



# **SERVING ETHNOCULTURAL COMMUNITIES:** A Scan of Organizational Capacities in 24 Ethnocultural Community Associations

## **Appendix F**

**Ethics Proposal, Consent Form, Letter of Introduction to  
Participants**



**Edmonton Multicultural Coalition for Equity in Health & Well Being**  
10867-97<sup>th</sup> Street, Edmonton, Alberta T5H 2M6, Phone: 423-1973

***Ethics Statement:***

Dr. Denise L. Spitzer  
December 3, 2004

*Research Title:*

Serving Ethnocultural Communities: Building Unity through Diversity

***Preface***

Funding for this project is being provided by the Prairie Centre of Excellence for Research in Immigration and Integration's (PCERII) Community Research Fund. Dr. Denise L. Spitzer (Department of Anthropology) will oversee the research activities that will be carried out by a Master's prepared researcher in Anthropology in conjunction with Dr. Lucnia Ortiz (PhD Human Ecology) from the Multicultural Health Brokers' Co-operative—a PCERII community partner. Dr. Spitzer will work with the researcher to ensure that interviewees are well apprised of the ethical guidelines as outlined by the University of Alberta and the Tri-Council.

*Research Description & Methods:*

Since 2002, the Multicultural Health Brokers' Co-operative (MCHB) has spearheaded an innovative project that has aimed to develop a civic space for ethnic minority engagement through a coalition project in Edmonton, Alberta. The resultant Multicultural Coalition for Health and Wellbeing (MCHW) now consists of members of ethnic minority communities that in cooperation with government and community organizations have aimed to articulate and advocate a policy agenda for health and wellbeing. One of the main lessons gained in the mobilization process for the MCHW has been the realization that immigrant and refugees from a diversity of cultural backgrounds share common barriers to integration in Canadian society. There are over 95 ethnocultural organizations in Edmonton that focus primarily on their own community needs, but who may benefit from belonging to a coalition to voice shared concerns. The purpose of this project is to learn more about these organizations and to foster the development of relationships that are fundamental to further coalition building.

To meet these objectives, interviews will be conducted with leaders from fifty ethnocultural organizations in the Edmonton area. The interviews will be carried out by MCHW members, who will be trained in interview techniques and ethical considerations by the researcher and her advisors. Interview topics will include questions about the structure and organizational capacities of organizations, challenges faced by members of their communities and successful strategies they have employed to address these challenges. Interviews will be taped and transcribed. Informants engaged in interviews will have the opportunity to sign or tape record their consent to participate in the project following a description of ethical safeguards and the voluntary nature of their participation. Participants will be assured that they may withdraw from the study at any time and may dispose of their data as they see fit. If an interpreter is required, s/he will be asked to sign an oath of confidentiality. As informants are speaking as representatives from their organizations, they will have the choice to be both personally and organizationally identified or to utilize pseudonyms in all presentations, oral and written for all or a portion of their interview. Participants will be provided with a small token of appreciation for their cooperation in the form of a \$30 honorarium. Results will be shared with MCHW members and interviewees in a workshop to enable participants to determine the direction of future collective action.

**Principle 1: Respect for Human Dignity**

Informants may be concerned that the activities of their organizations may be judged for their successes or perceived failures; therefore, the researcher and interviewers will be committed to demonstrating respect towards interviewees, their organizations and communities. Any publications and presentations will need to attend to the potential sensitivities of members of the organizations or ethnocultural communities involved. Moreover, the decision of informants and their organization to involve themselves further in the Coalition or not, will be fully respected.

*Principle 2: Respect for Free & Informed Consent*

Participants will be fully informed of the purpose of the project. The consent form (Appendix I) will be discussed in detail. Informants will be encouraged to ask questions regarding the project and our safeguards. Consent will be obtained either in writing or recorded to avoid any discomfort with demonstrating low English literacy levels. Should an interpreter be required, the interpreter will be asked to sign an oath of confidentiality.

*Principle 3: Respect for Vulnerable Person.*

Only adults capable of independent decision-making will be interviewed for this project.

*Principle 4: Respect for Privacy & Confidentiality*

**The consent form outlines our commitment to the maintenance of confidentiality and privacy. As informants will be speaking on behalf of organizations, they may choose to be identified along with the name of their organization. However, they will be apprised that should they wish their interview—or a portion of thereof—can remain anonymous. Participants will be further informed that results will be shared with the research team, Coalition members and informants in a workshop setting and report. Transcriptionists, and interpreters if applicable, will sign an oath of confidentiality. Where requested, participants' names and those of their organization or community will be kept anonymous in interview transcripts and all presentations and publications derived from the study.**

*Principle 5: Respect for Justice & Inclusiveness*

While Edmonton is home to over ninety ethnocultural organizations, this project intends to interview only fifty representatives. Efforts will be made to ensure that the organizations and leaders approached to participate in the study represent the broadest possible array of communities and interests.

*Principle 6: Balancing Harms & Benefits*

Informants will voluntarily choose to participate in this project. We anticipate that informants will be interested in sharing information about their organizations and may be interested in learning more about the potential of working together with other organizations to advance shared interests in health equity. While interview questions are meant to elicit information about their organization, we must acknowledge that the re-telling of experiences about perceived organizational failures or challenges faced by marginalized communities can be distressing. Should this occur, interviewers will attend to the wishes of the informant: options include pausing, listening, changing topics or aborting the interview. No long-term effects from this distress are anticipated.

*Principle 7: Minimizing Harm*

**All efforts will be made to avoid, prevent and minimize harm by clarifying the nature of project involvement and informants' right to withdraw, listening respectfully to informants' narratives and attending to their sensitivities, handling data in a manner to ensure the maintenance of confidentiality where requested, and considering the impact of publications and presentations on informants, their organizations and their communities particularly with respect to public perception.**

*Principle 8: Maximizing Benefit*

**Participants will have the opportunity to share information about their organization and community with a larger audience and will be able to partake in coalition building that can further the interests of members of ethnic minorities throughout the region.**

I have read, understood and will adhere to, the guidelines of the *Tri-Council Policy Statement for Research Involving Humans*, and the "University of Alberta's Standards for the Protection of Human Research Participants" (GFC Policy Manual, Section 66) and agree to abide by these standards in conducting research.



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### **Letter of Introduction**

SERVING ETHNOCULTURAL COMMUNITIES: BUILDING UNITY THROUGH DIVERSITY

Dear colleague,

Since 2002, the Multicultural Health Broker's Co-operative spearheaded an innovative coalition project which aimed to develop a civic space for ethnic minority engagement in Edmonton, Alberta. The result is the Multicultural Coalition for Health and Wellbeing (MCHW) which consists of members of ethnic minority communities. In cooperation with government and community organizations, the MCHW has aimed to articulate and advocate a policy agenda for immigrant and refugee health and wellbeing. One of the main lessons the MCHW gained in the mobilization process has been the realization that immigrant and refugees from a diversity of cultural backgrounds share common barriers to integration in Canadian society. There are over 95 ethno cultural organizations in Edmonton that focus primarily on their own community needs. However there is currently no accurate information on their organizational profiles. The purpose of this project is to learn more about these organizations and to foster the development of relationships that are fundamental to further coalition building. It is collaboration between the University of Alberta (Dr. Denise Spitzer) and the Multicultural Health Brokers Coop (Dr. Lucenia Ortiz) who are advisors of the project, but will be implemented by the MCHW Coalition. The funding is provided by the Prairie Centre for Excellence in Research of Immigration and Integration.

To meet our objectives, interviews will be conducted with leaders from thirty ethnocultural groups in the Edmonton area. MCHW members, who will be trained in interview techniques and ethical considerations, will carry out the interviews. Interview topics will include questions about the structure and organizational capacities of organizations, challenges faced by members of their communities, and successful strategies they have employed to address these challenges. Informants engaged in interviews will have the opportunity to sign their consent to participate in the project following a description of ethical safeguards and the voluntary nature of their participation. Participants will be assured that they may withdraw from the study at any time and may dispose of their data as they see fit. As informants are speaking as representatives from their organizations, they will have the choice to be both personally and organizationally identified or to utilize pseudonyms in all presentations, oral and written for all or a portion of their interview. Participants will be provided with a small token of appreciation for their cooperation in the form of a \$30 honorarium. Results will be shared with MCHW members and interviewees in a workshop to enable participants to determine the direction of future collective action.

Many thanks for your participation. We look forward to meeting with you.

Sincerely,

Tessie Oliva  
Multicultural Coalition for Health and Wellbeing President

For more information, please contact the Research Coordinator:  
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## Research Project Consent Form

**SERVING ETHNOCULTURAL COMMUNITIES: BUILDING UNITY THROUGH DIVERSITY**

Interviewer \_\_\_\_\_  
Contact Information \_\_\_\_\_

What do members of ethnocultural organizations and groups in our Edmonton communities have in common? What could we accomplish if we worked together? We are interested in learning about the experiences, challenges and successes of ethnocultural organizations that represent the interests of minority communities. We hope that by learning more about your organization and your community, we can find areas of common interest that we can work on together in the future.

Your participation in the project will entail 1-2 hours of interview. There are no right or wrong answers, only your opinions and ideas. The interviewer may take notes during the session to make sure that everything you say is remembered. Your name and the name of the organization will be used in publications and presentations; however, should you wish to share some comments anonymously during the course of the interview, your wishes will be respected.

Findings from the interviews will be shared with the Multicultural Health Broker's Co-operative, the Multicultural Coalition for Health and Wellbeing, and the research team. A workshop with these groups and interviewees will be held to discuss our findings and consider potential ideas for future action.

I volunteer to participate in this study. I understand that:

- I may stop the interview at any time;
- I may withdraw from the study at any point at which time I can direct the research team to keep or return my information;
- My name and the name of my organization and my community will be identified;
- I may ask that some of my comments remain anonymous and that my organization and community remain anonymous as well;
- Neither my organization nor I are obligated to participate in future Coalition activities; and
- I have a right to ask questions about the project at any time.

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NAME (PRINT)

NAME (SIGNATURE)

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DATE

WITNESS (SIGNATURE)

If you have any questions please contact:

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