
Draft Project plan for the CEN Workshop on Diversity and inclusion

**Requests to participate in the Workshop
and/or comments on the project plan are
to be submitted by
Friday, 8 April 2022 to
Yolanda.Noort@nen.nl ¹**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

¹ Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

Executive summary

This project plan describes the development trajectory to come to a European CEN Workshop Agreement (CWA) for diversity and inclusion (D&I). This CWA aims to support organizations in creating more diverse and inclusive organizational culture. The CWA will provide guidance to organizations to develop, implement and continuously improve a policy for D&I and draft and publish a self-declaration. The CWA will consist of two parts: 1) Guidelines 2) Guidance on self-declaration.

CWA

A CWA is a type of standard that is developed within one year. It has the life span of 6 years after which it can be transferred into another type of standard. Stakeholder involvement is key for the success of any standard.

Planning

phase	what	who	date
Kick off meeting	Internal commenting round project plan and registration Kick off meeting	all interested	Deadline Fri April 8
	Online informative meeting: kick off meeting to discuss project plan	all interested	Thu April 21, 13-16h CET
CWA meeting	Registration CWA participant and internal commenting round CWA part 1	workshop members	Mon May 9 -Fri May 20
	CEN WS meeting to discuss CWA (part 1)	workshop members	Wed June 1 and Thu June 2
CWA meeting	Internal commenting round CWA parts 1 and 2	workshop members	July - to Sept 2
	CEN WS meeting to discuss CWA (part 1 and 2)	workshop members	Wed Sept 21 and Thu Sept 22
CWA meeting	Internal commenting round CWA part 2	workshop members	Tue Nov 1 - Fri Nov 11
	CEN WS meeting to discuss CWA (part 2)	workshop members	Wed Dec 7 and Thu Dec 8
Publication	Publication CWA parts 1 and 2	all interested	Q1 2023

Organisation

Proposer: Dutch Ministry of Education, Culture and Science

Chair: SER Diversiteit in Bedrijf (SER Diversity at Work)

Secretariat: NEN, Dutch CEN member

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1 Status of the project plan

Draft project plan for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Comments will be considered by the drafting group.

All those who [have applied for participation](#) by the deadline (Fri April 8) will be invited to the online kick-off meeting of the Workshop on Thursday 21 April 2022, 13:00-16:00 CET. Any comments can be sent by e-mail to Yolanda.noort@nen.nl.

After the kick off meeting, those that register for participation in the CWA effectively agree to the project plan.

2 Workshop proposer and Workshop participants

2.1 Workshop proposer

Proposer

The development of this CWA is proposed by the Dutch Ministry of Education, Culture and Science. Its motivation to propose this standard is as follows:

"To date no official international standard exists that supports organisations in the development and implementation of their diversity and inclusion policies. A standard will allow organisations to work in a reliable and unambiguous fashion. It will also allow organisations to publish a self-declaration. Procurers and commissioning parties can use this standard to select organisations with a diversity and inclusion policy. Also shareholders, (future) employees, customers and others can be informed that the organisation takes D&I seriously.

In the European internal market makes that organisations and procurers often operate on a European playing field. Ideally this project will eventually result in a full European Standard (EN)."

Organization: Dutch Ministry of Education, Culture and Science

Contact person: Anike WILDERVANCK DE BLECOURT (Wildervanck de Blécourt)

2.2 Other potential participants

A CWA is developed in a process with stakeholder participation. Representatives of all categories below are welcome to participate. We would like to encourage organizations to participate via their (European) umbrella organizations where possible.

- Industry and commerce (including large, small, medium, micro businesses, and representative organizations of business)
- Public sector (including municipalities, regional governments, ministries and other governmental organisations)
- Consumer protection
- Academic and research (including independent advisors)
- Business area standards application (e.g. test and certification institutes, accreditation bodies)
- Non-governmental organization (NGOs, incl representative groups of different dimensions of diversity)
- Other (e.g. environmental protection and occupational safety associations, procurement, financial institutions, grants)

2.3 Already known partners

Several organisations have already indicated that they support the idea of the development of a CWA for diversity and inclusion:

- Dutch Ministry of Education, Culture and Science
- SER Diversity at Work (SER Diversiteit in Bedrijf)
- KPMG Nederland
- Supply Value
- Accenture
- Brunel Nederland B.V.
- Adjust

At the end of the series of meetings, but before publication, all participants in the CWA will be asked if they agree to be named in the CWA as a participant.

3 Workshop objectives and scope

The objective of the CWA is to provide organizations with a tool to shift towards or improve their organizational culture as part of a diverse and inclusive society. The CEN Workshop is intended for implementation by all types of organizations, public and private, regardless of sector or size. Procurement can use this document in case they wish to do business with organizations that have a diversity and inclusion policy.

The CEN Workshop is explicitly intended as guidance for individual organizations to develop and implement a policy for diversity and inclusion, and optionally with the publication of a self-declaration. It is not the intention to include requirements.

3.1 Scope

The CWA Diversity and inclusion will have two parts.

Part 1 provides guidelines for the development and implementation of a diversity and inclusion policy. It offers an approach to assess the impact of the organization and set priorities with respect to actions, including in organizational processes, such as recruitment, culture, procurement, facility management, communication etc. Continuous improvement and monitoring will also be part of the CWA for a successful shift towards a diverse and inclusive organizational culture.

The scope of part 1 is: this document provides guidelines to develop, implement, continuously improve and self-asses their diversity and inclusion policy. This document is intended for use by all types of organisations, private and public and regardless of their sector or size.

Part 2 is a tool for the drafting of a self-declaration so that organizations can show what they do with respect to diversity and inclusion.

The scope of part 2 is: this document describes the process of preparing, establishing and maintaining the self-declaration that the principles and guidelines of CWA Part-1 are implemented. This document is intended for all types of organisations that use CWA Part-1 and would like to inform their internal and external stakeholders about this.

3.2 Background

Enterprises and other organizations are more and more aware of their role in a diverse and inclusive society. Elements of a diverse and inclusive society are, among other things, a labour market that is accessible to all, social trust, economic development and opportunities for all individuals, a socially safe and respectful work environment, opportunities to participate in all parts of society including sports, education (e.g. traineeships), and cultural institutions.

Inequality is a persistent issue in society, including the labour market in Europe. People with certain (one or more) dimensions have a less advantageous place in the labour market or are (unintentionally) discriminated against in other ways. For example, data from [Eurostat](#) show disability and gender employment gaps exist. Additionally, intersectionality plays a role, so that different dimensions might enlarge the disadvantage. Organizations in their role as employers, procurers, providers of goods and services or otherwise, can contribute positively in diminishing these gaps and contribute to a diverse and inclusive society.

Additionally, all (labour)organisations see that a solid D&I policy has added value. A diverse workforce and inclusive business climate have recognized economic and social added value for a company referring to a range of potential impacts, such as better problem-solving abilities because different perspectives and experiences are included, a higher responsiveness to the needs of a diverse clientele, and an increase of new markets. Given the tight labour market, the most frequently mentioned benefit is that the company fishes in a larger pond and therefor has the opportunity to attract more talents, which reduces the chance of staff shortages.

In practice, the business case and Corporate Social Responsibility (CSR) perspective often occur in combination with each other.

Organizations can use this standard as part of their Corporate Social Responsibility (CSR) or Environmental, Social and Governmental (ESG) policies, in an effort to support the implementation of the Sustainable Development Goals (SDGs).

This CWA can be used by organisations who wish to develop and implement diversity and inclusion policy. Additionally, these organisations can choose to draft a self-declaration as to provide transparency over their policy decisions.

In recent years, procurers have taken a stronger role in stimulating D&I in their suppliers. As organisations are becoming more serious about their D&I policy, they are asking this from their suppliers too. A self-declaration can be used in the buyer-supplier relationship for a common understanding of the actions taken with respect to D&I.

The CWA can be used for (public) procurement and is part of the European internal market. Therefore it is necessary to develop a deliverable at the European level.

Other users of the CWA include: financial institutions, sponsors or grants, (future) employees and other stakeholders of organisations.

3.3 The legal environment

This standard is not directly linked to any legislation. It is a voluntary agreement for different types of organisations to contribute to a diverse and inclusive society. However, some policies and legislations are in place that deal with related topics. In order to avoid any duplications and contradictions, it is important to have an overview of existing policies and legislations (non-exhaustive):

- [European public procurement legislation](#) (this standard can be used as a tool for procurers)
- [European Convention on Human Rights](#)
- [UN Convention on Rights of Persons with disabilities](#)
- [OECD Recommendation of the council on Gender Equality strategy for 2020-2025](#)
- [EU Gender Equality Strategy for 2020-2025](#)
- [EU corporate sustainability reporting directive - CSRD](#) (amended non-financial reporting directive – NFRD)

- EU directive [Gender Pay Gap, transparency on pay for men and women](#)
- Dutch "[Wet Ingroeiquotum](#)" (Public Dutch companies have the obligation to nominate at least 1/3 women and 1/3 men in their supervisory board. They must also report on their ambitions with respect number of men and women in their management positions).
- [United Nations Sustainable Development Goals](#) (SDGs), incl SDG 10 Reduced Inequalities

3.4 Existing standards and standard related activities and documents

For each topic (with a clearly defined scope), only standard exist. This makes standards clear and strong reference documents. In order to avoid duplications and contradictions, it is important to have an idea of the most relevant existing standards (non-exhaustive):

- [ISO 26000:2010](#) Guidance on Social Responsibility
- [ISO 20400:2017](#) Sustainable Procurement – Guidance
- [EN 17161:2019](#) Design for All - Accessibility following a Design for All approach in Products, goods and services - Extending the range of users
- [NPR 9026:2011](#) Guidance on self-declaration NEN-ISO 26000

4 Workshop programme

4.1 General

For the development of the CWA the procedures of CEN-CENELEC [Guide 29](#) will be followed.

4.1.1 Announcement

The announcement of the start of the development of this CWA will be published on the website of CEN and CENELEC and further disseminated via the CEN members and networks.

4.1.2 Registration in the kick off meeting

To participate in the kick off meeting, those interested are invited to [register via an online form](#), before 8 April 2022.

4.1.3 Kick off meeting

Before the kick-off meeting, stakeholders are welcome to submit comments to the workshop secretariat (yolanda.noort@nen.nl) during a 30 days period (see time table). These comments will be considered by the chair, proposers and secretariat.

During the kick-off meeting, participants will receive further information on the background of the project. It is an opportunity to gather information on the content of the proposal, objectives and development process. In case stakeholders agree with the project proposal, they are welcome to participate in the actual development of the CWA.

4.1.4 Registration as participant in the CWA

After the kick-off meeting and before the start of the development of the CWA, aspiring participants will be able to [register to become participants in the workshop](#). Please note you will need to agree to the exploitation rights and patent declaration in annex B.

We aim at gathering no more than 50 participants. We seek to gather a balanced group of stakeholder representatives. A 'balanced group' means to have representatives from all categories mentioned in clause 3 of this document and from the 34 CEN and CENELEC member countries. Stakeholders are encouraged to participate via their (European) umbrella organizations where possible. The maximum number of participants per organisation is 2.

Joining after the registration date will be subject to the Chair's approval.

4.1.5 Development of the CWA

The first draft of the CWA will be provided by the proposer of the workshop. See Annex A for a schematic overview of CWA part 1. Stakeholders will be invited to submit their comments. These will be discussed by all stakeholders during the CWA meetings.

4.1.6 Publication

A list of participants will be added to the foreword of the CWA (or as an annex depending on the size of the list). After discussion of all comments, but before publication, stakeholders will be asked if they would like to see their name mentioned in the final CWA.

As mentioned in the CEN-CENELEC Guide 29, the chair will take the final decision on the publication of the standard (clause 5.5).

As per usual, the final CWA will be made available via all CEN member bodies, usually after payment of a fee.

4.1.7 Other organizational aspects

The CWA shall be drafted and published in English.

We are keen to include participation from all stakeholders and will do our very best to facilitate any needs. In case you have special needs, please inform the secretariat via the registration forms.

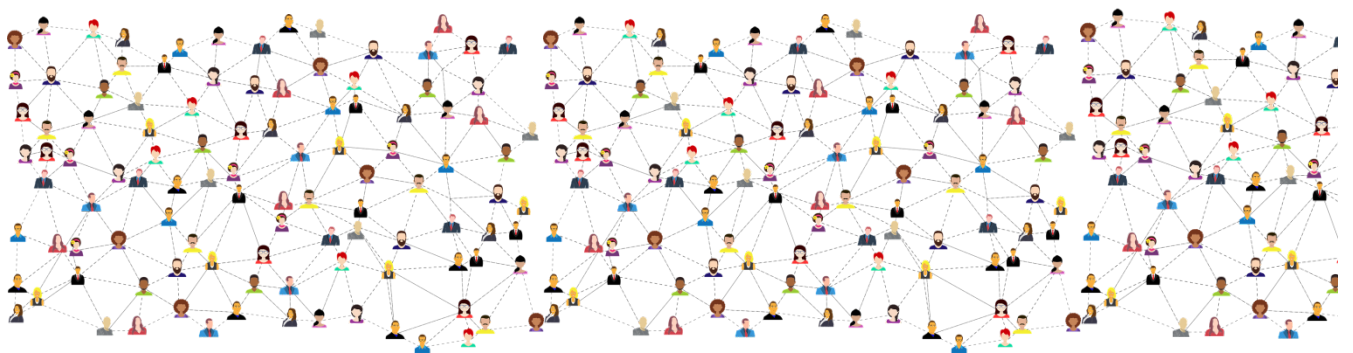
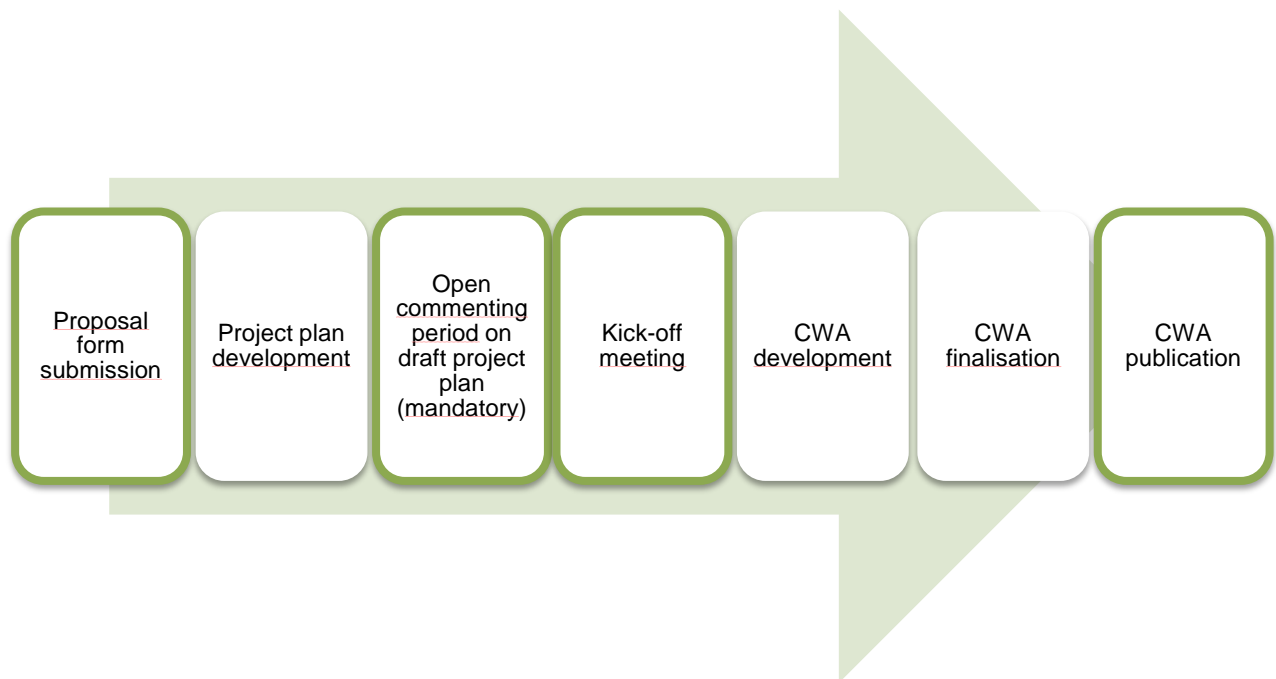
Most likely, all meetings will be held remotely (zoom), depending on availability of a meeting room and the Covid-19 situation etc.

4.2 Work plan

Table 1: Workshop schedule (preliminary)

phase	what	who	date
Kick off meeting	Circulate proposal	secretariat	Tue March 1
	Registration Kick off meeting	all interested	deadline Fri April 8
	Commenting round project plan (comments to Yolanda.Noort@nen.nl in the commenting template)	all interested	deadline Fri April 8
	Online informative meeting: kick off meeting to discuss project plan	all interested	Thu April 21, 13-16h CET
CWA meeting	Registration CWA participant	workshop members	Mon May 9 -Fri May 13
	Internal commenting round CWA part 1	workshop members	Mon May 9 -Fri May 20
	Send comments to participants	secretariat	Mon May 30
	CEN WS meeting to discuss CWA (part 1)	workshop members	Wed June 1 and Thu June 2
CWA meeting	Internal commenting round CWA parts 1 and 2	workshop members	July - to Sept 2
	send comments to participants	secretariat	Mon Sept 12

	CEN WS meeting to discuss CWA (part 1 and 2)	workshop members	Wed Sept 21 and Thu Sept 22
CWA meeting	Internal commenting round CWA part 2	workshop members	Tue Nov 1 - Fri Nov 11
	send comments to participants	secretariat	Wed Nov 30
	CEN WS meeting to discuss CWA (part 2)	workshop members	Wed Dec 7 and Thu Dec 8
Publication	Part 1 to CEN-CENELEC for publication	secretariat	January 2023
	Part 2 to CEN-CENELEC for publication	secretariat	January 2023
	Presentation of the CWA parts 1 and 2	all interested	Q1 2023



5 Resource planning

There is no participation fee. All costs related to the participation of interested parties in the Workshop's activities have to be borne by themselves (e.g. travel costs). We foresee for now that meetings will be held remotely.

6 Workshop structure and rules of cooperation

6.1 Chair

Alice ODE introduces herself:

"In my career I've proved to be successful at coordinating and managing teams and programmes focussed on social topics, such as diversity and inclusion in the labour market, remigration, fair trade and multicultural communities.

Currently, I am programme lead of the Dutch Diversity Charter, an impactful initiative I started in 2015. With the Diversity Charter we effectively support companies in creating Diversity & Inclusion policies that transcend different dimensions of diversity, such as age, gender, sexual orientation and working ability. Moreover, we annually assess the results of their diversity policies and actively provide knowledge and advise on bottle necks while also sharing best practices.

Currently the Diversity Charter is signed by 345 Dutch companies. I enthusiastically lead a team of 13 people that support these organisations to enhance diversity and inclusion at their workplace. Being a member of the European platform of 26 Diversity Charters, the focus extends the Dutch labour market and my network of diversity experts reaches all over Europe."

Organization: SER Diversiteit in Bedrijf (SER Diversity at Work)

Name: Alice ODE (Odé)

6.2 Secretariat

Organization: NEN (Dutch member of CEN/CENELEC)

Secretary: Tamar ZIJLSTRA | Secretary support: Yolanda NOORT

6.3 Drafting group

The drafting group consists of: chair, secretary and proposer.

The first drafts of the CWA will be provided by the workshop proposer and will be reviewed by the drafting group. The drafting group will consider the comments on the kick-off plan and decide on to proceed with them (Guide 29, clause 5.1.1).

The drafting group will also support in the preparations of the meetings of the actual development of the CWA (e.g. review agenda).

6.4 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed.

The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer and Workshop chair. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant, if any, CEN or CENELEC/TCs

7 Contacts

Chairperson:

Name: Alice ODE (Odé)
Company: SER Diversiteit in Bedrijf (SER Diversity at Work)
Address: Bezuidenhoutseweg 60, 2509 LK Den Haag, Netherlands
e-mail: g.a.ode@ser.nl
Web: <https://www.ser.nl/nl/thema/diversiteitinbedrijf/english>

Secretariat:

Secretary: Tamar ZIJLSTRA
Support: Yolanda NOORT
CEN or CENELEC Member : NEN
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Workshop proposer

Name: Anike WILDERVANCK DE BLECOURT
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Phone: +31 (0)70 412 34 56

Webpage: <https://www.government.nl/ministries/ministry-of-education-culture-and-science>

Annex A Draft outline of CWA Diversity and inclusion – part 1 Guidelines

European Foreword

Introduction

1. Scope

2. Normative references

3. Terms and definitions

4. Recognize diversity and inclusion

4.1 Applying diversity and inclusion

4.2 Connect with international developments

4.3 Drivers

4.4 Principles of social responsibility of diversity and inclusion

5. Identifying and engaging stakeholders

5.1 Who, why and how

6. Core themes of diversity and inclusion

6.1 General

6.2 Dimensions of diversity

6.3 Business operations

6.4 Identify core themes for the organization

7. Integrate in the organization

7.1 PDCA cycle

7.2 Transparency and communication about D&I policy

Annex B Assignment of exploitation rights and Patent Declaration

Registering for a CEN-CENELEC Workshop is intended to be a lightweight-process. The obligations and commitments on yourself and your company are kept to a minimum in order to make registration easy.

By signing this participant registration, you accept the following conditions:

Assignment of Exploitation Rights

In order to secure the legal protection of the documents elaborated by the participants to this CEN-CENELEC Workshop, in the framework of the Berne Convention for the protection of literary and artistic works you are asked to accept the following terms and conditions for the assignment of the exploitation rights of your contributions to European standardization:

- (a) Unless otherwise stated, you assign solely, exclusively and irrevocably to the European Committee for Standardization (CEN) and to the European Committee for Electrotechnical Standardization (CENELEC) for the benefit of its national Members the exploitation rights of your intellectual contributions, as are reproduced in the Publications resulting from the technical work of this CEN/CENELEC Workshop, as defined in paragraph 1.2 of [CEN/CENELEC Internal Regulations Part 2](#).
- (b) You accept that the exploitation of the publication related to this CEN-CENELEC Workshop, containing all or part of your contributions, will take place without mention of your/your company/organization name, unless your explicit statement to that effect.
- (c) You accept however that you/your company/organization name is included in the list of parties having agreed a CEN-CENELEC Workshop Agreement and provided by CEN-CENELEC to those requesting this information.
- (d) You agree that this assignment does not preclude you from continuing to exploit your own copyrightable contribution for your own purposes, provided that such exploitation does not adversely affect the exploitation of the Publications specified in (a) above.
- (e) You agree that the assigned exploitation rights are granted free of charge worldwide and cover all languages and all forms of exploitation known at present, in particular and non-restrictively: publication, reproduction and adaptation by all means and all graphical support systems, by print, press, photocopy, microfilms, and via all magnetic, electronic and numerical support systems, memory cards, CD-ROMs, DVDs, Blu-Rays, films, photographs, slides, teledistribution, cable, satellite, web applications and on-line document servers and networks, distribution, sub-distribution, translation, derive revenue from duplication, communication to the public in total or in part, in summary or with comments, transfers of exploitation licences to third parties.
- (f) Should you offer intellectual contributions for which you do not personally hold the copyright, you undertake to declare this as early as possible and to name the holder of the copyright if known to you, with a view to securing the assignment of its exploitation rights to CEN-CENELEC.

Patent declaration

You acknowledge the provisions regarding declarations of patents as in the [CEN-CENELEC Guide 8 'Guidelines for Implementation of the Common Policy on Patents \(and other statutory intellectual property rights based on inventions\)'](#).