

22/10/2024

Insight EDI Action Plan

2024-2025

Insight



Executive Summary

The Insight Centre for Data Analytics has developed a comprehensive Equality, Diversity, and Inclusion (EDI) Action Plan for 2024-2025, led by its EDI Committee. This plan aims to foster a more inclusive, diverse, and equitable environment throughout the Centre's operations, from recruitment practices to community engagement.

The plan is organized around four core focus areas, each with clear objectives:

1. **Recruitment and Retention:** Aims to increase representation from underrepresented groups, ensure fair and transparent hiring processes, and enhance onboarding and career progression support.
2. **Inclusive Research:** Ensures that Insight's research considers diverse populations and integrates inclusivity into data science, AI, and machine learning projects. It includes steps like creating EDI-compliant datasets and developing tools to assess inclusivity in research.
3. **Training and Development:** Focuses on raising awareness through EDI-related training, appointing EDI representatives at each site, and establishing mentoring frameworks to support career growth and leadership in EDI initiatives.
4. **Community and Culture:** Aims to build a welcoming and inclusive community by celebrating diverse cultures, planning inclusive events, and ensuring accessibility for individuals with disabilities.

The action plan outlines specific steps, allocates resources, and defines measurable outcomes to track progress and ensure accountability in fostering a more inclusive culture within Insight.

Introduction

The Insight EDI Committee was established to raise awareness and offer guidance on Equality, Diversity, and Inclusion (EDI) matters within the Centre. One of the committee's key objectives was to develop an EDI Action Plan, which is now being presented to the Insight Executives for approval. This plan is the result of a thorough consultation process and a review of best practices, with significant contributions from all committee members. Special recognition is given to Committee Chair Naadiya Carrim, Coordinator Luciana Herda, and the leaders of the four working groups and their respective teams for their dedicated and coordinated efforts in its development.

The full list of the EDI Committee is as follows:

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| 1. Cheryl Nolan (Chair; WG4 Lead) | 11. Jaime B Fernandez |
| 2. Chrys Ngwa (Deputy Chair) | 12. Julia Dietlmeier |
| 3. Naadiya Carrim (Former Chair) | 13. Kata Szita |
| 4. Luciana Herda (WG1 Lead) | 14. Long Pham |
| 5. Ali Intizar | 15. Louise Holden |
| 6. Bharathi Raja Chakravarthi (WG2 Lead) | 16. Megan Griffin |
| 7. Carmen Martin | 17. Siobhan O'Neill (WG3 Lead) |
| 8. Claudia Mazo | 18. Suzanne Little |
| 9. Diego Garaialde | 19. Thompson Kwarkye |
| 10. Isabel Meza Silva | 20. Kalyn Potter |

Working Group 1: Recruitment and Retention

Objectives

Focus Area I: Recruitment

- 1.1 Increase visibility across underrepresented groups in Insight as per HEA National Access Plan 2022-2028¹ national action plan.
- 1.1.2 Develop internship programmes to target students and early-career individuals
- 1.3 Work closely with institutional EDI Committees to ensure hiring process mechanisms are fair and bias-free
- 1.4 Increase transparency and clarity in processes & opportunities to join Insight
- 1.5 Improve on-boarding and off-boarding processes

Focus Area II: Retention

- 1.6 Increase transparency and clarity in processes for internal career progression
- 1.7 Promote employee resource groups (ERG) for community building, networking, and support
- 1.8 Promote training opportunities for research and operations roles
- 1.9 Establish internal mentoring programmes

How We Aim to Get There

Action Steps	Resource Allocation
<ul style="list-style-type: none">Establish concrete action and output for each objective (i.e. guidelines, process, folder, etc.)<ul style="list-style-type: none">Pre-identified by WG1Approve actions by Exec. CommitteeEstablish short, medium, long term for each actionAllocate responsibility to each action (site specific, Insight central, committee)	<ul style="list-style-type: none">InfographicsTime allocated by people responsibleBudget for training opportunitiesAgreements with sites for attending courses

Key Measures of Success

Key Measures of Success	<ul style="list-style-type: none">Number of EDI training sessions completed by employees.<ul style="list-style-type: none">Number of staff trained in inclusive language, accessibility, inclusive workplaceNumber of employees participating in mentorship or leadership programs (mentors & mentees)Number of active ERGs establishedEmployee satisfaction with work-life balance, departures (via internal surveys)The number of EDI guidelines developed and implemented
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¹ HEA National Access Plan: A Strategic Action Plan for Equity of Access, Participation and Success in Higher Education 2022-2028: <https://hea.ie/policy/access-policy/national-access-plan-2022-2028/>

Working Group 2: Inclusive Research

The aim of inclusive research is to ensure research projects/papers/conference publications/presentations/meetings/events/committees all consider diverse populations and viewpoints.

Objectives:

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| 2.1 | Regular Reporting: Annual reports on EDI progress and outcomes. |
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| 2.2 | Feedback Mechanisms: Systems for collecting and acting on feedback related to EDI issues. EDI email will be closely monitored for suggestions and these will be discussed at monthly committees. |
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| 2.3 | Continuous Improvement: Processes for regularly reviewing and updating the EDI action plan. |
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| 2.4 | Output Assessment: Tracking of EDI initiatives and how they align with the centre's research outputs. |
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How We Aim to Get There

Datasets used for analysis and algorithms training should aim to be EDI compliant. Insight as a data analytics centre can lead a policy on inclusive Artificial Intelligence (AI) which will ensure that all data collection will make sure that there is equal representation from minority groups. EDI in data science and Machine Learning (ML) will improve the quality of algorithms and decision support.

In the short term, we can start with a simple checklist of EDI compliance for any data collection, training and testing phase for AI/ML algorithms and as a long term goal Insight can develop a tool to check EDI compliance of any AI/ML models.

Short term goals	Long term goals
<ul style="list-style-type: none">• Awareness for researchers on how EDI should be implemented in their research• Celebrate or highlight all researchers joining Insight, urge researchers to disseminate their interests to promote collaboration• EDI related research on webpage• Invite -inclusivity in research about-disability in Ireland-disabled student in postgraduate	<ul style="list-style-type: none">• Representation of all diversities to be considered (need to engage with different groups e.g. Neurodivergent, LGBTQ+, culturally)• New funding/proposals: EDI component has to be in there, inclusivity has to be considered• More inclusive and diverse events (social and research e.g. Pride day)• Resources to help individuals include EDI in research

Key Measures of Success

Key Measures of Success	<ul style="list-style-type: none">• One seminar per month from Insight researcher• Event(s) at each Insight Scientific Plenary• Report annually research outputs on EDI-Count the number of highlighted Insight projects that celebrate inclusive research• Provision of specific resources on designing and executing inclusive research
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Working Group 3: Training and Development

The aim of the Training and Development Action Plan is to raise awareness of EDI amongst the Insight community by promoting a greater understanding and engagement with EDI topics, and fostering an inclusive community.

Objectives

3.1	Appointment of EDI Representatives at each Site
3.2	Recommended trainings/activities (2 per year) <ul style="list-style-type: none">• Leverage institutional training opportunities• External training welcome (budget dependent) and will be made available centre wide• Training to be duplicated to enable greater inclusivity• Training to be tracked centrally
3.3	EDI Recognition Awards <ul style="list-style-type: none">• EDI Research• EDI Champions for activities and engagement
3.4	Monthly Seminar Series on Insight EDI research
3.5	Mentoring Framework

How We plan to Get There

Action Steps	Resource Allocation
<ul style="list-style-type: none">• Launch event for EDI@Insight• Approval for 2 trainings/activities per year from CEO, COO and Exec• Central reporting required (development of reporting mechanism)• Development of 'What is EDI?' resource• EDI Representative: development of form, call for volunteers, training• 'Blue Ribbon Campaign Day' to raise awareness - each site to host locally	<ul style="list-style-type: none">• EDI Representative at each site• Campaigns to strengthen EDI culture and awareness (in conjunction with WG4); 'Blue Ribbon Campaign', Signposting and supports• Space at Insight Plenaries for EDI activities• Budget required for external trainings, campaigns and events (€2,000 per annum)

Key Measures of Success

Key Measures of Success	<ul style="list-style-type: none">• EDI Clinics 2 per year (e.g. Blue Ribbon Campaign)• 2 trainings/activities per Insight member per year• 1 seminar per month from Insight researchers• Event(s) at each Insight Scientific Plenary
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Working Group 4: Community and Culture

The aim of the Community and Culture Action Plan is to create an environment where all individuals feel welcome, and to have an Insight community where all cultures are represented and respected.

Objectives

4.1.1 Survey for Community and Cultural Needs

4.1.2 Cultural Mornings (2 per year)

- Encourage engagement and community spirit in each site

4.1.3 Inclusive Events

- EDI stand at plenary in 2025
- Use social media to promote days of significance
- Have a checklist to ensure events are inclusive

4.1.4 Communication

- Create a guide of things that people need to be aware of e.g. font used, colour contrast etc.
- Communication content should be EDI proof
- Website should be designed to cater for those with a visual or hearing impairment

4.1.5 EDI Checklist

- Develop a detailed EDI Checklist tailored for Insight to foster and integrate an inclusive environment. It will serve as a strategic framework to promote diversity and ensure that inclusive practices are deeply ingrained within the Centre's culture.

How We Aim to Get There

Action Steps	Resource Allocation
<ul style="list-style-type: none">• Create a survey to identify the needs of individuals• Gain approval for budget for cultural mornings across all sites• Create a calendar with days of significance for communication team• Create a guide for inclusive events• Ensure website is equipped to cater for those with visual or hearing impairments• Identify EDI representative at each site• Create an EDI Checklist for Insight	<ul style="list-style-type: none">• EDI representative at each site• Budget to host cultural mornings• Space at Insight Plenaries for EDI activities• Regular communication on upcoming events/days of significance• Update website to ensure its equipped to cater for those with visual or hearing impairments

Key Measures of Success

- Cultural mornings at all sites with active engagement
- Regular communication on upcoming events
- Website that caters to all
- Events are inclusive in nature

Conclusion

The Insight EDI Action Plan is a strategic and important initiative aimed at embedding equality, diversity, and inclusion into all aspects of Insight's operations. Through coordinated efforts across four working groups, the plan seeks to address key areas such as recruitment, research, training, and community culture. The action plan is designed to be both practical and impactful, with clear action steps, resource allocations, and measurable outcomes for success.

By promoting inclusivity in recruitment, fostering diversity in research, and creating a supportive community, Insight aims to set a benchmark for EDI practices within the Centre and beyond. The implementation of this action plan will not only enhance the internal culture but also contribute to the broader societal goals of inclusivity and equity.