# 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:  |
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| What language(s) will the interview be conducted in?  |
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| Who will conduct the interviews? (please list names or number and qualifications of people required) |
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| 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. |
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| If the interviews are recorded, who will do the transcriptions? (please list names or number and qualifications of people required) |

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| Are there any foreseeable risks or challenges? How can these be overcome or mitigated? Is support needed from the assessment team? |
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