UPPSALA UNIVERSITET

Equal Opportunities plan 2019

Department of Information Technology

2018-11-29
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.

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 a Gender Equality 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 Equality Plan

The Equal Opportunities Plan shall be evaluated and revised yearly. The Gender Equality Plan 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

### 3.2. Funding for Measures to Promote Equal Opportunities

The department has set aside funds to be used for activities (proposed by employees at the department at application time) deemed to be positive with regard to equal opportunities at the department. Announcements for grant opportunities are made four times each year. The applications will be compiled and ranked by The Equal Opportunities Group, after which the Head of Department makes the decision. The group itself may also propose initiatives that could be funded from this pool.

A summary of who applied for the funds and what sums have been granted will be compiled and published for instance in LäsIT at the end of each year.

Officer in charge: Head of Department in consultation with the Equal Opportunities Officer

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### 4. Action plan 2019

The equal opportunities action plan for 2019 includes three areas of action

#### 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 2019 to enhance the capacity of the group and to discuss the plan for 2020. 2) The equality opportunities group will organize several activities to enhance our knowledge in the area of equal opportunities such as courses, seminars and learning material on our mail list. 3) Rewrite the call for funding for gender equality projects to also include equal opportunities. 4) Nominate candidate(s) to Uppsala University’s Equal Opportunities award. 5) Discuss the possibility of including metrics related to equal opportunities in the 2020 equal opportunities plan as we do with the gender equality plan. 6) Organize equal opportunities fikas once a month and
announce topic and time in LesIT. 7) Make ePosters for info screens about equal opportunities. 8) Present the Equal Opportunities Group at the different divisions, the T and A group. 9) Add the presentation about the group to our web page and organise the material from the group to Medarbetarportalen 10) Invite the heads of departments who have been running gender equality projects to present their work at a meeting.

WHEN: 1) The retreat will be organized in October 2019. 2) Throughout the year. 3) Discussed in the January meeting and decided before the first call for funding is announced in the spring 2019. 4) When the call for the equal opportunities award has been announced 5) At the September meeting. 6-10 will be discussed at the January meeting and at the September meeting.

COORDINATOR: 1) The Equal Opportunities Officer is responsible for organizing the retreat 2) Everyone in the Equal Opportunities Group is responsible for acquiring knowledge related to equal opportunities and encouraged to attend the seminars. The different activities will be organized by the Equal Opportunities Officer with input and support from the group. 3) The Equal Opportunities Officer 4) The Equal Opportunities Officer. 5) The Equal Opportunities Officer. 6) The T representative 7) Leslie. 8) The different representatives in the group. 9) Leslie. 10) The equal opportunities officer.

4.2. Organizing an Equal Opportunities Day

WHAT: The goal is to make staff and students aware of equal opportunities, while increasing the visibility of the Equal Opportunities Group at the department. The event will serve as an encouragement to the audience to participate in the group’s activities and, more generally, to show that the department is open to feedback on how to better support members of underrepresented groups. It also may inspire to contribute to equal opportunities work through increasing knowledge about equal opportunities.

HOW: Market and organise an equal opportunities day with funding from Michael Thuné's Equal Opportunities Award.

WHEN: In the spring 2019 (second half)

COORDINATOR: The Equal Opportunities Officer, Virginia Grande Castro in collaboration related to organisation with Michael Thuné.
5. Appendix

5.1. Description of Last Year’s Equal Opportunities Work

The Heads of Department worked according to the plan.

The Equal Opportunities group worked according to the plan. We had seminars and invited guests to the equal opportunities’ meetings and fikas on several occasions. For example, we had presentations from master thesis student presentations related to an interactive technology for color blind, one international master student coordinator and one equal opportunities expert.

We organised "Fika - the Swedish way" on two occasions, to help employees of international backgrounds with learning Swedish and offer support with questions related to integration and life in Sweden.