



CEPIS Activities Terms of Reference

CEPIS provides a forum for Members to collaborate on topics of interest through its groups (Task Forces or Special Interest Networks) and activities. These must have a terms of reference that outlines their objectives and specifies what actions will take place. These Terms of Reference must be approved by Council. Outputs of the work (papers, statements) must be submitted to Council for approval.

The following provides a template for the terms of reference.

Name of activity/group	CEPIS Women in ICT Task Force
Purpose	Through information and best practice sharing, the group aims to grow the numbers of women working in IT professions (industrial and academic) in Greater Europe. In order to do this, we will need to attract more women to the technical professions in Academia and in Industry and once there, we will need to ensure that they remain in the Technology workforce. We will require statistical baseline which shows the position for each country represented from the start of our work. From this point we can create a set of 'norms' for European countries to aim for in female representation in the IT workforce and measure annually against those norms.
Objectives	In order to meet our Terms of Reference we will therefore need to: <ul style="list-style-type: none">▪ Produce annual statistics in conjunction with a Harmonised Statistics Gathering Body such as Eurostat. The stats would need to be refreshed on an annual basis in order to show progress to member countries/organisations.▪ Provide a platform to convene member delegates to build activities.▪ Establish a set of soft-targets on numbers of women in the workforce which we would aim towards, giving a basis for our work



	<ul style="list-style-type: none"> ▪ Organise meetings (face to face and virtually) ▪ Establish a means to disseminate information to member countries/organisations (Seminars, Reports, Statistics). Information could include; <ul style="list-style-type: none"> ○ the value of women to the technical professions ○ best practice on attraction and retention of women in the technology workforce. ○ role models ○ position statement(s) ○ relevant research ▪ Communicate our mission and progress to member countries and organisation ▪ Seek to grow the number and visibility of European Women in IT Role Models and to promote national digital champions as strong female role models. ▪ Support events which promote women in IT as: <ul style="list-style-type: none"> ○ Speakers ○ Panelists ○ Assessors etc. ▪ Ensure that all countries/organisations represented understand the importance of maximising the full potential of the workforce in Europe <p>This list should not be considered as exhaustive and the items on it are open to debate and subject to the agreement of the group.</p>
Members	<ul style="list-style-type: none"> - Saskia Van Uffelen, Belgium - Skevie Skordalou, Cyprus - Christine Regitz, Germany - Ute Waag, Germany - Manolis Labovas, Greece - Vassia Atsali, Greece - Arnheidur Gudmundsdottir, Iceland - Marina Cabrini, Italy



	<ul style="list-style-type: none">- Elisabetta Benetti, Italy- Valentina Ciriani, Italy- Brian Warrington, Malta- Laura Georg, Norway- Anna Zygmunt, Poland- Maribel Sanchez, Spain- Priska Altorfer, Switzerland- Sonja Hof, Switzerland- Duygu Yilmaz, Turkey- Gillian Arnold, UK- Liz Bacon, UK
Working method	<p>The CEPIS Women in ICT Task Force will consist of delegates designated by member societies on the basis of their expertise and willingness to participate.</p> <p>The Task Force will work primarily via electronic means with planned in-person meetings which normally take place at the CEPIS Secretariat.</p> <p>The Task Force requires the following positions:</p> <ul style="list-style-type: none">• Chair (Strategic leader)• Secretary (Organiser of team meetings and membership) <p>At all times we should be aware that members are volunteers and that their time is limited, and so, more valuable.</p> <p>The term of office for key roles (Chair, Secretary) in the team is to be three years with one potential three-year extension. The limitation is because; in general, there are few senior roles for women in technology and women make up far fewer of the higher echelons of tech. In order to succeed beyond any 'glass ceiling' women take roles outside of (but aligned to) their profession. The roles on the CEPIS Women in IT Taskforce are such as these. For that reason, it is</p>



	<p>important that key officers like chair or secretary are not held onto, and offer as many women as possible the opportunity to try out external roles. Group members will be encouraged to limit their terms of office in the same way.</p> <p>In order to ensure progress we will have at least one face to face meeting each year to be held at the Secretariat in Brussels and short conference calls every two months. Conference calls will be held to one hour unless a specific project requires further work. The Conference calls will be arranged by the group Secretary with support from the Secretariat and will take place at times agreed to ensure that group members do not jeopardise working relationships and home commitments.</p> <p>The group will initially use a Yahoogroup which will allow members to:</p> <ol style="list-style-type: none"> 1. Write to the whole group by means of a single email 2. Hear from the whole group by messages into their inbox (and not have to go seek the messages on the web) 3. Store content related to meetings etc <p>It would be useful to have storage within the secretariat or on Dropbox (or similar) but this can be decided later.</p> <p>The secretary will be responsible for taking and storing BRIEF meeting minutes.</p>
<p>Outputs /Deliverables</p>	<p>What will the output(s) be and when will the output(s) be delivered?</p> <ul style="list-style-type: none"> ▪ Investigate the possibility of producing the first annual statistics in conjunction with a Harmonised Statistics Gathering Body such as Eurostat. Aim to setup the facility to offer the statistics in following years. ▪ Publish current unchecked Eurostat statistics to all member



	<p>groups (including those with no representation on the panel)</p> <ul style="list-style-type: none">▪ Publish soft-targets on numbers of women in the workforce which we member countries could aim towards, giving a basis for progression▪ Offer support to member countries to help them progress towards the soft targets in the form of:<ul style="list-style-type: none">○ papers on best practice on attraction and retention of women in the technology workforce.○ access to role models○ position statement(s)○ access to relevant research▪ Seek to grow the number and visibility of European Women in IT Role Models and to promote national digital champions as strong female role models.▪ Ensure that all countries/organisations represented understand the importance of maximising the full potential of the workforce in Europe
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