



Aligning Research & Innovation for Connected and Automated Driving in Europe

## Knowledge-Base on Testing and Evaluation Materials FESTA Informed Consent Checklist



<b>Version</b>	0.2
<b>Date</b>	4 June 2019
<b>Copyright note</b>	This document is a supplement to the FESTA Handbook. The text can be freely used and further edited, as long as the publication includes a FESTA Handbook reference
<b>Editor</b>	Sami Koskinen (VTT)
<b>Contributors and references</b>	Helena Gellerman (SAFER), L3Pilot deliverable D8.1 on ethical requirements, DRIVE C2X deliverable D36.1 on implementation of fleet/user management.



## FESTA Informed Consent Checklist

This checklist is intended to support user test organizers when preparing legal agreements, together with lawyers, that specify conditions that the users must agree to, in order to join the tests. Frequently these agreements are called consent forms.

Informed consent is about ensuring that the test participants understand the details of the legal agreement as well as practicalities of the test itself. The validity of the agreement is high when both sides have truly read and understood it. To ensure that participants study the agreement, enough time must be given (e.g. agreement text made available beforehand, if it is lengthy) and preferably, participants should be explained the key points in an introductory session. To ensure that the test users pick up key points from the agreement, it is recommended to use a few separate checkboxes, following key clauses. Please see the FESTA Data Sharing Framework, Chapter 4.3, for examples on requesting e.g. use of short video clips from tests for public project presentations.

The user agreement / consent form must cover a number of different aspects relevant (possibly even in separate documents) such as:

- Main aspects of the study and what the data will be used for (purpose)
- Personal data use incl. consent to the processing of personal data, special questions on video, their possibility to ask for data deletion
- Data sharing and re-use topics/areas in high detail – preferably still allowing future work and collaboration with third parties on analysis
- Participant's responsibility for the adherence to related laws and traffic rules, obligation in case of administrative fines
- Risks lying in participant's sole responsibility as well as insurance coverage provided within the FOT
- Absence of health impairments (related to test activities) and availability of valid licenses (considering obligations to inform Test Management if the license, e.g. a driving license, is revoked)
- Explicitly mention in the form and ask for approval if there are plans to collect and process health data, even e.g. motion sickness
- Instructions on safe system use (point out participant's responsibilities for safe use and interaction with the system, warn against overreliance)
- Instructions covering breakdown and accident (e.g. who should be informed / asked for assistance)
- Permissibility of system use by others, e.g. family members
- Clarify rewards and incentives for participating in the study
- Explain how to quit or complete the study.

The participant should be given a copy of his/her signed consent form.

Keeping a separate and confidential document is recommended, where the agreement number (e.g. 3) is linked with a test user ID (or another pseudonym) that is visible in test data.