



Ethical Planning Matrix

Principle	Questions/ Considerations	Answers/Comments	Gaps Identified	Action Needed
Rationale of program or study	<ol style="list-style-type: none">1. Why did you choose this topic?2. Have you spoken to any of the members of the community to see if this topic is amongst the highest needs in the community? How will you do this, if not?			
Community engagement "Nothing about us, without us"	<ol style="list-style-type: none">1. Are there any members of the community you are serving working with you in your organisation? What roles are they in? Are they in decision making roles? Could they be in decision making roles?2. Has any community members been consulted on the program or study you're planning to run? What do they think about the study?3. Are all the community members consulted similar? For example are they all men?			



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Autonomy/Respect for persons	<ol style="list-style-type: none">1. Is there an informed consent process in place for the service? Does there need to be?2. How has information been shared about the program with beneficiaries?3. What measures need to be put in place to ensure that this information is understandable to the community? (think language, disability, literacy)4. What are the basic literacy levels in the community being served?5. Does participation in the study affect the actual access to any services?6. Does participation in the study affect the perception of access to any services?7. Do you as an organization or service provider have a position of power that may affect participants ability to true consent?			



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Beneficence	<ol style="list-style-type: none">1. How much time is being asked from each participant?2. How is taking this time from the participant affecting their daily life?3. Is the compensation just?4. Is the incentive/compensation you are providing too much? Could it coerce the participant into the study?5. Is this the most important topic to be researching at this time? Are you catering to the community in need or to your research area?6. What are the benefits of the study/program? <p>Navigating false expectations:</p> <ol style="list-style-type: none">1. Are there any community leaders or representatives you could speak to about previous experiences of programs?2. What are common misconceptions about NGOs that you can clarify during your research study briefing to the community?			



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Non-maleficence "First, do no harm"	<p>Mental Health Safety:</p> <ol style="list-style-type: none">1. What is the level of trauma experience and prevalence of mental health illness within the community?2. Is there any thing in your program that carries the risk of triggers? (re-traumatization)3. Does the community have access to mental health support services? Is a referral pathway put in place in case you come across community members who need it? <p>Data safety</p> <ol style="list-style-type: none">1. Are you collecting data? (phone numbers, names). If yes, What is the purpose of this data?2. Who will own and have access to the data collected?3. Where will the data be kept, and for how long?4. How will you ensure your team members and beneficiaries know that this info should not be shared?5. What will you do if authorities request this data from you? <p>Other consideration:</p> <ol style="list-style-type: none">1. Can you identify any other risks to the population?2. If so, what safeguards have you taken to mitigate these risks?			



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Justice	<ol style="list-style-type: none">1. How will feedback on the program be obtained from participants and their community?2. How well have the partnerships and collaborations worked together?			
Intersectional vulnerability (as an aspect of Justice)	<ol style="list-style-type: none">1. What are the groups that are likely to be marginalized or invisible in this group?2. Are any groups within this group more likely than others to be fearful of arrest (e.g. undocumented persons)?3. Are any groups within this group likely to be neglected due to:<ul style="list-style-type: none">• Race or ethnicity?• Religion• Gender• Sexual orientation• Disability• Age• Socio-economic status4. Do these groups require representation/services you are providing?5. What are some ways you can include them in your planning?6. What are some ways you can understand their needs further?			