

# Action Plan for Diversity & Inclusion Activities 2023

Listed below are the actions set for ITU in 2023.

Actions will form the base for the annual report on diversity and inclusion at ITU among other goals and indicators.

The action plan is approved by Executive Management in May 2023.

## Diversity & Inclusion Actions 2023

Name of the initiative	Activity	Goal	Responsible	Co-responsible	Timeframe
<b>Workshop for teachers in relation to Sexism</b>	As part of the Gender Equality Plan and the strategic goals of creating an attractive and inclusive work environment, Executive Management has decided that all teaching staff at ITU— from PhDs to full professors—must attend a 2-hours workshop on social norms, bias training, and sexism spotting. This process was started with two workshops facilitated by Kvinfo and Normværk in autumn 2022. To offer the workshop for all faculty members, we host six additional workshops in 2023.	Conduct workshops for full-time teachers.	Dean of Education	-	2023

<b>Awareness workshops on Generations</b>	2-hour workshops in each Scientific Department.	Insight in coexistence of several generations in the workplace.	Head of HR	Heads of the scientific Departments	Fall, 2023
<b>Bias training</b>	Mini workshops for Head of Study Programme (HoSP). Spring 23: Test of the Develop Diverse tool, collect best practices and identify local actions. Fall 23: develop soft-skills toolbox for faculty and students.	Test tools for building bias awareness among faculty and students. Identify soft skills needed and existing best practices that can lead to a more inclusive study and working environment.	Dean of Education	DoE Support	2023
<b>Change in the contact procedure for students in case of harassment and an information campaign to support the initiative.</b>	A change in the contact procedure and support structure for students who experience harassment. The initiative also includes an information campaign which supports the initiative.	To establish better and more transparent contact procedures and inform students about who and how to contact etc.	Head of Communications	Head of SAP	2023
<b>Diverse TA recruitment and training</b>	If the relevant recommendations from the current TA recruitment analysis project are approved a process for recruitment of a diverse TA pool is planned to be designed based on a thorough analysis and recommendations in Spring. Expected implementation phase in Fall 2023.	Increase diversity and add to an inclusive learning environment.	Dean of Education	Head of SAP, Head of Management Secretariat, Head of HR	2023
<b>Channel for input and inquiries to the committee</b>	Establishment of D&I email.	Opportunity for employees and students to give input to the D&I committee's work.	Head of HR	Head of Communications	Spring, 2023
<b>Women in Research</b>	Establishing "Women in Research" as an organizational driven event held more than once a year.	Contribute to a more inclusive working environment for female researchers at ITU.	Heads of scientific departments (initiative CS)	Head of Management Secretariat	2023

<b>Questions in the APV</b>	Include questions about the staff's experience of feeling included when working at ITU.	Insight into the extent to which employees feel included in the workplace.	Head of HR		2023
<b>Target figure for the underrepresented gender in management</b>	Policy rules for reporting on the underrepresented gender in management.	Approved policy for implementation.	Head of HR	Head of Communications	2023
<b>Event at ITU in the light of Copenhagen Pride</b>	An internal D&I event at ITU related to Copenhagen Pride week.	Contributing to Copenhagen Pride Week activities by highlighting their core values, incl. inclusion, gender equity, and norm criticism.	Head of HR & head of Communications		August 2023