



Participant Information Leaflet (version 1, 27.04.2020)

Study Title:	Management Insights for Tackling Grand Challenges: The Case of Climate-Related Financial Risks in the Financial Investment Industry
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Introduction

You are invited to take part in a research study. Before you decide, you need to understand why the research is being done and what it would involve for you. Please take the time to read the following information carefully. Talk to others about the study if you wish.

Please ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

Who is organising and funding the study?

Warwick Business School is conducting the study. The project is funded by the UK Research & Innovation (UKRI) Future Leaders Fellowship scheme for four years (from October 2020 to September 2024).

What is the study about?

In the financial industry, there is a growing consensus that climate change is a material risk and that it needs to be effectively identified, measured, monitored and integrated into financial decision-making. This study investigates how a variety of different organizations address climate-related financial risks and opportunities and embed new approaches and tools into their processes. The three-year project draws on a qualitative research approach in which a team of four researchers draws on observations, interviews and documents to trace in detail how different organizations respond to and engage with climate-related financial risks.

What would taking part involve?

Participation in this project will involve being observed in a meeting or your workspace by one of the above-mentioned researchers. During the observations, the researcher will take notes about the activities taking place. You may also be asked to participate in an interview. If you agree to participate in an interview, you will sign a consent form. Any interviews will be audio recorded. You will be free to request that the audio recording be halted at any stage before or during the interview. In the case when you agree to be interviewed, but not to be audio recorded, the interviewer will only take notes.

The time of interviews and the meetings will be mutually agreed between you and the researcher and will take place at your workplace/ via a telephone call. Interviews will be arranged so that they will not impact your work.

The interviews will take approximately 45 to 60 minutes. Interviews and meeting observations may be followed up by additional, short face-to-face meeting or phone call, where clarification and elaboration of analysis is sought.

Direct quotes from interviews or meetings (pseudonymised) may be used in reports or publications.

Do I have to take part?

No. Participation in this study is completely voluntary and choosing not to take part will not affect you or your work in any way. You can also choose to withdraw your participation up to three weeks after the observations/ interview, without giving a reason by contacting Katharina Dittrich, the Lead Researcher. Further details about withdrawing from the study are provided later on in this document.

What are the possible benefits of taking part in this study?

Participant involvement in this project will help us to understand the challenges of and opportunities to implementing new approaches and tools for addressing climate-related financial risks and opportunities. Taking part in this study will also help us to provide feedback on advancing work on climate-related financial risks and opportunities.

What are the possible disadvantages, side effects or risks, of taking part in this study?

It is not expected that you will experience any disadvantages, side effects or risks by taking part in this project. All information that is collected, either via the observations or interviews, will be treated as confidential and not provided to parties outside the research team. The results published from this research will disguise the identity of participating organizations and/ or individuals.

Expenses and payments

This study does not provide any reimbursements for the participation in this project.

Will my taking part be kept confidential?

Data will be pseudonymised at the earliest possible opportunity, with no names or specific job titles recorded as part of the field notes or interview material. The key to your unique numerical identifier and your consent form will be stored on a protected server of the University of Warwick (if electronic) and in a locked office at the University of Warwick (if hard copy). The notes from observations and transcripts of interview data using pseudonyms

will be stored on a protected University of Warwick server. Access to the data will only be given to the named researchers above and all data once collected will be pseudonymised so there is nothing that will identify you personally. No direct quotes that could identify you directly or indirectly will be used in the research report/publication.

What will happen to the data collected about me?

As a publicly-funded organisation, the University of Warwick have to ensure that it is in the public interest when we use personally-identifiable information from people who have agreed to take part in research. This means that when you agree to take part in a research study, such as this, we will use your data in the ways needed to conduct and analyse the research study.

We will be using information from you in order to undertake this study and will act as the data controller for this study. We are committed to protecting the rights of individuals in line with data protection legislation. The University of Warwick will keep identifiable information about you for 10 years after the study has finished.

Research data will be pseudonymised as quickly as possible after data collection. This means all direct and indirect identifiers will be removed from the research data and will be replaced with a participant number. The key to identification will be stored separately and securely to the research data to safeguard your identity. You will be able to withdraw your data from this project up to three weeks after the observation/ interview (see further details below).

Data Sharing

Your rights to access, change or move your information are limited, as we need to manage your information in specific ways in order for the research to be reliable and accurate. The University of Warwick has in place policies and procedures to keep your data safe.

This data may also be used for future research, including impact activities following review and approval by an independent Research Ethics Committee and subject to your consent at the outset of this research project.

For further information, please refer to the University of Warwick Research Privacy Notice which is available here: <https://warwick.ac.uk/services/idc/dataprotection/privacynotices/researchprivacynotice> or by contacting the Information and Data Compliance Team at GDPR@warwick.ac.uk.

What will happen if I don't want to carry on being part of the study?

Participation in this study is entirely voluntary. Refusal to participate will not affect you in any way. You can withdraw your participation in this study without giving any reason by contacting Katharina Dittrich, the Lead Researcher. If you decide to participate in an interview, you will need to sign a consent form, which states that you have given your consent to be interviewed.

If you participate in any of the researcher's observations or an interview, you may nevertheless withdraw the data collected from you. You can withdraw your data without giving any reason by contacting Katharina Dittrich, the Lead Researcher. You will have three weeks following the observation/ the interview to withdraw your data.

You have the right to withdraw from the study completely and decline any further contact by study staff after you withdraw.

To safeguard your rights, we will use the minimum personally-identifiable information possible and keep the data secure in line with the University's Information and Data Compliance policies.

What will happen to the results of the study?

The material from this study may be published in publicly available media and in academic journals. Through tailored feedback reports, the results from this study will also support the work of a variety of different organizations working to address climate-related financial risks.

Who has reviewed the study?

This study has been reviewed and given favourable opinion by the University of Warwick's Humanities and Social Science Research Ethics Committee (HSSREC):
HSSREC 154/19-20

Who should I contact if I want further information?

Katharina Dittrich
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CV4 7AL, UK
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Katharina.dittrich@wbs.ac.uk

Who should I contact if I wish to make a complaint?

Any complaint about the way you have been dealt with during the study or any possible harm you might have suffered will be addressed. Please address your complaint to the person below, who is a senior University of Warwick official entirely independent of this study:

Head of Research Governance

Jane Prewett
Research & Impact Services
University House
University of Warwick
Coventry
CV4 8UW
Email: researchgovernance@warwick.ac.uk
Tel: 024 76 522746

If you wish to raise a complaint on how we have handled your personal data, you can contact our Information and Data Director, Anjeli Bajaj, who will investigate the matter:
DPO@warwick.ac.uk.

If you are not satisfied with our response or believe we are processing your personal data in a way that is not lawful you can complain to the Information Commissioner's Office (ICO).

Thank you for taking the time to read this Participant Information Leaflet