

Canadian Critical Care Society Diversity Policy

The intent of the policy document is to ensure that diversity is explicitly addressed in the governance of the CCCS, as well as, in our participation in other events that the CCCS may cohost or for which the CCCS 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 CCCS.
- Speaking invitations 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.
- 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.
- 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,

- CCCS 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 CCCS 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 co-hosting an event with another association (signatory, stakeholder, industry or non-industry partner) the CCCS will work collaboratively with the organization to ensure diversity. The CCCS reserves the right *not* to co-host or endorse events that do not align with this policy.
- Invitations to present at meetings associated with the CCCS (e.g., plenary lectures, keynote speakers, symposia speakers) will be allotted to high quality researchers/presenters that represent the broad diversity of our community. In this regard, we aim to achieve a balance across geography, gender, ethnicity, and experience.
- The CCCS 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 speakers at events that it hosts/cohosts.
- The CCCS will ensure that sessions included at CCCS-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 CCCS will ensure that junior faculty and trainees are represented on our core committees and on conference planning committees for meetings that the CCCS hosts/cohosts.
- The CCCS 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 CCCS website.
2. E-mail the speaker invitation policy to all speakers at CCCS sponsored or co-sponsored events.
3. Reference this policy in conference/meeting materials (e.g., programs, handbooks) with which the CCCS is involved including links to the CCCS website.
4. Mention/highlight this policy (in brief) in the opening announcements of meetings/conferences that the CCCS participates in (referencing the full documents available on the CCCS website)
5. Print the text of policy on a poster and display it by the registration desk for in-person meetings
6. Report metrics to reflect our accountability on the CCCS website (see below)

Reporting Metrics

We will track and report statistics every second 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 Metrics (using gender as an example)

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

For the composition of our Executive Committee

Executive Committee Membership (N)	Total	Men	Women	Other/Prefer Not to Say

For meetings/conferences we will similarly report

(i) The number of individuals who are invited to participate

Conference/Meeting	Total Invited	Men Invited	Women Invited	Other/Prefer Not to Say Invited
Organizing Committee				
Plenary Speakers				
Key Note Speakers				
Invited Symposia				
Session Chairs/Facilitators				
Speakers				
Abstract Facilitators				

(ii) The number of individuals who accept an invitation to participate

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Conference/Meeting	Total	Men	Women	Other/Prefer Not to Say Invited
Organizing Committee				
Plenary Speakers				
Key Note Speakers				
Invited Symposia				
Session Chairs/Facilitators				
Speakers				
Abstract Facilitators				