Canadian Critical Care Trials Group
Diversity Policy

The intent of the policy document is to ensure that diversity is explicitly addressed in the governance of the CCCTG, as well as, in our participation in other events that the CCCTG may cohost or for which the CCCTG nominates a representative (e.g., representative at meetings held by other networks/organizations or international meetings/conferences). In addition, this policy aims to ensure that our processes are transparent, visible, and yield measurable outcomes.

It is important that we profile the diversity (gender, ethnicity, religion, language, or other unique characteristics) of our organization, community, and work (e.g., clinical practice guidelines, conference speakers/chairs, meetings, steering/organizing committees) on local, national, and international levels to (i) ensure representativeness, (ii) provide role models, and (iii) foster a sense of community based on inclusivity.

Why is diversity important?
- Equity, diversity, and inclusion are core values of the CCCTG.
- Representation or formal presentations at other venues (meetings, conferences and symposia) are important to generate new collaborations, ideas, and directions in science; and for networking (e.g., meeting new mentors and mentees). Diversity in life experiences can provide diversity of thought.
- Diversity in composition of our committees and governance will ensure organization decision-making that reflects a broad range of perspectives.
- Speaking invitations (on behalf of the CCCTG or events conducted in collaboration with the CCCTG) contribute to the profile of academic scholars and clinicians. By inviting 'under-represented' members of our national critical care community to participate in such events, we enhance their visibility. Visibility, in turn, provides an opportunity to create a national or international profile.
- Inclusivity is an important factor to consider in addressing organizational issues.

Gender is one of the most visible metrics of diversity. In this document, gender refers to the socially constructed roles for women and men, which are often central to the way in which people define themselves and are defined by others. Gender roles are learned, changeable over time, and variable within and between cultures. At least in part, gender may define the duties, responsibilities, constraints, opportunities, and privileges for both women and men in many contexts.

Specifically,
- CCCTG Committees should be balanced by age, gender, ethnicity, language, geography, and discipline to reflect our society and our community.
- Speaker diversity and the composition of our organizing committees should reflect the diversity of our delegates and our critical care community.
- The CCCTG will advocate and mandate that female representation occurs in an equitable manner in its membership and for events that it hosts/cohosts.

Event Organization Policy

■ We aim to use gender neutral terms (e.g., 'Chair' instead of 'Chairman')

■ When the CCCTG is co-hosting an event with another organization (signatory, stakeholder, industry or non-industry partner) the CCCTG will work collaboratively with the organization to ensure diversity. The CCCTG reserves the right *not* to co-host or endorse events that do not align with this policy.

■ Invitations to present at meetings on behalf of the CCCTG (plenary lectures, keynote speakers, symposia) will be allotted to high quality researchers/presenters that represent the broad diversity of our community. Individuals will be nominated for these opportunities (either by our membership or by our Executive Committee) to ensure balance across geography, gender, ethnicity, and experience.

■ The CCCTG will aim for at least 30% (ideally 30-40%) female representation (approximating the proportion of women who are members of North American critical care societies) on conference organizing committees and as delegated speakers (representation the CCCTG).

■ The CCCTG will ensure that sessions included in CCCTG-sponsored events include a diversity of gender among participants such as moderators, panelists, speakers (specifically, at least one woman and one man for each session).

■ The CCCTG will ensure that junior faculty are represented on our core committees and on executive.

■ The CCCTG will record speaker and delegate metrics at all events in which it participates or sponsors/co-sponsors.

Awareness and Reporting

To ensure broad scale awareness of this policy, we will:
1. Post this policy on the CCCTG website.
2. E-mail the speaker invitation policy to all speakers at CCCTG sponsored or co-sponsored events.
3. Reference this policy in conference/meeting materials (e.g., meeting schedules, program, handbook) with which the CCCTG is involved with links to the CCCTG website.
4. Mention/highlight policy (in brief) in the opening announcements of meetings/conferences that the CCCTG participates in.

Reporting Metrics

We will track and report statistics *every year* to ensure that we are achieving our goals. These statistics will be reviewed post-event and collated into summary reports. Specific recommendations will be made based on review of these reports to improve diversity for future events.

Metrics will reflect various aspects of diversity including:

■ Gender
■ Visible minority or person-of-colour involvement
■ Junior investigator involvement [within 5 years of first faculty (lecturer or higher) appointment.
■ Trainee involvement (undergraduate/postgraduate/international)
■ Indigenous involvement
■ Allied health care involvement
■ Patient/Family involvement
■ Primary language
■ Academic vs. Community

Appendix: Sample Reporting Metric

For our governance committee (CCCTG Executive) we will collate and report statistics to ensure that we are achieving our goals.

For the composition of our Executive Committee (using gender as an example)

Executive Committee Membership (N)	Total	Men	Women	Other

For meetings/conferences we will similarly report metrics reflecting our speakers/presenters (using gender as an example):

Conference/Meeting	Total	Men	Women	Other
Session Chairs/Facilitators				
Speakers				

For meetings/events which the CCCTG cohosts
(i) The number of individuals who are underline invited:

Conference/Meeting	Total	Men	Women	Other
Organizing Committee				
Plenary Speakers				
Key Note Speakers				
Invited Symposia				
Session Chairs/Facilitators				
Speakers				
Abstract Facilitators				

(ii) The number of individuals who <u>accept</u> an invitation

Conference/Meeting	Total	Men	Women	Other
Organizing Committee				
Plenary Speakers				
Key Note Speakers				
Invited Symposia				
Session Chairs/Facilitators				
Speakers				
Abstract Facilitators				