

*Gender equitable agricultural extension through institutions and youth  
engagement in Papua New Guinea*

## Empowering Youth and Families

### Fieldwork documentation: Guide and Protocols



The *Empowering Youth and Families* Master Trainer's Manual was developed in collaboration with Papua New Guinean female and male youth, women, men, religious institutions, and

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## 1. Advice for interviewer

Introduce yourself and confirm that the person you are interviewing know why you want to interview them. Ask the person to sign the consent form.

*Suggestion on what to say to the person you are interviewing*

Hello. My name is ..... and I am part of the youth project working with you today.

Tell the person

- how long the interview should take
- they do not need to talk to us if you do not want to, but if they do, we will keep everything they tell us confidential, and we will not talk to other people about what they said
- we will keep their name private and will not tell anyone that they talked to us
- they do not have to answer a question if they do not want to
- the questions will be about their experience with the project
- this is not a test; there are no right or wrong answers. We are interested in their honest feedback.

Ask the person if they are happy talk to us

If they say **No**

thank them for their time and go away.

If they say **yes**

ask them if they have any questions before you start

confirm they are happy for us to record the interview

if yes, go ahead and interview the person.

if no, then do not record the interview but take lots of notes on their answers to the question

## 2. Guide to taking audio or video recordings

### Before the interview

#### Testing the recorder:

- Check the batteries are full and/or the recorder is fully charged
- Always carry spare batteries and/or the recorder charger cable
- Listen to the sounds around you to make sure there is no noise that will stop the listener hearing what is being said.
  - Check for wind noise, other people talking, chickens calling, dogs barking, children playing etc
- Test the (video) recorder to check it recorded your voice/image
  - Check the sound or image is clear
- Always carry the cable to transfer the recording to your computer

#### Recording – the beginning

- Make sure the recorder is close to the person you are recording
- If using video, test the image is clear and close to the person being interviewed
- Check you have pressed ‘record’ and the recorder is recording
- First
  - ask the person their permission to record them
  - say the date and place of the recording
  - say the name of the person being interviewed
  - say your name as the person doing the interview
  - say why you are doing the interview (briefly)

#### Recording – the end

- Thank the person you recorded
- Check you pressed the ‘stop’ button
- Transfer the recording to your computer

#### At the end of the day

- Upload all the recordings to the project Dropbox or hard-drive (a backup)
- Remember to name the file with the date, who was recorded and place of recording

### 3. Guide to taking a photo

Testing the camera:

- Check the batteries are full and/or the recorder is fully charged
- Always carry spare batteries and/or the charger cable
- Test the camera to check images are clear – not too dark or blurred
- Always carry the cable to transfer the photo to your computer

Taking a photo – the beginning

- First
  - ask the person for permission to take a photo them (see consent form)
  - try to make the person feel relaxed
  - try to take natural photos – not posed photos
  - make sure the light is bright so the person is not in shadow in the photo
  - take more than one photo in-case the first one is not clear
  - write a record of the
    - name of the person/people in the photo
    - date the photo is taken
    - place of where the photo is taken
    - why you took the photo

At the end of the day

- Transfer the photo(s) to your computer
- Upload all the photos to the project Dropbox or hard-drive (a backup)
- Remember to name the file with the date and place where the photo(s) were taken
- Write any observations, challenges, etc about the person/people/photos for your report

## 4. A guide to observing research

Observation is seeing what is happening through your eyes. It is a good way to collect research data and learn more about what our female and male participants are doing, how they are doing it and any challenges or successes they might experience, even if they don't know it.

A good place to watch (observe) someone or something is to find a place where you can clearly see the participant and what they are doing. All you need to do is watch what the person is doing and what is happening when they do it, and take notes as you watch. Taking notes is a good way to remember what happened when you write your report.

## 5. A guide to taking Notes

As you watch/observe the person/activity, write notes (dot points) on what is happening in the place you are in. For example, write down whether you are outside or inside; in a conference room, a shed, someone's house, on a farm, at the back of the farm, close to the farm house, close to water etc. The small details matter so the more you write the more data you will collect. These details will also help you remember what happened when you write your report.

The aim of the observation is to collect as much information as you can. You can draw a picture or take photos (with consent) for our data collection and these photos can help you write your report later as they will remind you of what happened.

## 6. A guide to note-taking

When you take notes think about what you are seeing and hearing. Everything you see and hear is important so take notes of it. Sometimes you might think that something you see or hear is not important but even if you think it is not relevant, take notes of it – even the small details are important.

These questions might help you take detailed notes.

- Who/what you are observing
- How many people / animals you observing
- Why you are observing them
- Are the people youth or non-youth or a mix of both
- How many females
- How many males
- How many are youth
- What is the person/people doing
- What are they trying to do
- Why are they trying to do it
- How are they doing it
- Where are they doing it
- Are they using any tools or other things to help them do it
- Is the participant talking?
- Who are they talking to?
- What are they talking about?
- Is it a positive discussion?
- 

## 7. Reflection questions

Ask yourself questions like

What do I see going on here?

What did I learn from watching this person?

Why did I want to watch this person them?

What happened that is relevant to my research question(s)?



## 8. Observation Report

After the observation, you can use the notes you took while you were watching the person/activity to help write your report. If your notes are written in detail, you can just send them directly to Jo in the format you used to write your report.

When you write your observation report remember to include

Your name (the name of the observer)

The date of observation

The place of observation

Summary of the activity/action

Who was observed

The gender of those observed

**Include photos in your report**

## 9. At the end of the fieldwork

Remember to send the report, photos, videos and recordings to your supervisor as soon as you can.

