

Diversity and inclusion working group: Terms of reference



Background

Since its establishment in 2017, ECDPM's gender task force has dealt with gender-related issues within the Centre – linked, among others, to the organisation's structure, human resources, wage policies, recruitment, and the gender composition of ECDPM's staff. During the management review process in 2018 and 2019, issues of diversity were further pointed to as important aspects for ECDPM to address as an employer. In early 2020, a decision was made to lift the issues of diversity and inclusion in terms of ECDPM's internal management out of the gender task force, and allocate them under the reinforced human resources department, under the leadership of the head of human resources.

These terms of references aim to guide the work of the diversity and inclusion working group for two years (until September 2022), after which they will be evaluated.

Objective

The overarching objective of the working group is to develop a Diversity and Inclusion Strategy and action plans, and support their implementation.

Against this background, the working group will conduct the following activities and have the following responsibilities:

- draft a Diversity and Inclusion Strategy and related action plans;
- steer the implementation of the strategy and related activities;
- advise the management team on issues of diversity and inclusion;
- serve as a point of contact for staff with regards to issues of diversity and inclusion;
- monitor progress on the implementation of the strategy and the action plans; and
- ensure regular exchanges with the gender task force (at least twice a year) and with the management team (at least four times a year).

The working group's composition

The composition of the working group is not fixed, yet a number of factors are deemed important: balance in terms of diversity and representation of all staff groups (support, programme and

management), continuous representation of the gender task force, and leadership of human resources, with support from other members of the group.

Working method

The working group is headed by the human resources department. The size is advised to be capped at eight people – though less or more may be necessary at given times.

The working group will have at least four meetings per year, with more when deemed necessary. A dedicated budget line for human resources/diversity and inclusion will be created.

Minutes of the meetings will be made available to staff via ECDPM's Google Drive, ECDPM's internal newsletter and the Centre's intranet.