



SPPH Respectful Environment, Equity, Diversity and Inclusion (REDI) Committee Terms of Reference

DEFINITIONS:

The UBC School of Population and Public Health (SPPH, the School) defines REDI in accordance with the Faculty of Medicine definitions and key concepts/terms: <https://redi.med.ubc.ca/equity-diversity-inclusion/>

PURPOSE:

The overall purpose of the REDI Committee is to provide guidance to SPPH that fosters and advocates for respectful, equitable, diverse, and inclusive learning and working environments in the school; and in collaboration with the School, takes action to organize initiatives and activities that promote and advance REDI within the community at all levels and among all members.

RESPONSIBILITIES:

While REDI is a shared responsibility of all members of the school, the SPPH REDI Committee is specifically responsible to:

- Provide perspectives, expertise, and experiences on any REDI-related issues and make recommendations to the School that support SPPH's accountability for its commitment to inclusive excellence and addressing all forms of oppression, prejudice, and discrimination;
- Assist the School in creating an environment within SPPH that is inclusive, accessible, and welcoming to all;
- Hold sessions for open, respectful conversations on local and/or global events of racism and other discriminatory injustice, and foster understanding of oppression, prejudice, and discrimination;
- Keep informed about REDI policies, guidelines, and initiatives at FOM and UBC levels and provide guidance on implementation at the school level;
- Engage in initiatives to address and dismantle any systemic barriers that perpetuate all forms of prejudice and inequities at SPPH;
- Develop and maintain REDI resources and best practices to share with SPPH's students, staff, and faculty;
- Engage with school committees/programs/centres/divisions to embed REDI practices in meetings, processes, committees, and activities;
- Create and operationalize a continually evolving REDI plan for SPPH that:
 - 1) prioritizes REDI-related issues identified through reports, scans, dialogue sessions, forums, and other mechanisms;
 - 2) identifies and prioritizes additional REDI-related needs, proposes strategies, and actions for implementation; and



- 3) outlines and includes a process for developing and regularly monitoring REDI-related indicators for the school (which may be identified through the completion of any UBC or FOM REDI-related tools and/or other mechanisms) (e.g., diversity in students, staff, and faculty, achievement of projected outcomes of REDI events, increases in perceptions of inclusion over time using surveys).

REPORTING:

The SPPH REDI Committee complements other University of British Columbia resources and efforts aimed at addressing matters related to respectful working environments, equity, diversity, and inclusion. This Committee is not intended to act as a substitute, duplicate, or alternate forum to address issues over which other areas of UBC have specific jurisdiction and mandates, including for example, issues governed by UBC’s Policy SC7 (Discrimination), the role of the Equity Office to address complaints under Policy SC7, or the procedures for student-related bullying and harassment complaints.

The SPPH REDI Committee reports, through the Chair, to the SPPH Director. The REDI committee will provide written reports of activities and outcomes to the SPPH Director and Associate Directors annually, or earlier at their request.

SPPH, through the Chair, will provide responses and outcomes of the suggestions and recommendations made by the SPPH REDI Committee to the School in a reasonable timeline.

MEETING SCHEDULE AND ARRANGEMENTS:

The SPPH REDI Committee will meet monthly from September to June [hybrid format]. Meeting minutes of the previous meeting will be available in advance of each new meeting in Microsoft Teams. Additional meetings may be called at the discretion of the Chair to fulfill Committee responsibilities.

All members of the committee are expected to attend a minimum of 70% of the meetings each year (for example, 7/10 scheduled meetings from September to June) unless there is a justified reason, or their appointment with the committee may not be renewed.

COMPOSITION OF COMMITTEE:

The SPPH REDI Committee membership is comprised of:

- A minimum of 10 members, of whom one is the Chair;
- The Committee Chair is the SPPH REDI Lead and is appointed by the Director of the school.
- The Committee will be comprised of a balance of students (3), staff (3) and faculty (3) members;
- Two student members will be Indigenous unless there are not two Indigenous students willing to serve, and then, the membership positions will be open to all SPPH students for a one-year term with an option to reapply for a second one-year term if there are no Indigenous applicants;



- All efforts will be made to have at least one Indigenous staff or faculty member, when feasible;
- One member of the School Management Committee (SMC) will be a member of the REDI Committee;
- All members are appointed for two years, renewable once, except for students who are finishing their educational program before the end of their appointed term;
- The SPPH REDI Committee strives to achieve diverse membership that is reflective of its commitment to equity, diversity, and inclusion and this shall be considered in the appointment of Committee members;
- Six members of the committee are required for a quorum for official REDI Committee decisions – two each of student, staff, and faculty members. The chair is a non-voting member. Decisions will be made by vote during meetings or by survey in between meetings. If a quorum is not reached for the decision, the issue will be discussed further with the committee, and additional voting will take place until a quorum is reached, or the decision process is terminated.

The SPPH REDI Committee may refer REDI matters or initiatives to one or more working groups, as the circumstances require. Each working group shall have a Lead, as appointed by the Committee Chair, in consultation with the Committee. The Lead(s) shall consult with the Committee to clarify the parameters and timelines associated with assigned work. The Lead(s) shall provide the Committee Chair with updates on the Working Group work and progress.

Internal Conflict and Harm

If any committee member experiences conflict or harm at the committee meetings and/or during any committee-related activities, they should contact the Chair to discuss the issue confidentially and work towards a solution. The Chair will have sole discretion in deciding if a member of the committee needs to resign their position after a review of events from all parties involved.

Terms of Reference and REDI Statement Review

Amendments to these Terms of Reference may be proposed by the Committee and reviewed by the School Director, Associate Directors, and School Management Committee (SMC) for approval. Significant changes in the committee's functions or composition should prompt a review to allow the committee to adapt to changing circumstances, refine its focus, and align with SPPH's goals.

The SPPH REDI committee terms of reference, REDI statement, and core values will be reviewed annually by the committee and any changes will be approved by the School Director and Associate Directors.

Name	Position
[Name 1]	[Position 1]



[Etc.]	[Etc.]
--------	--------

DOCUMENT CONTROL		
Revision	Issued For	Date