Participant Information Sheet

Scenarios Workshop

You are being invited to take part in research to co-design new organisational systems in relation to digital innovations in Materials Manufacturing, which is part of an EPSRC centre research project (Materials Made Smarter Research Centre) being led by Sheffield University. Before you decide whether or not to participate, it is important you understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part. Thank you for reading this.

1.   What is the project's purpose?

This workshop follows a responsible and inclusive digital innovation agenda to consider how jobs, work processes and business models might be designed to support digital materials passports within materials intensive industries and wider supply chains. The workshop will consider new opportunities and new ways of working that will provide engaging, satisfying and effective work for the future. To ensure different perspectives are considered, we are seeking to invite participants with different backgrounds, such as those involved in research, design and technology, engineering, production, digital change, supply chain management, human resource management.

2.   Why have I been chosen?

You have been invited to take part because your job involves working with technology and/or you have expertise relating to the work processes that might be affected by digitisation, and we would like to gather input from a range of stakeholders who have different views about future ways of working with technology.

3.   Do I have to take part?

It is up to you to decide whether or not to take part. If you do decide to take part you will be given this information sheet to keep (and be asked to sign a consent form) and you can still withdraw without any negative consequences. You do not need to give a reason. If you wish to withdraw from the research, please contact the lead researcher (details at the end of the information sheet). Please note there is a point past which it will not be possible to remove your past data (18th May 2023) as data will be anonymised and included as part of a large data set - however you could still withdraw from any future data collection.

Please note that by choosing to participate in this research, this will not create a legally binding agreement, nor is it intended to create an employment relationship between you and the University of Sheffield.

4.   What will happen to me if I take part? What do I have to do?

You have been invited to take part in a "Digital Materials Passports" scenarios workshop. The workshop will be a full day workshop in which we will examine the current scenario (ways of working/business model) and consider potential future scenarios for how jobs, work processes and business models could be envisaged in the context of digital materials

passports. We will consider the strengths and limitations of these scenarios and develop action plans for how organisations might reach the preferred situation. With your permission, detailed notes will be taken to help us write up the findings, and you will have the opportunity to provide feedback on the draft report.

5.   What are the possible disadvantages and risks of taking part?

There are no foreseeable risks or disadvantages in taking part in this research except that we do ask for some of your time (as outlined above).

6.   What are the possible benefits of taking part?

Whilst there are no immediate benefits for those people participating in the project, it is hoped that this work will inform organisational approaches to implementing new technologies in the future as there will be a feedback report available that outlines the current and future "Digital Materials Passports" scenarios discussed and recommendations for moving towards a "Digital Materials Passports" future vision.

7.   Will my taking part in this project be kept confidential?

All the information that we collect from you during the course of the research will be kept strictly confidential and will only be accessible to members of the research team. We ask for your personal details only to facilitate the organisation of the workshop and to help us determine whether we have engaged a range of inputs. You and your organisation will not be identified in any reports or publications. Findings in feedback reports and other outputs will be at group/general level so that no individual's (or organisation's) views are identifiable.

8.   What is the legal basis for processing my personal data?

According to data protection legislation, we are required to inform you that the legal basis we are applying in order to process your personal data is that 'processing is necessary for the performance of a task carried out in the public interest' (Article 6(1)(e)). Further information can be found in the University's Privacy Notice https://www.sheffield.ac.uk/govern/data-protection/privacy/general.

9.   What will happen to the data collected, and the results of the research project?

All notes and flipchart materials will be photographed/written up and stored electronically in a password protected google folder. These materials will not be shared beyond the research team. The original paper versions will be destroyed in confidential waste. Only the research team will have access to the registration details. They will be stored temporarily on a password protected google folder and deleted as soon as the finalised feedback report has been sent to you. The findings will be written up into academic papers and an information leaflet that will be available online. No individuals or organisations will be named in these outputs.

10.   Who is organising and funding the research?

Made Smarter Innovation is funding this research.

11.   Who is the Data Controller?

The University of Sheffield will act as the Data Controller for this study. This means that the University is responsible for looking after your information and using it properly.

12.   Who has ethically reviewed the project?

This project has been ethically approved via the University of Sheffield's Ethics Review Procedure, as administered by Sheffield University Management School.

13.   What if something goes wrong and I wish to complain about the research or report a concern or incident?

If you are dissatisfied with any aspect of the research and wish to make a complaint, please contact the lead researcher (Professor Carolyn Axtell, c.m.axtell@sheffield.ac.uk) in the first instance. If you feel your complaint has not been handled in a satisfactory way you can contact the Principle Investigator (Professor Iain Todd, iain.todd@sheffield.ac.uk). If you are still not satisfied you can contact the Head of the Department of the Management School (Professor Rachael Finn, r.l.finn@sheffield.ac.uk). If the complaint relates to how your personal data has been handled, you can find information about how to raise a complaint in the University's Privacy Notice:
https://www.sheffield.ac.uk/govern/data-protection/privacy/general.

If you wish to make a report of a concern or incident relating to potential exploitation, abuse or harm resulting from your involvement in this project, please contact the project's Designated Safeguarding Contact [Professor Carolyn Axtell, c.m.axtell@sheffield.ac.uk]. If the concern or incident relates to the Designated Safeguarding Contact, or if you feel a report you have made to this Contact has not been handled in a satisfactory way, please contact the Principle Investigator (Professor Iain Todd, iain.todd@sheffield.ac.uk). If your concern has still not been handled satisfactorily you can contact the Head of the Department of the Management School [Professor Rachael Finn, r.l.finn@sheffield.ac.uk] and/or the University's Research Ethics & Integrity Manager (Lindsay Unwin; l.v.unwin@sheffield.ac.uk).

14.   Contact for further information

For more information about the study, or to ask any questions, please contact the lead researcher (Professor Carolyn Axtell, c.m.axtell@sheffield.ac.uk).

Please keep a copy of this information sheet and the signed consent form for your records.

Thank you for taking part in this project.