

## RESEARCH POLICY AND PROCEDURES

From the beginning, one of CISV's goals has been to further research contributing to its work (see Articles of Association, Info File C-01). This research may relate to our programmes and/or operations and must be conducted in a manner that is appropriate for our programmes and participants.

### DEFINITIONS

**Research:** By research we understand the generation of knowledge through the systematic collection of information, its analysis, and the presentation of results following international academic and/or professional standards.

**Internal research:** Research projects which are initiated by CISV International officials or staff and have the purpose of addressing CISV-internal questions, problems or strategic priorities. Internal research can but does not necessarily involve external academic support.

**External research:** Research projects which have, in addition to contributing to CISV's mission and/or operations, the additional purpose of contributing to academic debates. External research projects often are part of academic certification requirements (Bachelor, Masters, or PhD dissertations).

### POLICY

CISV International is committed to furthering research projects by qualified and interested individuals and institutions, which fulfil one or more of the following criteria:

- Research that is related to CISV's mission,
- Research that is in support of one or more of CISV's educational programmes,
- Research that is conducive to the organisational development of CISV.

All research must be conducted in a manner appropriate to our programmes and operations and in line with CISV International procedures (see below).

CISV International provides support in the form of advice, guidance and some facilitation by members of the Training and Quality Assurance Committee. In some cases, financial support may also be provided for the presentation of results at appropriate conferences or CISV meetings.

### PROCEDURES

#### Project Approval

Before a research project involving CISV International or its programmes can be carried out it must be approved by the Training and Quality Assurance Committee (TQAC) of CISV International. In order to obtain approval, researchers must follow these steps:

1. At least 6 months prior to planned fieldwork, the researcher makes an initial brief written request to the TQAC to conduct a research project. This can be done via the International Office (IO).
2. If the initial request is approved, the researcher submits a detailed research proposal to TQAC using the relevant Research Proposal Form\* (there is one for internal and one for external research)
3. The researcher completes the Research Declaration Form\* and submits 2 references of which at least one is academic/professional. References must be completed on the CISV Reference Form\*. (References are not required for internal research projects).

4. TQAC will consult the relevant CISV International Committees, Office, NA and Host Chapter. They may also seek external expert advice when considering a project proposal.
5. TQAC will report back to the researcher with approval/suggestions/rejection within 8 weeks, including any preparatory CISV training and risk management requirements.
6. The researcher must participate in the required CISV leadership training.
7. For research taking place in programmes, the researcher and anyone working with them must consent to and provide a satisfactory criminal record check from their country/country of long residence. The TQAC may be able to facilitate this process by contacting the CISV National Association in that country and requesting their assistance in the check procedure.
8. For Programme based research TQAC informs the IO, Programme Committee and Host Chapter of the approval status of the project. For non-programme based research TQAC informs the IO and the relevant development committee and any NA that will be involved.

#### **Support – After Project Approval:**

1. TQAC appoints a person to liaise between the researcher and Host Chapter and Programme Director or the relevant international committee or groups within the organisation.
2. For programme based research:
  - a) The researcher and liaison person will write a short research summary for parents. This should be sent to the Host NA / Chapter at least three months before the programme so that it can be included in a pre-camp and for distribution to Leaders, JCs and parents of participants.
  - b) If the research will involve anything not covered by the general consent provided in the CISV International legal forms, then the researcher must provide appropriate consent forms and agree these with the liaison person. They must also be included in any material distributed in advance to participants and their families. They must also be checked upon arrival at the programmes.
  - c) The researcher and liaison person should be in contact with the Programme Director two months before the programme to discuss practical matters including:
    - how and when the Programme Director will introduce the researcher to the staff
    - the role of the researcher within the staff team
    - how the project will be planned and monitored with staff
    - how the research project can be worked into the programme theme
    - financial and practical considerations
3. For research in other areas of CISV:  
The researcher works with the liaison person to contact relevant committee/NA/Host Chapter members/IO office staff to make their project arrangements e.g. use of questionnaires, interviews, data analysis.
4. The researcher must observe legal requirements in all relevant jurisdictions including the UK Data Protection Act. Research must be conducted in accordance with CISV rules. It is the responsibility of the researcher to ensure that anyone working with him/her is given full instructions and complies with all legal requirements, university ethics regulations (where relevant) and CISV rules.
5. If a project is cancelled for any reason the TQAC liaison and Chair must be informed immediately.

#### **Reporting**

1. The TQAC liaison will agree with the researcher on a schedule for the researcher to provide updates on progress. Once agreed, this schedule must be complied with. If the researcher repeatedly falls behind the schedule the TQAC is entitled to cancel the research project.

2. The outcome of all research projects must be reported to TQAC – in the form of a written summary in English language.
3. The researcher must provide TQAC with a copy of any thesis/dissertation (or other) that derives from the research.
4. TQAC will agree with the researcher on a means of distributing the document or making it accessible via CISV networks.

*\*All forms are available under Forms on <http://www.cisv.org/resources>*