



Engagement and Focus Group Policy

The Centre for Family Equity carries out research and community engagement as primary organizational activities. Our research takes the form of both formal academic research that is partnered with academic institutions and our own community engagement-based research that is led directly by CFE. This policy applies to both forms of research and all group engagement opportunities at CFE.

Recruitment and Engagement

CFE releases engagement opportunities in the form of focus groups and engagement sessions related to our own research, external research, government consultations, and other emergent research and engagement opportunities. Our work and engagement opportunities are emergent and often based on timely and unfolding external engagement opportunities, government policy development, and our funded projects.

- We do not guarantee an equal number of engagement opportunities for the different members of our network.
- Some engagement opportunities are broad and open to all CFE network members and others are targeted to specific groups of CFE network members.
- Some engagement opportunities are open to both CFE members and the public.
- When an engagement opportunity is open to the public, CFE members will not have priority registration access and both sign-ups from the public and from those within the CFE network will be taken on a first-come first-served basis.
- No network members are eligible to receive early notice or priority sign up and notice is distributed equally at the same time to all who are eligible.

- We will release an engagement opportunity to all the parents and caregivers who are eligible for the engagement opportunity at the same time.
- If you are not eligible for a specific engagement opportunity you will not receive an email or notice of that engagement opportunity.
- Many engagement opportunities will be filled on a first-come first served basis unless we specify otherwise in the recruitment process.

Under certain circumstances and depending on the engagement opportunity, CFE may need to determine and select the participants for an engagement session to reflect the demographic diversity required for that engagement. This means that we will not apply a first come first served policy but select participants to build the diversity needed based on geography and possibly identity markers such as gender and racial identity.

- If you have been selected to participate you will receive a confirmation email which we require you to answer to confirm your participation.

Some engagement opportunities have tight deadlines.

- We provide a minimum of 48 hours or longer to confirm your spot in an engagement session.
- If we do not hear from you to confirm your spot by the deadline stated in our email to you, we will release your spot to another and you will no longer have access to that spot.

- Lateness and Attendance

Attendance is very important as we often have waiting lists for engagement sessions.

- If you signed up and confirmed your attendance but you can no longer attend, we ask that you extend the courtesy of letting us know as soon as possible so we can fill your spot with someone on the waiting list.

- If you sign up for a session and do not show up, we will note this and reach out to you to see how you are doing and how we can support you to participate overall.
- We provide a window for late arrivals of up to **10 minutes** to respect the group and ensure discussion flow is not interrupted when a session starts.
- It is important to arrive on time to join the group for a land acknowledgement and the engagement Basis of Unity overview to ensure safe and respective spaces at CFE.
- If you do not arrive by the 10-minute mark after an engagement session has started, you will not be let in and you will not receive honoraria for the session.

Honoraria and Participation

- The honoraria amount participants will receive will be specified ahead of time and will vary based on the engagement session and the funding for various engagement work.
- If you wish to volunteer your time you have the right to refuse honoraria from CFE.
- Only those who attend the whole session will receive honoraria. Before committing to being a participant please ensure you are free to attend the session when it is scheduled.
- If you leave more than ten minutes early, you will not receive honoraria for the session.

With our Step Forward, Step Back and Potluck guiding principles for participation, we hope that while some participants may contribute more and some less, all who attend engagement sessions do speak up and impact our work with your important input.

- CFE pays honoraria via e-transfer.

If you are unable to receive an e-transfer please notify CFE staff and we will work with you directly to ensure you receive your honoraria. If you can receive an e-transfer that is the payment method we will use.

- We distribute honoraria within the time frame specified for that session or up to a maximum of one week after a session.
- CFE does not distribute engagement honoraria on demand or at different times for different people; everyone who participated will receive their honoraria at the same stated time to ensure fairness.
- If an engagement session participant is found to not respect the CFE Basis of Unity at an engagement event, CFE reserves the right to request they leave the session and/or exit them from the session without warning.
- There is zero tolerance for hateful speech towards anyone based on any aspect of their identity at CFE.