#### Community engagement and accountability questions for a focus group discussion

**Information to record for an FGD:**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_\_

Red Cross/Red Crescent Facilitators: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group name/description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of male participants: \_\_\_\_\_\_ # of female participants: \_\_\_\_\_\_

Were vulnerable groups present (elderly, disabled etc.)? \_\_\_\_\_\_\_\_\_\_

Was everyone able to participate in the discussion equally? Y/N

Were any community leaders present during the discussion? Y/N

#### Example FGD introduction:

Good morning/afternoon, my/our name is/are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We work for the [National Society] Red Cross/Crescent. Do you know the Red Cross/Crescent? *[If no, explain – the National Society is a humanitarian organisation that helps people affected by crisis and disaster. The help we provide is always free and given based on need alone.]* We are here today to discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The information provided will be used by the Red Cross/Red Crescent (and potentially other responders - Government, UN agencies, NGOs) to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Participation in this discussion is free and there is no obligation to respond, you can stop at any point.
* No personal data will be shared with others and the information provided will be analysed anonymously and used confidentially.
* Your views are valuable and important and will contribute to ensuring our services and the information we share meets your needs.

Do you have any questions?

Do you provide consent to document, use, store and share the information provided for reporting and communication purposes? (If NO, say thanks and allow them to leave)

Do you provide consent to take, use, store and share your photos for reporting and communication purposes? (If NO, do not take photos of the person/s at any time)

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| FGD QUESTIONS FOR ASSESSMENTS |
| **QUESTION** *Priority questions are marked with an \* but it will depend on your context and needs. Not all follow up questions need to be asked, they are there to help spark discussion and guide what information to collect.*  | **ANSWER** |
| 1. **What are the most important needs in this community right now? \***

(If relevant) How has the crisis affected different groups? How are these needs addressed presently and by who? |  |
| 1. **What community groups and associations are active in this community? \***

Is anyone here a member of these groups? *Note how many men and women say they are members of committees to understand how well attended these are.* |  |
| 1. **How often are community meetings held here? \***

When? Where? Who leads these? Who attends these? Are there people in the community who don’t attend? |  |
| 1. **Are the community leaders supporting you? \***

For example, would you be happy for leaders to decide who should receive support and who should not? Who else is trusted in the community? *This is a sensitive question so may need to be asked differently depending on the context and culture, and who is present in the FGD. The aim is to understand if community leaders are trusted.*  |  |
| 1. **How are decisions made in this community about issues that affect the community as whole? \***

For example, during community meetings? By the groups and associations? By the leader on their own?Do you feel like you have a say in decisions that affect your community? If not, why not? How important is it to you to be involved in decisions about your community? |  |
| 1. **What is the best way to make sure people in the community can take part in planning activities? \***

For example, should we plan with the leaders? Through the committees? Through meetings like this?  |  |
| 1. **How well do people get along with each other in this community? Are there are any tensions or arguments between different groups?**

*This is a sensitive question so may need to be phrased differently depending on the context and who is in the FGD. The aim is to understand if people trust one another and can work together.* |  |
| 1. **What is the best way for us to share information with people in this community? \***

Which channels? Which languages? Are there people in the community who find it harder to access information? How do people share information with each other? |  |
| 1. **What information would people like to receive or feel they are not getting?**
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| 1. **What is the best way for people to share feedback, concerns or ask questions to the Red Cross? \***

What if the complaint is something private? For example, about the way we have treated you |  |
| 1. **What are the different roles and responsibilities of women, men, boys, and girls in the community and at home?**
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| 1. **What have you heard about the Red Cross Red Crescent?**

*The aim of this question is to understand what the community thinks and knows about the National Society as this will impact on how they interact with us going forward.* |  |
| 1. **Do you have any questions for us? \***
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