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| **Email for inviting stakeholders to participate in IO4 interviews**  |
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| IO 4 - ‘Organisational Profiles” | HCEU_logo_blueontrans.png |
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*Please find below an outline of an email you could use for contacting possible interview partners for the stakeholder surveys planned in each country for developing an organizational profile. Please feel free to modify and adapt according to your needs.*

Dear *Mr./Mrs./Ms.* *[add name of the person]*

The HCEU Competence Matrix 'Professional Care' was developed to support the transnational mobility of health care professionals (especially nursing and geriatric nurses) with regard to the recognition of formal learning abroad and training to prepare them for a qualification standard in the target country. It describes the entire area of general nursing and geriatric care in a comprehensive competence matrix. The competence matrix is divided horizontally into (partial) work processes / competence areas and vertically into levels of competence development (red from left to right with increasing competence). Depending on the degree of competence development achieved with a particular programme/qualification, it is possible to compare different qualifications on the basis of so-called "organisational profiles".

In this way, it is possible to identify gaps between two qualifications relevant to training and recognition procedures in the context of transnational mobility of health professionals.

As you are an expert in the field of[add your country], we ask you to conduct a survey with yourself in order to determine the organisational profile of[add selected nursing qualification]. This profile expresses the extent to which the competences described in the matrix "Professional Care" are usually achieved by a professional with this qualification after completing his/her studies.

Our contact will take place in three steps:

(1) A session of about 20 - 30 minutes for a detailed introduction to the project and guidelines for completing the questionnaire.

(2) During this meeting you will receive the questionnaire (print or online version),

(3) A closing session of about 15 minutes to make a final clarification for completing the questionnaire and collecting it if necessary.

Your contribution will support the objectives of promoting transnational mobility of health professionals. At the end of the process, you can view the results online in a three-dimensional version of the Competence Matrix.

I look forward to hearing from you!

Many thanks in advance.

Yours sincerely

 *[add your name and organisation]*