**FAQs for EDI Chartermark Focus Groups**

**Q: Who will be in the session?**

A: There will be two facilitators to lead the session, including at least one from the Directorate of EDI, supported by one note-taker with six to 10 participants per session. Participants may come from different areas of the University, be part of different staff groups and belong to different protected characteristic groups.

**Q: What will happen in the session?**

A: The facilitators will open the session with some essential information on confidentiality to create a safe space and trust between participants and the facilitators. All will have a clear and shared understanding of privacy and confidentiality and that the responses of others will not be shared by participants outside of the focus groups. The facilitators will ask a few questions about your experience of working at the University and will ensure all participants can share and discuss related topics in a respectful, non-judgemental space.  Online sessions will be recorded/transcribed for the purpose of writing the report only. During in-person sessions, a Dictaphone will be used to record the discussion.

**Q: What will happen with my responses after the session?**

A: The recording and notes will be used to produce a written report for each session, then will be deleted. All comments in the report will be anonymised and participants will not be identifiable.

The views of participants will form part of the evidence we must consider for our EDI chartermarks, which will collectively feed into meaningful action plans that will be developed as part of the chartermark submission processes. Action plans will be shared publicly after submissions are made and our award outcome is received. Any quotes or findings from the focus groups that are included in the submissions will be anonymised and participants will not be identifiable.

The focus group reports and summaries of findings across sessions may be shared with the groups working on the chartermark submissions, other EDI groups and committees and senior leaders.

**Q: I don’t want to or can’t attend a focus group; how else can I share my views?**

A: There will be a specific survey on race equality, which will feed into the Race Equality Charter submission. This will launch in autumn 2022. Instances of bullying, harassment and discrimination can be reported via Report and Support or you can email the Directorate of EDI. The results from the 2022 University Staff Survey and previous pulse surveys will also feed into chartermark submissions.

**Q: What are the benefits of taking part?**

A: Participants will have a safe space to share their lived experiences. In doing so they will be actively supporting the University’s work on EDI and chartermarks and feeding into action which will lead to culture change and ensure that the University is a great place of work and study for all its staff and students.

**Q: Are there any risks to my taking part?**

A: We sometimes hear that negative experiences are not reported for fear that it will make the situation worse or impact on work experience or career progression. As participants’ comments will be anonymised and responses summarised, there is no risk of individuals being identified or responses getting back to line managers or colleagues.

**Q: Is there support available to me if I take part?**

A: We recognise that there may be an emotional toll for some participants in sharing their experiences. Participants and all staff and students can [access the University’s Counselling Service](https://www.counsellingservice.manchester.ac.uk/) Staff can also [access Validium, the University’s employee assistance programme](https://www.staffnet.manchester.ac.uk/wellbeing/mental-health/employee-assistance-programme/) for wellbeing support and counselling.

* [Report and Support](https://www.reportandsupport.manchester.ac.uk/)
* [Staff network groups](https://www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network/menopause-support/) can provide a great source of support
* For any ongoing situations relating to bullying, harassment or discrimination, you can access support through the [University’s Harassment Support Advisors](https://www.staffnet.manchester.ac.uk/equality-and-diversity/report-and-support/harassment-support-advisors/) or [Mediation Service](https://www.staffnet.manchester.ac.uk/equality-and-diversity/mediation/).

**Further information:**

* The University’s [Equality Information Report](https://www.staffnet.manchester.ac.uk/media/corporate/staffnet/services/equality-and-diversity/EDI_Information_Report_final_2021_v2.pdf) for the academic year 2020/21 is now available – this gives a comprehensive range of EDI data about our staff and students.
* [Directorate of Equality, Diversity and Inclusion information on Staffnet](https://www.staffnet.manchester.ac.uk/equality-and-diversity/staff-network/menopause-support/)
* [Report and Support](https://www.reportandsupport.manchester.ac.uk/)
* Email the Directorate of Equality, Diversity and Inclusion