

Co-creation of Future Flight Ecosystems and Enterprise (CoFFEE)

Study 2 Participant Information Sheet: Lockleaze

Investigators Details:

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We want to invite you to take part in our study. Before you decide, we would like you to understand why the research is being done and what it would involve for you. One of our team will go through the information sheet with you and answer any questions you have. Talk to others about the study before deciding if you wish.

What is the purpose of the study?

Future Flight is the broad name of air taxis (think driverless helicopters for short-distance flights), deliveries (think drones delivering your Amazon parcel) or air freight (drones providing supplies and resources where they are time-critical).

Social sustainability is the process of creating sustainable, successful places that promote well-being by understanding what people need from the places they live and work.

This workshop in Lockleaze is part of the Research Project CoFFEE: Co-Creation of Future Flight Ecosystems and Enterprise (<https://coffeefutureflight.com>). The Coffee Project will determine how Future Flight can become viable, safe, and sustainable with a positive environmental impact.

Who is doing this research, and why?

This study is part of a funded research project led by Loughborough University. The study is funded by ESRC, Innovate UK, and the University of Birmingham.

Are there any inclusion or exclusion criteria?

We wish to include technologists, entrepreneurs, policymakers, and members of the public from a broad range of backgrounds.

You must be

- Over the age of 18
- Able to fully understand and consent to this research
- Living in the UK

You cannot participate if you are classed as a vulnerable person, for example:

- Participants over the age of 16 years old who are not able to make an informed decision for themselves (Mental Capacity Act - may require approval through the Health Research Authority)
- Prisoners/detained persons
- Adults in care homes
- Adults who are vulnerable because of their social, psychological, or medical circumstances

What will I be asked to do?

You will be asked to attend **one of two** workshops.

If you can only do one workshop, that is OK.

- **Wednesday 15th November**
 - Lockleaze Community Centre: The Hub
 - 2 pm to 4 pm
- **Wednesday 15th November**
 - Lockleaze Community Centre: The Cameron Centre
 - 7 pm to 9 pm

Together, we will brainstorm what drives Future Flight's development in the UK by 2050, share and rank ideas, discuss which drivers are most critical, and evolve the aspects into a final list of agreed-upon drivers.

How long will it take?

The co-design workshop will take no longer than two hours.

Once I take part, can I change my mind?

After you have read this information, asked any questions you may have and decided that you are happy to participate, we will ask you to complete an Informed Consent Form. However, if you wish to withdraw from the study at any time, before, during or after the study, please just contact the Principal Investigator (Dr Chris Parker, c.parker@lboro.ac.uk). You can withdraw at any time, for any reason, and you will not be asked to explain your reasons for withdrawing.

Once the study results have been analysed (expected to be by December 2023), it may not be possible to withdraw your individual data from the research.

Is there anything I need to do before the sessions?

You do not need to do anything before the session.

Will I be compensated for my time?

Yes. Every participant will receive a £20 shopping voucher after participating in a workshop. We will also provide you with food and drink for in-person workshop attendance.

Is there anything I need to bring with me?

You do not need to bring anything with you to the session.

Are there any disadvantages or risks in participating?

No disadvantages or risks have been identified.

Data Protection Privacy Notice

Loughborough University will be using information/data from you to undertake this study. It 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.

What personal information will be collected from me, and how will it be used?

Identifiable personal information will be collected, including your name and contact details. We need your name as part of the consent process and your contact details to arrange the focus group. Other personal information collected will be your profession/ job role and email address for post-study follow-up.

What is the legal basis for processing my personal information?

Personal data will be processed on a public task basis. For further details on the data protection legislation, see <https://ico.org.uk/your-data-matters/>

We **will not** collect sensitive data, per the General Data Protection Regulation (GDPR), e.g., racial, political, religious, trade union membership, genetic, biometric, sexual orientation, and health details.

How long will my identifiable personal information be retained?

We will keep identifiable personal information about you until the CoFFEE Project is completed: July 2024.

Will my identifiable personal information be shared with others?

Your identifiable personal information will only be shared with the investigators involved in the study. Your name will be visible to other participants in the co-design workshop. Still, we ask you to not share this or other personal information that may be disclosed in the discussion.

Will my taking part in this study be kept confidential?

No identifiable personal information will be included in project submissions or shared beyond the investigators. No individual will be identifiable in any report, presentation, or publication.

How will the anonymised data/results collected from me be used?
Your anonymised data will be used in internal CoFFEE project reports, journal papers, conference papers, and briefing reports to project stakeholders (including the Health and Safety Executive).

All information will be securely stored on Loughborough University IT systems (OneDrive).

How long will the anonymised data/results be retained?
Anonymised data will be archived in the University's Research Repository and held indefinitely for future research.

I have some more questions: who should I contact?
If you have any further questions, please contact *Dr Chris Parker* (c.parker@lboro.ac.uk).

What if I am not happy with how the research was conducted?

If you are unhappy with how the research was conducted, please contact the Secretary of the Ethics Review Sub-Committee, Research & Innovation Office, Hazlerigg Building, Loughborough University, Epinal Way, Loughborough, LE11 3TU.

Tel: 01509 222423
Email: researchpolicy@lboro.ac.uk

Loughborough University also has Research Misconduct and Whistle Blowing policies, which are available online at <https://www.lboro.ac.uk/internal/research-ethics-integrity/research-integrity/>.

If you require further information regarding the General Data Protection Regulations, please see <https://www.lboro.ac.uk/privacy/research-privacy/>.