

ProdJus Research Protocol

The research protocols focus on the ways in which the research is conducted, emphasising standards across sites so that the research is comparable across countries and also replicable. The purpose of this document is to describe the ways in which the research will be conducted.

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Abbreviations

CLC Country Lead Co-Investigator
MT Management Team
RQ Research Question

Objectives and Purpose

The overarching research question of ProdJus is:

How do supranational governance innovations respond to issues of (in)justice associated with the governance of tropical forests?

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The research considers these supranational innovations as interactive elements in forest governance that operate at local, national and supranational levels and across them. It does not take their supranational nature as given, but employs a bottom-up perspective to locate governance arrangements – i.e. their specific forms and effects – within production and political dynamics at various scales (Bulkeley, 2005).

More specifically, ProdJus will trace the origins of claims of (in)justice in global production networks and forest politics through the following research questions:

RQ1. How are different actors positioned in global production networks in the absence of FSC certification and before the enforcement of FLEGT agreements?

RQ2. What are the most critical justice issues with regard to the governance of tropical forests without FSC certification and before FLEGT?

RQ3. What claims of (in)justice do different actors assert in negotiations over FSC certification procedures and alignment with FLEGT rules?

ProdJus will then examine how claims of (in)justice are, or are not, taken up in the FSC and FLEGT.

RQ4. What notions of justice inform these claims, and which ones gain traction in public discourse?

RQ5. Why and how are particular notions of justice institutionalized in the FSC and FLEGT, whereas others are not?

Finally, ProdJus will determine the effects of FLEGT and FSC on justice issues in the governance of tropical forests:

RQ6. How do the justice notions enshrined in the FSC and FLEGT influence actors' positions in, and exclusion from, global production networks?

RQ7. What effects do changes in actors' positions create on justice issues in tropical forest governance?

The knowledge gained from this study will allow critical reflection on the potential of supranational governance innovations, and develop recommendations on how FSC and FLEGT may be improved.

Site Selection

The countries of Ghana, Indonesia and Vietnam have been pre-selected and are non-negotiable. In each country, the CLC will identify a starting point within the global production network, nominally a forest from which timber is extracted. Each country shall select villages or forest areas featuring contrasting characteristics. Some characteristics for consideration will be:

Community-managed forest	Corporate Concession forest
Uncontested forest use	Contested forest use
Legal logging (present or past)	Illegal logging (present or past)
Positive impacts on local communities	Negative impacts on local communities
Timber destined only to Europe	Timber to mixed destinations: Europe, other, or local consumption
Timber used only in furniture	Timber used in furniture and other purposes
Highly remote region	Well-connected region with good infrastructure
Communities comprising mostly of ethnic minorities	Communities of majority ethnicity or mixed ethnicity
Presence of FLEGT/FSC project	Absence of FLEGT/FSC project

For logistical ease, the CLC might select a village (or group of villages around forest area) that has an FSC certified forest, and production forest that has had no direct interaction with a certification body aside from FLEGT certification. The forest-based sites are expected to be near to one another (travel by land or water within a day) rather than significantly spaced out.

CLCs are expected to use the first two weeks of fieldwork, based on national-level state and non-state interviews using Instrument 11, to inform the most appropriate areas to explore forest-based research. The forest should produce timber that is

1. Exported as timber planks or logs to the EU
2. Processed as furniture that is exported to the EU (Indonesia and Vietnam only)

It will therefore be important in preliminary key informant interviews to identify what areas are likely to produce timber that meets these criteria.¹

Site selection will be confirmed in a MT meeting before proceeding with field work, so that the MT has a sense of the types of environmental justice contrasts that the various cases might bring about.

The purpose of the selection is to create contrasting cases. From each starting point the country teams will follow the trades of timber to the largest destination. From the forest, this might be a saw mill,

¹ It may be advantageous to obtain national export data pertaining to what species are exported to Europe.

and from the mill, a wholesaler, and from the wholesaler, furniture factories. This will result in a snowball sampling based on the greatest number of trades.

In Europe, the CLC will conduct a similar process of engaging with state and non-state actors. Two (2) European countries will be selected and factors such as logistics and language will be taken into the selection criteria for the industry-based research. The initial short-list of potential countries will be guided by trade data and initial interviews using Instrument 11. The better alignment with the samples collected in Ghana, Indonesia and Vietnam, the stronger fit each European country will be. The ProdJus literature review provides insight based on data. Initial interviews will occur in early stages of fieldwork so that Ghana, Indonesia and Vietnam may target specific products, species, or trades that lead to selected countries. Detailed European interviews will be conducted only after Ghana, Indonesia and Vietnam have advanced to the point that they can start to feed contacts from exporters to the Europe CLC, who will use that data to select interview respondents whenever possible.

Table: Activities planned in each month of fieldwork

Month of Fieldwork	Activity
1	G,I,V&E key informant interviews
2	G,I&V fieldwork (villagers)
3	G,I&V fieldwork (villagers & processors)
4	G,I&V fieldwork (processors)
5	G,I&V fieldwork (furniture manufacturers), E fieldwork (industry)
6	G,I&V fieldwork (furniture manufacturers & exporters), E fieldwork (industry)
7	G,I&V fieldwork (exporters), E fieldwork (industry)
8	G,I&V fieldwork (national level), E fieldwork (industry)
9	E fieldwork (industry & governance)
10	E fieldwork (governance)
11	E fieldwork (governance)
12	E fieldwork (governance)

Note : G=Ghana, I=Indonesia, V=Vietnam, E= Europe.

Participant Selection

Participant selection will be snowball based on the trades mentioned by upstream actors. Researchers will also have the liberty to convenience sample other actors that may provide insight into environmental justice issues. Such contrast criteria may include:

- small versus large companies

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- companies in, and not in the main processing centre
- companies owned by people of different ethnicities
- companies serving other markets

Government participant selection will be based on relevant government actors as expressed by participants and key informants. Researchers will be encouraged to interview government at each level of interview: i.e. village, district, provincial and national government. Relevant departments may include forestry, industry, trade, environment, labour and so on.

Researchers will be encouraged to interview non-government actors at each stage as well, including local, national and international NGOs, Indigenous People's organisations, labour unions, industry associations and so on.

Estimated number of interviews

Actor Type	GH	ID	VN	EU	TOT
Village actors and non-actors	45	45	45	-	135
Wood processors, intermediaries, plantation representatives & subnational government	45	45	25	-	115
Furniture manufacturers & subnational government	-	45	45	20	110
Exporters & (sub)national government	30	30	30	-	90
Importers and retailers	-	-	-	25	25
National government actors	5	5	5	35	50
Associations and civil society	15	15	15	60	105
	140	185	165	140	630

Informed Consent & Ethics

See [UEA Ethics Approval](#) for details.

Consent will be sought with each respondent by using the attached script. Although written consent will be preferred, oral consent will be acceptable as many respondents, based on the team's experience in similar research, are hesitant to sign a consent form, and asking such may serve as a barrier to engagement for the purposes of data collection.

At the village level, researchers will hold a village meeting with people engaged in timber harvesting, and explain the research and encourage discussion. The researcher will then invite the head of village

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or timber harvesting group to discuss with her or his members and provide consent before proceeding. In each interview, the consent script will be relayed again.

For companies and government officials, the consent script will be relayed to the respondent at the onset of the interview and before asking any interview questions.

In all cases, the researcher will make her or his purpose clear and must make her or his name, institution, and contact details available.

Participant Reciprocity

Participant reciprocity will occur in several ways:

- Ghana, Indonesia and Vietnam budgets allow for an event to be held at the end of the fieldwork in the village. This can include appreciation that can be enjoyed by the village in general and/or specifically for people working in timber harvesting or production. The form of the appreciation should be agreed upon by the researcher and village leadership and will often take the form of a dinner party or even for the children. As long as a broad-range of community members are able to benefit, this form of reciprocity can be implemented at the approval of the CLC. The activity should benefit and be enjoyed by women and men.
- The CLC in each country has agreed to draft a newspaper article and policy briefs. These documents will be accessible to a wide range of stakeholders and the CLC is encouraged to make participants aware when they are published. This may mean translating into local languages.
- The final publications from ProdJus will be published in Open Access format so that they are accessible outside of academia.
- CLCs are encouraged to draft other sorts of industry briefings or contribute to national industry association publications to make results of the research known.

Risk and Safety Assessment

Risks to personnel while in the field

Field work carried with it inherent risks. To this end, it is the responsibility of each Partner to ensure that personnel contracted for them are appropriately protected. This includes:

1. Ensuring personnel have appropriate medical insurance as determined by institutional standards and at least sufficient to cover major accidents that would involve significant medical attention.
2. Ensuring a communication protocol with field staff for regular check-ins while in the field. No less than weekly.
3. Not placing requests for personnel to enter dangerous environments (eg. dodgy hotels, high crime areas, meetings at night alone etc).
4. Communicating to personnel the importance of safety and concealing any valuables at all times in public places.
5. Ensuring personnel adhere to basic safety such as using a helmet when on a motorbike, wearing seatbelts in automobiles, not taking public transportation alone at night, and staying in safe accommodations.
6. Vetting field sites to ensure that they are not high-risk areas.

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Risks to respondents and participants

Participants' safety is also a concern for the project. Therefore, each Partner must ensure that participants have safe accommodations and are not invited for project events when they might be vulnerable to harm (eg. they might have to walk home at night). In terms of other risks, the anonymity of respondents will be protected in accordance with Ethics already discussed. This anonymity is intended to protect respondents from being identified with a view or position with which others may not agree and wish to inflict harm either physically, or reputationally, professionally etc.

Research Design

Produs research design is based on collecting and understanding claims that people make about justice within the wood furniture GPN. In order to obtain this data, the MT devised a Strategic Data Collection Framework as follows:

1. Devise research questions (RQ) based on theory (evidenced in the proposal)
2. Conduct a literature review that elaborates on the concepts in the RQs
3. Confirm the RQs against the literature review
4. Identify the VARIABLES that appear in literature. Variables include the concepts to which the literature review refers.
5. Devise QUESTIONS that are likely to elicit responses related to the variables.
6. Link the questions to RQ to detail how the RQ will be answered.

Notes on design:

- Relationships between RQs, variables and questions are many-to-many, meaning that the same question could relate to more than one RQ and a variable could relate to more than one question.
- The Framework allows for inductive alterations. If a variable or question is added, it should be linked to at RQ and if it doesn't align, then the RQ or question should be re-considered
- To assist in the analysis of alignment, we devised a database of RQs, questions, variables and instruments.
- [An analysis of variable implementation by research instrument is here.](#)
- [Variable details are found here](#)
- [A Question list is found here](#)

Research Methods: Data Collection & Note Taking

Using the Instruments

Researchers will collect data using the Instruments designed for the project. The Instruments are as follows:

- [11 Key informant interview](#)
- [21 Village level timber interview](#)
- [22 Corporate actor interview](#)
- [23 Policy maker and NGO interview](#)

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About the instruments

In each case, the instrument is used as a guide for the researcher and is meant to serve as a list of possible questions and variables that the researcher might use in the interview. The instruments are NOT designed to be used in a structured way; rather, they are a palette of questions that the researcher can use as s/he wishes to assist in the interview.

Some questions are marked as “always ask” (with a “*”) in which case the researcher should ask that question in every interview, however, most are optional and the researcher is free to ask additional questions that maximise the data that the respondent can provide. Others are marked with another ROOT question to which the question is related. The ROOT code is indicated in the following format: [000]. If the code has a “//” before it, then it is related to a question above, and if the “//” is after the code, then the question is related to a question below.

[000//] = subsequent questions depend on this question
[//000] = the question follows a previous question

The data collection instrument may have instrument question numbers to help guide the interviewer. There will be sequential numbers in the box beside the question and may help with reference once comfortable with each instrument. The numbers will restart for each section.

In each interview, the researcher should attempt to gather data pertaining to the major sections of the instruments:

- Governance
- Justice
- Market (if applicable)

Non-market actors are not asked about the market. Key informants will also be asked about “locating injustices” which is about finding the locations for possible research and gaining a general picture of justices and injustices and major market issues in the area (international to local).

Sub-section separate each section into like questions. This may be helpful for both the interviewer and respondent to clarify the intent of the question and may be used to clarify shifts in the nature of questions. You may wish to say to the respondent something like “I would like to move on to talking about [sub-section] now if that is okay.”

In Instrument 21, there is an a/b split in which actors (a) are asked some questions and (b) others. The splits are marked by □ and the specific group (a/b0 to which the sub-section applies is indicated.

Instruments include three (3) columns of information:

- Question: details the possible question that the researcher could ask
- Description: indicates why we are asking this question how it is important
- Possible variables: indicates the types of answers we might expect, or the things we think the respondent might talk about.

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Instrument-independent lists of questions ordered by Root Code and Category are also available.

Variables

A variable is a scientifically important concept that we can measure ([Cox et al. 2016](#)). Variables are concepts that typify the kinds of information we expect to find ([and are therefore independent variables. See Cox et al. 2016](#)).² Each research question is designed to elicit answers that could be recognised as variables. Later, this document describes coding, which is done by variable and referred to as a code for the coding process. Therefore, once the data has been processed, it will all be identified as related to variables.

At the start of the project variables (and therefore the coding tree) were theory-driven. That is, they were identified based on what different theories would indicate we would expect to find or not find. While we expect that variables will apply throughout the project, there could be some that we didn't think of and others that respondents don't talk about in interviews.

There are three summary documents of the ProdJus variables, which we expect to change slightly as the project goes on:

- [An analysis of variable implementation by research instrument.](#)
- [Variable details are found here](#)
- [A summary of variable implementations- in other words questions that are likely to evoke these variables](#)

Prompting responses to questions

Possible variables could also be used to prompt the respondent if s/he is not able to respond or thing of an answer. You could say (after the respondent suggests they don't know how to answer the question, struggles to think of something, or answers the question in a way that signals s/he does not understand the question) something like, "what about [variable]?" While we do not want to 'coach' the respondents, sometimes, mentioning the variables can help move the conversation forward, but as a practice, try to let the respondent respond directly to the question without prompts.

Duration and purpose of interviews

Interviews should be structured to meet the time constraints of the respondent. Nominally, interviews should be planned for 60 minute time slots, although some may be shorter or longer. We caution researchers to take more than 90 minutes for an interview as both the researcher and respondent may get tired and if both parties are willing, it may be prudent to schedule another session in the future.

The fundamental purpose of the researcher in the interview is to:

- Provide an interesting and safe environment for the respondent to speak
- Ensure the conversation is bounded by the parameters of the research
- Engage the respondent to talk about what matters the most.

² Because we don't have a clear monolithic theory under which we hypothesise, there are no dependent variables so to speak- our study is therefore more exploratory rather than testing a specific theory. Our overriding theory is that of global environmental justice.

Therefore, the respondent should do most of the speaking, with the researcher only probing.

Note taking in the interview

The ways in which notes are taken are at the discretion of the CLC and the researcher. Possibilities include:

- Recording (with explicit permission of the respondent) or not recording
- Taking detailed or rough notes in the interview, or no notes at all if recording
- After the interview, writing up detailed notes or transcripts

Coding data may be easier if the researcher notes the ROOT QUESTION NUMBER when s/he asks a question. The ROOT QUESTION NUMBER is shown in square brackets as a three-digit code at each question (eg. [082]). Writing the ROOT question number, as opposed to the instrument question number will make reference easier, because the researcher can use the Root Question Reference and see what variables we expect to see from that question. In practice, this means that the researcher can easily look up what question was asked to elicit the answer, which could make coding easier. If the researcher asks a question that is not in the instrument, s/he may wish to note the question in her/his notes.

It will be important to distinguish whether the respondent is talking about FLEGT / FSC, or another governance system. Your notes should be clear on this so that coding will be easier. You might wish to use a symbol to indicate about which the respondent is speaking.

Testing notes

The CLC and MT will assess the quality of detailed notes if this option is taken to ensure that they are detailed enough. This will happen either by:

- a) Reading the notes and listening to interview recording (if there is one), or
- b) Reading the notes and comparing it with the CLC's own notes if the CLC was also in the interview, or
- c) Reading the notes and discussing the interview with the researcher.

If the notes are insufficient, the CLC will provide guidance to the researcher. Should the CLC feel that the researcher's notes don't effectively capture important points of the interview, the CLC may

- a) Require that interviews be recorded and review the notes against the recording, or
- b) Require that the researcher document the transcripts of notes and therefore require recording.

Getting Quotes

The problem of not documenting transcripts is the difficulty in obtaining quotations for publications, which can be quite important. Therefore, if the researcher is not recording the interview, it is important to write down exact quotations during the interview.

Writing up your notes

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You can either type or hand-write your notes (they will have to be typed at some point). It is critically important that notes are typed clearly so that other researchers will be able to make sense of them. You can take notes in another language, but you will have to translate them into English also. If you have both languages in the notes, structure the notes so that translations are either side by side or in series (ie the English translation follows the Vietnamese paragraph).

Clarity means that you need to:

- Avoid jargon
- Explain local concepts or words
- Define acronyms
- Put quotations in “double quotation marks” and questionable terms in ‘single quotation marks’ and only quote what the interviewer said, not what she or he said someone else said.
- Write simply
- Use the same terms that the respondent used. Try to be as precise as possible
- Write your notes chronologically in the interview- limit re-ordering the notes. It could be okay if the respondent comes back to an earlier point and says something like “I forgot to mention about...” then you can put that note with the topic to which the respondent referred, but generally, keep the notes in sequential order.

If you are uncomfortable with the risk of taking detailed notes, type up your transcripts. That way you are guaranteed not to miss anything. You may also wish to go back over what you consider to be very important interviews, and type up the transcript. This can only be done, of course, if you have a recording.

Best Practices

Best practice note taking is to take minimal notes during the interview, so that you taking notes is not a distraction to the respondent. It is better to make eye contact and engage in a conversation than to be busily taking notes. Therefore we suggest:

- a) Recording the interview (with the respondent’s permission) and taking basic notes is the best approach. This allows you to focus on the interview, take light notes, and take detailed notes with exact quotations later. If recording is not possible, the next best approach is:
- b) Take rough notes in the interview, and write detailed notes that night at the latest, and as soon as possible after the interview.

Develop a shorthand system that works for you so you know what is a quotation and what is not. Some people use a “*” symbol to mark really important things or a “Q” to indicate direct quote or a “?” for something you would like to follow up on later. These shorthand notes are for you as sometimes by the time you get to end of the day, we forget what is important or was interesting.

Research Methods: Data Entry & Analysis

This section describes how to enter and analyse data in Dedoose. It is important to understand the following terms in Dedoose:

- Codes: the variables that we use in ProdJus
- Media: are mostly interview notes / transcripts

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- Excepts: are text in media that have been coded
- Memos: interviewer notes
- Descriptors: meta data that describes the interview

[Please note that a full user guide for Dedoose is available here.](#)

[VIDEOS on a number of these methods are also available online.](#)

1. Each interview will be entered as its own MEDIA in Dedoose. MEDIA will be classified by DESCRIPTOR SETS as follows:
 - PERSON: each PERSON interviewed should be identified by the following descriptors:
 - i. a unique PERSON ID CODE. Normally this would just be a sequential number, but each country may devise its own system. The code should not include any element of the interviewee's name or identification.
 - ii. GENDER
 - iii. ACTOR TYPE as the best fit as follows:

EEE Code	Description
01-VCU	Customary forest user
02-VLN	Customary leader (non-forest user or indirect forest user)
03-VLU	Customary leader (direct forest user)
04-VXN	Non-forest user residing in customary use forest area
05-VEU	Employed forest worker in customary-claimed forest
06-VOT	Other actor in customary forest area, not employed to work in a customary-claimed forest
07-IN1	Trader buying or selling timber from the forest
08-SH1	Transporter from forest
09-MCX	Corporate miller
10-MNL	Non-corporate miller - legal
11-MNI	Non-corporate miller - illegal
12-MNX	Non-corporate miller - illegal and legal or don't know legality
13-IN2	Trader buying or selling timber from the miller (but not the miller)
14-SH2	Transporter from sawmill
15-WHS	Wholesaler of sawn timber or whole logs

16-SH3	Transporter from wholesaler
17-IN3	Trader buying or selling timber from the wholesaler for domestic trading (not a manufacturer)
18-IN4	Trader buying or selling timber from the wholesaler for international trading (not a manufacturer) (importer/exporter)
19-MFX	Furniture manufacturer
20-SH4	Transporter from manufacturer
21-IN5	Trader buying or selling wood furniture from the manufacturer for international trading (importer/exporter)
22-DTI	Distributor of imported furniture (but not IN5)
23-DFI	Distributor of imported timber / logs / boards (but not IN4)
24-SH5	Transporter after import to distributor or retailer
25-RXX	Retailer
26-PT1	Policy maker - trade - sub-national level
27-PT2	Policy maker - trade - national level
28-PT3	Policy maker - trade - international / supranational level
29-PF1	Policy maker - forests or natural resources - sub-national level
30-PF2	Policy maker - forests or natural resources - national level
31-PT3	Policy maker - forests or natural resources - international / supranational level
32-NG1	Non-governmental organisation - sub-national
33-NG2	Non-governmental organisation - national
34-NG3	Non-governmental organisation - international
35-TA1	Trade/ Industry Association - National
36-TA2	Trade/ Industry Association - International
37-ME1	Media local or national
38-ME2	Media international
39-CRX	Timber product certification organisation
40-CRV	Timber product certification or standards auditor or verifier

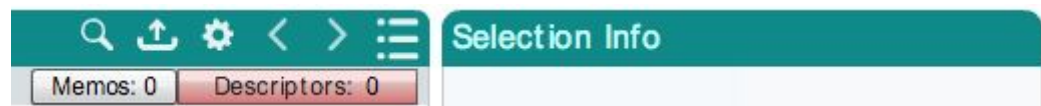
41-PXX	Other policy maker
42-SHX	Other transporter
43-PRX	Other processor of timber
44-INX	Other intermediary or trader

(This list will be repeated for the Actor Mentions variable)

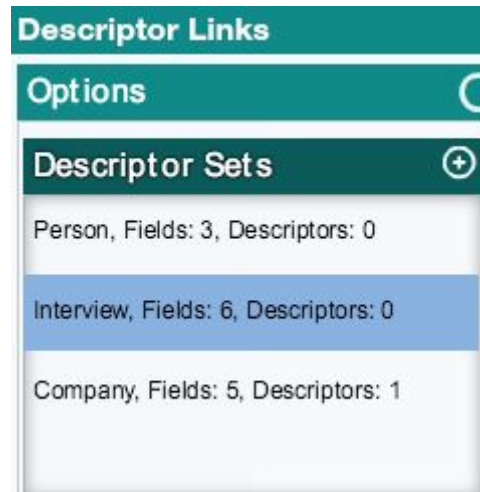
- INTERVIEW: each interview should be identified by the following descriptors:
 - i. RESEARCHER: name of researcher
 - ii. COUNTRY: name of country in which interview was held
 - iii. INTERVIEW ID CODE: a unique number (usually sequential) structured as follows: A-BB-CCC where:
 - 1. AA is the country
 - a. EU 1
 - b. GH 2
 - c. ID 3
 - d. VN 4
 - 2. BB is the interviewer: this is optional depending on the co-investigator but allowing for unique codes reduces the risk of duplication, especially if two researchers are working at the same time. Each researcher may be issued a unique code 01, 02 etc (or their initials), which allows them to maintain the sequence of their interviews. If a country does not want to use this, use 00 instead.
 - 3. CCC is the interview number starting with 001 and increasing sequentially
 - iv. INTERVIEW DATE: the date the interview took place
 - v. LOCATION ID CODE: Location is a sequential number starting with AA-001. A separate key is maintained of the meaning of each location ID code by the co-investigator.
 - vi. CHARACTERISATION: The researcher assigns a subjective description of the interview overall as Excellent, Normal or Poor.
- COMPANY: This descriptor is only used for companies.
 - i. COMPANY SIZE: Indicated as micro, small, medium or large.
 - ii. NUMBER OF EMPLOYEES: If known.
 - iii. YEAR ESTABLISHED: If known.
 - iv. COMPANY OWNERSHIP: Domestic (National); Domestic (Foreigner); Foreign, Public
 - v. WOOD PRODUCT DEPENDENCY: expressed as a percentage as estimated by the interviewee and entered as a whole number (eg 87, not 0.87)

Descriptors can be assigned to a Media (Interview) as follows:

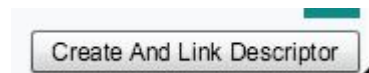
1. Click DESCRIPTORS in desired MEDIA



2. Select the desired DESCRIPTOR SET from the upper left hand of the screen



3. Click “Create and Link Descriptor” at the bottom right of the screen.



4. Enter descriptor data and click “SUBMIT”. Repeat for each descriptor set.

Descriptor data can be viewed by following step 1 and 2 above.

2. TYPING INTERVIEW NOTES

The important points of the interview will be typed from recordings or notes, depending on the preference of the Co-Investigator. Typed notes may be in a word processor that can save to .doc or .rtf or directly into Dedoose. If you chose to type them outside of Dedoose, name the file by the full interview code, which will make searching for particular kinds of interviews later easier. If you choose to type the interviews directly into Dedoose, then each source should be given the full interview code.

The typed notes should be in English (or translated into English). If the Co-Investigator would prefer that both national languages and English are in the typed-notes, that is fine, but the translations should be clear. It will be easier for coding if the English immediately follows each sentence, in which case both the national language and English can be coded in one pass. ***The important thing is that all coding in Dedoose is done on the English text so that we can all read the note.***

If the respondent refers to another person, and that other person was also interviewed, the name of the person should be replaced with the AA-BBB segment code for that person.

Note that this does not have to be a transcript, but the Co-Investigator should work closely with the researchers to ensure that notes capture the main points. If the researcher does not have the skills to do this, then transcribing may be a better option, although if transcription

does not include translation, this method will prove costly later as all transcripts will have to be translated.

If notes are typed outside of Dedoose, they will have to be imported into Dedoose. This is done as follows:

- Three options here. Click the 'Add Media' button  in the upper-right corner of the Media Panel in the Media Workspace, the 'Import Data' button



or 'Add Media' button  on the Home Dashboard

- Select 'Import Text'



-
- Locate the file(s) on your local computer to import. You can choose a single text file or multiple text files at this point
- Click 'Open' to upload the documents to Dedoose
- Click 'Submit'

Name your Word file (and the name of the media in Dedoose) the Interview ID Code (Explained Below).

Uploading Recordings

Dedoose has the capacity to accept audio recordings and code them. The main issue that we have with this is that the data allowance for audio recordings is quite small and additional fees would have to be paid. Therefore, we suggest uploading recordings to the ProdJus Google Drive for safe storage. If your Google Drive capacity is full, talk to Rodd and we will find a way to get them up so they are safely stored. Audio recordings should be labeled according to the Interview ID Code.

3. CODING DATA

Coding is done with the coding tree already in Dedoose and represented here for documentation purposes:

Title	Description
Claim	
Claim: constitutional	Claims based on written norms or law. Constitutional claims will include a basis in statutory law rather than normative claims or other rationale. Black 2008
Claim: functional or efficiency	Claims based on practical efficiencies. Black 2008
Claim: technocratic	Claims based on rules (non-constitutional / based

	in statutory law) or standards. Enns 2016; Li 2007
Claim: formation	Specifically about how claims are formed. This would usually have to be fairly explicitly, otherwise analysis will come to understand this, but respondents could have clear ideas on this. Sikor (2012)
Environment	
Environment: climate change	Mention of climate change, global warming, rising sea levels etc.
Environment: deforestation	Mention of deforestation or forest land degradation.
Environment: sustainability	Mention of availability of resources to future generations, depletion of resources over time, or other sustainability-related comment.
Governance	
Governance: FLEGT	Any mention of FLEGT or EUTR, or the local manifestation of it (eg, SVLK in Indonesia)
Governance: FSC	Any specific mention of FSC, or the local manifestation of FSC.
Governance: other non-state	Any mention of a non-FSC non-State forest governance system by NGOs or companies. Eg PEFC or a national certification scheme operated by companies or NGOs. The rise of non-state actors responsible for certification and legality verification, and NGOs specifically, is linked to a broader increased relevance of these actors in other arenas and is tied with processes of globalisation (Cheyns and Riisgaard 2014; Cashore et al. 2007; Gulbrandsen et al. 2010).
Governance: state	Specific mention of another State-based forest governance or trade system that is not the national FSC or FLEGT programme.
Legitimacy	
Legitimacy: outcome	Suggestions of the correctness / appropriateness /

	acceptability of the RESULT of an event or occurrence. NOTE: this is not about the legitimacy of the process, which its own variable. (Black 2008). Sikor (2014, page 152) writes that justice “and the ability to provide it remains a constitutive element of the legitimacy of the modern nation state.” Environmental justice claims operate against the background of wealth, power, and identities making certain claims more visible than others (Walker 2011; Zeitoun and McLaughlin 2013) and therefore different claims of legitimacy may have foundations that may be acceptable to some actors and not others.
Legitimacy: procedure	This is more about the process of an event, or the formation. Eg participatory processes or ways that actors can make their claims. This is NOT the results of an action, but the process by which it was formed and implemented. Results have their own variable. (Black 2008). Sikor (2014, page 152) writes that justice “and the ability to provide it remains a constitutive element of the legitimacy of the modern nation state.” Environmental justice claims operate against the background of wealth, power, and identities making certain claims more visible than others (Walker 2011; Zeitoun and McLaughlin 2013) and therefore different claims of legitimacy may have foundations that may be acceptable to some actors and not others. See Schlosberg on participation.
Market	
Market transaction	
Market transaction: buy	Any instance of the respondent buying from another actor. Cross-coded with an actor mentioned wherever possible. Social capital is embedded in social structures and facilitates coordination of actors and the development of trust. (Castelfranchi et al. 2009; Lin 1999; Putnam 2000, 2007; Suryanata 2005).

	This variable helps to indicate the nature of the trade network and also has a practical purpose of snowball sampling.
Market transaction: sell	Any instance of the respondent selling to another actor. Cross-coded with an actor mentioned whenever possible. Social capital is embedded in social structures and facilitates coordination of actors and the development of trust. (Castelfranchi et al. 2009; Lin 1999; Putnam 2000, 2007; Suryanata 2005). This variable helps to indicate the nature of the trade network and also has a practical purpose of snowball sampling.
Market challenges	Specifically used for market challenges. Challenges include barriers to participation or limits to benefit. Other challenges should be coded to Limitations and cross-coded with any other variable. As market values change, so do the actors involved in the production of the resource, often with the result of elites assuming access of the resource (Dove 1993; Hall, Hirsch & Li 2011; Seville, Buxton & Vorley 2011; Shackleton, Shackleton & Shanley 2011b; Thoms 2008).
Market competition	Instances of competition in the market- ie other factories underpricing, competition for labour or clients, design theft, pricing battles, losses to other sectors or products etc. Bakker 2005, Barham et al. (1994) on how the materiality of natural resources may thwart monopolies.
Market fairness	Claims of justice made specifically pertaining to the market- indications that some actors benefit differently than others and that the result or process is unequal, not right, or unfair. Schroeder, 2008 on environmental justice and

	markets; Colchester 2006 on justice and commodified forest products.
Market relations	Relations between market actors- social, trade or labour. As market values change, so do the actors involved in the production of the resource, often with the result of elites assuming access of the resource. (Thoms 2008; Hall 2011; Dove 1993; Shackleton 2011b; Seville 2011; Ribot and Peluso 2003)
Market sales amount (USD)	Specifically reserved for periodic sales amounts. The base currency should be USD, but the reported currency can be noted and the currency converted by the researcher. over time, patterns may emerge that show how the ability to benefit changed in relation to specific policies or governance arrangements.
Market sale price (USD)	Specifically reserved for periodic prices per unit. The base currency should be USD per M3 for timber or per container for furniture, but the reported currency can be noted and the currency converted by the researcher. over time, patterns may emerge that show how the ability to benefit changed in relation to specific policies or governance arrangements.
Market sales volume	Specifically reserved for periodic volumes of sales by volume unit. The base currency should be M3 for timber or per container for furniture. Over time, patterns may emerge that show how the ability to benefit changed in relation to specific policies or governance arrangements.
Notions of justice	
Notions of justice: distribution	Pertaining to the allocation of benefits or burdens. Fraser (2009), Sikor (2013) Myers and Mujiar (2005), Schlosberg
Notions of justice: recognition	Claims based on cultural or heritage rights, social status, or legitimisation of a specific group of people. Fraser (2009), Sikor (2013) Myers and Mujiar (2005), Schlosberg

Notions of justice: representation	Claims based on democracy (Black 2008). Fraser (2009), Sikor (2013) Myers and Mujiar (2005), Schlosberg
Rules	
Rules: penalties	
Penalties: customary	Sanctions and penalties according to customary law and rules only. Can include any kind of penalty from financial to social to physical. Contreras-Hermosilla (2002) states that insufficient penalties can be a cause for malfeasance.
Penalties: statutory	Sanctions following the statutory law- financial, imprisonment or other. Contreras-Hermosilla (2002) states that insufficient penalties can be a cause for malfeasance.
Penalties: other	Any other type of sanction or penalty that is neither customary nor statutory. For example, social isolation outside a customary structure. Contreras-Hermosilla (2002) states that insufficient penalties can be a cause for malfeasance.
Rules: adequacy	Rules can be used as a proxy for perceptions of justice. This has to do with opinions about whether or not rules are sufficient to achieve their objectives.
Rules: compliance	Indications of an actor complying with rules or laws Contreras-Hermosilla (2001).
Rules: defiance	Indications of actors defying laws or rules (eg protest, not caring about laws, suggesting they are not important). Contreras-Hermosilla (2001)
Rules: enforcement	Indications of enforcement of rules through force, threat, or social pressure.
Rules: transparency	Mentions of clarity of rules, public awareness, accessibility or things like "I don't know the rules" or "I don't know where to go to understand the rules better". Could also be related to direct critiques of the clarity or accessibility of rules. Critical to procedural legitimacy (Beisheim and Dingwerth 2008). Low (1998) says that transparency is important for perceptions of

	justice.
Cross coding	
Time: past	
Time: future	
Excerpt type: concern	
Excerpt type: effect / result	
Excerpt type: question / uncertainty	
Excerpt type: rationale	
Emotion	
Emotion: anger	
Emotion: happiness	
Emotion: pride	
Emotion: sadness	
Quote	
Definition	Any definition of any term or concept.
Accountability: downward	Refers downward (hold others to account). Rhodes 1996 writes about 'new governance without government'. Accountability is one of Rhodes' primary concerns when the state is "hollowed out" and indeed is one of the elements of governance networks that is often questioned in forest certification schemes, especially when accountability of corporations increases not just to shareholders, but also other interested parties (Morris and Dunne 2003).
Accountability: upward	Refers to upward (accountable to / held accountable by others) Accountability is key for international and transnational arrangements in corporate and public sector institutional relations (Rhodes 1996) and instrumental in understanding claims of justice

	(Colchester et al 2006- Justice in the Forest). NGO accountability is questionable (Brunt 2012).
Actor mention	Actor mentions (subcoded by specific actor type) are used whenever a respondent mentions another actor (individual or organisation). Please use the separate Actor Type list for the specific types of actors that will be coded. [See actor type list in descriptors]
Adaptation to change	Especially resulting from other certification or verification efforts. Accountability is key for international and transnational arrangements in corporate and public sector institutional relations (Rhodes 1996) and instrumental in understanding claims of justice (Colchester et al 2006- Justice in the Forest). NGO accountability is questionable (Brunt 2012).
Alliance / coalition	Agreements or alliances among actors in making claims or benefiting from markets. inkpen & Tsang (2005) on social capital networks and the importance alliances.
Alternative activities	Alternative activities to timber harvesting or production Alternatives are often only available to elites (Thoms 2008). Alternatives can also relate to dependence and power The dependence of Actor A on Actor B is a function of “(1) the value of resource x to B and (2) the availability of resource x from alternative sources” (Cook & Yamagishi 1992, p.246) .
Authority	Authority will be used when actors indicate that specific actors assert dominance or make claims of power or legitimacy to control trade, behaviours, or standards in the GPN. Authority will often be cross- coded with Actor Mentions.

	Actors compete with one another to establish legitimacy using other mechanisms of access to form and re-form their authority (Sikor 2009; Suryanata 2005; Hall 2011).
Change over time	To be used for cross-coding when a respondent talks about anything changing over time. Control over access is a permanent power, but one subject to change over time and under changing conditions (Berry 1993).
Choice	Choice is the level of power that an actor has to prefer alternative actions. Choice will be used when a respondent indicates that they have (or don't have) alternatives to courses of action. Choices are limited by the environment in which they are made. "adaptive preferences" (Sen 1999) are made within uncontrollable circumstances. Choices, and number of alternatives, can be seen as a proxy for power relations and control (Marsden 1983; Cook 1983; Cook 1992).
Communication	Communication among actors. Could be verbal, written or other. Cross-coded with other variables like Trust, Market Transactions, Corruption etc. Communication can be about anything relevant, but of most interest will be on justice issues, including the formation of claims of justice, and or markets. Eg see Schroeder (2008) on how conflict was reduced and trust built by improving communication.
Communication strategies	
Communication challenges	
Conflict	Disagreement of ideas or concepts resulting in verbal or physical altercations. This is not the same as contrasting perspectives, which does not denote conflict.
Conflicting perspectives	When a respondent mentions a contrast with another type of actor. Should be cross-coded with

	Actor mention.
Corruption / malfeasance	Any mention of corruption, lawlessness, or any actor doing something against the law. This will likely have links to constitutional claims of injustice. Trade regulations can push trade underground and promote corruption trade often continues on some level but is pushed underground (Peluso 1992b; Straw & Szwajkowski 1975).
Financial	Money (constraints or benefits), but not market transaction, which has its own variable. Key words include, budget, finance, money, capital financial rents / costs, profit, expenses and so on. This variable will often be cross-coded with other variables. “relations governing access to capital combined with market relations” shapes household wealth differentiation (Sikor 2005@422); Financial capital access (Ribot and Peluso 2003).
Forest management	Reference to how a forest is managed, permissions for access, allowable cuts, etc. Maybe cross-references with actor mentions and or corruption for example.
Globalisation	Reference to globalisation, internationalisation, the impact of international or global relations, lack of control over prices due to global nature of markets, global understandings of justice etc. Kaplinsky (2000) on how value chain analysis can be used both to chart the growing disjuncture between global economic activity and global income distribution and to provide causal explanations for this outcome. Globalisation, (i.e. the increasing economic integration, and internationalization) linked with isare also said to facilitate the rise of certification and verification (Bernstein and Cashore 2012). Forsyth and Sikor 2013 on forests, development and the globalisation of justice.
Land tenure	Land tenure, rights to land, indigenous rights can

	all be coded here. FSC, on the other hand, prides itself in its attention to indigenous rights and land tenure security, largely due to its membership base including indigenous and environmental rights groups (Bartley 2011, Meidlinger 1999) while FLEGT has shown less of a commitment to it.
Land use	Any mention of land use, including land use change. This could include villager using forest land for timber or agriculture. it will likely mostly be used referring to the village level, but could come from any respondent. Land tenure claims should be made under that variable, not this one.
Legality	Statutory legality. usually associated with constitutional claims. Note that this is NOT for customary claims. This variable pertains specifically to that which is considered legal or illegal by statutory law. May be associated with Corruption. Masiero et al. 2015 on the creation of dual markets on legal certifications.
Limitations / Challenges	Any limitation or barrier that is set by another variable or actor using another variable. Used for cross-coding only eg. limits of FLEGT on addressing land tenure.
Loyalty	Respondents may mention a sense of commitment or reciprocity toward other actors. This could be seen as 'loyalty' in which the respondent identifies with a desire to continue working with / relating with / trading with another actor wherein deviation from this relationship is described as unlikely (for any reason). The notions of trust, loyalty and reputation serve to strengthen these social relations (Gereffi et al. 2005; Sturgeon 2008; Vieira & Traill 2008) and early GPN thinkers theorised that they underpin linkages among firms (Granovetter 1985)

Participation / exclusion	Mention fo participation in, mor exclusion from processes that relate to timebr trade and the GPN and/or gorest governance. Indicators will include meetings, invitations/ exclusions to sign documents and so on. Schlosberg, Hall et al (2012), Colchester 2006.
Quality of life: change	Used specifically to understand perceptions of change pre/post FLEGT/FSC. Quality of life can be broadly interpreted and can include issues of wellbeing, access and livelihood. Mostly used with reference to the village level probably. Angelsen, A. et al., 2014, Ribot and Peluso 2003, Scoones 1998
Reputation	Used when a respondent suggests the esteem / way in which they are considered by others, or consider others. Lin (2002) makes the case for reputation being the basis of social exchange. Lechner and Dowlong (2003) found that while social and reputational networks decrease with the firms' development, co-opetition networks increase over time. This will have an impact on trade relations.
Trust	Indications of trust of another actor or institution. Social capital is embedded in social structures and facilitates coordination of actors and the development of trust. Patron-client relations in which the patron and client are kin or neighbours, there is more contractual flexibility and weaker enforcement than when such relationship features are weaker. (Castelfranchi et al. 2009; Lin 1999; Putnam 2000, 2007; Suryanata 2005)
Questions	

Coded text is called an EXCERPT. To code text:

1. Highlight the text you want to code.
2. If the Quick Code dialogue window is not open, right click on the highlighted text and select "Add Code"
3. Double click the desired code or codes from the Quick Code dialogue window. The code will appear in the "Selection Info" tab on the right side of the screen.

NEW codes can be created with caution. ProdJus uses a theory-driven coding tree as the basic coding. Additional codes that add detail or capture data not available in the theory-driven codes are acceptable, but should be vetted through the MT first. The main disadvantage of creating a new code is that any coding already done must be re-done to look for the additional codes. For this reason, ProdJus will review the coding and interest in inductive codes after 10 and 25 interviews have been coded. After inductive codes have been entered, researchers will be asked to review existing interviews for the coding.

Note that there is a button in the MEDIA editing screen that is called CREATE EXCERPT. This should only be used for highlighting text that you think is important, but don't know how to code it. Otherwise, Excerpts will be created when you apply a code to text.

Ensuring Coding Consistency

Dedoose has a built-in Testing function to review the usage of codes by individual researchers. Each Country Lead is expected assess the capability of the Researcher to interpret data and conduct coding.

For a new researcher, the [TRAINING](#) tab is preferred to ensure coding is not done inappropriately. The method is as follows:

1. The experienced researcher CODES the MEDIA.
2. The new researcher is invited to take the test through the TRAINING tab, which allows them to dummy-code the MEDIA without actually coding it. the test brings up EXCERPTS and asks the new researcher to apply CODES to the text.
3. The results are assessed together and a discussion on why coding should be one code and not the other.

This should be repeated five (5) times before the new researcher starts coding. Three tests for coding and three two for weighting should be applied. This should be repeated until the KAPPA score is acceptable (0.8 or above).

The first five (5) interviews for each level of the GPN should be conducted by BOTH the Country Lead and the Researcher. Ideally, this will be done using [BLIND CODING](#), which is conducted as follows:

1. Click the 'Users' tab
2. Click 'Deactivate All'
3. Click on the user name for whose work you wish to view to reactivate.
4. Click the 'Data Set' tab and select the data you want to code/
5. Close the Data Selector pop-up

Now you can code without seeing what another researcher has coded. You can later compare codes as follows:

1. Re-open the Data Set workspace
2. Click the "Data Set" tab
3. Click the 'Clear Current Set' button on the left side:
4. Close the Data Selector

After that, the Co-Investigator is expected to personally review at least 10 per cent of the interviews conducted by selecting them randomly (random scientific method is not required). Blind code half of them and verify the other half by reviewing them.

The Principal Investigator and Senior Research Associate will also blindly code random interviews as they are coded (this is reason to code interviews intermittently rather than after all interviews are conducted). Variance reports will be issued and the Principal Investigator and Senior Research Associate will issue guidance documents so that future coding is similar across countries and researchers. Comparisons should be viewed as a learning experience and to align the thinking of the researchers.

Comparing coding by researcher

User reliability can be assessed in Dedoose as follows:

Making comments on Interviews

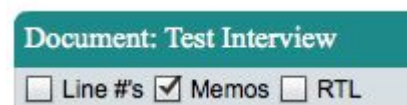
Researchers are discouraged from writing memos and comments in the interview notes. The notes should basically be what the respondent said, not what the interviewer thinks. These memos can be entered using the MEMOS feature in Dedoose. MEMOs can be added to the entire interview or to specific text.

When editing the MEDIA, there is a MEMOS button beside Descriptors. It can be clicked at any time to make a memo that is linked to the MEDIA. General MEMOS can also be make and linked to the MEDIA later by selecting “Link Existing Memos”.

For MEMOs on specific text, highlight the text and right click. The select “Add Memos” and add the memo. The excerpt will then have a notepad symbol beside it to indicate that there is a memo attached to the excerpt.



You can also see when MEMOS are applied to text when “Memos” is checked in the Media editing screen.



Finally, MEMOS can be applies to CODES. These might be comments on how a specific CODE is interpreted or why you would like to justify adding a new one.

All MEMOS can be viewed using the MEMOS tab in DEDOOSE.

4. DATA QUERIES

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Data queries are run in Dedoose and created inductively.

Data Queries are done in two steps: first identifying the dataset parameters and second, analysing the data.

BOX: Working in the Dataset workspace (modified from [Dedoose website](#))

Filtering via the Data Set Workspace

Though filtering via the chart, table, and plot shortcuts will serve many needs, the Dedoose Data Set Workspace serves those requiring a more complex database query and for those wishing to save filters for later use. The snapshot below shows the 'Data Selector' pop-up activated by clicking the Data Set Workspace icon.



In the Data Set Workspace filter can be defined based on any object in the database including descriptors, media, users, and codes. Two important things to keep in mind when creating filters are: 1. excerpts are the focus of all filtering, so remembering that the ultimate goal is to narrow to a subset of excerpts meeting particular criteria will help in creating clear and useful filters and 2. when a filter has been activated, it will remain in place until it is changed or deactivated by clicking the 'Clear Current Set' button in the Data Set Workspace or by exiting the Dedoose application.

Defining a Filter

So, what constitutes a complex query? Again, filtering in Dedoose can include criteria from descriptors, media, users, and/or codes and the sole focus is on the activation or deactivation of excerpts. Many users are familiar with the use of Boolean operators in defining a database query. Here we will work through an example in our sample data to illustrate how to define and activate a more complex query in Dedoose. Let's imagine we wish to narrow our active set to only those excerpts meeting the following criteria:

1. Coded with 'Reading by Mother' AND/OR 'Reading by Others'
2. From families who report General home language = Bilingual OR Spanish
3. Families who report Father's work status = Full-time OR Part-time AND
4. Families who report Ethnicity = Hispanic

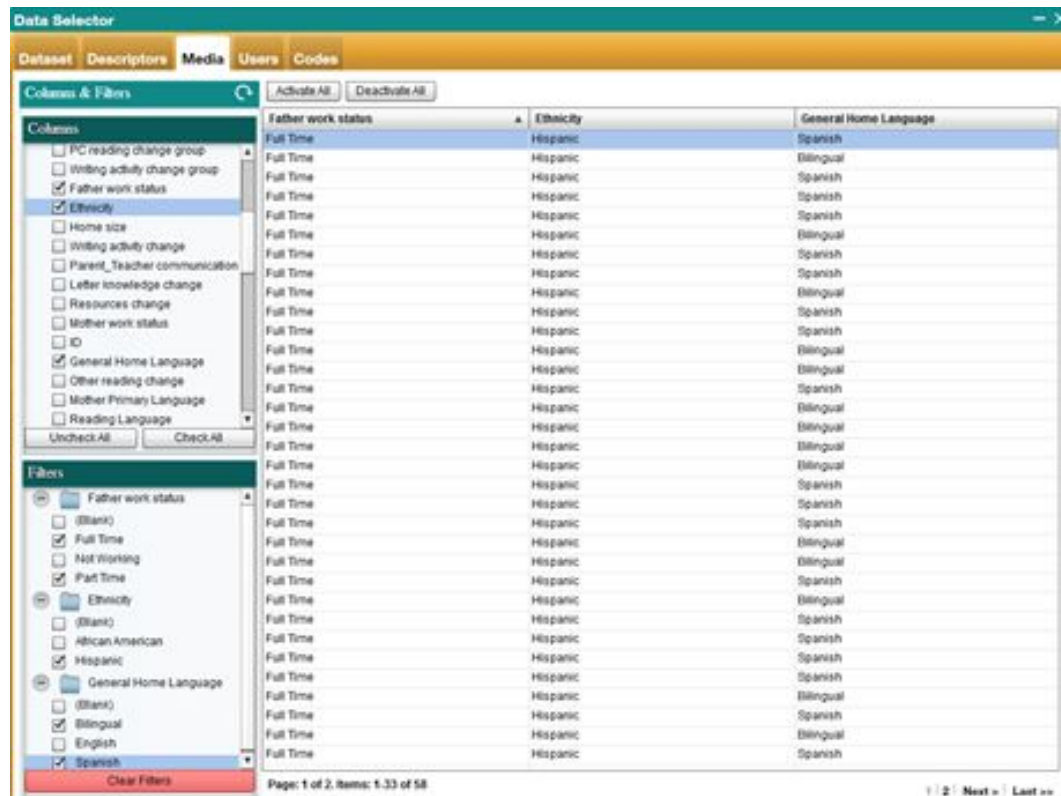
Setting up this somewhat complex query is relatively transparent when working in the Dedoose Select Data Workspace and, while there are different approaches to setting up the same query, it is most straightforward by making basic use of the SuperMegaGrid features to isolate and activate the data of interest.

Note: For clarity, when working in the SuperMegaGrid we recommend clearing all columns except those of interest prior to filtering and you will see folders for each appear in the 'Filtering' panel AND 'Deactivate All' for a more forward approach to setting criteria for those excerpts you intend to activate.

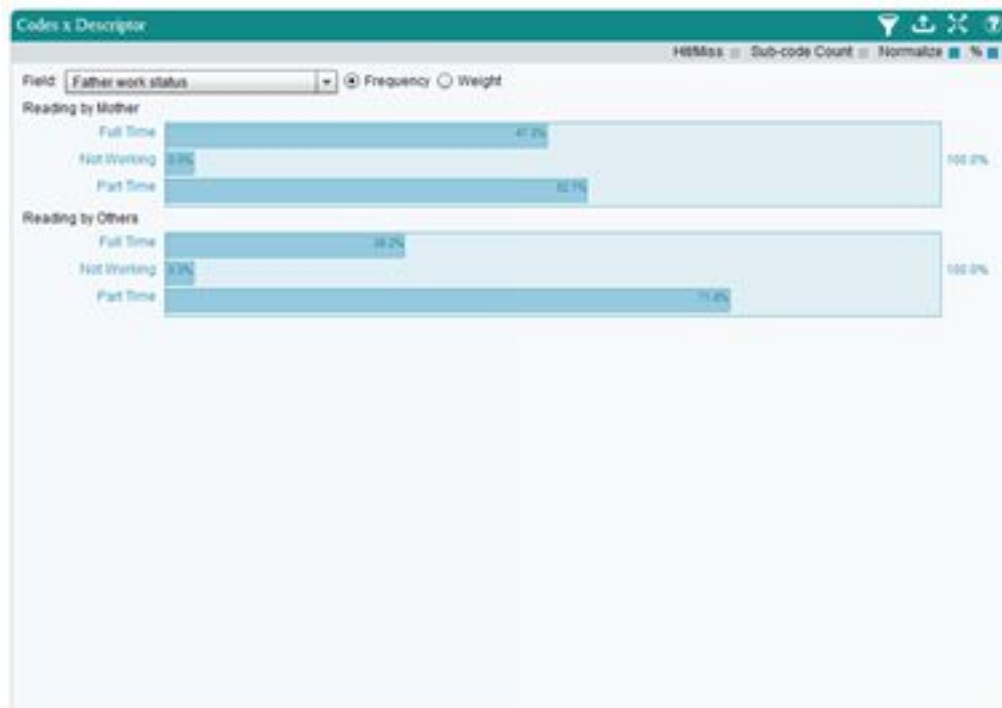
Here are the steps:

1. Enter the Dedoose 'Data Set' workspace by clicking the binocular icon in the Dedoose Main Menu Bar
2. Click the 'Codes' tab, click 'Filter None' to clear all and then select only 'Reading by Mother' and Reading by Others'
3. Click the 'Media' tab and here's where we take advantage of the SuperMegaGrid
4. Click 'Uncheck All' in the Columns panel and then select Father work status, Ethnicity, and General Home Language since these are the field relevant to the filter we wish to create
5. Click 'Deactivate All' to 'turn off' all data from all media
6. In the 'Filters' panel, open each folder and select those values you wish to include—in our example: 'Part-time' or 'Full-time' working fathers, 'Hispanic' families, and 'Spanish' or 'Bilingual' Home Language families to filter down to the media that meet these criteria
7. Click 'Activate All' to 'turn on' all excerpts that meet these criteria and the filter has been created...see snapshot below
8. Once activated, you can click the 'Dataset' tab to see the results of the filter
 - a. View the excerpts
 - b. Open the excerpts for full view
 - c. Modify coding on excerpts when open and
 - d. Save the current filter criteria in your Saved Data Sets library for later use—by highlighting and loading from the library
9. Close the pop-up and all subsequent analysis will be only on this subset of data—INCLUDING WHICH EXCERPTS WILL BE IN VIEW WITHIN DOCUMENTS

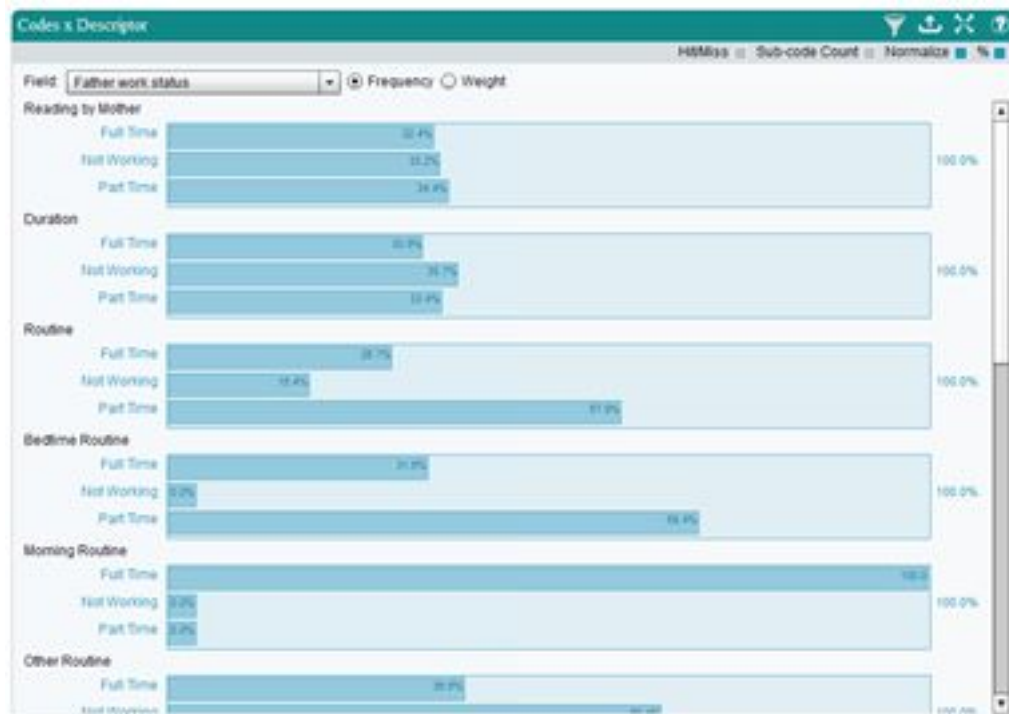
10. Closing Dedoose or returning to the Data Selector's Dataset tab and clicking the 'Clear Current Set' button will serve to clear the filter.



The following screen shots show a basic code by descriptor chart with the filtering active:



...and toggled to the full data set:



Saving a Database Filter

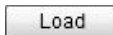
Regardless of the complexity of activated filters, users and research teams may want to save and re-load database filters (queries) that have been defined for particular purposes.

Saving an active filter that may be useful in the future for review or as new data are added to the database, also takes place in the Data Selector workspace. To save a filter—WHEN THE FILTER IS ACTIVE:

1. Click the 'Dataset' tab
2. Click the 'Save Current Set' in the left side panel 
3. Provide a title and description of the filter and click 'Submit' to save.

Re-Loading a Saved Filter

Re-loading a saved filter (or database query) is a simple procedure in Dedoose and can be accomplished in the Data Selector workspace. To re-load a filter:

1. Click the 'Data Set' tab
2. Locate and highlight the desired filtered data set in the bottom panel
3. Click the 'Load' button at the bottom of the panel to activate 

Deactivating/Clearing Filters

Filters are deactivated by:

1. Returning to the Data Selector

2. Clicking the 'Data Sets' tab

3. Clicking the 'Clear Current Set' button in the left side panel.

Clear Current Set

Data Confidentiality and Participant Privacy

Protection of data will take several forms.

1. The names of individual respondents at community and company levels will be anonymous.
2. The names of specific villages with less than 50,000 inhabitants will be anonymised.
3. The identity of individual respondents will be protected through a coding system in which the interview notes are coded to a key, which will be kept as a separate document electronically and under password-protected access.
4. Original paper notes will be safeguarded by researchers, data entered in a timely fashion, and destroyed. All electronic files will be maintained under password protection.

Data will be accessible to the research team on an as-needed basis. The PI, SRAs and CLCs will have access to all data. Researchers and assistants will have access only to the data that they input into the database. Data in the database will be anonymised and encrypted. The key will only be available to the PI, SRAs and Co-Investigators.

Authorship

The project team works collaboratively on analysing and writing. Any member of the team or third-party author agreed upon by the MT may serve as primary or co-author. In general, for publications pertaining to a specific country (or the EU), the CLC (or SRA) will be given first option as first author. The CLC may pass this option to a researcher or any other member of the team (or third party with approval of the MT). Global comparative publications may be led by any member of the team on mutual agreement.

Named authors must make at least two of the following contributions to a publication or the data on which the publication is based:

- Research design
- Data collection
- Data analysis / publication outlining
- Writing

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In practice, this means global papers will generally include all members of the MT (because the entire MT was involved in design and data collection), although there is some expectation that each named author will make some contribution to the manuscript, either conceptually, or by writing. Non-MT team members will be held to the same standards, and may therefore be named as authors in some global papers and not on others, depending on the extent to which they participated in the above forms of contribution. Another exception could occur when a ProdJus scholar is invited to participate as a secondary author on a non-Prodjus publication, in which case authorship by all MT may not be appropriate.

In general, the primary author will be the one who takes the lead in outlining the paper and does most of the writing. Co-authors shall be named in order of level of contribution as agreed to by all authors as decided by the lead author. In the event of disagreement over level of contribution, the case may be made to the MT to make a decision.

Research assistants will be welcomed as authors of papers, but the aforementioned guide still applies. Research assistants were not involved in research design and were involved in data collection and therefore must contribute substantially to analysis or writing of the article in question.

Editorial notes on a draft does not constitute writing. For an author to be named for writing, this must include either substantive comments that change the direction or analysis of a paper, or writing content in the paper that adds to or clarifies arguments. Any individual who edits, but can not be considered an author should be mentioned in acknowledgements.

Note that if the above guide results in more than three authors who did not contribute directly to the writing of the manuscript, the MT may alter the guidelines in agreement with the lead author.

Please note that any third party accessing data collected under ProdJus will be required to sign a confidentiality agreement.

Acknowledgements

All papers produced by ProdJus, should feature the following text in the acknowledgements:

This research is part of ProdJus (Supranational Forest Governance in an Era of Globalising Wood Production and Justice Politics) 2016-2018, led by the International Development Centre at the University of East Anglia (UEA), Norwich, UK; Department of Silviculture and Forest Management at the Kwame Nkrumah University of Science and Technology (KNUST) in Kumasi, Ghana; Faculty of Forestry of the Universitas Gadjah Mada (UGM), Yogyakarta, Indonesia; and Institute of Cultural Studies under the Vietnam Academy of Social Sciences (VASS) in Hanoi, Vietnam. It is funded by Riksbankens Jubileumsfond in collaboration with the Wellcome Trust and VolkswagenStiftung through the Europe and Global Challenges initiative. We also appreciate the foundational leadership of Professor Thomas Sikor.

Beyond that, reviewers of drafts and submitted versions may be acknowledged as deemed appropriate by the lead author.

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Research assistants, if not named as authors, should be acknowledged in country-focussed papers, but generally not in global papers.

Expected Outcomes of Study

ProdJus outcomes will be targeted at policy-makers, advocacy groups, and academics concerned with globalised trade of natural resources, and specifically wood products, from an environmental justice perspective. This will include, but not be exclusive to ministries of trade, industry, environment and forestry; non-governmental organisations; wood and furniture industry associations; Indigenous Peoples' groups, centres for the study of forests, industry and trade, and universities (especially departments of forestry, development, and business). The outputs of ProdJus will be:

Type	Description	no	Responsible
Journal Article	Each country (incl. EU) will submit two journal articles to a peer-reviewed journal.	8	Led by CLCs and SRAs, co-authored by PI or SRA-GPN
Journal Article	Global synthesis peer-reviewed journal articles will be submitted.	3	Led by PI, SRAs, or CLCs
Policy Brief	Policy briefs for relevant policy makers (one brief for each country and one for Europe).	4	Co-Authored by CLS and SRA-GPN with support by PI
Newspaper / Magazine	At least one article published in a newspaper or industry magazine in each country.	3	CLCs

The MT will then present at conferences and make attempts to communicate the findings of the research as much as possible, culminating in a workshop at the end of the project in which a broad range of interested parties will be invited.

Communications & dissemination

At the second annual management meeting, the MT will devise a communication and dissemination strategy for the third year of the project.

<<Insert communication and dissemination>>