

## **INITIATIVE GENDER, DIVERSITY AND INCLUSION**

### **MEMBERSHIP AND TERMS OF REFERENCE**

#### **Section I - Membership**

##### **1. Composition**

1. The composition will include representatives of all internal stakeholders:

- six professors (one from each department), including representatives from MINT and research centres on the thematic;
- two or three post-doctoral researchers;
- six students with expertise on the topic, including GISA and AdA representatives (at least 2 PhDs);
- one representative from Executive Education;
- six Administrative Staff including one from Communication, Library, HR and Student Services;
- one representative of the Direction at large (Direction, Academic Direction, Executive Direction);
- the Initiative's Coordinator;
- one member of the Advised and Support team, former Antenne H

2. The composition must strive for, to the extent possible, a balance in terms of gender and background (age, origin, seniority, etc.).

3. The initiative can also consult experts and any person deemed helpful. The Facilitator may extend invitations to the meetings as appropriate.

##### **2. Nomination**

Each organ/association below will organise an open call to its community, or nominate their representatives in collaboration with the Initiative:

- The department chairs/MINT chair will nominate the six professors.
- GISA and ADA will nominate one representative each. The other four will be identified by the initiative based on their particular expertise.
- Heads of Communication, Library, HR and Student Services will nominate one member each, and the three others will be nominated by the COPAT.
- The Director will designate the Direction's representative and the Facilitator.
- The Executive Director of Executive Education will designate the Executive Education representative.

Each organ/association must strive for, to the extent possible, a balance in terms of gender and background (age, origin, seniority, etc.).

### **3. Duration**

1. It is typically a two-year term, renewable once, with a minimum of one year (in particular for students).
2. Members can step down before the end of their term. They must inform the initiative at least three months before the end of the term in order to give Facilitator enough time to find a replacement. If a replacement cannot be found before the three months, the initiative can designate an interim member until a new member is nominated.
3. Members who miss more than three meetings may be asked to step down by the Facilitator who will begin a replacement procedure.
4. Members who are on maternity leave or who take a sabbatical should appoint another member in their absence and may be asked to step down by the Facilitator if the sabbatical period exceeds six months.

### **4. Rules**

1. It is a voluntary-based membership in support of the Institute. Members will not receive compensation for their work.
2. Administrative Staff will take time during working hours and will ask their hierarchical responsible.
3. Members are subject to a strict duty of confidentiality.
4. Agendas, minutes, and any other documents, unless otherwise specified, are confidential and not to be communicated outside of the initiative.

## **Section 2 - Organisation**

### **1. Facilitator**

1. The initiative nominates one to two Facilitator(s).
2. Facilitator(s) will prepare the meeting agendas with the support of the Coordinator and will have the power to coopt or appoint additional members to the initiative or grant powers of audience and debate.
3. Facilitator(s) are nominated for a two-year term, renewable once.
4. Facilitator(s) can step down before the end of their term. They must inform the initiative at least three months before the end of the term. The initiative must nominate a new member, and, if need be, interim Facilitator(s).

## **2. Administrative support**

1. The Initiative's Coordinator will provide administrative support for the Initiative.
2. The Coordinator prepares the Initiative's meeting agendas with the support of the Facilitator(s) and pertinent documents, and organises the meetings and follow-up on action points.
3. The Coordinator ensures the implementation and follow-up of the strategic plan and helps prepare annual reports.

## **3. Working**

1. The Initiative holds regular meetings each semester.
2. The Initiative has access to a budget to allow the implementation of its strategic plan.
3. The initiative can create working groups and task forces.

## **Section 3 - Terms of Reference**

1. The Initiative was endorsed by the Institute's Director on 19 April 2021.
2. The mission/objectives of the Initiative will be to:
  - develop and implement equity and diversity strategies, goals and targets linked to the institutional strategy and operational planning process;
  - initiate policy initiatives that support equity, diversity and inclusion;
  - evaluate progress towards achieving equity and diversity, and strategise targets and best practices;
  - tackle equity, diversity and inclusion related matters referred to the Initiative;
  - comply with relevant legislative and reporting requirements, including state and federal legislation, or research funders (eg. European Union, Swiss Federal National Science Foundation, etc).
  - review and audit progress and achievements in relation to equity and diversity in Faculty/Divisional operational planning;
  - consult with and advise appropriate committees and responsible Institute departments on equity and diversity matters;

- provide an innovative forum for the discussion of equity, diversity and inclusion issues within the Institute;
- contribute to the communication and reinforcement of shared values around equity and diversity to support a culture of inclusiveness within the Institute and carry out the principles of the Institute's Charter;

3. In addition, the Initiative shall deliver:

- a strategic report including indicators, statistics, progress impediments and ways to overcome them every four years;
- an annual action plan;
- an annual report to be presented to the Community compiling key figures from divisions and faculties on implementation and operational issues of equity;
- a yearly budget for the Director's approval. Any additional financial need must be presented to the Director for approval.