

Obtaining Informed Consent
Checklist for Documentation Coordinators

Sample use only. Edit with your organization's details before using

Date: _____

Informed Consent Obtained by: _____

Respondent (Name or Index#): _____

Checklist:

When was Informed Consent obtained? *Informed consent is REQUIRED for all SJAC interviews. This must be done BEFORE the interview; in cases where this is not possible, Coordinators must attempt to obtain informed consent after the interview.*

- Prior to interview
- After interview
- After interaction with third party

How was informed consent obtained?

- An official SJAC Informed Consent Form BEST OPTION (If the respondent cannot read the informed consent, you must verbally read it to him or her)
- A handwritten informed consent (the handwriting says that the respondent has understood the purpose, benefits, and risks of documentation as well as SJAC's confidentiality and security policies and their right to not participate)
- Filmed on Video (you must explain the informed consent on video)
- Voice Recording (you must explain the informed consent while recording)
- Emailed informed consent (only use this option if it is the only way to obtain informed consent)

How is the respondent identified? A signature or recorded/filmed acceptance signifies consent so it is very important. If the respondent does not wish to be identified, you must assign a number to his or her file. The number corresponds with the name.

- Signed and Dated
- Index # and Dated
- Filmed with face showing in video – verbally says “I agree to be documented”
- Filmed without face showing, index # spoken – verbally says “I agree to be documented”
- Voice recording with name – verbally says “I agree to be documented”
- Voice recording without name, index number spoken – verbally says “I agree to be documented”

Discussed with Respondent? Give the respondent enough time to read the form. If the respondent cannot read, then read the form to them. After s/he has finished reading, go through each section, explaining the points. During and after this explanation, ask if the respondent has any other questions.

- General information about informed consent
- Purpose of Documentation (SJAC will USE this documentation to push for justice and by documenting with SJAC respondent's experience has a greater likelihood of coming into the hands of any future justice mechanism)
- What Is Involved in Documentation
- Benefits of Participation (manage expectations and be clear that SJAC cannot guarantee that the respondent will every directly benefit – possible that justice mechanisms are never established) Risks (explain each risk even if it seems obvious)
- Confidentiality and Security (explain beyond what is in the form – the personal measures you take to ensure security)

- Remember to be VERY clear that SJAC may share information in LIMITED situations and that they MAY be contacted at a later date (by a prosecutor for example)

- Respondents' rights (interview is voluntary; if respondent chooses to end the interview in the middle, do not pressure the respondent to stay or to answer any questions that s/he does not feel comfortable with)