

Standards-Makers: Inclusive as Standard Diversity & Inclusivity Advisory Panel Founding Principles

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1. Background

In September 2019 the Standards-Makers Leadership Steering Group approved the Standards-Makers Diversity & Inclusivity Strategy and Action Plan enabling us to launch it as Inclusive as Standard. Through our Inclusive as Standard initiative we will:

- ❖ create a more diverse community of BSI standards-makers and an inclusive standards-making environment
- ❖ create more inclusive standards which responsively address different human and stakeholder needs
- ❖ ensure BSI is a recognized leader in diversity and inclusivity in the global standards development community

One of the highly regarded proposals within the action plan was the creation of a Diversity and Inclusivity Advisory Panel. This document aims to provide more detail and enable us to start inviting applications to join the panel.

2. Scope

The role of the Panel is not to make standards but to be a resource supporting and advising BSI and UK standards-makers on how we can create a diverse standards-making community, an inclusive standards development environment / process and on how we can systematically develop all standards to be inclusive. As such the Panel and Panel members will:

- ❖ Recommend – develop and explore ideas, propose changes to tools, systems, processes, etc. that will enable a more inclusive environment and standards
- ❖ Review – play the role of critical friend when reviewing BSI proposals in standards development related to equality, diversity and inclusivity
- ❖ Recruit – Be champions of standards and standards-making and help introduce new stakeholders and audiences to getting involved
- ❖ Advise – Support committees and chairs with equality, diversity and inclusion expertise during the standards development process

The ultimate objective of the Panel will be to make itself redundant because diversity and inclusivity of standards development and standards have been systematically and comprehensively embedded and integrated into the standards ecosystem.

3. Membership

The membership of the Diversity and Inclusivity Advisory Panel is open to all those with expertise (which includes lived experience) in any area of equality, diversity and inclusion and all those who work with or represent people who are typically excluded or underrepresented. We have not included a list here because we will remain open to anyone who expresses an interest in joining the panel; the main criteria for joining will be relevant expertise/representation *and* a willingness to contribute to the development of more inclusive standards and standards-making.

3.1 Roles and responsibilities

The idea is that the panel has a relatively flat structure with no sub-panels nor working groups and only a Manager and a Chair to ensure the Members can engage in meaningful work and that meetings and discussions run smoothly. The expectations for each role are as follows:

Panel Manager – this is the BSI colleague (the Standards-Makers Development and Engagement Manager) who will be responsible for working with the panel Chair to steer the discussions/work of the panel, organizing meetings, setting up the tools the panel will use for its work and who will be the liaison between the panel and BSI.

Panel Chair – The Panel Chair, like panel members, will be a volunteer. The Chair will be expected to work closely with the BSI Panel Manager to decide the areas of focus and discussion for the Panel. The Chair will be responsible for helping to attract members to the Panel and for chairing all panel meetings and discussions (both virtual and face-to-face).

Panel Members – Panel members will be asked to contribute ideas, comments, expertise and experience to help BSI develop its activities and programmes. This will involve participation in one face-to-face meeting per year, joining online meetings, joining an online platform (such as Microsoft Teams for example) where members can chat / work collaboratively and working via e-mail.

Please note that since this Panel is new we have included here the expectations as we see them for now; the above may evolve over time as per recommendations from the Panel itself.

3.2 Application and selection process

Application process

Anyone interested in joining the panel will be asked to complete a short online application form although alternative formats will be available for those who might require them. The application form asks for:

Personal details*

Employer information

Stakeholder representation

Relationship to standards

How they heard about the Panel

Short personal statement about what they will bring to the Panel*

Items marked with an * are required.

A replica of the application form can be seen in Appendix 1.

Selection Process

At the moment we will endeavour to be as open as possible in the Panel's membership seeking only to ascertain if someone brings relevant experience/expertise and/or a relevant voice to the discussion. If we find the Panel becoming too large or imbalanced we will then consider placing further restrictions on membership.

3.3 Culture

The culture we want to create on the Panel is one where we focus on the positive impact greater equality, diversity and inclusivity can bring not just to the standards-makers experience but also to the quality and relevance of the standards themselves. The Panel should help enable those who feel they can be champions of the initiative to get more involved and provide support, advice and expertise to committee members and chairs when they need it. The culture will be/have:

- ❖ Open and transparent – support open and honest conversations without fear of reprisal or reprimand to learn from one another; be clear and open about expectations internally and externally
- ❖ Enabling and empowering – provide support, advice and expertise to standards-makers and BSI to help build an inclusive environment and create inclusive standards
- ❖ Solutions-focused – foster an approach focused on identifying good practice already in place so that its potential can be maximized and on finding solutions where improvement is needed

Our primary goal is to bring all our standards-makers with us on this journey by being clear and transparent about the expectations and by providing the expertise, training and support they need to implement change and by helping them to see what's in it for them.

4. Measures of success

The Panel itself will not be directly responsible for delivery of any specific work items but this does not mean the Panel is not expected to have an impact nor that we will not be able to measure that impact. Given the role of the Panel, we will be able to share credit for the success of the Standards-Makers: Inclusive as Standard initiative with the Panel. Just **for information purposes only**, the success of Inclusive as Standard will be measured as follows:

Outcome	Measures
<p>❶ A more diverse community of BSI standards-makers and an inclusive standards-making environment</p>	<ul style="list-style-type: none"> ✓ Numbers – has diversity amongst committee members grown and to what extent; how many relevant new nominating organizations have we engaged ✓ Action – what new campaigns have been run and what was their level of success; what relevant events have featured a BSI presence ✓ Feedback – survey designed to measure how inclusive the environment feels ✓ Implementation of new policies and procedures which enable change
<p>❷ More inclusive standards which responsively address different human and stakeholder needs</p>	<ul style="list-style-type: none"> ✓ Numbers – how many new/revised standards have been intentionally developed/revised to be inclusive ✓ Tools – delivery of new tools and resources and implementation of new procedures to enable committees to develop inclusive standards ✓ Embedding – to what extent are the changes being embedded as systematic, standard operating procedure ✓ Feedback – are the inclusive standards actually effective, are they changing anything when used
<p>❸ BSI / the UK is a recognized leader in diversity and inclusivity in the global standards development community (esp. as relates to the Gender Declaration)</p>	<ul style="list-style-type: none"> ✓ Level of involvement and influence of BSI in development of policy at international / European level ✓ Level of demand for advice from BSI ✓ Extent to which BSI approach is adopted / mirrored elsewhere

5. Taking action

The list below outlines the types of activities with which we would like the Panel to get involved. The findings, recommendations etc. of the panel will be reported back, via the Panel Manager, to the BSI Diversity and Inclusivity Working Group which takes the lead in the delivery of Inclusive as Standard.

- Evaluate/analyse promotional materials and role descriptions, etc. to assess their level of inclusivity
- Proactively “recruit” relevant new organizations to the Panel and to get involved in standards development
- Review the results of the inclusivity survey and assist with analysis
- Assess the inclusivity of the standards-makers journey end-to-end
- Review all systems, processes and procedures at every stage of the standards development process to identify opportunities to be more inclusive
- Help support the development of diversity and inclusivity “champions” on strategy-level / top-tier committees
- Recommend how to approach making all standards systematically inclusive
- Make recommendations for change in European / international standards policy to ensure it is more inclusive
- Provide robust and well-informed input / feedback on proposals, items for discussion etc. from BSI

How to apply

If you would like to join the panel, please complete the short online application form which can be found here:

<https://www.surveymonkey.co.uk/r/BSIdnipanel>

Appendix 1 – Application Form

Standards-Makers Diversity & Inclusivity Advisory Panel Application

Introduction

Thank you for your interest in the BSI Standards-Makers Diversity and Inclusivity Advisory Panel. If you have already read the Panel's Founding Principles and are happy to participate on that basis, please proceed with this short application. If you have not read that document, please contact us on standardsmakers@bsigroup.com before completing this application and we will send you the document to read before applying.

Application Form

* 1. Your personal details

Your first name
Surname / last
name
Email Address
Phone Number

2. Tell us about your employer

Company name
Area of activity / type of organization

* 3. Who will you be representing on the Panel? You may select both if applicable.

Myself and my own expertise and experience
My organization and our stakeholders

4. What is your relationship to standards? You may select more than one (e.g. standards-maker and standards user).

I use them at work
I make them / I am a committee member
I know about standards but have not been involved with them as a maker or a user
I don't know much about standards

5. How did you hear about this panel? Please select one and then provide additional details in the comments box.

Someone from BSI recommended I get involved
From a Panel Member
On the BSI website
On social media
Please provide more details (e.g. the name of the person) about your answer choice here below.

* 6. Please tell us why you would like to be on the Panel. What type of experience, expertise and stakeholder representation would you bring? What do you hope to achieve through your participation?