

## **Terms of Reference: Medicine by Design Healthy and Inclusive Labs Committee**

### **Purpose/Mandate:**

The Healthy and Inclusive Labs Committee promotes inclusiveness in the Medicine by Design community by developing, organizing and executing events and workshops that support a research environment in which all investigators and trainees can reach their full potential.

The Committee's work is a key part of Medicine by Design's commitment to creating an equitable, diverse and inclusive environment, which is critical to research excellence and our goal to strengthen the University of Toronto (U of T) and its affiliated hospitals as a world-leading centre for regenerative medicine. The Committee leads the educational component of Medicine by Design's equity, diversity and inclusion (EDI) plan, which aligns with U of T policies and priorities regarding the pursuit of equity and excellence.

### **Membership:**

The membership of the Committee will be selected through an open nomination call, and will include principal investigators, research/scientific associates, post-doctoral fellows, graduate students, lab managers and research technicians from across the Medicine by Design community. Priority will be given to ensuring the Committee reflects the full diversity of Medicine by Design.

Medicine by Design's executive director will appoint a Chair from among the Medicine by Design-funded principal investigators who are serving on the Committee.

### **Term:**

Members of the Committee normally serve for two years, with an option for renewal by mutual agreement.

### **Meeting frequency:**

The Committee will generally meet bi-monthly, or as needed at the discretion of the Chair.

### **Function:**

The Committee will create, organize and execute events and workshops that:

- promote healthy lab environments, where all members feel supported and empowered to contribute in a meaningful way, and where open communication between lab members and supervisors ensure a common understanding of needs and expectations;
- provide a forum for discussion and learning around systemic racism, unconscious bias and barriers to inclusion in academia; and
- increase awareness of and promote the adoption of EDI best practices across Medicine by Design.

The Committee will hold four to five events per year. Examples of events may include talks by guest speakers, workshops and panel discussions, drawing on both internal (e.g. U of T's Anti-Racism and

Cultural Diversity Office, Office of Indigenous Initiatives, Sexual & Gender Diversity Office, etc.) and external resources.

All events, and any anticipated expenses, must be approved in advance by Medicine by Design's executive director. The Committee will have a total maximum budget of \$10,000 per year for events and other relevant activities. All expenses must be eligible for reimbursement under the [Canada First Research Excellence Fund administration guide](#).

### **Responsibilities:**

The Committee is responsible for designing, organizing and executing events and workshops, including:

- preparing event plans;
- inviting, confirming and communicating with speakers;
- organizing and leading pre-event briefing meetings;
- preparing agendas and other materials/tools required for the event/workshop;
- securing partners or sponsors (as appropriate);
- amplifying staff-led marketing efforts by promoting events/workshops within departments and professional networks, as appropriate;
- greeting/hosting speakers;
- preparing post-event surveys;
- sending thank you gifts to speakers; and
- consulting with other groups at U of T/affiliated hospitals working on EDI/Healthy labs initiatives to look for synergies/partnerships and avoid duplication.

The Committee is also responsible for staying up-to-date on EDI and healthy labs initiatives/opportunities across U of T and providing input and sharing expertise where appropriate. Committee members will seek opportunities to represent Medicine by Design on divisional and university-wide committees and task groups that seek to advance EDI.

Medicine by Design staff will support the Committee's activities by:

- attending Committee meetings;
- creating and distributing event marketing materials, including e-blasts, social media posts and event pages on the Medicine by Design website, to the Medicine by Design community;
- managing event registration;
- distributing calendar blocks to speakers and Committee members;
- communicating travel reimbursement policies and procedures to speakers (for in-person events, where applicable);
- managing event-day logistics, including:
  - setting up and managing Zoom meetings/webinars (for virtual events); and
  - booking rooms, AV support and catering and ensuring appropriate placement of Medicine by Design branding (for in-person events);
- processing eligible expense reimbursements; and
- preparing post-event news stories (as appropriate).