**LINKS Ethics-Assessment**

*Intended audience*:

All partners of the consortium

The assessment is organised in 3 mandatory sections. Every section refers to a specific audience.

Section A is mandatory for all the partners.

Section B is for Partner Team Leaders which are invited to answer on behalf of their team.

Section C is for WP Leaders and Task Leaders.

*Reference period under evaluation*:

One year of activity in the project. The self-evaluation is repeated each year (Months 12, 24, 36).

*Purpose of the evaluation*:

To analyse the ethical awareness of partners in relationship with other consortium partners and the outside world, as well as the ability to manage ordinary/extraordinary activities in the framework of the project from the ethical point of view. The ethics assessment tool is also a way to measure the overall ethical considerations in the project and how to improve it.

*Partners utility*:

This process assists partners in thinking about their own ethics-related role and actions in the project. In particular it wants to help partners to understand the state of their actions in ethics and to strengthen their ethical considerations for future activities. Ongoing assessments and re- evaluations will help partners to commit to sustaining ongoing and continuous ethics improvement.

*Return of information:*

The assessment is anonymous so any personal information is required and there is not possibility to identify the answering person. The results of the assessment will be collected by the Ethics Assessment Board (EAB) and used to monitor and identify potential issues to address in the project. The given answers must not be considered to accuse anyone or denounce ethically incorrect situations encountered in the project. The main results of the self-assessment will be used to inform the ethics and societal impact reports of the project (D1.6 and D1.7).

*Sources:*

The form is the result of the free inspiration of the members of the consortium involved in its creation on the basis of the aims of the project and on insights from some evaluation forms, thematically replicable, that are available online in different sectors of activity.

*Kind of questions*:

This tool consists of a certain number of basic statements that need to be evaluated in the table through pre-established answers (choosing only one and ticking among *Rarely, Occasionally, Usually, Always, N/A*). Some of these statements may have a positive or negative meaning, depending on the case. You may find that in some cases an answer of "occasionally" is satisfactory, but in other cases an answer of "occasionally" may raise an ethical issue. If necessary, there is the possibility to leave comments in the space provided under each question

*Time*:

The whole questionnaire should take not more than 10 minutes.

Section A is composed of 10 questions, section B by 20, section C by 15.

**A) Individual level:**

**Answer these questions, referring to yourself in the last 12 project months**

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| --- | --- | --- | --- | --- |
| **A01. I consulted the “D1.5: Ethics and Societal Impact Strategy” for ensuring that my work within LINKS was consistent with the ethical standards of the project.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
| Comments: | | | | |

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| --- | --- | --- | --- | --- |
| **A02. When ethical behaviour (for example, respect towards diversity, the partners, or the research participants) was in question in the LINKS consortium, I encountered a safe environment for debates and open dialogue about how to improve this** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **A03. I behaved respectfully and kept control of myself when I received provocative or unrespectful behaviour from other partners in the LINKS consortium.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **A04. In case I encountered ethical problems while carrying out my tasks, did I refer to the Ethics Advisory Board to find a solution? Why not? Did you find a solution?** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **A05. I applied transparency in the decision-making processes of which I am part of, meaning that I communicate and argue explicitly and with honesty.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **A06. I strived to have an open working environment in the consortium, meaning that I am open to critique and believe that we all should express our opinions freely.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **A07. In my work,** **I was concerned with understanding and being respectful of individuals who differ from me in ethnicity, religion, gender, age, education, societal status, professional discipline, language, generation, sexual orientation, or physical or mental disability, skill sets and in any other aspects of diversity considered in LINKS.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**A08-A10 questions refer to the Diversity Awareness Strategy (February 2022) with the aim to understand the concepts of diversity, awareness and inclusion both in the consortium and in the research and in the dissemination of the results**

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| --- | --- | --- | --- | --- |
| **A08. I am familiar with the LINKS Diversity Awareness Strategy** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **A09. Within LINKS, I personally feel included** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **A10. Within LINKS, diversity and inclusion are valued** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**B) Partner team level (only for partner team leaders)**

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| --- | --- | --- | --- | --- |
| **B01. My team members and I have consulted the “D1.5: Ethics and Societal Impact Strategy” for ensuring that their work within LINKS was consistent with the project's ethical standards.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B02. Have my team members and I applied the ethical approach described in D1.5 and D10.1 in the management of our activities (e.g., respecting working hours, providing a safe working environment)? Why not?** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B03. I have promoted the ethics documentation and information to my team members and followed the process outlined in the “D1.5: Ethics and Societal Impact Strategy”.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B04. My team members and I fostered discussions in the team about ethical concerns when they arose (both in the administrative management and operational phases).** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B05. In our work,** **we were concerned with understanding and being respectful of individuals who differ from us in ethnicity, religion, gender, age, education, societal status, professional discipline, language, generation, sexual orientation, or physical or mental disability, skill sets and in any other aspects of diversity considered in LINKS.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B06. When we made ethical errors or omissions in the project work, our team members took ownership and made corrections promptly.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B07. We have thoughtfully considered decisions and their ethical implications when we have made a commitment with the project coordinator and/or other consortium members.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B08. I have promoted diversity and inclusion\* in my team**  **\*diversity refers to demographic differences and vulnerabilities, as well as a range of different capabilities, skills, knowledge and information access** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**B09-B11 questions refer to the attitude of your team towards the project partners with which there has been a close working relationship and frequent contact in producing deliverables, research, or other actions within the project:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B09. Was our team involved in discussions on the ethical aspects of the research/work with these partners?** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B10. Our team opened discussions on the ethical aspects of the research/work with these partners** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B11. We strived to have clear communication with partners, as we were aware that they potentially came from other disciplines and backgrounds than us.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**B12-B17 questions refer to the attitude of your team towards the LINKS Community and external society, including research participants.**

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| --- | --- | --- | --- | --- |
| **B12. We took the necessary time to consider possible negative repercussions of our decisions concerning the work involving some members of the LINKS community such as for external participants and local case communities.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B13. We took into account the practical needs and conditions of the LINKS Community and external society in planning the project activities.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B14. We ensured community engagement for the design and implementation of the LINKS community activities.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B15. We promptly informed the consortium of risks, ethical, and safety issues potentially encountered during the activities (for example, research, workshops, events, …) we planned in local cases.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B16. We created actions for public understanding of project activities as a way of better informing the involved community and creating awareness of their role in participating.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B17. We were always transparent in our communication towards local communities, about our role, the purposes of our work, risks, and potential negative and positive outputs of the research/work.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B18. Our team considers diversity in our project activities\***  **\*Diversity can be considered in the consortium, research and dissemination of results** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **B19. I am aware of the Ethics recommendations, and I have consulted them** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **B20. I follow the ethics recommendations in planning meetings, deliverables and communication in the project** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**C) Work Package Leaders and Task Leaders Level (only for WPL and TL):**

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| --- | --- | --- | --- | --- |
| **C01. We took into consideration any opinions and views differing from ours, even when deadlines forced us to make quick decisions.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **C02. We took successful actions to prevent situations of disrespect towards individuals who differ from us in ethnicity, religion, gender, age, education, societal status, professional discipline, language, generation, sexual orientation or physical or mental disability, skill sets, and in any other aspects of diversity considered in LINKS** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **C03. We adopted mitigation strategies to avoid obstacles and to address potential risks that could impact our work (for example, COVID-19 pandemic, hazard seasons, etc.).** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **C04. Have ethical issues arisen during our work?** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **C05. In case you answered yes to C04, were they effectively overcome?** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **C06. We gave attention to the schedules and needs of the other LINKS partners while developing project activities.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **C07. We have acted quickly and decisively when partners have not been treated respectfully in their interactions with other partners.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **C08. We considered the fairness of our requests for the other LINKS partners, although this could have consequences for our deadlines.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| **C09. We encouraged our partners to comply with the “D1.5: Ethics and Societal Impact Strategy” during collaborative interactions with the consortium.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

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| --- | --- | --- | --- | --- |
| **C10. We made pressure on our WP/task partners to work overtime in order to meet workload expectations and timelines outlined for a specific WP/task.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C11.We have always tried our best to be supportive in assisting partners with their work.** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**C12-C13 questions refer to the Diversity Awareness Strategy (February 2022) with the aim to understand the concepts of diversity, awareness and inclusion both in the consortium and in the research and in the dissemination of the results**

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| --- | --- | --- | --- | --- |
| **C12.** **LINKS is honest about its commitment to diversity and inclusion** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **C13. LINKS is not considering diversity as much as can be expected based on the Diversity Awareness Strategy** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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| --- | --- | --- | --- | --- |
| **C14. I am aware of the Ethics recommendations and I have consulted them** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C15. I follow the ethics recommendations for planning meetings, deliverables and communication in the project** | | | | |
| ☐ Rarely | ☐ Occasionally | ☐ Usually | ☐ Always | ☐ N/A |
|  | | | | |

**Thank you for your answers.**

You can see here the summary of all your answers that you can download and save together with the personal and team ethics development plan. This plan is a tool that you can use or not. Its purpose is to support you in identifying the issues you would like to address and to plan how to do this. You are not asked to share this plan with the other partners, this is something only for you.

Finally, if you want to report on or discuss specific situations you had within your team or the consortium with regards to ethical matters, please contact EAB.

**Personal and Team Ethics Development Plan**

This tool is thought to help you in identifying what are the ethical issues you have identified and you could work on in the next months. This is not mandatory and you are free to not use this tool if you don’t want.

**Guide on how to compile your plan**: according to the answers you provided, identify the most critical statements for you which you may realistically work on in the next months. Thus, fill out the table in the following way:

1. Transfer the statements you want to work on in the first column of the table
2. Report the current frequency you have declared answering the self-assessment (rarely, occasionally, usually, always, N/A)
3. In column 3, make a plan on how to reach your goal
4. Identify the timeframe to reach it
5. Follow up actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal and Team Ethics Development Plan** | | | |
| Ethical behaviour I want to work on | Current frequency | Action Steps | Timeframe |
| I.e. *A06 I strived to have an open working environment in the consortium.* | *Occasionally* | *Discuss with the coordinator to have a strategy to ensure an open working environment; have regular discussions with my colleagues and partners with which I work most, on how to improve this* | *Next 6 months* |