APPENDIX K: FGD II SESSION GUIDE
INTRODUCTION

- **Welcome participants** as they enter, offer refreshments, make small talk to set all at ease, give name tags as they come in so they can refer to one another.

- Once all are present, **introduce research team** (point out name tags), explain each person’s role.

- **Introduce the project in general** by talking about the AWSP and our previous activities that they may be aware of.

- **Introduce the purpose of this session**: to explore what people want in a water treatment system
  - Team will give a brief presentation on the “preference criteria” we’ve identified so far → will use the Preference Information Sheets to explain
  - We will ask participants what they think of these criteria and what else they think is important to consider
  - We will then ask participants to rank these preference criteria to indicate how important each one is to the participants → discuss it verbally, use the Ranking Sheets to record
  - We will invite the participants to discuss with one another why they ranked the way you did

- **State our intention**: to simply listen and learn about what people think would be possible for a water treatment system in the community
Remind participants that these focus group discussions are separate from the field trial of the household filter and that they should not feel any pressure to skew their responses in any direction.

Explain why the participants were selected: referring to the inclusion criteria for the particular FGD session

Lay out rules and expectations

- Free to talk as they please, don’t feel pressurized to speak or not speak in a specific way.
- All of your opinions are important to us, there are no right or wrong answers, and both negative and positive comments are equally important.
- They can decide how much to tell or not.
- Not expected to reach a consensus at the end.
- Please feel free to ask questions when and if they please.
- Allow others to speak and don’t interrupt one another.
- Request that they speak one at a time so as to make the recording clear.
- The session will last about 1 hour.

Discuss ethical guidelines

- Inform participants that they are being recorded by audio device and by note-taking by the Observer.
- Any published information will not feature any names, so data is totally anonymous.
- All information will be used for research purposes only, it will not be shared or divulged for any other purpose.
Future uses of their contributions – PhD research thesis, publication in research journals.

Must clarify that this session is just for research purposes – there will not be any more interventions coming out of the project, including from this session. We are not using this session to design a new intervention; nothing will come out of it!!

Encourage participants to maintain the confidentiality and anonymity of the other participants when they leave the session.

• **Ask participants to introduce themselves** to one another, which sector they live in, and what source of drinking water they use.

**TEAM PRESENTATION**

• **Team presents the factors identified in literature:**

  o There have been many studies of water treatment systems being implemented in real communities like Mylai Balaji Nagar

  o These have shown some of the features that end-users like yourselves often want from a water treatment system

  o There are 10 factors we’ve identified:

    • The **costs** – up-front and on-going – of purchasing and using the water treatment system;

    • The **health benefit** that the water treatment system can provide, in terms of reducing the illnesses children and adults suffer from drinking bad water;
The level of difficulty or ease of use to operate and maintain the water treatment system;

The time and effort required and the convenience of using the water treatment system;

The production rate of the water treatment system, meaning how much clean water it can produce and how fast it can produce it;

How the water looks after treatment;

How the water tastes and smells after treatment;

How the water treatment system appearance;

How durable and long-lasting the water treatment system is; and

How well the water treatment system fits into your home

Invite participants to ask questions and considerations as we go through them.

- Are there other criteria we’ve missed? What else is important for you in a water treatment system?
  - Make notes of additional criteria or considerations → use post-it notes to add additional considerations to existing Information Sheets; use a new sheet of paper for new criteria altogether

- Are there any criteria that just aren’t important to you?

- Are there any considerations missing on these criteria?

- Go through each of these factors, explaining fully using the Preference Information Sheets for each factor.

RANKING EXERCISE & DISCUSSION
• Put the Preference Information Sheets up in a place that is visible to all
• Ask each participant to rank each criterion by importance from #1 meaning the most important to #10 for least important on the ranking sheet → can discuss it verbally and have a helper mark it on each of their Ranking Sheets
• Ask participants to discuss why they picked what they did → what is at the top, the second, the bottom, etc?
• Allow people to discuss and modify as desired

CONCLUSION

• Moderator gives a review of the purpose of the study, how the comments will be used, and how confidentiality and anonymity will be ensured.
• How we will share the results once the analysis is complete: we will call a meeting of all the focus group participants to meet and share results for further discussion at the end of the research.
• Final check by asking the question:
  o Have we missed anything?
• Thank the participants to end.

DEBRIEFING

• Have facilitators come together and discuss the main points, observations on participants and events, things to improve for next session, and have everyone check/complete their notes.
• Plan out any necessary follow-up interviews with quiet, under-represented participants.
Plan out transcription of recording, annotations, translation and back-checking.