



Letter writing participant information sheet

Hello, we are a research team from The University of Auckland (Merryn Gott, Tessa Morgan, Lisa Williams, Tess Moeke-Maxwell, Janine Wiles, Hetty Goodwin, Tatiana Tavares, Stella Black, Elizabeth Fanueli, Anne Koh, Jing Xu and Louise Rees) We would like to tell you about our project so you can see if you would like to be involved. Please have a read.

What is the purpose of the project?

We want to understand how the COVID-19 pandemic has affected people aged 70 and over. We want to use what we learn from you to inform government, non-government organisation (NGO) and community public health responses. We also want to build a website and archive about older New Zealanders letters and photographs about the pandemic.

Why am I being asked to take part?

You are being invited to take part in this study because you have responded to a request for people to tell us about their experiences.

What does being part of the project involve?

We would like you to write us a letter about what it has been like for you to be in lockdown during the COVID-19 pandemic.

With your letter, you may also include up to 3 photographs, videos and/or audio files with your letter, if you like.

We have 3 ways for you to send us a letter:

1. Use our [online form](https://auckland.au1.qualtrics.com/jfe/form/SV_b14012ayXtru4gl), or paste into your browser window:
https://auckland.au1.qualtrics.com/jfe/form/SV_b14012ayXtru4gl
2. Send your letter as an email to letters@haveoursay.org
3. Send your letter by post to:
Have Our Say
c / o School of Nursing, University of Auckland
Private Bag 92019. Auckland Mail Centre Auckland 1142

How will my letter be used?

Your letter will become part of our Have Our Say website, and, with your permission, part of a permanent archive at the Auckland War Memorial Museum. **If you want your letter to be part of the Museum's archive, here is how you can let us know:**

1. If you submit a letter using the **online form**, you will be prompted for permission.
2. If you send us **an email**, you will need to fill out the information on the last page of this information sheet and cut and paste it into the email you send to us.
3. If you send us a **letter by post**, you will need to fill out the information on the last page of this information sheet and send it to us with your letter.

You do not have to include your letter in the Museum's archive. That decision is completely up to you.

What should I say in my letter?

Here are a few questions to give you ideas about what to write about, though you are free to write about anything you choose.

- How have you found the experience of lockdown? Was it different for you at the different alert levels? Did the lockdown remind you of any other significant events in your life?
- How did you stay socially connected with family/whānau/friends who were not in your bubble?
- Did the lockdown impact any of your cultural or social practices? If so, how?
- What helped you the most get through the lockdown period, especially at Level 4?
- How did you help others during the lockdown?
- Do you have any thoughts or comments about the ways that various media talked about people over 70 in relationship to the pandemic?
- Is there anything you would like to tell the Prime Minister about what people in your age group needed during the lockdown?

Although you don't have to, we would appreciate it if you include your name, gender, where you live and ethnicity. It is required that you tell us your age as this project is for older New Zealanders.

What if I don't want people to know I wrote the letter?

You may send us a letter without putting your name on it. Even if you tell us who you are, you may request that your identity remain confidential. If you do so, we will remove your name and any contact details from the letter before adding it to the Have Our Say website, and your name and contact details will not be attached to your letter in the Museum's archive. If you submit photos, videos or audio files with your letter you may be identifiable to others. This may affect the ability to keep your identity confidential. You will need to ask permission of any family/whānau members or others who are identifiable in the photo(s).

Do I have to take part?

No. You are completely free to choose whether to take part or not.

If you change your mind about participating after you have sent us your letter, you have two weeks after you have posted it to get in touch with us to withdraw it and any photos you have sent. However, if you have submitted your letter anonymously, we will not be able to withdraw it as we will not know who you are, and we anticipate receiving hundreds of letters.

Timespan of the project

The project runs from May 2020 – May 2021.

Storing study information

Any **printed** letters, photographs and other materials sent to us by post will be digitised and the originals returned to you, **if you tick the box 'yes' at the end of this form and give us a return address.** However, the Museum only accepts original materials and so your submission will not become part of their archive. Any other printed materials related to the study will be stored in a locked cupboard at the University of Auckland. Digital material will be stored on a password protected computer at the University of Auckland. After 6 years, these printed and digitised material will be destroyed according to University protocols. (The archive will not be destroyed but will remain with the Museum's collection.)

Are there any possible risks to taking part?

We anticipate that being involved in this project will not put your health and wellbeing at risk.

What are the possible benefits for me in taking part?

You might enjoy giving your opinions about your lockdown experience and helping to potentially shape future research, policy and practice around responses to pandemics. You

may also enjoy knowing that your letter will be preserved as part of an archive about the pandemic.

What will happen to the results of the study?

The results of our data analysis of the letters and photographs will be reported on in a range of professional and academic journals and conferences. We will also give presentations about the study. A report about the project will be available on the Have Our Say website from June 2021 that you can access.

What if there is a problem?

If you are concerned about any part of this project, you can speak to Lisa Williams who will do her best to answer your questions. If you want to talk to someone who isn't involved with the study, you can contact an independent health and disability advocate: Health and Disability Consumer Advocates on 0800 377-766 or the Health Advocate's Trust: 0800 555-050.

Who has funded this research study?

This research has been funded by the Auckland Medical Research Foundation.

If you require any further information about the study, please leave us a telephone message at: 09 923 6768 and someone from the research team will get back to you.

Research team contacts:	email
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For any concerns regarding ethical issues you may contact the Chair, the University of Auckland Human Participants Ethics Committee, at the University of Auckland, Research Office, Private Bag 92019, Auckland 1142. Telephone 09 373-7599 ext. 83711. Email: humanethics@auckland.ac.nz

Please fill out this information and include it with your email or postal letter. (If you are using the online form to submit your letter, you do not have to fill out this information.)

___ yes	___ no	I would like my name and any contact details removed from my letter. (I understand that if I submit photos, videos or audio files this may make me identifiable to others, even though my name is not on my letter.)
___ yes ___ N/A	___no	I have submitted a printed letter and would like it and related materials, such as photos, returned. (I understand that my letter cannot become part of the Museum's archive.) Name, phone and postal address:
___ yes	___no	You may contact me about my letter. ___ [address as above] Or: Name, phone, email/postal address:
___ yes	___no	I would like my letter and associated materials to be part of the Auckland War Museum Archive. (If yes, please fill out the form below.)

AUCKLAND WAR MEMORIAL MUSEUM COPYRIGHT OWNER PERMISSION AGREEMENT

As the owner of copyright for the letter and any other materials submitted to the Have Our Say COVID-19 project, I grant to the Auckland War Memorial Museum Tamaki Paenga Hira Trust Board the following copyright licence:
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- Reproducing copies of the work for use in Museum produced digital and print publications.
- Reproducing copies of the work across the Museums social media platforms.
- To release copies of the work to the media for reviews, promotion or communication of Museum themes, events, exhibitions and programmes and associated websites.
- Sub-license images of the work to third parties. Efforts will be made to make contact with the creator or rights holder to advise of sub-license.
- Visitor photographs for personal use. The Museum has a photography policy in place that allows visitors to take photographs of works on exhibition display for personal use only.

Please tell us how you would like to be credited for your letter (eg. Anonymous, Ellen Brown or Wiremu Edwards (Ngati Porou))

Unless you want your letter to be stored in the archive anonymously, Please provide your name and a contact phone, email or postal address.

Name: _____ Date: _____ Phone: _____

Postal address: _____ Email: _____

APPROVED BY THE UNIVERSITY OF AUCKLAND HUMAN PARTICIPANTS ETHICS COMMITTEE ON
14 May for (3) years, Reference Number 024568