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# PARTICIPANT INFORMATION SHEET

# ENVIRONMENTAL IMPACT OF FILMMAKING (EIF): USING STAR WARS TO IMPROVE SECTOR SUSTAINABILITY PRACTICES

The study is being run by Dr Rebecca Harrison, Lecturer in Film & Media at The Open University. Her staff profile is available at <https://www.open.ac.uk/research/people/rh24344>. A project Research Associate is being appointed.

Project partner BAFTA albert are joint controllers of data. Data will be anonymised before being shared with them. Their website is <https://wearealbert.org/>.

Human Research Ethics Committee reference number: HREC/4468/Harrison

# CONTACT DETAILS

Principal Investigator (PI): Dr Rebecca Harrison, rebecca.harrison@open.ac.uk

Research Associate (RA): TBC

If you would like to speak about any aspect of your experience as a participant to a member of staff at The Open University who is independent of the project, please contact Dr Annika Mombauer, Professor of Modern European History, annika.mombauer@open.ac.uk, +44 (0) 1908 654836.

# INVITATION

You are being invited to take part in a research study. Before you decide whether or not to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully.

As a focus group member you may be invited to discuss your experiences working with any of the following aspects of prop and costume making for the UK/US screen industries: design, sourcing materials, fabrication, waste disposal, archiving, licensing of intellectual property, manufacture/retail of IP-related merchandise, general industry practices. You will be asked your views on and workplace needs related to sustainability and the environment, but you do not need to have any expertise in this area.

The focus group will comprise 6-12 people in total. Participants will be selected based on their knowledge of processes relevant to four case studies chosen by the project team. Where possible, the project will chose focus group members to represent a range of perspectives across job roles, contract types, career stages, and other characteristics such as age and gender. It is anticipated that there will be a mix of salaried and freelance contributors.

# GENERAL INFORMATION ABOUT THE RESEARCH STUDY AND COLLECTED RESEARCH DATA

### Project summary

Ever since production began in 1976 for A New Hope (1977), the Star Wars franchise has produced a vast canon of props and costumes that appear across films, television shows, video games, comics, theme parks, novels, and more besides. Many items are also reproduced by toy manufacturers and retailed around the world. But there are questions about the sustainability of prop and costume making practices. As such, The Environmental Impact of Filmmaking (EIF) project asks: How are these ubiquitous props and costumes made? How do filmmakers dispose of or recycle them? And what are the environmental impacts of doing so?

In answering the questions, the EIF project will explore different prop and costume making practices on Star Wars sets. Through four case studies, it will trace the life-cycle of four objects, from the extraction of raw materials, through manufacturing processes, to disposal or repurposing. Data will comprise archival sources, interviews with Star Wars practitioners, and focus group discussions with prop and costume makers from across the UK’s screen sector.

As a result, EIF aims to create a range of resources, including a workshop and a website hosting text and audiovisual materials, that support the UK’s film industries in their ongoing work to improve sustainability practices. The project will run between October 2022 and May 2024.

### Project partners

The project partners are:

Arts and Humanities Research Council. This is the main project funder.

BAFTA albert, a UK-leading sustainability consultancy for the film and broadcasting industries. The EIF project is collaborating with BAFTA albert to create educational resources for filmmakers based on the research findings.

National Science and Media Museum. The EIF project is holding talks and workshops at the Museum.

### Ethics

This research project has been reviewed by, and received a favourable opinion, from The Open University Human Research Ethics Committee – HREC reference number: HREC/4468/Harrison.

# WHAT WILL I BE ASKED TO DO IF I AGREE TO TAKE PART?

It is up to you to decide whether or not to take part. If you are invited to become a member of the focus group and do decide to take part then you will be given this information sheet to keep and be asked to sign a consent form.

### Where and when will focus groups take place?

Focus groups will be conducted online via Teams. You can chose to have your camera on or off as you prefer. Meetings will be scheduled via online Doodle poll to ensure maximum attendance.

### Will I be paid?

The project can offer focus group members a £20 gift token for every hour of their time spent in focus group meetings or reading project materials up to a value of £120 each.

### How much of my time will this take?

There will be three focus group meetings, each lasting 1-1.5hrs. There will always be a ten-minute comfort break scheduled at the 55 minute mark. The project will require no more than six hours of your time in total, including time spent in the meetings and reading any project materials.

### What will happen in the meetings?

The Principal Investigator and Research Associate may be present. They will ask you a series of questions and take notes. Sometimes you may be asked to clarify certain points or repeat phrases and points of interest.

### What if I have accessibility requirements?

Please contact the Principal Investigator at least seven days prior to a scheduled meeting to discuss any specific accessibility requirements or safety concerns that you have. Accessibility disclosures will remain confidential.

### How will my participation benefit me and/or society?

The group should offer a good networking opportunity, enable you to meet others interested in sustainability, and learn about others’ approaches. You’ll also get first-look at resources created by the project that we hope will become part of industry training initiatives in future.

By participating in a focus group, you’ll have the opportunity to discuss your contribution to the film industry and offer insights into your perspective on related environmental and sustainability issues. Your contributions will inform the scope of the project’s research and shape a range of resources which will support you and others in adopting more sustainable – and hopefully cost-effective - working practices. By helping the screen industries to reduce any harmful impacts that they have on the environment, the project aims to benefit the industry, society, and the environment more broadly.

### Are there any disadvantages to taking part?

You will need to give up to six hours of your time to participate.

The nature of the focus group means that you will be identified by other members of the group who may be your peers. All members will be asked to sign confidentiality agreements prior to finding out who else is in the group. Once the membership list is circulated among members ahead of the first meeting, members will be able to discuss any concerns that they have confidentially with the PI.

Depending on your career stage and any previous information-sharing agreements that you’ve signed related to your work, there may be professional or legal risks to participating in the EIF project. It is essential to discuss any concerns that you have with the PI to determine any possible risks to you and how to prevent them.

# How will the data I provide be used?

### What data will be collected?

Relevant personal data will be collected via a Call For Participants form to help EIF researchers determine who to select for the focus group. Consent forms, which will include a confidentially agreement, will be collected from anyone invited to participate prior to proceeding with further data collection. Interview data will also be collected through written notes.

### Where will the data be stored?

Digital data (such as Microsoft documents) will be stored on Open University-managed laptops and transferred to Open University networked file storage and SharePoint for access by the EIF project team. Open University networked file storage and SharePoint are backed up automatically at regular intervals and follow best practice guidelines with permission controls that meet data protection requirements.

### How long will you keep my data?

Call for Participants form: one month after the submission deadline

Employment history: May 2024

Contact details: May 2025

Written notes: May 2034

Consent forms: May 2034

### Can I participate anonymously and how will you protect my anonymity?

Owing to the nature of a focus group it is not possible to retain anonymity in meetings. However, to protect people’s privacy all members will need to sign confidentiality agreements that ensure that no identifying or personal information is shared outside of the group. To ensure all participants’ comfort in the group setting, a list of members names will be circulated to other members at least a week ahead of the first meeting.

Beyond the meeting space, it is possible for the EIF project team to anonymise your data. Your name and other identifying information can be kept in a separate file to your employment notes, which can also be redacted to remove dates and specific employers. When making notes in the focus group meetings the PI can also ensure that your name is not used. Any data shared with project partners for the purposes of creating educational resources can also redact details about specific employers, dates, locations, etc. The EIF project team may redact the names of anyone you identify (such as peers or managers) in your discussions, and paraphrase rather than directly quote you.

### Who else can access the data?

No focus group members’ contact or employment history details will be shared with anyone outside of The Open University EIF project team at any time. All communications with project partners and service providers will take anonymity requests into account and be via professional email accounts, private meetings, and permission-controlled files on SharePoint. A Data Sharing Agreement will be signed by partners where relevant.

### Where will data from the focus groups be shared?

Notes and observations from the meetings, redacted by the EIF team in line with your anonymity requirements, may be shared with project partners and contractors such as sign-language interpreters and website designers.

Data from the focus groups may be presented or discussed in accordance with your anonymity requirements in a range of public-facing project outputs. These include a project website, social media accounts, a film festival talk, a filmmaker workshop, academic conference, academic journal article, OpenLearn article, educational resources and a book.

### Will my data be archived when the project ends?

Your data will only be kept for as long as it is needed. Your contact details will be kept for a year after the project to allow for updates. Written notes and consent forms will be kept for ten years after the project’s twenty-month lifespan in accordance with funder and institutional guidelines to enable follow-up research to develop.

# Your right to withdraw from the study

You have the right to withdraw from the study at any time during your participation by submitting notice of your withdrawal in writing to Dr Rebecca Harrison at Rebecca.Harrison@open.ac.uk.

You have the right to ask for your data to be removed after your participation in the study by writing to Dr Rebecca Harrison at Rebecca.Harrison@open.ac.uk within 14 days of the final focus group meeting.

# How do I agree to take part?

To participate in the study, you will first need to complete the Call for Participants form as fully as you can and email it to Dr Rebecca Harrison at Rebecca.harrison@open.ac.uk. You will hear back from the EIF project team within one month of the submission deadline either to invite you to participate, or to let you know that the team is unable to include you for this project. If you are invited to become a focus group member, you will be re-sent the participant information sheet and a consent form. Once you have returned the consent form by email the team will contact you to arrange the first meeting.

# Thank You

Thank you for taking the time to learn about the project by reading this information sheet.

# Data protection

The Open University is the Data Controller for the personal data that you provide.

The lawful reason for processing your data will be that conducting academic research is part of The Open University’s public task. (The consent we request from you relates to ethical considerations)

We will share the information you have given to us - in accordance with your anonymity preferences - with project partners and subcontractors in order to: create educational resources, share research data with audiences, and make project outputs accessible to disabled audiences. The lawful reason for these transfers is that it is part of our public task to conduct academic research. Where we use a third party to provide a service, it is in our legitimate interest to manage our operations effectively. They will only be given data in order to carry out a specific activity, and we have contractual arrangements to safeguard their use of your data.

You have a number of rights as a data subject:

To request a copy of the personal data we have about you

To rectify any personal data which is inaccurate or incomplete

To restrict the processing of your data

To receive a copy of your data in an easily transferrable format (if relevant)

To erase your data

To object to us processing your data

If you are concerned about the way we have processed your personal information, you can contact the Information Commissioner’s Office (ICO). Please visit the ICO’s website for further details.