Handout 5: Writing Up the Findings of the Needs Assessment and Community Consultation

Once the community needs assessment has been completed, it is important to present the information you have gathered and its analysis in a manner that is “user” friendly, thus enabling the to pave the way to planning and conducting the advocacy campaign. The following is a suggested format for documenting research.

- Title Page (report title, author/editor, publisher, funding body)
- Copyright statement
- Acknowledgements (who participated within the limits of confidentiality)
- Executive Summary
- Background/Introduction: Who the service is and information about the population target group and geographical area
- Methodology (how you went about it, e.g. established an advisory group of key stakeholders to inform the project and provide expert advice)
- Literature Review (a summary of published research that helps to shed light on the issues facing the community)
- Community Profile (a summary of the demographic characteristics of the community and a description of the services available to respond to the needs which arise as a result of these characteristics)
- Outcomes of Consultations
- Analysis/Summary
- Recommendations.

Researchers are not to:

- Publish or interpret data in ways that are unfair to parties involved in the inquiry
- Falsely endorse work which they know to be inadequate
- Publish work which is not their own or which does not contain a significant amount of their own contribution
- Publish confidential material without the participant's permission
- Inhibit publication of any critical reviews of their work.

It is the researcher's responsibility to acknowledge the contributions of all participants concerned in any aspects of a social research.