TERMS OF REFERENCE

DIVERSITY EQUITY AND INCLUSION (DEI) DATA GROUP

Purpose
1. To develop a taxonomy or classification system describing the methodology of foundations and the recipients of their funding in relation to DEI.
2. To develop standard classifications and definitions of widely-used terms related to DEI in order to encourage clarity and shared meanings.
3. To encourage and develop the use of consistent DEI data collection methods across the foundation sector and promote best practice of this.
4. To encourage transparency and greater sharing of DEI data across the sector
5. To promote understanding and analysis of DEI data as a means of achieving DEI through the implementation of good data methodologies and practices.
6. To ensure that the way in which data is collected, utilised and shared reflects best practice and centres the lived experience of people

Membership
1. Membership is encouraged from all trusts and foundations who are keen to actively engage in this area.
2. Membership is also encouraged from other organisations involved on the foundation and charity sector who have an active interest in this area
3. At the first meeting, the membership will be asked to volunteer as Chair and Vice-Chair.
4. The Chair and Vice- Chair will hold responsibility for the organisation of the meetings, preparation of agendas and ensuring that minutes of the meeting are completed and circulated.
   (if a foundation is able to provide some secretariat or administrative support, that can be included here)

Meetings
1. This group will meet initially once a month and then bi-monthly when decided it is more appropriate
2. Meetings will normally be expected to last between 60-90 minutes.
3. Additional task and finish groups may meet separately and additionally if working on a designated initiative