# TEMPLATE FOR THE LETTER OF INVITATION

# Welcome

# Come share your opinions and hear other peoples’ stories in your own language!

We are organising a discussion event on equality and on relations between people in x.

The discussion will focus on attitudes, sense of safety, interaction and inclusion.

The discussion events are a way to collect views and experiences anonymously and

to send a message to decision-makers.

This is an opportunity for you to express your opinions and influence decision-making in English.

Feel free to join us at the discussion event and share your experiences and thoughts!

**Time:**  x.x.20xx from 17.00 to 20.00

**Place:** x, address, municipality

Coffee/tea and a small selection of snacks will be available to all participants from 17:00 to 17:30

The event/events is/are organised by x.

# QUESTIONS FOR THE DISCUSSIONS

**Inclusion**

1. Forms of inclusion include: 1) inclusion in one’s own life, 2) inclusion in the surrounding community and 3) inclusion in society. Question: How would you describe your own inclusion within these forms of inclusion?

2. Do you consider yourself a part of multiple communities or groups? Which communities or groups, and what visible effects does this have in your life?

3. Do you participate in decision-making (e.g. by being a candidate or voting in municipal elections and/or in parliamentary elections) or in association activities?

4. Do you have opportunities to participate and influence matters in the region and if you do, what kind of opportunities?

**Attitudes**

1. Have you experienced or observed trust or mistrust?

- If mistrust, by who and against who?

2. Is there prejudice against you? What kinds of prejudice and in what situations/matters or

places (examples)?

**Sense of safety**

1. Do you have experiences or observations of a region or place in the city being unsafe for you or for a person belonging to a specific group? If yes, please explain in more detail.

2. Have you experienced or observed discrimination against others? (education, working life,

services, restaurants, public spaces, public transport, etc.)

3. Do you feel that you are accepted as you are?

4. Do you know about your rights? If yes, could you please provide examples?

**Interaction**

1. Does your residential area have an even mix of people from different groups, or is one group larger than others?

- What kind of composition of population groups would you like your residential area to have and why?

2. Do you have friends from different population groups or only from your own group?

- If only from your own group, what kind of thoughts does this evoke?

3. Do you spend your free time and hobbies mainly with your own group or with people from different backgrounds?

- If only with your own group, what do you think of that?

4. Do you receive support when you need it, and do you give

support to others?

**Summarising question**

What should be done, and by who, to make relations between different population groups better for everyone?

# INSTRUCTIONS FOR THE ORIENTATION EVENT

**20** Työkalu kunnille hyvien väestösuhteiden edistämiseen

• There should be two moderators and two notetakers, and

participants should be split into small groups, or

- another event should be held at a later date.

**2. Instructions for the moderator**

Start the discussion by thanking the participants

• Explain the purpose of the event: an opportunity

to participate in ensuring equality

for all residents, preventing racism

and discrimination and helping everyone live together

with trust for one another.

• Participants can share their own experiences, observations

and views, and decision-makers

(city officials, politicians, etc.) can then use that information

to improve relations

• You should encourage all participants to speak,

but keep in mind that no one should be

forced to give answers.

• Explain that every experience, observation and view

is equally valuable to the discussion. There are no right or wrong

answers

• You should remind the participants that the collected information

will be reported to decision-makers anonymously, without names

or other identifying information

• Follow the schedule so that all the questions can be

discussed. There are four topics to discuss: inclusion,

attitudes, sense of safety and interaction

(approx. 30 minutes per topic.)

• If participants answer all questions on a topic in less than

30 minutes, continue to the next topic, or

take a short break of about 5 minutes.

• At the end of the last discussion, thank the participants and tell them

that some of them (2-4 people) may voluntarily

participate in a later event with decision-makers

to discuss the results

of the discussions

**3. Instructions for the notetaker**

· You will receive a chart with questions and

may write your notes directly on it

· During the discussions, you can write your notes in the

language that works best for you. After the discussions,

a clean copy of your notes should be written in Finnish or

in Swedish.

· Write as much as you can while listening to the discussions

· Do not worry about whether participants say things in a ”right

or wrong way”

· You may write some general information on the participants

Into the file. For example: If they are

immigrants, which countries are they from and how long

have they lived in Finland (less or more than 10 years),

are they women/men, young/working-age or older.

• If there are more participants:

**1. Data is collected in a discussion event where participants can speak their native languages.**

• It is important to ensure that the event is an interactive and safe space where every participant

can share their experiences, observations and views.

• The aim is not to reach an agreement but rather to have a constructive discussion.

• Discussions will be held in small groups, with no more than 12 people per group.

• Each small group will have its own moderator and a notetaker.

• If there are more participants:

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