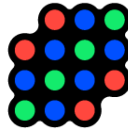


CIRTN-R2FIC EDI Committee Meeting

- **Date:** Thursday, April 21, 2022
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** Zoom
- **Attendees:** Cara Ellis, Chris Peacocke, Gareth Lim, Liz Rideout, Taylor Morriveau
- **Chaired by:** Gareth Lim
- **Minutes recorded by:** Chris Peacocke
- **Next meeting:** May 19, 2022

Meeting Minutes

- Chris confirmed the new EDI committee email (edi@islets.ca) is being monitored twice-weekly for inquiries
- The committee discussed its role in preparations for the upcoming **CIRTN-R2FIC National Meeting** (November 2022)
 - An award competition is being planned (early stages), and the Planning Committee would like the EDI Committee to draft a statement encouraging individuals from all career stages to apply
 - **Action item: The EDI Committee will collaborate on writing this statement and give it to the Planning Committee to distribute**
 - EDI Committee will not be involved in the adjudication criteria for the award, but will consult on best practices for award processes. Liz suggested the Committee should establish standard guidelines for all CIRTN-R2FIC awards, outlining the transparent processes in place for equitable award eligibility, application, and distribution
 - **Action item: Liz shared an Awards Recommendations document with the Committee, and the group will modify it together at the next EDI meeting to fit CIRTN-R2FIC's specific needs**
- The committee discussed the new **CIRTN-R2FIC Membership Charter**, which has been approved by the Leadership Team
 - The Leadership Team wants to make sure the participation requirements for CIRTN-R2FIC membership are equitable
 - **Action item: The committee will review the Charter this week and if there is consensus that no further edits are required, it will be returned by Liz/Chris to the Leadership team**



- The committee discussed **French translations for CIRTN-R2FIC documents and communications**
 - The committee agreed that whenever feasible, a translation should be provided for documents, surveys, email communications, and on the website
 - For communications where precise language is less essential (eg. email updates), DeepL is adequate and will continue to be used
 - For highly-nuanced communications where precise language is essential (eg. the Annual Report), a professional translation should be done
 - **Action item: Gareth will ask Pat MacDonald if there is CIRTN-R2FIC funding available for a translation service, and will report back at the next committee meeting**
 - **Action item: Gareth will begin work on a French version of the next EDI survey, and when the survey is distributed links to both language versions will be provided**
 - Any survey responses, email inquiries etc. received in French will be handled by Gareth
- The committee discussed and reviewed the **CIRTN-R2FIC Equity, Diversity, & Inclusivity survey**
 - Cara suggested the answers to the survey questions should not be mandatory, to encourage participants to complete as much of the survey as possible even if they can't or don't want to answer specific questions
 - Answering the multiple-choice questions remains mandatory, but a new option for "I prefer not to answer" is added to every question
 - Answering the short-answer question remains optional
 - Taylor suggested the answer option "not started" is unclear
 - The option is modified to "To my knowledge, CIRTN-R2FIC has not started this activity yet"
 - The group decides this option is not applicable to every question and is removed from several questions
 - Liz suggested including one self-identification question in the survey, for career-stage
 - The question "Which type of CIRTN-R2FIC membership do you currently hold?" is added to the first section of the survey
 - The survey preamble is updated to explain the inclusion of the career group question, and to outline how many questions are in the survey
 - The committee discussed how many survey questions should be on each page (currently one per page)
 - The group agrees one question per page is the most user-friendly when answering on a mobile device, so nothing is changed



- The committee discussed how to best disseminate the survey, specifically to trainees
 - Action item: Chris offers to include the survey link when introducing upcoming Journal Club and Seminar Series presentations
 - Action item: Chris will send an email to the network solely about the survey, in addition to including it in the monthly updates mail-out
- The committee discussed current membership of the EDI committee
 - There are no immediate changes to current members
 - Action item: Chris will send out an email to the network encouraging members to join, using the “final note” from the survey as a template