



Gender Equity in Irish Architecture Research Project

Interviews Information Sheet

Thank you for your interest in this research. Before you decide whether or not to take part, please read the information below carefully. This process is known as 'informed consent'. If you have questions, please do not hesitate to contact the researcher, Dr Dervla MacManus (Dervla.macmanus@ucd.ie) who will be happy to talk you through the research.

What is this research about?

This research is about two things. First it is about assessing working conditions and cultures within architecture, finding out why people leave architecture, what alternative occupations they choose, and whether there is a gender dimension to this. It is also about getting a breakdown of gender equality and attitudes towards gender equality.

Second, it is about understanding why women seem to be leaving the profession of architecture in Ireland. Currently only 30% of registered architects in Ireland are women, despite a 50:50 split at university level. This research will help us understand why this is happening, and what we can do to change to improve gender equity in the Irish Architectural profession.

Why is this study being done?

Currently only 30% of registered architects in Ireland are women, despite a 50:50 split at university level. This research will help us understand why this is happening, and what we can do to change to improve gender equity in the Irish Architectural profession.

Who can take part in the study?

We would like to talk to adults who are working on the island of Ireland *and* who have a degree in architecture or architectural technology. *You do not have to be working as an architect or within architecture at all to take part.* We especially want to hear from people who consider themselves to have left architecture.

We want to hear from men, women, all genders.

Who is conducting this study?

This study is being conducted by Dr Dervla MacManus, at the School of Philosophy, University College Dublin. The academic mentor is Professor Katherine O'Donnell, School of Philosophy, University College Dublin.

How is this study being funded?

This study is being funded by the Irish Research Council and the RIAI (Royal Institute of Architects Ireland) through an Enterprise Partnership Scheme Postdoctoral Fellowship.

What will happen if I agree to take part?

If you agree to take part in the study you can choose whether to take part in a group interview or an individual interview, in either case the first step will be to complete the consent forms which follow this information sheet.

Group Interview

A group interview (focus group) will usually have with 4 to 6 participants. The moderator will ensure that everyone has read this information sheet and has signed the required consents. You will be asked to say and spell your name for the audio recording and give verbal consent to the interview. After that the group interview will begin and the moderator will ask between 8 and 10 questions related to understanding why you have left (or never joined) the register of architects.

The group interview should take between 60 and 90 minutes.

After the group interview is completed you will be asked to sign the Recording Agreement.

Note: Group interview participants are asked not to disclose the contents of the discussion after the interview, however participants should note that there is a risk of disclosure outside of the interview group by other participants. If you would prefer to speak more confidentially you can choose an individual interview, see below.

Individual interviews

Some participants would prefer a greater level of confidentiality or may feel more comfortable talking on a one-to-one basis, in this case you can take part in an individual interview. The researcher will ensure that you have read this information sheet and signed the required consents. You will be asked to say and spell your name for the audio recording and give verbal consent to the interview. After that the interview will begin and the researcher will ask between 8 and 10 questions related to understanding why you have left (or never joined) the register of architects.

The interview should take between 60 and 90 minutes.

After the interview is completed you will be asked to sign the Recording Agreement.

Audio Recorder

The interview will be recorded using an audio recorder. A transcription of the interview will then be made, it will then be anonymised, and once this has been completed the original audio recording will be securely destroyed. It is possible that quotes from participants, with any potentially identifying details removed, may be published in the results of this study.

If you decide not to take part in the study:

Your participation in the study is completely voluntary. It is your choice whether or not to participate.

How will your privacy be protected?

The audio recordings of the interviews will be transcribed. During this process participants will be given pseudonyms to differentiate one from another. Once this process has been completed and checked, *the pseudonym key will be destroyed*. In addition, any identifying details in the transcripts will be removed or anonymized and manually checked. When the transcripts are completed the audio recording will be securely destroyed.

During this two year study, your data will be accessible to the lead researcher, Dr Dervla MacManus, academic mentor, Prof Katherine O'Donnell. The anonymised data will be accessible to CSTAR UCD statistical analysis consultants. During the study it will be stored on a UCD Google Drive, which requires MFA (Multi Factor Authentication). UCD IT recommends Google Drive as storage for files which contain personal data and confidential university information and has ensured that this cloud storage solution meets a high standard of security and data protection and are continually monitored and managed. Data will not be stored on portable devices, such as laptops and USB sticks. An encrypted laptop will be used to process the data, but not to store it.

Note: Group interview participants are asked not to disclose the contents of the discussion after the interview, however participants should note that there is a risk of disclosure outside of the interview group by other participants. If you would prefer to speak more confidentially you can choose an individual interview.

Limits of Confidentiality

While every effort will be made to ensure confidentiality, participants should be aware that there are limits to a researcher's confidentiality. Certain type of disclosures may raise ethical challenges for the researcher these include:

- Disclosure that someone they know is at risk of harm or abuse
- Disclosure of a past offence they have knowledge of or have committed
- Disclosure of serious danger to unsuspecting third parties
- Disclosure of the commission of a criminal offence

Confidential information may need to be disclosed if there is clear evidence that someone is at risk of harm or abuse. Where the researcher is told of a clear and serious danger to unsuspecting third parties, or where the researcher is told in clear terms of the commission of a criminal offence, these events may require reporting to the Gardaí.

For example, where alleged sexual harassers in the workplace are named and identified the researcher will be under obligation to assess whether other people are at risk of harm or abuse or if the harassment constituted a serious offence under the criminal code and report it accordingly to the Gardaí.

How will your data be used?

Your data (interview) will be transcribed, anonymised, stored, analysed and archived for future use by researchers and educators.

The audio recordings of the interviews will be transcribed. During this process participants will be given pseudonyms to differentiate one from another. Once this process has been completed and checked, *the pseudonym key will be destroyed*. In addition, any identifying details in the transcripts will be removed or anonymized and manually checked. When this process is completed the audio recordings will be securely destroyed.

The anonymised data will be analysed and the results will be published to the project website, genderequityirisharchitecture.ie, *Architecture Ireland* (the RIAI's magazine) and as part of academic journal articles and/or book chapters.

It is possible that quotations from your responses may be used in publications as listed above. (Any identifying details will be removed).

At the end of this study, the anonymised data (transcripts) will be deposited in the ISSDA (Irish Social Science Data Archive) based at UCD for use by future researchers and educators. Any identifying details will be removed before the data is deposited, (anonymization). Further information on the ISSDA archive can be found here: <https://www.ucd.ie/issda/>

What are the benefits of taking part in this research study?

There are no direct or personal benefits to taking part in the study. However, by taking part you will help to create a picture of the state of gender equity within architecture in Ireland. The more people participate the clearer that picture will be. This is the first step towards greater gender balance to the architecture profession.

What are the risks of taking part in this research study?

It is possible that you may experience discomfort or inconvenience. It is possible that if you have experienced harassment or bullying in the workplace that taking part may bring up painful memories for you. Contact information for help and support is available at the end of this sheet.

Group interview participants are asked not to disclose the contents of the discussion after the interview, however participants should note that there is a risk of disclosure outside of the interview

group by other participants. If you would prefer to speak more confidentially you can choose an individual interview.

Can I change my mind at any stage and withdraw from the study?

Yes, you can stop the interview and withdraw at any time without giving any reason. If you wish to withdraw from the study, please email Dr Dervla MacManus at Dervla.macmanus@ucd.ie Please note, however, once the anonymization process is completed (three months from the date of your interview) it will no longer be possible to withdraw from the study as it will no longer be possible to identify your individual data.

How will I find out what happens with this project?

Preliminary results from this study will be posted on the project website – genderequityirisharchitecture.ie. Results will also be published in *Architecture Ireland*.

Contact information:

You can contact the researcher, Dr Dervla MacManus at Dervla.macmanus@ucd.ie with any questions or queries you may have about the research. Mentor: Professor Katherine O'Donnell, Katherine.odonnell@ucd.ie

Help and Support Contact Information:

Information on harassment in the workplace is available on Citizens Information.ie

https://www.citizensinformation.ie/en/employment/equality_in_work/harassment_at_work.html

The Irish Human Rights and Equality Commission

The [Irish Human Rights and Equality Commission](http://www.ihrec.ie) has a general remit to promote equality and can give advice and, in some cases, legal assistance if you want to bring a claim of harassment under the Employment Equality Acts. They have also prepared a Code of Practice on Sexual Harassment and Harassment at Work which is available here <https://www.ihrec.ie/documents/code-of-practice-on-sexual-harassment-and-harassment-at-work-2/>

Irish Human Rights and Equality Commission

16-22 Green Street, Dublin 7.

Tel: (01) 858 9601

Homepage: <http://www.ihrec.ie/>

Email: publicinfo@ihrec.ie

Workplace Relations Commission - Information and Customer Service

O'Brien Road, Carlow, R93 E920.

Tel: (059) 917 8990

Homepage: <https://www.workplacerelations.ie/en/>



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GEIA Consent Form for Group and Individual Interviews

I consent to the following:	Yes (tick box)
I have read the information sheet and have had time to consider whether to take part in this study and I have had an opportunity to ask questions.	<input type="checkbox"/>
Do you understand that your participation is voluntary and that you are free to withdraw from the research at any time without disadvantage up to three months from the date of interview when the anonymization process is completed?	<input type="checkbox"/>
Are you willing to take part in the research?	<input type="checkbox"/>
Are you aware of the limits of confidentiality as set out in the information sheet?	<input type="checkbox"/>
Are you aware that the interviews and focus groups will be audio recorded?	<input type="checkbox"/>
Are you aware that the audio recording will be transcribed and anonymised?	<input type="checkbox"/>
Will you allow the anonymized data (transcript) to be archived, to enable future use and sharing with third parties (researchers and educators)?	<input type="checkbox"/>
Will you allow the research team to use anonymized quotes in presentations and publications?	<input type="checkbox"/>

On the basis of what is stated above, I agree to participate in this research project:			
NAME and SURNAME of participant			
Contact number*			
Email*			
Signature		Date	

* (for keeping in touch during the research project)



Gender Equity in Irish Architecture Research Project

Participation Agreement Form (includes Privacy Notice)

This agreement is to allow for the initial processing and storage of the interview recording. No other use of the recording will be made until you (the participant) signs the recording agreement. When you sign this form you are agreeing to take part in the interview and allowing us to store and make use of your personal data now and in the future in order to administer and archive your interview.

After your interview we will ask you to complete a Recording Agreement to sign-off the terms under which your interview will be used.

What is this research about?

This research is about two things. First, it is about getting a breakdown of gender equity in the Irish architecture profession. Second, it is about understanding why women seem to be leaving the profession of architecture in Ireland. Currently only 30% of registered architects in Ireland **are** women, despite a 50:50 split at university level. This research will help us understand why this is happening, and what we can do to change to improve gender equity in the Irish Architectural profession.

The purpose of this interview is to gain greater understanding of the reasons why people, women especially, leave the profession of architecture.

How will the data I provide be stored?

During this two year study, your data will be accessible to the lead researcher only: Dr Dervla MacManus. During the study it will be stored on a UCD Google Drive, which requires MFA (Multi Factor Authentication). UCD IT recommends Google Drive as storage for files which contain personal data and confidential university information and has ensured that this cloud storage solution meets a high standard of security and data protection and are continually monitored and managed. Data will not be stored on portable devices, such as laptops and USB sticks. An encrypted laptop will be used to process the data, but not to store it.

Withdrawing from the study

You are free to withdraw from the project at any time up until the anonymization process has been completed. After this point it will no longer be possible to identify your individual data. You will be able to withdraw your data up to three months from the date of your interview. Please email Dervla.macmanus@ucd.ie if you wish to do so.

Data Protection Privacy Notice

This privacy notice is for University College Dublin, Belfield, Dublin 4, Ireland, in particular for the Gender Equity in Irish Architecture research project being carried out by Dr Dervla MacManus at School of Philosophy. You can contact us at Dervla.macmanus@ucd.ie

The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any personal information which you volunteer to the University will be treated in accordance with Irish and European Data Protection legislation.

Why and how we collect and process the data and for how long we keep it?

We collect your personal data for the purpose of assessing and researching gender equity in the Irish architecture profession on the legal bases of *consent* and a *public task being carried out in the public interest*.

The data contained within this form will be held securely and not shared with anyone unless we are obligated to do so for legal purposes, such as evidencing ownership or demonstrating a valid Agreement.

Your *interview* data will be transcribed, anonymised, stored, analysed and archived for future use by researchers and educators.

The audio recordings of the interviews will be transcribed. During this process participants will be given pseudonyms to differentiate one from another. Once this process has been completed and checked, *the pseudonym key will be destroyed*. In addition, any identifying details in the transcripts will be removed or anonymized and manually checked. When this process is completed the audio recordings will be securely destroyed.

The anonymised data will be analysed and the results will be published to the project website, genderequityirisharchitecture.ie, *Architecture Ireland* (the RIAI's magazine) and as part of academic journal articles and/or book chapters.

It is possible that quotations from your responses may be used in publications as listed above. (Any identifying details will be removed).

We will keep your data for two years until the completion of the project and your anonymized data will be kept in the ISSDA (Irish Social Science Data Archive) based at UCD, indefinitely, for future use by researchers and educators. Further information on the ISSDA can be found here: <https://www.ucd.ie/issda/>

Who has access to the information and who we share it with?

Internal access: The personal data collected from you will be accessed by Dr Dervla MacManus

External access: Your anonymized data will be kept in the ISSDA (Irish Social Science Data Archive) based at UCD, indefinitely, for future use by researchers and educators.

What are your rights?

- Right to be informed
- Right of access
- Right to rectification

- Right of erasure (Note: the right to erasure does not apply when the performance of a task carried out in the public interest is one of the legal bases, as is the case in this study.)
- Right to restrict processing
- Right of data portability
- Right to object to processing
- Right to object to automated decision making & profiling. (No automated decision making or profiling will occur in this study.)

If you have concerns about your rights as participant, you can contact the UCD DPO by email gdpr@ucd.ie.

If you are not satisfied with UCD’s response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>

Your agreement to take part (to be retained by UCD)

This Agreement is made between UCD (Dr Dervla MacManus, UCD representative, Gender Equity in Irish Architecture), and you (“the Interviewee”, “I”):

Interviewee details:

Name:			
Address:			
Email:		Phone:	
Interview date:			

Declaration

I hereby agree to take part in an interview for the Gender Equity in Irish Architecture and am fully aware that the anonymised content of this interview will be deposited in an archive for future use, subject to any closure or other restrictions that I might request when the interview has been completed.

By or on behalf of the Interviewee:

Signed:

Name in block capitals:Date:



Gender Equity in Irish Architecture Research Project

Recording Agreement Form

Having already agreed to participate in an interview for the Gender Equity in Irish Architecture Research Project as indicated by your 'participation agreement', this form asks that you now give permission to add your recording to our project archive. You may add any restrictions or conditions to the future uses of your interview in the space provided below.

This Agreement is made between you ("I", "the interviewee") and UCD, Gender Equity in Irish Architecture, (Dr Dervla MacManus), research project:

Interviewee details:

Name:			
Address:			
Email:		Phone:	
Interview date:			

Declaration:

<u>I consent to the following:</u>	<u>Yes (tick box)</u>
I understand that if I wish to withdraw my interview data from the study the last date to do so is three months after the date of my interview [insert date_____]. (After this point it will no longer be possible to identify my individual data.)	<input type="checkbox"/>
Having already agreed to participate in this project, I now grant permission to the Gender Equity in Irish Architecture project to permanently retain and use the anonymised transcript of my recorded interview.	<input type="checkbox"/>
As the present owner of copyright in the contributor content (i.e. the words spoken by the interviewee), I hereby assign such copyright to the project Gender Equity in Irish Architecture project on the understanding that the content will not be used in a derogatory manner.	<input type="checkbox"/>

In assigning my copyright, I understand that I am giving the project Gender Equity in Irish Architecture project the right to use and make available the anonymised content of the recorded interview in the following ways:

- Public performance, lecture or talks.
- Use in publications, including print; audio or video cassettes, DVDs, CD ROM,
- USB keys, etc.; or online.
- Public reference purposes in libraries, museums and archives.
- Use in schools, universities, colleges and other educational establishments,
- including use in a thesis, dissertation or similar research.
- Use on radio, television or social media.
- Use in apps for smartphones / tablets / laptops and computers.
- Publication worldwide on the internet.

If you do not wish to assign your copyright to the Gender Equity in Irish Architecture project, or you wish to limit public access to your contribution in some way, please state these restrictions and conditions here:

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By or on behalf of the Interviewee:

Signed:

Name in block capitals:Date:

By or on behalf of UCD, Gender Equity in Irish Architecture Research Project:

Signed:

Name in block capitals:Date: