

## COMMUNITY ENGAGEMENT ADVISE FOR STUDY TEAMS (CAST)

**ACTIVITIES TEMPLATE** (*filled by study PI/Manager after meeting with community Liaison Group; reviewed by CE staff*)

### 1. Information on the study

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- a) Community engagement plan for *[short/lay study title]*:

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- b) Full title:

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- c) PI:

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- d) Research question(s):

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- e) Study population:

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- f) Study procedures:

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### 2. Objectives of CAST

- a) Provide a forum for discussing and addressing key issues and concerns for community engagement from the researchers, community liaison group members, research participants, community members and community leaders.
- b) Gather community members' and leaders' opinions and recommendations for the study.
- c) Make plans for and support the implementation of activities to create awareness of KEMRI and of specific research in the community, including sharing information and building trust with key community leaders and members to enable them to respond appropriately when asked about the study.
- d) Support the development of materials to support awareness creation for different target groups.
- e) Make plans for and support the implementation of training and supportive supervision for staff involved in giving information about the study, including informed consent.

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3. CAST group members:

Study team members

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CLG members

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4. Key issues and sensitivities for this study (at outset)

Key issues and Sensitivities	Proposed Strategy for Addressing them

5. Consultation/sensitization/on-going feedback:

Which groups involved? <i>Specify stakeholder to be engaged</i>	What issues to be addressed? <i>{e.g. rationale for conducting study in certain groups of people/locations}</i>	What messages <sup>1</sup> to be used? <i>{specify key message to be used} e.g. xxx intervention known to be safe...etc}</i>	What activities/approaches to be used? <i>{meetings/workshops/exhibitions}</i>	Any materials? <i>{PowerPoints; posters, lay summaries etc}</i>
	•	•	•	•
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	•	•	•	•

6. Feedback of research findings:

{key study results at end of study – refer to #3 for stakeholder to disseminate to, tools etc}

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7. Training of FW and other staff involved (training, monitoring and supervision):

<sup>1</sup> Specify in more detail in annex; clarify where there are different messages for different groups

Category of Staff to be trained /supervised (specify)	Type of training /supervision	People person(s) responsible
	•	
	•	
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## 8. Time plan for community engagement

Yr 1

Activity/Month	J	F	M	A	M	J	J	A	S	O	N	D

## 9. End of Study Activities

## 10. Record of CAST meetings

<i>Date</i>	<i>Note taker</i>	<i>Venue</i>	<i>Time</i>	<i>Storage</i>	<i>Remarks</i>