# Template 2: Preparing key decision-maker interviews

*Please see section 3.1.2 and section 3.6 Step 2 for more information on the key decision-maker interviews and how to prepare for them.*

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| |  | | --- | | Lead person (from the assessment team) : | | Who are the key decision-makers to be interviewed? | | Security Institution:  Civilians:  Peacekeeping Training Center:  Other: | | Does the assessment team already have connections to them? If not, who can help gain access to them? | | Security Institution:  Civilians:  Peacekeeping Training Center:  Other: | | Who does the assessment team need to ask permission from in order to carry out the interviews? Is further support needed? | | Security Institution :  Civilians:  Peacekeeping Training Center:  Other: | | Will travel to other parts of the country be necessary? Please list each possible interview location: | |  | | What language(s) will the interview be conducted in? | |  | | Who will conduct the interviews? (please list names or number and qualifications of people required) | |  | | How will consent be received? Written or verbal? Think about whether it will be possible to record the conversation or whether it will be necessary to take notes. | |  | | If the interviews are recorded, who will do the transcriptions? (please list names or number and qualifications of people required) |  |  | | --- | |  | | Are there any foreseeable risks or challenges? How can these be overcome or mitigated? Is support needed from the assessment team? | |  | |