SCRIPT FOR THE ROUNDTABLE DISCUSSION AND/OR INTERVIEWS

Date of meeting:

Moderator:

Rapporteur(s) 1:

Rapporteur 2 (tracker):

Start time: End time: Duration:

Location:

Number of participants:

Participants

Demographic data (for each participant):

Name (optional) or pseudonym:

Institution (optional):

E-mail (optional):

Gender (optional): *[you can provide pre-defined options]*

Age (in years):

Race/colour (optional): *[you can provide pre-defined options]*

Schooling (highest level): ( ) No formal schooling; ( ) Elementary school;

( ) Secondary school; ( ) Higher education (undergraduate); ( )

Specialisation/Postgraduate; ( ) Master's degree; ( ) PhD

INTRODUCTION:
1. Presentation of the moderator and explanation of the purpose of the roundtable discussion;
2. Presentation of the host study;
3. Presentation of the Pathfinder and the host study "Tracker" to clarify what is being mapped to ensure all participants are on the same page:
   a. Concept
   b. Objectives
   c. Tracker (if necessary, hand out a printed version of the categories and activities to support the discussion or keep it projected)
4. Brief introduction of the participants and explanation of the importance of their experiences and opinions for the Pathfinder.

RULES AND REGULATIONS:
Establishing basic rules for the roundtable discussion:
1. Only one person speaks at a time;
2. Side discussions should be avoided so that everyone can hear each other;
3. No one should dominate the discussion;
4. Everyone has the right to say what they think;
5. Confidentiality must be maintained.

CONSENT: Obtaining informed consent for participation and authorisation for recording and/or filming. The consent form must be signed individually by each participant.

Examples of questions that stimulate conversation and can be used throughout the discussion:
- Could you provide more details about this?
- Can you give a specific example?
- Why do you believe this?

Depending on the participant's role in the host study, approach the questions in the axes adapting to each category or activity of the Tracker.

Introductory questions:
- What is your personal experience with the host study?
- What are your initial perceptions of the host study?

Thematic axis 1. Competences:
(Quality needed to carry out a particular activity, such as communication, organisation, leadership, negotiation)
- What skills did you develop and improve during the host study/Pathfinder category/activity?
- What tools (programmes, dashboards, websites, software) were necessary for the host study/Pathfinder category/activity?

Thematic axis 2. Challenges and Solutions:
- What are/were your main concerns, challenges, and/or barriers concerning the host study/Pathfinder category/activity?
- What ideas or solutions did you have to solve the challenges related to the host study/Pathfinder category/activity?

Thematic axis 3. Tools and resources developed:
(Instruments developed to facilitate an activity, e.g., tutorial/manual, spreadsheet, dashboard, website, apps, among others).
- Were there any tools you developed and/or improved for the host study/Pathfinder category/activity?

Thematic axis 4. Impact:
- How do you assess the impact of the host study on the target audience?
- How do you think the host study is perceived by the scientific community, managers, institutions, and society in general (adapt according to the host study)? Why?
- Have there been any unexpected or unplanned results that you consider relevant?
- How does the host study affect your daily life or the lives of people around you?
- What are the long-term implications of the host study for society in general?

Thematic axis 5. Lessons learnt:
- What were the main lessons you learnt from participating in the host study?
- Can you compare your work with other professional activities? What are the similarities and differences?
- If you could go back, what would you have done differently in the host study?
- Based on the experiences gained in this host study, what future actions do you think would be beneficial for similar projects?
- Considering all that has been discussed, what message or advice would you like to share with future teams carrying out similar projects?

CLOSING:
- Moderator to check with rapporteurs if there is any Pathfinder category and/or activity not mentioned in the talk, as well as the following items not directly addressed in the questions above: Interdependence of activities; Resources and time; Cost; Level of complexity.
- Check with participants if they would have any further comments or experiences, they would like to share.
- Acknowledgement the importance of everyone's participation.
- Provide information on how the data will be processed and used, assuring anonymity, confidentiality, etc.