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# DiversIT Charter – Operational Document

This document acts as an operational / FAQ document which shows how associations (and eventually companies, educational establishments and others) will work through the charter stages and how the CEPIS Central and CEPIS Women in IT Taskforce teams manage the charter.

## Becoming a signatory to the DiversIT Charter

### *1. How does an association start on the DiversIT Charter*

The association might have become a signatory to the charter on 10<sup>th</sup> May 2019 and this shows their willingness to start on the structured set of tasks outlined in the Bronze, Silver and Gold stages of the charter.

Should the association signup after this point, it will do so via the web or a verbal request to the CEPIS central team.

Within a month of signing up, the association will outline the names of the Women in IT group of volunteers which has been put together to work on the DiversIT Charter tasks, and will give the name of the senior executive within the association who will support and work on these activities with them. It is crucial to have a senior figure in the team to give credibility and power to the team's work.

As the association then starts on the bronze level (or subsequent levels), they will see a series of activities to work through as shown in the Overview Document (DiversIT Charter – Overview Stages and Criteria V4 – April 2019). When they have completed some of the activities (about 60% of the level) they can put in an application to be awarded the Bronze (or subsequent) level certification.

## The Application Process, the award process and country associations gaining 'awarding status'.

### *2. How does the application arrive at the CEPIS office and what happens next (and additional effort)*

The application forms (as exemplified by 'Application form for Bronze – V1 – 24022019.doc) will be available for download from the CEPIS website (Women in Tech section) for any association who wishes to download them. The forms are self explanatory and require the applicant to give evidence of the work they have done to support women in the technical professions. The website will give instructions on where to send the document when it has been completed by the association. The

The association will be aware that there are two assessment dates in any one year, but only one award ceremony. This will enable an association to apply for two awards in one year if the standard of the work they are doing on Women in IT progression is good enough.

### *3. How do CEPIS assess the applicant*

When the application is received by the CEPIS team they will notify the Women in IT Taskforce and at two dates in the year (January and September), the taskforce will come together to assess nominees for the levels. This will require that entries are read by the Taskforce, that there is a quorate number of taskforce members reading the entries, and that a meeting (online or face-to-face) is convened to discuss the results.

The meetings will need to happen in January and September within a year to ensure that applicants are assessed and notified before the annual awards ceremony which we believe will be at or alongside the November CEPIS council meeting.

Associations will be judged to have attained a level when they meet >60% of the criteria at the level, although, judges will ensure that they take into account the size of the country or association.

### *4. How do we tell the applicant they have succeeded or failed*

Applicants will be notified by email from the CEPIS office on the days after the January or September assessment review meetings. The Taskforce will notify the office of those applicants succeeding or failing in their applications, and proforma emails will be available to send out. Where an application is a failure, the Taskforce will offer positive suggestions of activities which will enhance the work in country, with a view to receiving an application from the organisation in the next round.

### *5. What is the process for awarding the charter and who sends out the logos*

Applicants who have succeeded in their accreditation attempt will be offered one of three (bronze, silver, gold) Logos which can be shown on their website or on materials which they want to disseminate related to their work on women in IT. The rules for the use of this logo will be displayed on the CEPIS website and will be mailed to them as the logo is made available to them in their notification of success (See point three above).

Countries who have been awarded a status during the year will be invited to attend the award ceremony as outlined in the marketing documentation.

### *6. How do we hold information about charter holders and stages they have earned*

Currently, we have plans to have a country re-assess themselves when they reach 'awarding' status. Once earned, a country association will have the right to say that they have achieved bronze, silver or gold status of the charter. However, we believe that we will need to keep a formal record, held by the CEPIS team, of the countries and companies who have achieved a given status. At a minimum it will contain:

- Name of association / Name of Company
- Name of Executive

- Name and contact for Women in IT project team
- Country
- Dates of achievement
- Level of achievement / result
- Assessment documents
- Application documents
- Industry sector (if company)
- Fees / Subsidisation
- Other Liaison or Contact person in the association or company
- Re-Assessment year and result

This can be done simply in a locked spreadsheet. We also believe that country status should be shown on the CEPIS website as this would be part of the value proposition to the country association. In the notification email shown in point 3 above, countries will be asked to agree to their names and status being shown on the CEPIS website in this light. Associations will need a method in order to update company information as they award the charter to organisations within their country.

*7. How would we rescind the charter status from a country and what would cause this*

Currently there are no plans to do so, however this can be reviewed annually, and it is recognised that as country associations achieve gold level awarding status (see point 7 below), this will become more pressing. We envisage asking associations to be re-assessed if they have awarding status on an bi-annual basis and can look at the same process with companies.

*8. How would we award a country organisation 'awarding status' and how would we record the companies that they had in-turn awarded status to?*

At the point of attaining Gold level of the DiversIT accreditation, a country organisation will then have the right to become an awarding body in their own right. It will then be able to assess companies, educational establishments and partners in country or region and certify *them* for the DiversIT charter. Again, records will need to be kept in regard to this as mentioned in point 5 above, and the ability to rescind the status in the case of abuse will be required. Documentation will be made available to the country association which will offer rules and guidelines about the use and abuse of the DiversIT Charter award.