Procedures Title: Tusla, Child and Family Agency Research Dissemination Policy and Procedures

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Introduction

Tusla the Child and Family Agency was established on 1st January 2014 and is responsible for improving wellbeing and outcomes for children. One of the specific functions of the Agency, as set out in the Child and Family Agency Act, 2013 Part 2 Section 8 (1(f)) is to "*Undertake or commission research relating to its functions*".

All research undertaken or commissioned by Tusla aligns with Tusla's values of trust, respect, kindness, and empowerment. Research underpins all Tusla practice, policy and decision making. Underpinning our services with research and best evidence builds trust within the public about the services provided and facilitates better outcomes. Investment in research aligns with our Public Sector Duty and duty of care to service users to use public funds to drive change and implement better services. Tusla endeavours to commit to research that is in the public interest, that brings new knowledge, that empowers staff and that builds confidence of service users in Tusla as an Agency that values learning from experience and feedback.

This policy and procedure supports objectives set out in Tusla's Research Strategy (2015). Research is defined within Tusla's Research Strategy as:
'Research is a process through which we attempt to achieve systematically and with the support of data the answer to a question, the resolution of a problem, or a greater understanding of a problem' (Leedy, 1997:5). The dissemination of research relates to the following named objectives:

- Objective 3: Use research to develop the capacity of Tusla as a learning organisation.
- Objective 4: Use research information to support improved service delivery through evidence informed practice.
- Objective 5: Use research to inform and guide policy development.

In order to promote the visibility and use of research in achieving these objectives, research dissemination policy and procedures are required. The work of the National Research Office (NRO) contributes to developing the Agency as a learning organisation; furthermore, the NRO is seeking to develop and embed a culture of using research to inform and improve services and functions under Tusla's remit including:

- Child Welfare and Protection Services, including family support services,
- Family Resource Centres and associated national programmes
- Early years (pre-school) Inspection Services
- Educational Welfare responsibilities including School completion programmes and Home School Liaison (TESS)
- Domestic, sexual and gender based violence services
- Services related to the psychological welfare of children
- Alternative care and Adoption

This policy is cognisant of Tusla's requirements to recognise and incorporate legislation and actions within the Corporate Plan 2021-2023into Tusla's services and ways of working[1]. This policy is also cognisant of the need for evidence based practice and the implementation of such evidence into the policy cycle (Gray, Sharland, Heinsch and Schubert 2015) however it is not the intent of this policy to describe or provide the necessary frameworks for the

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[1] Tusla The Child and Family Agency Corporate Plan 2021-2023.

translation of research or legislation into policy. These procedures are limited specifically to the research, information and data[2] that is generated by research that has been approved by the Tusla Independent Research Ethics Committee and is to be made available to the Agency for dissemination.

1.1. Research Dissemination Policy and Procedures - Policy Statement:

In order to support and facilitate objectives of Tusla's Research Strategy (2015) and the development of a research culture and utilisation of evidence from research across the Agency, it is the vision of this policy to set out specified procedures for the dissemination of research, information and data.

This policy is informed by the European Code of Conduct for Research Integrity Section 2.7 Publication and Dissemination adopted by the National Policy Statement on Ensuring Research Integrity in Ireland[3] and the Ensuring Value in Research (EViR)[4] funders forum principle that findings are appropriately and effectively disseminated.

2. Purpose

The purpose of this policy and procedure is to provide a mechanism for the dissemination of research, information and data to all relevant stakeholders[5].
These procedures seek to:
- Set out the requirements for the dissemination of research, information and data.
- Establish the processes for the delivery of key messages from research to the relevant audiences through appropriate formats and channels of communication.
- Align with the NRO approach to knowledge sharing/translation and mentoring[6].

3. Scope

This policy and procedure applies to all research that has been ethically approved by Tusla's Independent Research Ethics Committee which includes:
- Research undertaken by researchers who are Tusla employees.
- Research undertaken by researchers who are external and not commissioned by Tusla.

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[2] Information and data refer to the information and data that is collected and collated as part of a research process.
[3] National Policy Statement on Ensuring Research Integrity in Ireland, National Research Integrity Forum https://www.iua.ie/wp-content/uploads/2021/04/National-Policy-Statement-on-Ensuring-Research-Integrity-in-Ireland.pdf
[4] Ensuring Value in Research (EViR) Research Funders Forum https://evir.org/our-principles/
[5] Stakeholders are internal and external to the Agency as set out in the glossary.
[6] The NRO Knowledge Cycle and the Research and Information Mentors Strategy (2017) adopt a whole Agency approach to the use of knowledge and the development of research and information capacity through mentoring. https://www.tusla.ie/uploads/content/National_Research_Office_Research_and_Information_Mentor_Strategy_Document_Aug2017.pdf

- Research that is commissioned and/or sponsored by Tusla.

4. Roles and Responsibilities

- The NRO has a role in providing research dissemination support and guidance to any researcher and commissioner/sponsor of research in the adherence to the processes set out in these procedures.[7]
- The NRO and Research and Information Mentors have a role in the dissemination of research outputs. Researchers[8] have a role in the design, notification and dissemination of their research outputs.
- Tusla research commissioners/sponsors have a role in dissemination of commissioned research outputs.
- Tusla communications office has a role in providing guidance on the appropriate use of Tusla branding.

NRO responsibilities include:

- Establish the processes for the dissemination of research within the Agency.
- Coordination of research dissemination through working with other Agency functions and services[9].
- Receive and review, where required, research outputs[10] that have been generated through the access to and use of Agency research, information and data in advance of dissemination to the Agency and wider public.
- Comply with Tusla branding guidelines where they apply and consult with Tusla communications office accordingly.

Research and Information Mentor responsibilities include:

- Research and Information Mentors will disseminate research outputs to local, regional and national staff and teams as relevant and required.
- Research and Information Mentors will provide a feedback mechanism to the NRO.

Researcher's responsibilities include:

- Researchers to provide information on their dissemination planning as part of the ethical review by the Agency Independent Research Ethics Committee[11].
- All researchers' accessing Agency data and information in pursuing a research project for commissioned, academic or practitioner research are required to adhere to the checklist provided in the appendices.

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[7] If you require any further information about any further aspect of this policy and procedure, please email the National Research Office at trc@tusla.ie

[8] This is any researcher including Agency staff undertaking research including practitioner or academic research.

[9] Coordinating with Agency functions and services as relevant to the research.

[10] This includes outputs such as: research papers, research reports, journal articles, posters, conference and training presentations and workshops, excluding academic dissertations.

[11] Research Ethics Review, Standard Application Form 2019, Section I, (I.2, p.31) 'Outline your initial plan to disseminate the results/findings following completion of the research'. This question is also included on the online application available from October 2022.

- Researchers who are Agency employees to inform and consult with line management about dissemination plans and adhere to this policy and related guidance.
- Providing permission, through the REC Standard Application Form privacy notice, for the NRO to review the proposed dissemination plan for the purpose of reviewing it against the relevant checklist in the appendices.
- Comply with Tusla branding guidelines where they apply and consult with Tusla communications office accordingly.

As it relates to this policy, Tusla Research Commissioners/Sponsors[12] are responsible for:
- Identifying and taking responsibility for the initiation, management and financing of a proposed research study.
- Signing off on a proposed research study on behalf of the Agency.
- Adhering to the checklist provided in the appendices for the dissemination of any outputs arising from the commissioned research.
- Comply with Tusla branding guidelines where they apply and consult with Tusla communications office accordingly.

As it relates to this policy, Tusla communications office is responsible for:
- Providing information, advice and guidance on the use of Tusla branding to Tusla staff, researchers and research commissioners/sponsors on relevant research outputs. [13]

5. Legislation and Other Related Policies

Child and Family Agency Business Plans (2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023)
Child and Family Agency Corporate Plan 2021-2023
Child and Family Agency Research Strategy 2015-2017
Child and Family Agency National Research Office Research Initiation and Coordination Policy (forthcoming)
Child and Family Agency National Research Office Research and Information Mentor Strategy 2017
Child and Family Agency National Research Office Research Ethics Committee Standard Operating Procedures (2019)
Child and Family Agency National Research Office Research Ethics Review Standard Application Form (2019)
Child and Family Agency Brand Guidelines (for internal use only, available on the Tusla Hub)
Child and Family Agency National Strategy for Continuing Professional Development 2016
Data Protection Act 2018
General Data Protection Regulation 2018
Code of Professional Conduct and Ethics for Social Workers, Social Workers Registration Board: CORU

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[12] Research commissioners/sponsors in Tusla should be at EMT, Director, Chief Regional Officer or Area Manager level, or be a person nominated by post-holders.
[13] See Appendix 4 for Summary Report guidance agreed by Tusla communications and Tusla NRO.

Health Research Regulations 2018
Child and Family Agency National Research Office Open Science Reference Paper.
Child and Family Agency National Research Office Open Research paper (forthcoming).
European Code of Conduct for Research Integrity 2017
National Policy Statement for Ensuring Research Integrity in Ireland 2019

6. Glossary of Terms and Definitions

External Research
Research undertaken external to the Agency but has been identified by the National Research Office and/or others as having relevance to and significance for the practice, policy and governance of the Agency.

Internal Research
Research that has accessed and used Agency data to generate research findings including: All research approved by the Agency Independent Research Ethics Committee including research undertaken by agency staff as practitioner research or for an academic qualification and Tusla commissioned research[14]

Key messages
Key messages highlight the significance of research findings within the context in which research has occurred and the issues which need present and future consideration. Key messages identified jointly from research by a researcher and/or the NRO and/or the Communications office and/or other stakeholders and are subsequently disseminated to specific audiences.

Open Research
Open Research can be defined as an evolving and umbrella term which encompasses the areas of Open Access and Open Data and is now a major factor to be built into plans for the dissemination of all research, including research which is commissioned by or undertaken by staff members within Tusla as part of their professional role and work. These plans extend to developing an awareness at the earliest stage possible of the variety of open access routes and journals that now exist for dissemination of research in published form, as well as options that are available from commercial publishers – and actively planning to disseminate research through these routes. A further avenue for making research openly available is through the legal deposit of research papers in an open access repository – such as the imminent Tusla Research Repository. Dissemination of research openly, not only extends to the published results of the research, but also to any data elements contained within the research, planning for which needs to be included in the design stage of the research, as well as where appropriate their deposit when results have been validated within the Tusla Open Data portal and catalogue.

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[14] All Tusla commissioned research must be approved by EMT.

Research Dissemination

Research dissemination can be defined as follows: *"…as a planned process that involves consideration of target audiences and the settings in which research findings are to be received and, where appropriate, communicating and interacting with wider policy and health service audiences in ways that will facilitate research uptake in decision-making processes and practice"* (Wilson, Petticrew, Calnan and Nazareth: 2010).[15]

As it relates to this policy and procedure, research dissemination is the dissemination of research that has been generated through access to and use of Agency research, information and data to generate research findings. Research dissemination involves specified procedures, methods and audiences to communicate key messages from research.

Research, Information and Data

As it relates to this policy and procedure, any research that involves the collection and collation of information and data including the access to agency staff, past or present service users or administrative data through the use of research methodologies such as interview, focus group, survey, observation or any other means of data collection and the subsequent use of that data to generate research findings and outputs to include academic dissertations, research publications, research reports, journal articles, posters, conference and training presentations and workshops.

Research and Information Mentors

The Research and Information Mentors Strategy is a whole Agency approach to developing a research culture and to strengthen research and information capacity through mentoring in the area of research and information skills development. Research and Information Mentors work with their Agency colleagues locally, regionally and nationally to assist and facilitate the development of research and information skills and knowledge.

Stakeholders

Stakeholders include all those to whom the research applies, is relevant to and any consumer of research for personal, professional or academic purposes, including children and families and any agency staff who benefits from the research or who have been involved with the research process or who will use the research to inform practice, decisions, policy and governance. Stakeholders are both internal and external to the Agency.

Tusla Research Centre

The Tusla Research Centre is a set of web pages within the main Tusla web site (www.tusla.ie/research) which provides all agency staff with access to a range of free and open access resources as well as subscription databases and full text electronic journals through the Open Athens user name and password system. All Tusla commissioned research and associated relevant research reports are available through these pages.

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[15] Wilson, P. Petticrew, M. Calnan, M. & Nazareth, I. (2010) Disseminating research findings: what should researchers do? A systematic scoping review of conceptual frameworks. Implementation Science.

Tusla HUB and social media

The Tusla HUB is an internal platform where all staff can access Tusla resources, documents and news items. The Tusla Newscast or E Bulletin is the weekly communication to staff about key updates, requirements, and opportunities. Tusla also has a social media presence on Twitter and Facebook. The HUB also includes outputs of the Evidence Informed Practitioner Programme.

Tusla National Research Office

The Tusla National Research Office (NRO) leads on coordinating all research activity of the Agency, contributes to the Agency's learning organisation objectives by strengthening the research capacity and skills of the workforce, promoting a greater understanding of the relationship between research, information, knowledge and evidence, ensuring the Agency's research needs are addressed through the undertaking and commissioning of specific research studies and providing a range of electronic based resources to Agency staff.

Tusla National Research Database)

The first component of the database, an online research ethics application process has been implemented. A research register and a repository for completed research are forthcoming.

Gatekeeper

The gatekeeper is an individual staff member who has been invited by the researcher to act as a gatekeeper for the research study. The usual role of the gatekeeper is to identify potential research participants using an inclusion and exclusion criteria. The gatekeeper provides information about the research to potential participants on behalf of the researcher.

7. Research Dissemination Procedures

This research dissemination procedures process must be consulted and adhered to in relation to all research approved by the Tusla Research Ethics Committee by the following who are responsible for the research:

1. **Researchers who are Tusla employees.**
2. **Researchers external and not commissioned by Tusla.**
3. **Tusla commissioners/sponsors of research.**

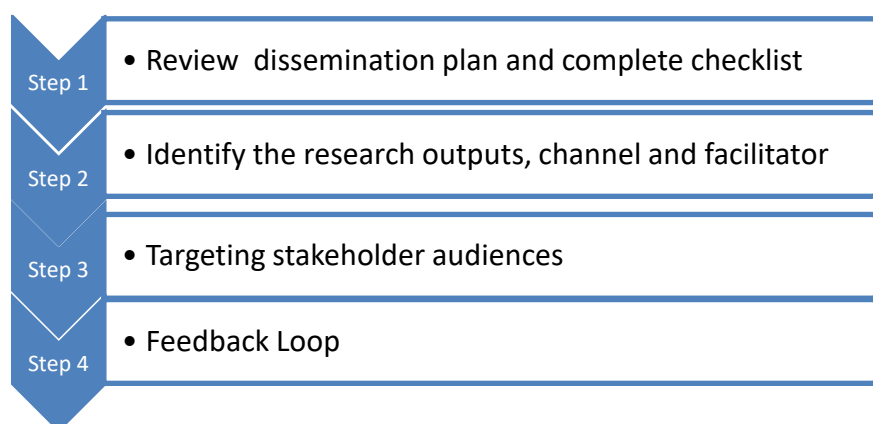**Research Dissemination Procedures Process**

Figure 1. Research Dissemination Procedures Process.

7.1. Step 1 – Review Dissemination Plan and complete checklist

All researchers and Tusla commissioners/sponsors of research to review the dissemination plan that was described in Section I, I.2 of the Tusla Standard Application Form at time of ethical review and approval. All researchers and Tusla commissioners/sponsors of research to complete the respective checklists in the appendices. Where the research has been commissioned by Tusla or the research has been requested or funded by Tusla and/or the researcher/sponsor of research is presenting the research on behalf of Tusla, the Tusla Child and Family Agency Brand Guidelines must be used[16].

7.2. Step 2 – Identify the research outputs, channel and facilitator

All researchers, commissioners/sponsors of research, using the dissemination plan that was described in the Tusla Standard Application Form for ethical review and approval (or amendment request form) will: firstly identify the desired research outputs; secondly identify the appropriate channel for disseminating the research outputs and third identify the Tusla facilitator[17] if required.

Research Outputs	Channel	Facilitator
Written outputs		
Research reports	Tusla Research Centre	NRO
Key messages	Tusla Newscast	Communications Office
Literature reviews	Tusla National Research	Research and
Presentation slides	Database (forthcoming)	Information Mentors
News bulletins	Seminars	Operational staff

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[16] Tusla Child and Family Agency Brand Guidelines are available internally on the Tusla Hub, for external researchers please contact Tusla Communications department.

[17] Tusla facilitator is a Tusla staff member who intentionally disseminates research.

Info graphic documents Posters Brochures Advertisement flyers	Conferences Promotional presentations Press release Social media Recognised repositories Tusla HUB	Line managers Gatekeeper
Oral outputs Conference presentations Conference workshops Training input Academic presentations Curriculum and course delivery	Submission of abstracts Conferences Training events Academic links	NRO Communications Office Research and Information Mentors Operational staff Line managers

Figure 2. Research outputs, channel and facilitator.

7.3. Step 3 – Targeting stakeholder audiences.

All researchers, commissioners/sponsors of research to identify specific audiences for identified key messages. It is the responsibility of the researcher to summarise key findings and key messages, and this may be done in collaboration with others as detailed in the checklist.

Stakeholders	Interests
Agency Executive Management Team, Chief Regional Officers, service managers.	Effectiveness, value for money, strategic planning, sustainability, engagement. Implementation and impact on outcomes.
Agency Workforce Learning and Development teams.	Research evidence to inform training provision.
Agency frontline practitioners.	Service delivery, professional and service development, sustainability.
Agency service users including children and families & Public Contributors	Service efficiency, accessibility and sustainability. Understanding the functions and operation of the Agency
Policy makers to include the Department of	Research evidence that can inform or guide legislation, policy development, cost information, value for money, outcomes, quality and governance.

Children, Equality, Disability, Integration and Youth.	
External organisations	Research evidence generated by the Agency that informs wider knowledge base on child and family issues.
Funders of research	Value for money, fidelity, contract fulfilment.
Media	Service delivery, service user experiences, policy developments. (Adapted from Centre for Effective Services)

Figure 3. Targeting stakeholder audiences

7.4. Step 4 – Feedback Loop

The purpose of the feedback loop is to hear from all those who have comments or queries about research outputs that are disseminated by these procedures. Feedback can be provided directly to the researcher. Feedback on Tusla commissioned/sponsored research outputs can be provided by Agency staff or any other recipient via the Tusla Research Centre trc@tusla.ie Research and Information Mentors will provide feedback from Agency colleagues to the NRO on research that is disseminated by them through these procedures.

8. Monitoring and evaluation.

The NRO will maintain a record of all research disseminated under these procedures and this will be recorded with the NRO National Research Database (forthcoming).

This record will be reviewed as to the implementation of the procedures.

The NRO will monitor the use and effectiveness of this policy and procedure every 2 years.

References

Brattman, M & Barrett, B. (2017) Research and Information Mentors Strategy. Tusla – Child and Family Agency.

Leedy, PD. (1997) Practical Research: Planning and Design (6th edition). Upper Saddle River, New Jersey: Practice Hall.

Gray, M, Sharland, E, Heinsch, M. and Schubert, L. (2015), 'Connecting Research to Action: Perspectives on Research Utilisation', British Journal of Social Work, Vol. 45:1952-1967.

Tusla The Child and Family Agency. Business Plan 2019.

Wilson, P. Petticrew, M. Calnan, M. & Nazareth, I. (2010) Disseminating research findings: what should researchers do? A systematic scoping review of conceptual frameworks. Implementation Science.

Appendix 1

Research Dissemination Procedures - Checklist of requirements for <u>Researchers who are Tusla employees</u>.

All items must be ticked, items highlighted in bold are for the specific attention of researchers who are Tusla employees.

If NO is ticked for any item please contact the NRO for discussion.

Item	Tick	
	YES	NO
Approval from Tusla Independent Research Ethics Committee to access Agency research, information and data for the purposes of research.		
Summary report is provided to the NRO for uploading to the Tusla Research Centre to include: Name, research study title, name of academic course (if applicable), year of research, abstract and list of references. Researcher to indicate consent if agreeable to uploading to public Tusla Research Centre website.		
Check dissemination plan in Tusla research ethics application		
Research participants have been informed and have consented to dissemination of research.		
Researcher has identified the research output, channel and facilitator.		
Researcher has identified the targeted stakeholder audience		
Researcher has informed and consulted their Tusla line manager about the dissemination plan.		
Researcher has sought advice or guidance from the National Research Office if required.		
Researcher, if presenting work on behalf of Tusla to adhere to Child and Family Agency Brand Guidelines		
Declaration of intellectual property and copyright information[18].		
Costs of dissemination are borne by the researcher unless otherwise agreed by line manager.		

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[18] Researchers/authors must familiarise themselves with any publication restrictions that apply to them and be aware of any limitations contained therein and in the case of many commercially published academic journals, be aware that submission and acceptance for publication will usually mean surrendering rights to ownership and dissemination of the research within the publication.

The research is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated		

Appendix 2

Research Dissemination Procedures - Checklist of requirements for
<u>**Researchers external and not commissioned by Tusla**</u>

All items must be ticked.

If NO is ticked for any item please contact the NRO for discussion.

Item	Tick	
	YES	**NO**
Approval from Tusla Independent Research Ethics Committee to access Agency research, information and data for the purposes of research.		
Summary report is provided to the NRO for uploading to the Tusla Research Centre to include: Name, research study title, name of academic course (if applicable), year of research, abstract and list of references. Researcher to indicate consent if agreeable to uploading to public Tusla Research Centre website.		
Check dissemination plan in Tusla research ethics application		
Research participants have been informed and have consented to dissemination of research.		
Researcher has identified the research output, channel and facilitator.		
Researcher has identified the targeted stakeholder audience		
Researcher has sought advice or guidance from the National Research Office if required.		
Declaration of intellectual property and copyright information[19].		
Costs of dissemination are borne by the researcher.		
The research is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated.		

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[19] Researchers/authors must familiarise themselves with any publication restrictions that apply to them and be aware of any limitations contained therein and in the case of many commercially published academic journals, be aware that submission and acceptance for publication will usually mean surrendering rights to ownership and dissemination of the research within the publication.

Appendix 3

Research Dissemination Procedures - Checklist of requirements for <u>Tusla commissioners of research.</u>

All items must be ticked, items highlighted in bold are for the specific attention of Tusla commissioners/sponsors of research.

If NO is ticked for any item please contact the NRO for discussion.

Item	Tick	
	YES	**NO**
Approval from Tusla Independent Research Ethics Committee to access Agency research, information and data for the purposes of research.		
Check dissemination plan in Tusla research ethics application		
Research participants have been informed and have consented to dissemination of research.		
Research commissioner has identified the research output, channel and facilitator.		
Research commissioner has identified the targeted stakeholder audience		
Research outputs and dissemination plan approved by Tusla EMT.		
Full suite of research outputs including reports, summaries and leaflets provided to the National Research Office for uploading to the Tusla Research Centre.		
Research commissioner/sponsor has sought advice or guidance from the National Research Office if required.		
Research commissioner/sponsor to adhere to Child and Family Agency Brand Guidelines in dissemination of any research outputs.		
Confirmation and declaration of intellectual property and copyright information stated within the related Service Level Agreement[20].		

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[20] Researchers/authors/**commissioners/sponsors** must familiarise themselves with any publication restrictions that apply to them and be aware of any limitations contained therein and in the case of many commercially published academic journals, be aware that submission and acceptance for publication will usually mean surrendering rights to ownership and dissemination of the research within the publication.

Costs of dissemination identified by the research commissioner are borne by the research commissioner.		
The research is cognisant of Agency policy and practice and if applicable, where research challenges existing policy, the rationale for change is clearly articulated.		

Appendix 4
Guidance for Summary Reports and communication of research

Where research has been ethically approved by the Tusla Independent Research Ethics Committee the researcher, on completion of the research will be invited to submit a summary report which will be uploaded to the Tusla Research Centre.

This report will be made available to Tusla staff, and external audiences, for the purpose of shared learning and developing Tusla's knowledge and information base.

Summary reports have garnered interest from a wide audience, including journalists, interested in learning about Tusla's work and new knowledge that can be shared in the public sphere. This guidance applies in the event that external communication of your research findings in public spheres occurs when your research is circulated more widely.

As the Agency has facilitated access to Agency data and human participants for your research project through our research ethics approval process, there are a number of requirements of researchers when submitting a summary report as follows below.

- The summary report is available to Child and Family Agency staff and external audiences for the purpose of shared learning and developing the Agency's knowledge and information base. It will be stated on the Tusla Research Centre that the research findings are the researchers' own and have not been endorsed by the Child and Family Agency and that the Agency has not had a role in determining the quality of the research in its entirety and the validity and reliability of the findings within it.
- If the research project is a component of an academic qualification, the researcher should discuss external communication of research findings with the academic supervisor in the first instance, and adhere to any requirements of the academic institution in this regard.
- If the research has not been funded by the Agency, the researcher must not act as a spokesperson for the Agency when communicating findings in external settings and should not use Child and Family Agency branding in this regard. We ask you to disseminate findings in accordance with the Agency's Research Dissemination Policy and Procedure, and that all researchers who have been ethically approved by Tusla read the policy, discuss the dissemination of research findings with line management in the first instance and consider the dissemination checklist for the type of research study you have undertaken.
- If the research has been funded or part-funded by Tusla, this will need to be declared and the policy guidance in Tusla's Research Dissemination Policy and Procedure followed. If the research has been funded by the Agency, a joint position on communicating the findings should be developed and in accordance with the Agency's Research Dissemination Policy and Procedure and Agency's Communication Department guidelines.
- If asked to share the research findings with external media, consider the impact of external communication of research findings on participants who engaged in the research project. Re-consent may need to be sought prior to communicating research findings in the public arena through traditional or new media channels, if this has not

already been captured in the information sheet and consent form for the study. If this is not feasible, every attempt to anonymise and de-identify participants' data should be made.
-   When communicating research findings from the study, focus specifically on the learning from the research study only.
-   If applicable, please have regard to respective professional code of conduct.