



NOTE: chose one of the pillars marked in yellow and delete the rest. Thanks.

Balmes 132 - 134
08008 Barcelona - Spain
smile.eucen.eu

Recipient's name

Dear Ms/Mr

I hope this letter finds you well.

I am contacting you because we are partner in a project called **SMILE**, which aims to promote inclusive education by developing, testing and implementing innovative tools that improve the way higher education institutions deal with diversity and social inclusion. The project focuses on **three main areas of inequality and disadvantage in higher education**: migrant background, women leadership, and low socio-economic status.

We would like to invite you to participate in a Focus Group that will discuss the challenges faced by **migrant background students/women who want to reach leadership positions/students with a low socio-economic status** to provide insights into the current situation and a basis for the development of a CPD course on this topic. Later, the focus group will be invited to validate the course and help to improve it.

We are planning to have 3 virtual/online meetings over the course of two years, one focusing on the development of the audit model, one focusing on the development of CPD courses and one focusing on the development of the Policy strategies. We believe that your participation in the focus discussion groups would be of great relevance and enhancement for the project because only through the direct engagement of all concerned actors we will be able to shape relevant and effective products and tools, for the benefit of all. **Would you be interested to participate? Write to us at smile@eucen.eu.**

I am looking forward to hearing from you.

Best wishes,



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INSTRUCTIONS FOR THE ORGANISATION OF THE FOCUS GROUPS

NUMBER OF PARTICIPANTS TO BE INCLUDED: minimum 6 and maximum 12 participants to maximise the interaction and to keep the dynamics of a small group

PARTICIPANTS need to be different types of individuals selected from:

- the stakeholders identified under O1.2
- other major organisations at local/regional level that are working with that type of learners/ultimate beneficiaries
- individuals matching the type of learners/ultimate beneficiaries of your pillar
- *all involved actors need to be interested to be actively involved for peer reviewing outputs, willing to give useful feedback and validate our work, acting as multipliers!*

NOTE: The Focus Advisory Groups (O1.5) are more about civil society than about HEIs or VET providers (HEIs and VET providers are more part of the regional engagement phase O2.4)

AIM:

- discuss with the participants the topics of *your* Pillar, especially in relation to the draft Audit Model and the draft CPD course
- invite these individuals and organisations to become peer reviewers of draft products (especially under WP3) and to validate or help to improve them

FORMAT:

- offline/online group meetings

OPERATIONAL PERIOD:

- During the first year of the project and until the first draft of WP3 outputs O3.1, O3.2 and O3.3 is discussed with them. The most active individuals/organisations can be invited to participate in the regional engagement activities (O2.4) and thus continue feeding in their experiences in the project.

NUMBER OF FOCUS ADVISORY GROUPS MEETINGS TO BE ORGANISED:

At least:

- one to consult the Audit Model (by end of January 2022)
- one to consult the Draft 1 of the CPD courses in which you are working (by end of Summer 2022)
- one to consult the draft policy recommendations (by end of November 2022 - before O5.3)





MATERIAL YOU CAN USE:

- The *template invitation letter* for external stakeholders prepared and shared by eucen (uploaded in Teams) to encourage/invite individuals and organisations to participate in the focus groups - *Remember that you can translate the letter into your national language if you think it helps*
- The draft material to be discussed/consulted (draft audit model/draft CPD courses/draft policy recommendations)

WHAT YOU NEED TO SEND TO EUCEN AS EVIDENCE:

- A document gathering the advice, feedback, requests or role model experiences collected from the each focus advisory group sessions. The deadline for each document is 15 days after the deadlines given above under the section "Number of focus advisory group meetings to be organised".

