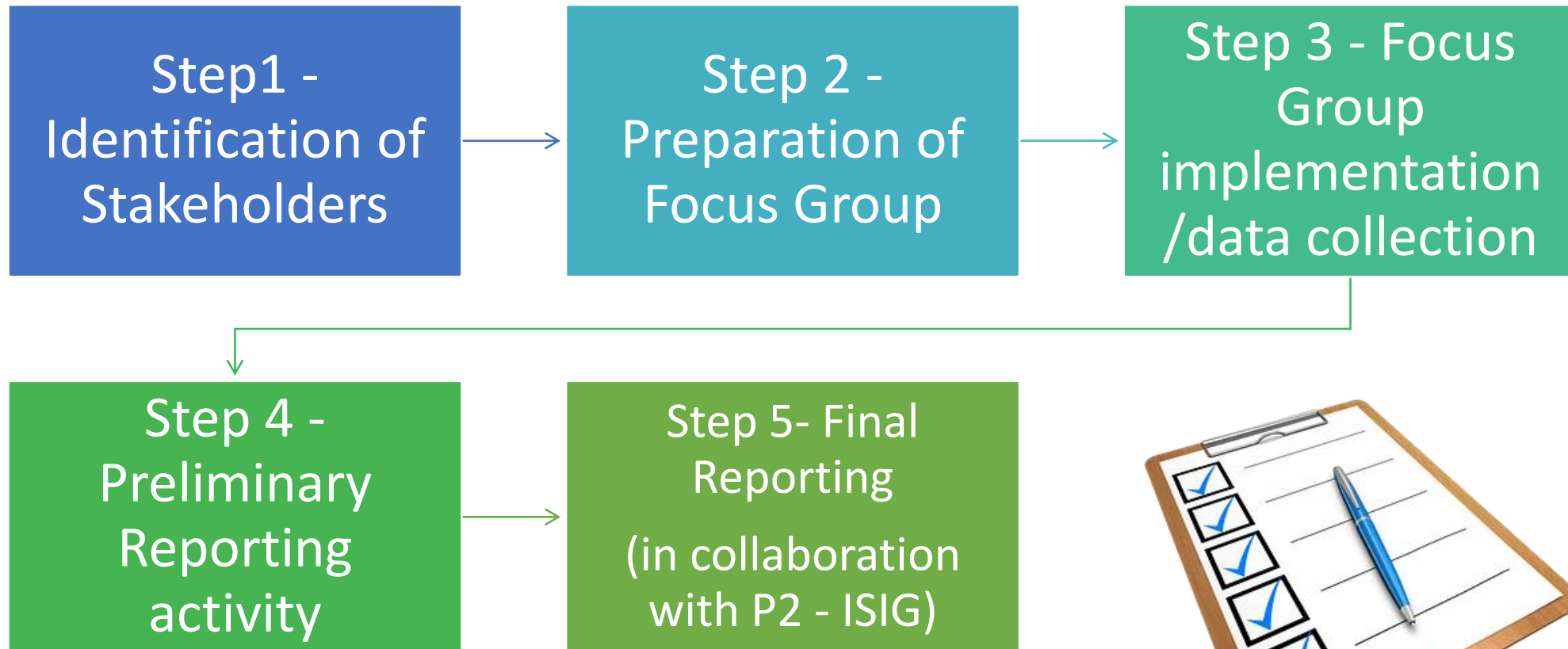


INEDU - INCLUSIVE EDUCATION MODEL FOR CHILDREN WITH MIGRANT BACKGROUND IN PRE-SCHOOLS

GUIDELINES FOR FOCUS GROUP ORGANISATION



FOCUS GROUP ACTIVITY – CHECK LIST





WHAT IS A FOCUS GROUP?

DEFINITION AND OBJECTIVES OF THE FOCUS GROUP

FOCUS GROUP 1/2

- Technique used for an in-depth investigation of key-issues concerning a given topic/context/community /etc

DEFINITION



OBJECTIVES

- Gain an in-depth knowledge on the perception of the group on a given topic/issue.

WHEN TO USE IT

- In advanced phases of the participatory meeting/research, so to further investigate on issues raised during the brainstorming.

FOCUS GROUP 2/2

THE GROUP

- Small (6-10 persons) allowing for an in-depth debate.

THE FACILITATOR

- Has an active role – direct questions, coordinates the debate.
- May be supported by a note taker.



HOW TO ORGANISE A FOCUS GROUP?

THE LOGISTICS OF THE FOCUS GROUP



PREPARING A FOCUS GROUP

THE ROOM



- Silent, spacious room.
- A working table – big enough to contain all necessary materials for the debate (i.e. Flip-chart, posters on which to trace the ideas/strategies emerging during the focus group).

MATERIALS



- Post-it, marker pens, posters
flip-chart.

ATMOSPHERE



- Professional – so to encourage in-depth debates.

PHASES OF THE FOCUS GROUP

PHASE 1- INTRODUCTION

- The aim and methods of the focus group (FG) are explained to participants:
 - INEDU project brief introduction;
 - The FG sessions will be facilitated by an expert.

PHASE 2 – STRUCTURED DEBATE

- The FG debates are organised in Sessions;
- For each session the facilitator guides the debates, starting from the given list of issues/questions.

PHASE 3 – FEEDBACK

- The results of the debate are voiced by the facilitator, so to obtain a “formal” agreement of the group.
- If there are parallel working groups, a plenary feedback session must be developed – preferably, each group elects a representative that presents the result in the plenary session.

Focus Groups



INEDU FOCUS GROUP

RESEARCH OVERALL FRAMEWORK, STAKEHOLDERS AND STRUCTURE

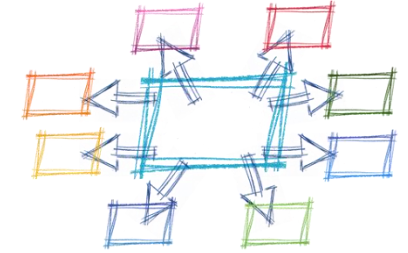


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THE FOCUS GROUP IN THE RESEARCH FRAMEWORK



PHASE 1 – ADAPTED SYSTEMS

Focused on data collection/case-study collection from 3 “adapted” systems (i.e. UK, Sweden, Italy) analysed in terms of:

- overall characteristics of the process that led to the current system’s adaptation/version;
- identified success factors of the process, main obstacles to the process .

PHASE 2 – TOWARDS ADAPTIVE MODELS

Data collection tools for the other partner countries: PL, MK, CZ, EE, RO, by means of desk-research & **Focus Group**, so to identify:

- main obstacles currently faced;
- main potentialities and possible actions that could be implemented so to adapt the education systems to a sustainable integration of children with migrant background.

THE STAKEHOLDERS

NUMBERS

- The number of stakeholders attending to a Focus Group Session should be 6 to 10.
- If the number of stakeholders exceeds this limit, parallel sessions of Focus Group, should be organised.

CATEGORIES

- The stakeholders invited to the Focus Group should represent all/most of the following categories :

CENTRAL AUTHORITIES

- Rep. of: Ministries/Departments that are active in the fields of education, culture, social inclusion/welfare

LOCAL AUTHORITIES

- Preferably councillors/head of departments/practitioners that are directly involved in the following sectors: education, social inclusion and welfare, integration issues, relations with minorities

REP. OF EDUCATION INSTITUTIONS

- Head masters, educators, teachers, other educational support staff such as cultural mediators, school psychologist, etc

ASSOCIATIONS/NGOS

- Active in the field of culture, education, integration/social inclusion, etc (e.g. cultural mediators, interpreters, volunteering associations, etc)

PARENTS/FAMILIES

- Mainstream or minorities groups

OTHER EXPERTS WITH RELEVANT EXPERIENCE

- Lawyers, psychologists, etc

GENERAL INDICATIONS

- The overall duration of the FG should be between 2h – 2.30h
- INEDU Focus Group will be structured in 5 sessions.
- Organizers may choose to use the Ppt material prepared by ISIG, for each session – in this case the Ppts have to be translated by the partner in the national language.
- The following paragraphs will guide the organisers/facilitators through all the FG sessions, in terms of main topic/question, and actions to be implemented. **However, facilitators should animate/encourage the debates by formulating as well spontaneous questions.**
- All information/ideas emerging during the sessions **should be collected, ideally by a note-taker** (i.e. silent expert that takes notes on everything that is being discussed, that does not have an active role in the debates).
- After collecting the data by means of the FG, partners have to elaborate a report and send it to ISIG and the LP (*i.e. see section on “Reporting” of the Guidelines*).

THE FG SESSIONS 1/2

INTRODUCTION (15 - 20 min)

- The organisers present briefly to participants the INEDU Project.
- Tour de table – the organisers invite stakeholders to briefly present themselves and the organisation/instance that they represent.

SESSION I (15 min)

- The facilitator introduces the first question of the FG (*i.e. “What is the main target group you believe to be in need of inclusive education models?”*) and animates a brief brainstorming.
- At the end of the session the target groups must be defined and agreed upon by all participants.

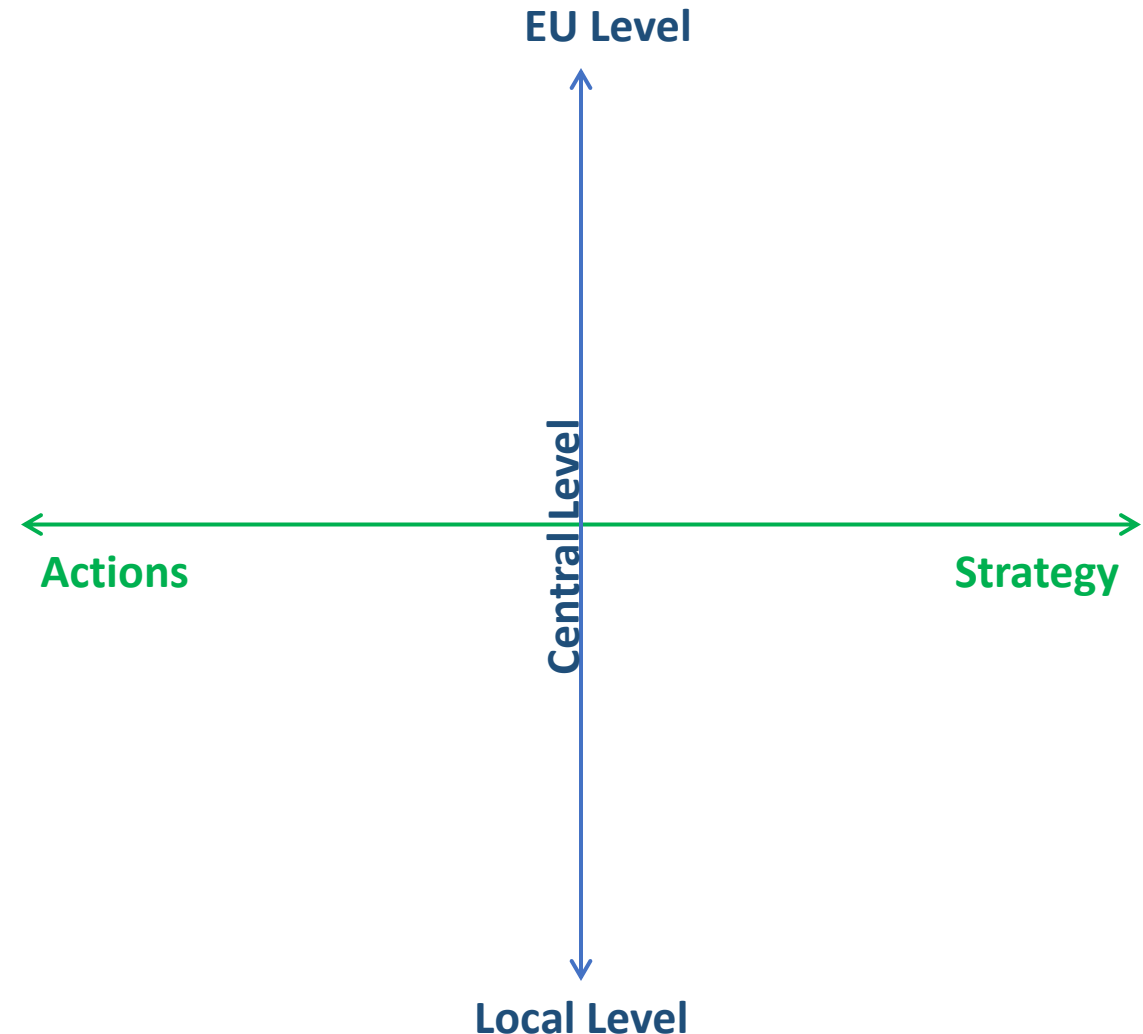
SESSION II (15 - 20 min)

- The facilitator introduces the next session (*i.e. “What are the challenges/obstacles to the integration of children with migrant background/identified target group?”*), and animates a brainstorming.
- It is recommended to keep track of the ideas, by taking notes on post-it (*i.e.* this can be done either by participants themselves, within an initial “silent brainstorming” or by the facilitators).
- The ideas resulted from the brainstorming should be **grouped in thematic clusters**, by participants.
- Participants are encouraged to **give titles to the clusters**, as well as to priorities among the identified thematic areas (*i.e. Which area is in need of urgent/immediate intervention?*)

THE FG SESSIONS 2/3

SESSION III (20 min)

- The facilitator introduces the 3rd question (i.e. “***What should be done so to overcome these challenges?***”) and animates a brainstorming/debate.
- When ideas are collected (i.e. on post-its) participants are asked to place their post-its on the following graph, where the horizontal axis represents the typology of solution (more action – oriented or more strategy – oriented?) and the vertical axis the level at which solution could be applied (from local to EU level). Ideally, the graph should be made available on a poster.
- Participants are asked to move post-its (also of the other participants) until they achieve an agreed distribution on the graph.



THE FG SESSIONS 3/3

SESSION IV (30 - 40 min)

- The facilitator introduces the 4th question (i.e. ***“For the above proposed ideas at local level, what are the strengths of the system that are/can be engaged for the integration of children with migrant background/identified target group?”***) and animates a brainstorming/debate.
- The debate is focused on the lower (i.e. actions and strategies at the local – regional level) layer of the graph.
- During the session, the facilitator should encourage the participants to indicate as well **the actors that could take charge of the identified actions and/or strategies at local level** (e.g. local authorities, associations, pre-schools, etc).



REPORTING 1/2

Guidelines on how to report the data collected within the Focus Group

PHASES OF REPORTING – DELIVERABLES OF THE FG

1. Preliminary Reporting (within 1-2 weeks from the Focus Group):

- Partners are requested to send to P2 – ISIG a preliminary report (in English), consisting in the rough collected data during the Focus Group;
- In the following paragraphs/pages, indications are given for the structuring of this preliminary reporting phase;
- When complete, the template (see *next session*) may be sent to P2-ISIG and the LP, in the form of independent PowerPoint Presentation.

2. Final Reporting (max 3-4 weeks from the Focus Group)

- The template for the Final Report will be provided to partners, at a later stage (i.e. following the review of the Preliminary Report by the P2 - ISIG).





REPORTING 2/2

Template for the Preliminary Report of the Focus Group



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STAKEHOLDERS

- *Please list the stakeholders attending the Focus Group*
- *Please describe each stakeholder (i.e. organisation/institution)*
-

SESSION 1 – TARGET GROUPS

- *Please list below the main ideas resulted from the brainstorming.*
 - *What were the main target groups identified?*
-

SESSION 2 – CHALLENGES/OBSTACLES

- *Please list below the main ideas resulted from the brainstorming.*
- *What thematic clusters/areas have been identified?*
- *What were the elements included in each cluster?*
- *What did participants highlighted in terms of priorities? Were there any different priorities in terms of “challenges to be tackled”?*
- *Have there been ideas that could not be inserted in neither of the clusters?*
- *Other details*

SESSION 3 – SOLUTIONS/INTERVENTIONS

- *Please list below the main highlights of the session, by specifying the following:*
 - *Actions identified @EU level / @central level/ @local level*
 - *Strategies identified @ EU level/ @Central level/ @local level*
- *Other details from the debate*

SESSION 4 – SOLUTIONS/INTERVENTIONS AT LOCAL LEVEL

- *Please list below the main highlights of the session, by specifying the following:*
 - *Main identified strengths/resources/potentialities of the system, that may contribute at the implementation of the identified actions and strategies at local level.*
 - *Main actors that have been identified as potentially responsible for the implementation of the identified actions and strategies at local level.*
- *Other details from the debate*

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