we generally refrain from written consent forms for the interviews, except for the two cases described below.

The verbal consent form will be used to document the oral consent given by the research participants. A witness will be present when participants give their oral consent. The informant can either chose a person of his/her trust as witness or an independent witness will asked to sign the form. The researcher will sign a specific statement that the research participant orally gave explicit and informed consent to participate in the research.

Written informed consent:

In the following two cases, you need to make sure to gain the written informed consent of the research participants:

1) for contact data use to either set up a follow-up interview or to contact to "follow the networks"personal data (name, contact)

2) for video recording and photographs

3) if possible for expert interviews

The written informed consent form contains an information sheet and a certificate of consent. In the case of the re-use of video recordings and pictures, there is also a complementing informed consent form, which should also be filled out by the research participant. The informed consent contains a number of different categories the interviewee can consent to, like giving consent to audio-recording of the interview, of using citations from the interview, giving permission to use the pictures taken during the interview, etc.

During the field work, please always ask yourself:

Have the research participants fully understood the information provided in the information sheet, i.e**.**

- Have you explained the purpose, potential impact and funding source of our research?
- Have you presented to participants the possible impacts of their choices?
- Are the research participants aware that they can withdraw their participation at any time without any consequences?

This is what you need to do:

- Always ensure to gain informed consent by the research participants – either oral informed consent or written informed consent as described above and use the standardized forms containing information about the research topic, funding, relevancy of the research, information on data processing and data import and export and deletion of data.
- Make sure that the research participants understand the information, for example with the help of an interpreter.
- Provide contact to the Ethics Adviser or national contact defined by TRAFIG in case of concern.

5. Approvals for data collection

The Grant Agreement specifies that all Consortium Partners will adhere to their national regulations and laws for any activity that raises ethical issues. Copies of relevant approvals, authorisations and notifications will be kept on file and be made accessible if necessary.

6. Incidental Findings

Researchers might be confronted with incidental findings. In our research, such incidental findings might include human rights violations or criminal behavior. For example, you might receive information on human trafficking, criminal syndicates, domestic violence, trading in human organs, or the abuse of children. In certain cases, it might - from an ethical point of view - clear that a red line has been crossed (in cases of severe human rights violations). In other cases, a deliberate balancing of pros and cons with regards to reporting is necessary. In the case of domestic violence against children, reporting to the youth welfare service might create distrust in the relationship between the researcher and the parents and create even further ethical dilemmas. For example, if this would result in taking the children from their parents or a further deterioration of the already vulnerable situation of a displaced family. In these cases, other forms of engagement might be more appropriate, for example, to first build deeper trust relation with the parents, then talk to them and refer them to local counselling organisations.

TRAFIG will provide national lists of institutions, NGOs, authorities for incidental findings that researchers can give to research participants in case they come across any incidental findings during their research. The lists will be continuously updated. The lists shall cover if possible, i.e. if such institutions exist: organisations that provide support and help for the following violations:

Human rights violations (on or by the participants), human and sexual trafficking, forced marriage, female genital mutilation, trading in human organs, and child pornography.

During the field work, please always ask yourself:

- Did you get any information or observe any behavior which you feel uneasy with?
- Are you complicit in hiding certain information?
- Do you feel the need to consult with your colleagues?

This is what you need to do:

- Record incidental findings, consult with other researchers of the TRAFIG project and discuss the issues you came across. Find time for debriefing and exchange with colleagues, ideally during a daily briefing at the end of a working day.
- Consult the Ethics Adviser in case you are unsure how to (re)act.
- Refer the person affected to a respective counselling center. Accordingly, have a list of professional bodies, NGOs, and national authorities that are active in the region of research in different sectors (e.g. human rights, women, children) at hand.
- If you come across any form of abuse during your field work, consult either with the Ethical Adviser or the national contact provided to you as national contact for ethical question. The national list of professional bodies will also contain the authorities that need to be contacted.
- Personally report to the local authorities any emerging information about immediate threats or risks for the safety and wellbeing of others.
- We generally seek to protect the informant: Do not disclose the identity of the informant to any authority at any time.

7. Protection of Personal Data

According to the General Data Protection Regulation (GDPR) personal data is defined as any information, which can be related to an identified or identifiable natural person. “A natural person is considered identifiable if they can be identified, directly or indirectly, in particular by reference to an identifier such as name, an identification number, location data, an online identifier …”. The GDPR distinguishes between **direct identifiers**, which is information that is sufficient on its own to identify an individual, e.g. full name, social security number, email address etc. **Indirect identifiers** (or background characteristics) on the other hand is information, that on its own is not sufficient to identify a person, but can when combined with other information be used to deduce the identity of that person. Indirect identifiers include e.g. age, gender, education, socio-economic status, household composition, income, ethnic background, mother tongue.

In the NEC Requirement No. 11 the project (Deliverable 10.2) already described what kind of direct identifiers will be collected for which cases for TRAFIG:

In certain cases, we need to collect **personal data** to fulfil the purpose of the project. The personal data needed refers to name, contact details (e.g. telephone number, email address), age and gender. However, we will not enquire about the actual age, but only ask for age brackets. Other personal data, which is not relevant for the project, will not be collected (e.g. national identification number, political opinion, health status).

Personal data needs to be collected only in the following two cases:

1) Some persons will be interviewed repeatedly in different research phases.
2) It is a focus of the research design to follow the networks of selected research participants. Selected research participants will be asked for contact information of others to be able to follow their routes and social networks. Hence, it will be necessary to keep contact details of both the initial research participant and members of their networks so that the research teams are able to contact these persons. The personal data will be deleted as soon as it will not be needed any more – at latest by the end of the empirical research phase (Milestone 4).

Background characteristics or indirect identifiers of research participants are essential for comprehending TRAFIG data as they provide important contextual information. In order to minimize the risk of an identification of research participants through the combination of various indirect identifiers, TRAFIG will categorise the identifiers. Background information will be edited into different categories, e.g. education could be categorized as follows: primary, secondary and university or household composition as follows: single, married, married and 1-2 children, married 3-5 children, etc. The project thereby takes measures to minimize the identification of research participants.

The list below gives an overview of the different identifiers that might be collected in the course of empirical work for the TRAFIG project and shows which measures will be taken in order to minimize the risk of an identification. The list will be updated during the field research.

Identifier type	Direct identifier	Strong indirect identifier	Indirect identifier	Anonymization method
Full name	X			Remove
Email address	X			Remove
Phone number	X			Remove
District/part of city			X	Categorisation
Age			X	Categorisation
Gender			X	Categorisation
Household composition			X	Categorisation
Education			X	Categorisation
Mother tongue			X	Categorisation

“Mother tongue” might be used as proxy to determine the ethnic affiliation of respondents, however only for the qualitative data and in cases where this context information is necessary (see also rules on data minimisation). The affiliation to a specific ethnic group might have major implications for e.g. local integration, access to the labour market, education, access to support programmes etc. The methods handbook explicitly makes reference in a number of detailed research questions that the question of

ethnic identity is important when assessing the different TRAFIG themes. However, in order to adhere to the principle of data minimisation, the interview questions will only ask for mother tongue, as this will be sufficient to determine the ethnic affiliation of respondents.

The data collected will immediately be encrypted with the help of the KoboToolbox, a software that is installed on the device and which is used for collecting the data. In general, the data will be **anonymised**, but for the cases exemplified above, **pseudonymisation** is necessary. The list of pseudonymisations will not be stored at the same place where the data is stored. The data will thus be transferred to the EU, where the coordinator BICC will be responsible to use a secured TRAFIG project server with strict versioning and access rules. Access to the project server will be regulated through a rights and permissions system. Not all data will be accessible to all researchers. In order to analyse the data, the project partners – also the project partners based outside the EU – need to get access to the data stored at the server. According to the document "Ethics and data protection" by the EC, this case refers to a transfer of data from non-EU countries to the EU and vice versa. However, in the latter case, all data will have been fully pseudonymised before a potential transfer back to non-EU countries will take place in cases the national researcher will analyse the data. The concrete technical details will be specified in the **data management plan (D9.5)**.

Anonymisation is understood as the process of either encrypting or removing personally identifiable information from data sets, both direct and indirect, that may lead to an individual being identified [EU GDPR, Recital 26].

Pseudonymisation is understood "as the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information". To pseudonymise a dataset, "the additional information must be kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person". Directly identifying data is held separately and securely from processed data to ensure non-attribution [Art.4(5) EU GDPR].

As TRAFIG researchers, we comply with the General Data Protection Regulation (GDPR) of the European Union. We adhere to a lawfully, fair and transparent process, keep data to the original purpose, minimize data size, uphold accuracy, remove unused data, and ensure data integrity and confidentiality. Any publication of participants' data always has to fully comply with EU data protection rules. Video material and pictures will have the full and written informed consent of the participants involved. We adhere to the principle of data minimization, which means that we only gather data that is relevant for and limited to the purposes of the TRAFIG project. As defined in the Data Management Plan (D9.5.), the system of encryption, pseudonymisation, and anonymization ensures the protection of data and prevents the disclosure of information that may endanger the safety of participants.

During the field work, please always ask yourself:

- Do you restrict the data collection to data only relevant for the project? Be aware that by collecting personal data not relevant for the project you violate the rights of the individuals and do not adhere to the GDPR.
- Can you be sure that the photographs and the video itself and a potential publication do not pose any risk to the person? Have you gotten the consent for publication of pictures and videos from all persons to be seen on the pictures/in the videos?

This is what you need to do:

- Always ensure confidentiality.
- Do not collect any other data except for those needed to fulfill the purpose of the project as stated in the Methods Handbook (principle of data minimization).
- Do not collect any personal data except for the two cases described above
    - Contact details (e.g. name, telephone number, and email-address) for the purpose of following the networks or to conduct repeated interviews with the same persons.
- In case you collect personal data, immediately encrypt the information (as described in detail in the Methods Handbook).
- Make sure to encode your data in your device in order to ensure the immediate encryption of the data
- Always encrypt the data, as un-encrypted data might endanger the safety of the research participant
- Adhere to the principle of anonymization in the case of the survey
- Adhere to the principle of pseudonymisation in the case of the qualitative data

8. Photographs

Photographs of persons (e.g. during fieldwork):

In principle, the photographed persons must always give their permission. Ideally, a written informed consent has to be signed by the person who will be photographed or filmed. However, in cases in which the research participant refuses to sign a consent form, he/she can also give the consent orally. In any case, the photographer has the duty of information, for what purpose the photos are made and if and in what form they will be published (i.e., in which media).

For each photo the following information needs to be documented:

- Who took the picture?
- Who is on the photo? (Name or function of experts, if a written consent is available, otherwise description of the picture)
- Has the person been informed about the purposes of the photo?
- Did the person agree (verbally or in writing)?
- Where was the photo taken?
- When was the picture taken?

A template has been set up (see Annex) with the aim to unify and facilitate the documentation with the necessary information of all pictures taken for TRAFIG.

It is not allowed to take any pictures of children and adolescents under 16 unless the parents have consented or are present and have given their permission.

However, there is an exception to the general rule described above for images in which persons appear only as an accessory next to a landscape or another location or images of meetings, public assemblies and other similar events in which the persons shown have participated in. Such pictures may also be published without the consent of the persons depicted. For example, anyone staying at a tourist-popular location or at a demonstration enjoys less protection under the Artistic Copyright Act.

Photographs without persons (or at least unidentifiable persons), such as landscapes, are not within the scope of the GDPR.

Photographs taken during events

All persons who are depicted on pictures taken at conference/workshop/event have to give their consent for publication in writing. Specifically, this means:

For invitations (including online registrations) to public events / conferences / workshops, etc., the **following** note has to be included:

"The participants agree with the registration that their participation in the event may be documented in the picture. By registering, you agree that your image will be published in online and / or print media by the organizer and / or the media as part of their coverage of the event. Any further passing on of the image material for publication by third parties is excluded by the organizer. "

It also possible to display visible information in the meeting room/at the reception area. However, please make sure to document the sign photographically as proof for having informed all participants accordingly. If possible announce publicly during the event that the pictures will be used for publication/website and/or media coverage.

9. Managing Secondary Trauma (Vicarious Trauma)[2]

Secondary or Vicarious Trauma has been defined as "… the process of change that happens because you care about other people who have been hurt, and feel committed or responsible to help them. Over time this process can lead to changes in your psychological, physical, and spiritual well-being."[3] It is important for researchers to understand and be aware of this process, because it can have severe implications for the researchers but also for other family members, the home organisations/institutions and the research participants.

All persons involved in the research, including the researchers, the research assistants and potentially the interpreters have to be sensitised and be familiarised with the process of secondary traumatisation, symptoms and what measures to take against it. The training workshop will contain a

[2] The is section is primarily build on information provided by the Headington Institute, which provides online support to deal with Secondary Trauma, primarily for Humanitarian Aid Workers. The website is recommended is a useful source of information and how to manage Vicarious Trauma: https://headington-institute.org/
[3] Pearlman, Laurie Ann and McKay, Lisa 2008: „Vicarious Trauma"

module on Vicarious Traumatization where these issues are introduced and discussed. The Task Leaders, who supervise the field research in the different countries, have the responsibility to carefully monitor the health and emotional condition of the all persons working with the research participants. They have to be aware that vicarious trauma is an ongoing issue throughout the whole project. Vicarious Trauma does not only manifest itself in the field only, but can also occur afterwards while transcribing the interviews or analyzing the data.

Work Package Leaders should pay special attention to the fact that some persons might be more at risk for vicarious trauma than others, especially those who have experienced trauma themselves, e.g. research assistants who have been recruited amongst the migrants and refugees. It is important to offer a space for exchange for all researchers before, during and after field work, so that potential distress and uneasy feelings can be discussed within the group or in a protected space, i.e. on a bilateral basis. Open communication and the understanding of cross-cultural differences in expressing stress and uneasiness needs to be recognized and practised.

Process:

- Vicarious trauma unfolds over time. It does not happen as a response to one incident, person or situation. It is the cumulative effect of having contact with people who have undergone traumatic and violent events and who are struggling to cope with their lives as a consequence.
- Vicarious trauma happens because the researchers care about the people they interact with, i.e. they identify with these persons or they understand and feel with the other person.
- Vicarious trauma happens because the researchers feel committed to help. This feeling of commitment can overburden the researcher, who might feel overwhelmed and helpless being faced with the fact that he/she will not be able to solve or ease the situation.

Potential symptoms:

- Difficulty managing emotions or decisions
- Problems in managing boundaries between oneself and other persons
- Problems with existing relationships
- Physical symptoms such as aches and pains, headaches, sleeplessness, fatigue
- Being prone to accidents, being careless and risk-taking (often not consciously)
- Feeling disconnected to what is happening around you
- Loss of meaning and hope
- Changes in the way one acts with family members and with other close persons

Measures to encounter and/or cope with Vicarious Trauma:

Each research team should organize periodic meetings to discuss the research experience and its psychological implications. In the case of the appearance of vicarious trauma, the research methodology and the fieldwork must be adapted to take into account the individual psychological well-being of the researchers and research assistants. If deemed necessary, affected researchers should consult a psychologist or a trauma expert. The respective costs will have to be covered by the project partner.

10. Safety measures for researchers doing field research

Field work outside the EU will take place in the Horn of Africa (Ethiopia), East Africa (DR Congo, Tanzania), South Asia (Pakistan) and the Middle East (Jordan). The regions are affected by protracted conflicts, but the different countries have different levels of risk. For the selection of study sites within these countries as well as for the selection of further study sites in possible secondary countries (e.g. Sudan, Lebanon), the respective security situation will be carefully assessed. Your safety as a researcher and the safety of the research participants always comes first.

Responsibility for taking up measures to ensure the security of researchers in the field, lies with the employers of the researchers, i.e. the Consortium Partners. The partners have **established mechanisms** (for example covering of travel insurance, covering of specialized insurance for traveling to conflict affected areas, occupational medical precautions such as vaccination) **to safeguard the security of their staff**.

Each Task Leader should in addition ensure that the researchers take precautionary measures described below. If the security situation in a research site, region or even country deteriorates, a change of research sites, regions, countries might be necessary. Such a change will be discussed and decided upon in the Steering Group and then brought forward to the EC.

The Methods training workshops dedicated a slot to the so-called "**Risk Assessment**": The risk assessment is a careful examination of what could cause harm to people whilst taking part in a project. The assessment aims to identify whether enough precautions or 'control measures' are in place, or whether further action is required to minimize, or eliminate, the level of risk of the project or of the researchers themselves.

The following standard of safety regulations are given as an example of what precarious measures can be taken for researchers travelling to the field. The example is based on the safety regulations of BICC.

Before going to the field, the field researcher should - if possible - undergo a hostile environment awareness training (HEAT). The human resource department will make individual arrangements with the researcher concerning health and security. Before the actual travel, the security situation in the respective country is carefully assessed. The travel advisory of the foreign office, the assessment of the embassy and of local partners are taken into account. If necessary, the researcher is provided with a satellite telephone. In case of extreme risk, the travel will not be permitted. In the country of field research, the traveler has to register at the security service of their foreign office (ELEFAND list for the case of Germany). Close collaboration with national and international aid organizations working in the country regarding travel logistics is sought where possible. Moreover, a reporting system should be established during the travel as a precautionary measure. For example, the field researcher has to contact a defined contact person daily and this person is also informed about the travel route. In case the field researcher fails to stay in touch, the hotel or local contacts will be contacted.

During the field work, please always ask yourself:

- Am I informed about the local security situation? What could happen on the way to and at the respective study site to my research team and/or me?
- What precautionary measures can I take to minimize risks for my team and/or for myself?
- What standard operating procedures are in place to protect my team and/or me in case of an emergency or a security incident?
- Have I done a risk assessment concerning safety and health and defined protective measures?

- Have I taken precautionary measures in case I run out of money?

This is what you need to do:

- Compile a contact/emergency numbers list before leaving for the field work
- Long-term preparation: Undertake a EU/ENTRi-certified 'Hostile Environmental Awareness Training' (HEAT) before starting your empirical training
- Take a list of emergency numbers with you.
- Arrange for a foreign travel insurance.
- Register yourself at the security service of your foreign office before or after arrival in the country of study (e.g. Elefand for German citizens).
- Collaborate closely with our project's local partners and with national and international aid organisations working in the country regarding travel logistics, in particular accommodation, travel routes and modes, drivers, etc.
- Always inform a pre-defined person in your organisation about your whereabouts and your planned travel routes. Also provide the country Coordinator (see below) with contact details of this person.
- Make sure to have a local trustworthy person, ideally a colleague from our local partners, and also inform him/her about your whereabouts and your travel route. Make sure your organisation can always get in contact with this person.
- Bring and use a mobile phone, buy a local sim-card, and a satellite phone (with the best regional coverage). Have emergency numbers at hand.
- Refresh your first-aid-certificate before the field trip. Always carry a small first-aid-kit and key medicine (e.g. malaria prophylaxis) with you.
- Prepare lists of locally available medical facilities and doctors before starting field work. Carry the 24h-contact No. of your medical insurance with you.
- During field work, always carry on you: passport, visa, research permit (if required), yellow immunisation card, drivers' license, sufficient cash and credit card(s) [hide copies of key documents, some cash and an extra bank card on you].
- Work in teams, not alone.

11. Country Coordinator

TRAFIG has nominated country coordinators for each country in which empirical research will take place. The information sheets, which will be customized for each country, will additionally list national contact persons who can always be contacted by research participants or researchers and research assistants for any concern, doubt, question, etc.

- For Tanzania: Dignity Kwanza
- For Ethiopia: Addis Ababa University
- For Pakistan: SHARP - Society for Human Rights and Prisoners Aid
- For Jordan: Yarmouk University
- For Congo: KUTAFITI - The Social Science Centre for African Development –
- For Greece: Aristotle University of Thessaloniki
- For Italy: FIERI – Forum of International and European Research on immigration
- For Germany: BICC – Bonn International Centre for Conflict Studies

12. Ethics Adviser

TRAFIG's Ethics Adviser is Prof. Dr. Michael Schönhuth. He advises on any ethical concern that will arise during the whole project phase. The Ethics Adviser will be open to any ethical issues raised by any project partners and will treat them with discretion. If you face any ethical challenge during the project phase which you would like to discuss with Prof. Schönhuth in confidence, you can approach him directly at:

Prof. Dr. Michael Schönhuth

Full address: Universität Trier, Fachbereich IV – Ethnologie, Universitätsring 15, 54286 Trier, Germany

Tel: +49- 0651/201-2709

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TRAFIG – Transnational Figurations of Displacement

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