



## Remit and role of the workstreams

**Membership:** each workstream is led by a member(s) of the Steering Committee and is made up of employees of member firms and other volunteers including ambassadors. Each workstream is free to co-opt people onto (or off) the workstream.

**Goals:** each workstream is focused on a different dimension of diversity and/or inclusion and develops its own strategy consistent with the overall goals of the Diversity Project. This is typically a mix of awareness raising, development of best practice guides and case studies and new initiatives that will help to address the issues identified as barriers to progress. These workstreams are self-managing teams.

- Develop (and then implement) strategy for their area of focus bearing in mind the overall strategy and mission of the Diversity Project. Use SMART objectives and ensure that your actions are impactful and will effect change within the industry. We need to focus on meaningful action.
- Ensure that it has the right people to implement the strategy
- Liaise with other workstreams and/or the Steering Committee to ensure that there is limited duplication of effort, to build on expertise and best practice
- Report back to the Steering Committee on progress against objectives and strategy on a monthly basis
- Update Diversity Project administrative team on membership changes
- Pull together best practice case studies and recommendations for its area of focus from across member firms and beyond
- Use Basecamp (or equivalent) to store and share key documents
- Act as ambassadors for the Diversity Project both externally (via press, or engage via social media) and within member firms

**Meetings and attendance:** meetings of the workstream leads are held every two months to discuss areas of possible cross-workstream collaboration, raise issues of concern, hear back from any Advisory Council or Steering Committee meetings and to share progress reports and any barriers to achievement of goals. Workstream leads should ensure that their

workstreams are represented at those meetings if they are not available to attend. In addition, the workstreams will hold regular update meetings of the workstream members.