UPPSALA
UNIVERSITET

Equal Opportunities plan
Department of Information Technology

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1. Introduction

The following plan is applicable to all activities within the Department of Information Technology. It hence applies to all staff and students of the department.

Equal opportunities means giving everybody the chance to do their best regardless of gender, sexual identity or expression, ethnicity, religion or other belief system, functional impairment, sexual preference or age. The Equal Opportunities plan at the department includes a description of our work in these seven areas. The Equal Opportunities Plan is complemented with the Gender Equality Plan which further specifies our work with gender equality.

2. Responsibility for Equal Opportunities Work at the Department

The Head of Department has the overall responsibility for equal opportunities work at the department. The department has an Equal Opportunities Officer, appointed by the Department Board. The Equal Opportunities Officer is responsible for reviewing and evaluating equal opportunities work at the department, planning and executing equal opportunities projects as well as regularly updating the Equal Opportunities Plan and the Gender Equality Plan. The Equal Opportunities Officer is also responsible for providing students and employees with support regarding issues or questions related to equal opportunities within the department.

3. Continuous Equal Opportunities Work

This section presents continuous work regarding equal opportunities equality at the department.

3.1. Equal Opportunities Officer

There shall be an Equal Opportunities Officer. Information about how to get in contact with this person shall be available from the department website.

Officers in charge: Head of Department and the Equal Opportunities Officer

3.2. The Equal Opportunities Group

The department shall have an Equal Opportunities Group led by the Equal Opportunities Officer. Each division within the department shall be represented in the group, in addition to representatives of administrative staff, technical staff and students.

The members of The Equal Opportunities Group have the mission to serve as the department’s steering committee for gender equality. They have the mission to be the review panel in equality issues, such as to monitor and evaluate gender equality efforts, suggest equality efforts, and plan and implement gender equality projects. Furthermore, the group members are expected to inform their respective divisions/equivalent and head of division/equivalent on the work of The Equal Opportunities Group.
The Equal Opportunities Group will have monthly meetings except during June and July. The meetings and the documentation of The Equal Opportunities Group will be in English.

**Officers in charge:** The Equal Opportunities Officer and Head of Department.

### 3.1. Equal Opportunities Plan

The Equal Opportunities Plan, and the Gender Equality Plan shall be evaluated and revised yearly. The plans shall be made available in Swedish and English. In case of any disputes over interpretation between the different versions, the Swedish version will prevail.

**Officer in charge:** The Equal Opportunities Officer

### 4. Equal Opportunities Action plan 2018

The equal opportunities action plan in 2018 only includes one area related to enhancement of capacity of the equal opportunities group to work as change agents.

#### 4.1. Enhance Capacity of the Equal Opportunities Group to Work as Change Agents

**WHAT:** The goal of this action is to enhance the capacity to work as change agents at the department, and to learn about equal opportunities.

**HOW:** 1) The equal opportunities group will organize a retreat in October 2018 to enhance the capacity of the group and to discuss the plan for 2019. 2) The equality opportunities group will organize several activities to enhance our knowledge in the area of equal opportunities such as courses, seminars and mailing material on our mail list. 3) The equal opportunities’ group members are strongly recommended to follow and do the online course on Equal Opportunities found here: [http://mr-forum.se/kurser/](http://mr-forum.se/kurser/)

**WHEN:** 1) The retreat will be organized in October 2018. 2-3) Throughout the year.

**RESPONSIBLE:** 1) Åsa Cajander is responsible for organizing the retreat and everyone in the equal opportunities group are responsible for acquiring knowledge related to equal opportunities. 2) The different activities will be organized by Åsa Cajander and Anna-Lena Forsberg. 3) All members of the Equal Opportunities Group are responsible for taking the online course.