

Guidelines for Diversity and Inclusion Officers

Diversity and Inclusion Communications Working Group

The International Bar Association is committed to upholding and promoting Diversity and Inclusion for its staff and members, to attract the most able and committed people from all across the globe.

Vision and strategy

Our Diversity and Inclusion Council, established in February 2019, was created to promote diversity and inclusion within the IBA. Fostering diversity and inclusion across the Association is not only aligned with its multicultural nature but also is part of the commitment to promote access to justice worldwide.

To achieve this purpose, the IBA adopted its Diversity and Inclusion Policy (available [here](#)), to work towards the inclusion of all and the elimination of discrimination on the basis of gender, age, culture, race, ethnicity, religion, disability, socioeconomic standing, gender identity or sexual orientation.

It is important that we are not merely compliant with equality and diversity legislation but act as catalysts for positive change so that respect for diversity and inclusion is not simply acknowledged but actively pursued, embraced and celebrated. This cannot be achieved without the firm commitment of all IBA members including the leadership of each IBA Committee, with whom we will continue to work to push positive change.

As an IBA Diversity and Inclusion Officer, your role is to uphold and promote the IBA's principles in accordance with its Constitution (available [here](#)) and with its Diversity and Inclusion policy.

D&I Officer Job Description

1. Uphold and promote the IBA Diversity and Inclusion policy on behalf of your Committee, communicating any concerns through your Committee Leadership to the D&I Council Communications Working Group, or may even do so directly to the latter where the concerns relate to the Committee Leadership. The D&I Council Communications Working Group will review the concerns and if necessary escalate them to the D&I Council and will also review any lessons learnt, in order to continue aligning IBA culture and practice with the Diversity and Inclusion policy.
2. Challenge discriminatory practice (see guidance on such practice in 4(ii) below) that you witness within your Committee and the Association.
3. Seek out the views of your Committee members on diversity and inclusion within the Committee and the Association to feed back to the D&I Council Communications Working Group.
4. Work with the relevant Division and Section leads to review whether the diverse makeup of your Committee is reflective of the geographical and gender diversity of the Association as a whole and if not, how this might be improved.
5. Promote this lessening of unconscious bias through Officer diversity and inclusion training, reflection and engaging in discussions and other opportunities for practical learning within the Association. Engage in continuous learning on diversity and inclusion.
6. Report updates to your respective Committee regarding diversity and inclusion as a specific agenda item.

Best Practice Guidelines for D&I Officers

1. Leadership and Accountability

As Officers, you will be responsible to the Council on behalf of your Committee for reporting any discriminatory conduct observed so that this can be addressed and resolved in line with best practice principles. You are encouraged to address the following tasks:

- (i) Champion the implementation of the Diversity and Inclusion policy inside your Committee.
- (ii) Bring awareness in relation to diversity and inclusion into your other interest groups within the IBA
- (iii) Advocate for members' diverse needs and advise members who have concerns of malpractice relating to diversity, equality and inclusion to report as appropriate.
- (iv) Review with the senior leadership of your Committee its prospective composition of officers in terms of diversity, sufficiently early before it makes the final decision on appointment of its new officers of the following two-year terms.
- (v) Monitor the speaker composition of your Committee's panels at IBA conferences, and, where relevant, encourage the panel chairs of your Committee to use the Speakers Bureau Database or otherwise support them in finding qualified diverse speakers.
- (vi) Promote the work of your role within the Association at Committee meetings to increase awareness and spark discussion.

2. Continuous Learning

Training in Diversity and Inclusion is a desirable way to further understanding of your role, which can extend beyond training provided by the IBA at your own convenience. The form of training may include some or all of the following different formats.

- (i) Complete formal D&I training tool kit to be provided by the IBA in future
- (ii) Participate in D&I officers' meetings at IBA annual/mid-year conferences
- (iii) Converse with members and individuals to further cultural understanding
- (iv) Research other organisations which implement best practice values
- (v) Have discussion of practices and experiences with other Diversity and Inclusion Officers and the Diversity and Inclusion Council Working Group
- (vi) Participate in diversity and inclusion panel sessions at IBA conferences to increase levels of insight.
- (vii) Challenge yourself to develop your knowledge about diversity and inclusion.
- (viii) Discuss suggestions for further best practice with the Diversity and Inclusion Council's Communications Working Group for implementation and updates to this best practice guidance.
- (ix) Consider research opportunities involving global D&I which could be implemented through the Council.

3. Support by D&I Council for D&I Officers

In order to support D&I officers' efforts inside and outside their committees in the above the D&I Council will offer sufficient resource to them. We will share this "D&I Officers Job description and Best Practice Guidelines" with the senior leadership of each Committee, and ask them to be prepared for possible D&I suggestions to be offered by you. If you have any concerns

in your activities inside your Committee, please consult first with your Committee and then with the D&I Council.