

# Rules of procedure for Committee for Diversity and Inclusion at ITU

The IT University of Copenhagen's (ITU) mission is to deliver internationally leading teaching and research which enable Denmark to become exceptionally good at creating value with IT. ITU's ability to attract and retain talented scientific and administrative staff as well as students is key to the success of this mission.

ITU believes a diverse and inclusive work and study environment is a prerequisite for attracting and retaining qualified staff and students. To promote a diverse and inclusive environment at ITU the Executive Management has established a Committee for Diversity and Inclusion.

## **The purpose of the Committee**

The committee is responsible for ensuring actions on initiatives that promote a diverse and inclusive work and study environment at ITU in alignment with ITU's mission, vision, and strategy. The goal is to ensure noticeable progress in areas where there is a defined goal due to inequality. The committee must especially focus on areas where there is limited progress and/or areas where special attention is needed to achieve the goal of a diverse and inclusive work and study environment that attracts and retains qualified staff and students.

The committee serves to advise Executive Management in matters related to promoting a diverse and inclusive work and study environment at ITU.

## **The composition of the Committee**

The Committee consists of

- Rector (Chair)
- Head of HR
- Dean of Education
- Head of Communication
- One Head from a department for scientific staff
- One working environment representative
- One student representative

HR will support the Committee's work.

The committee members act as ambassadors for the diverse and inclusive work and study environment at ITU and must thus support and work to promote initiatives and actions that strengthen the goals for diversity and inclusion at ITU.

## The tasks of the committee

### The committee

- identify and recommend concrete goals to ensure the goal of a diverse and inclusive work and study environment at ITU
- identify and recommend initiatives, actions, and instruments that can be implemented to promote and ensure the goal of a diverse and inclusive work and study environment at ITU
- identify structural and cultural barriers for diversity and inclusion at ITU
- works continuously on how to ensure local anchoring and action on the agreed initiatives, actions, and goals for the diverse and inclusive work and study environment at ITU
- is responsible for the diversity and inclusion action plan for staff and students, including concrete initiatives, in a one-year cycle as described in ITU's gender equality plan (GEP) and the current goals for diversity and inclusion. The action plan is to be approved by Executive Management.
- is responsible for annual reporting regarding staff and students as described in the ITU's gender equality plan.

## Meetings

The Committee for Diversity and Inclusion convenes at five ordinary meetings a year. Duration 90 minutes per meeting. In addition to the ordinary meetings, the Chair may call for extraordinary meetings. Attendance is mandatory, no substitutes can be sent, but guests can be invited to participate when deemed relevant.

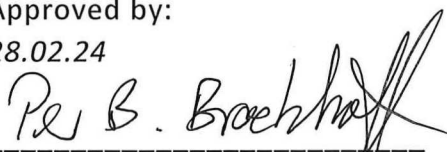
The Committee is served by HR who support the Chair with organizing meetings, proposing agendas, and meeting minutes.

## Reference to the Executive Management

The Committee acts as an advisory body to the Executive Management in matters concerning diversity and inclusion. The Chair informs the Executive Management of the work of the Committee and the Chair proposes recommendations, initiatives, etc., incl. funding, for decision and/or approval by the Executive Management.

Approved by:

28.02.24



Rector, Per Bruun Brockhoff