



**Diversity, Equity, and Inclusion (DEI)  
Planning, Reflection and Evaluation Tool**

**At ICYE, we believe that diversity, equity, and inclusion (DEI) are fundamental to building a stronger, more compassionate global community - our NCs and wider stakeholders included.**

**This tool is designed to help you reflect on and enhance the inclusiveness of your programs and practices. Whether you are evaluating current initiatives or planning future goals, this resource will guide you in fostering an environment where people of all backgrounds feel valued, supported, and empowered to participate.**

**We encourage you to approach this process with openness and curiosity, recognizing that each step you take contributes to a more inclusive and equitable future.**

**Use this tool to explore the diversity within your teams and volunteers, identify potential barriers, and develop strategies to create positive, lasting change. Let's continue working together towards a world where everyone can thrive.**

## Here are some suggestions for using the tool effectively:

- **How often to use it:** We recommend utilizing this tool annually as part of your strategic review process, and whenever launching new initiatives or significant projects.
- **With whom to use it:** Engage your entire team—including staff, board members, and coworkers—in the reflection process. A diverse group ensures a more holistic understanding of DEI strengths and areas for improvement.
- **Who to refer to for support:** When you identify areas needing improvement, include them in the short-, mid-, and long-term goals table to revisit at the next review. If needed, please also reach out to ICYE's DEI Sub-Committee who can coordinate online calls to exchange good practices among your peers..

# Inclusion and Diversity

*“ICYE is committed to promoting inclusion, active participation and equality of opportunity.*

*We offer volunteering activities and intercultural exchange, primarily to young people, irrespective of geographical location, belief, gender, sexual orientation, health, disability, socio-economic status, race or cultural background.*

*Policies and practices covering the selection, recruitment and support of volunteers as well as of staff, board members and co-workers also reflect this commitment.*

*For ICYE, reciprocal cooperation between NCs and regions supports our commitment to inclusion.*

*We strive for a diverse workforce and an inclusive office environment.”*

*(from ICYE’s Code of Ethical Practice, approved at the 2019 GA in Vietnam)*



# Important resources

*Toolkits on volunteering and inclusion:*

## **Anti-racism Toolkit for IVS**, from ICYE

Aims to steer all IVS stakeholders within the ICYE Federation to not only advocate for anti-racism but to incorporate this advocacy within their capacity into every aspect of their relation to the IVS movement.

## **Training Resources on Inclusion and Diversity for ICYE**, from ICYE

Padlet for the on-going collection of training resources.

## **Volunteering as a Tool for Inclusion Toolkit**, from Volunteer Ireland

Includes recommendations for volunteer coordinators on how to work with various groups – people with hearing impairments, people with visual impairments, people with physical disabilities, people with mental health difficulties, older people, migrants, long-term unemployed people, ex-prisoners and people affected by homelessness.

## **Volunteer Management Toolkit**, from Get Out Get Active UK

Features a roadmap and resources on how to deliver an inclusive and accessible volunteer journey.

## **Inspired by Inclusion**, from Grenzenlos / ICYE Austria

You can download the Toolkit on organising inclusive seminars in English, German, or Spanish.

# Definition of the concepts

## Inclusion:

*Inclusion is defined in this guide as: “(..) improving the terms of participation in society for people who are disadvantaged on the basis of age, sex, disability, race, ethnicity, origin, religion, or economic or other status, through enhanced opportunities, access to resources, voice and respect for rights”. ([chapter1.pdf\\_\(un.org\)](#), p. 20, 14.05.2021)*

## Equity:

*Equity ensures fair treatment, access, and opportunities for all, by recognizing and addressing the specific and differing needs and barriers faced by individuals based on factors such as age, gender, disability, racialised characteristics, race, ethnicity, and economic status. It aims to create conditions where everyone can fully participate and thrive, regardless of their background or circumstances.*

## Diversity:

*Diversity is defined in this guide as: “...empowering people by respecting and appreciating what makes them different, in terms of age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin.” (<https://globaldiversitypractice.com/what-is-diversity-inclusion/>) It means engaging with each other and embracing our differences in a safe, respectful, and nurturing environment.*

# Framework for reflection

<p>Do you accept volunteers from diverse backgrounds and with special needs or disabilities in your host programme? What are the main barriers for hosting these volunteers?</p>	
<p>What additional activities would be necessary to reach out more to under-represented or excluded groups in your promotion efforts? (whether in your practices, in your outward visual materials, etc.)</p>	
<p>Do you have host projects and families/ accommodation that are able to host volunteers with a disability and/or other special needs?</p>	
<p>Do your staff and co-workers have the resources to engage volunteers from diverse backgrounds and with special needs? What additional resources would be needed?</p>	
<p>How does your NC address discriminatory attitudes regarding people from diverse backgrounds and with special needs/ disabilities in your work with the volunteers, host families, host projects?</p>	
<p>How diverse is your NC regarding e.g. age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin?</p>	
<p>Do your office building and seminar spaces grant easy access to people with disabilities? How could you make these spaces more accessible and comfortable to use for people with varying physical, sensory, and cognitive needs?</p>	
<p>What is the percentage of host families/ projects open to hosting volunteers from diverse backgrounds e.g religion , sexuality, race</p>	
<p>Has your NC participated in any DEI workshop/ conference / collaboration project within the federation if not , why?</p>	
<p>How many NCs does your NC interact with / exchange volunteers with that are from a different region?</p>	

## Goals for my organisation based on this reflection process

	Goal	Target Date	Actions & Resources Needed
Short-term			
Mid-term			
Long-term			



# ICYE