



Terms of Reference - CASE Europe Multi-Cultural Network

- The network was created in July 2019 by CASE in Europe.
- The CASE Europe multi-cultural network challenges the Diversity, Equality and Inclusion issues in the Education Advancement sector (within the student body, staffing and governance) – speaking openly and clearly about them.
- This network will aim to help diversify the sector, ensuring that talented individuals from all backgrounds are attracted and retained.
- This is an inclusive network that supports individuals from multi-cultural backgrounds to progress into leadership positions. The network will showcase and celebrate the success of individuals to inspire and engage members and beyond, ensuring we promote positivity and achievable success.
- The network will aim to become a key influencer in shaping the conference and events agenda ensuring inclusivity and diversity is paramount.

Membership:

- Membership of the Multi-Cultural Network is open to all CASE Europe members.
- Titles and range of duties will vary, but the members should be active in championing DEI within their organisation or involved in promoting Diversity, Equality and Inclusion at any level.
- From time to time speakers and representatives from other organisations will be asked to join the meetings.

Accountability:

- Individual group members will responsible for reporting back on activities of the group.
- CASE and the co-chairs will work together to maintain momentum for the group's accountability and impact.

Network Review:

- The network will review the relevance and value of its work and the terms of reference once a year.

Working methods:

- The group will adopt a shared learning approach and Chatham House rules for all meetings. The group will respect the input from all members and any experiences shared does not reflect the professional competency of that person.
- It is the intention that the network will be the umbrella group for EDI but will encourage members to develop smaller groups around other diversity issues e.g. religion or LGBTQ that will feed into the network.

Meetings



- The network will meet twice a year. These will be a combination of online and in person whichever is most convenient for the network.
- The Chairs of the network will organise the meetings.
- The Chairs will chair the network for a period of 2 years.
- Nominations for new network chairs will be held every 2 years.
- The agenda will be developed by the chairs with input from the network.
- Papers and minutes will be circulated within a month of the meeting.
- Agenda meeting or facilitated workshops around an agreed topic.
- Non-members will be invited to group meetings such as guest speakers and representatives from institutions.
- CASE Europe will be the continued secretariat for the Network.

Sharing of information and resources (including confidential materials)

- Information from the network will be shared via CASE sharing tools and the [CASE Multi-Cultural Network Community](#).
- The Chairs will seek permission before sharing any presentations and will seek consent from presenters if presentations are recorded.
- No information would be shared without seeking permission.