

## APPENDIX K: FGD II SESSION GUIDE

## INTRODUCTION

- **Welcome participants** as they enter, offer refreshments, make small talk to set all at ease, give name tags as they come in so they can refer to one another.
- Once all are present, **introduce research team** (point out name tags), explain each person's role.
- **Introduce the project in general** by talking about the AWSP and our previous activities that they may be aware of.
- **Introduce the purpose of this session:** to explore what people want in a water treatment system
  - Team will give a brief presentation on the “preference criteria” we've identified so far → will use the Preference Information Sheets to explain
  - We will ask participants what they think of these criteria and what else they think is important to consider
  - We will then ask participants to rank these preference criteria to indicate how important each one is to the participants → discuss it verbally, use the Ranking Sheets to record
  - We will invite the participants to discuss with one another why they ranked the way you did
- **State our intention:** to simply listen and learn about what people think would be possible for a water treatment system in the community

- **Remind participants** that these focus group discussions are separate from the field trial of the household filter and that they should not feel any pressure to skew their responses in any direction.
- **Explain why the participants were selected:** referring to the inclusion criteria for the particular FGD session
- **Lay out rules and expectations**
  - Free to talk as they please, don't feel pressurized to speak or not speak in a specific way.
  - All of your opinions are important to us, there are no right or wrong answers, and both negative and positive comments are equally important.
  - They can decide how much to tell or not.
  - Not expected to reach a consensus at the end.
  - Please feel free to ask questions when and if they please.
  - Allow others to speak and don't interrupt one another.
  - Request that they speak one at a time so as to make the recording clear.
  - The session will last about 1 hour.
- **Discuss ethical guidelines**
  - Inform participants that they are being recorded by audio device and by note-taking by the Observer.
  - Any published information will not feature any names, so data is totally anonymous.
  - All information will be used for research purposes only, it will not be shared or divulged for any other purpose.

- Future uses of their contributions – PhD research thesis, publication in research journals.
- Must clarify that this session is just for research purposes – there will not be any more interventions coming out of the project, including from this session. We are not using this session to design a new intervention; nothing will come out of it!!
- Encourage participants to maintain the confidentiality and anonymity of the other participants when they leave the session.
- **Ask participants to introduce themselves** to one another, which sector they live in, and what source of drinking water they use.

#### TEAM PRESENTATION

- **Team presents the factors identified in literature:**
  - There have been many studies of water treatment systems being implemented in real communities like Mylai Balaji Nagar
  - These have shown some of the features that end-users like yourselves often want from a water treatment system
  - There are 10 factors we've identified:
    - The **costs** – up-front and on-going – of purchasing and using the water treatment system;
    - The **health benefit** that the water treatment system can provide, in terms of reducing the illnesses children and adults suffer from drinking bad water;

- The **level of difficulty or ease of use** to operate and maintain the water treatment system;
  - The **time and effort required** and the convenience of using the water treatment system;
  - The **production rate** of the water treatment system, meaning how much clean water it can produce and how fast it can produce it;
  - How the **water looks** after treatment;
  - How the **water tastes and smells** after treatment;
  - How the **water treatment system appearance**;
  - How **durable** and long-lasting the water treatment system is; and
  - How well the water treatment system **fits into your home**
- Invite participants to ask questions and considerations as we go through them.
    - Are there other criteria we've missed? What else is important for you in a water treatment system?
      - Make notes of additional criteria or considerations → use post-it notes to add additional considerations to existing Information Sheets; use a new sheet of paper for new criteria altogether
    - Are there any criteria that just aren't important to you?
    - Are there any considerations missing on these criteria?
  - Go through each of these factors, explaining fully using the Preference Information Sheets for each factor.

### RANKING EXERCISE & DISCUSSION

- Put the Preference Information Sheets up in a place that is visible to all
- Ask each participant to rank each criterion by importance from #1 meaning the most important to #10 for least important on the ranking sheet → can discuss it verbally and have a helper mark it on each of their Ranking Sheets
- Ask participants to discuss why they picked what they did → what is at the top, the second, the bottom, etc?
- Allow people to discuss and modify as desired

### CONCLUSION

- Moderator gives a **review** of the purpose of the study, how the comments will be used, and how confidentiality and anonymity will be ensured.
- How we will **share the results** once the analysis is complete: we will call a meeting of all the focus group participants to meet and share results for further discussion at the end of the research.
- **Final check** by asking the question:
  - *Have we missed anything?*
- **Thank the participants** to end.

### DEBRIEFING

- Have **facilitators come together and discuss** the main points, observations on participants and events, things to improve for next session, and have everyone **check/complete their notes**.
- Plan out any necessary **follow-up interviews** with quiet, under-represented participants.

FGD II QR for participatory assessment of end-user preference criteria  
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- **Plan out transcription** of recording, annotations, translation and back-checking.
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