



## **DIVERSITY, EQUITY AND INCLUSION WORK GROUP (OR COMMITTEE) CHARTER**

**Statement of Establishment:** This Charter establishes the Council of the Inspectors General on Integrity and Efficiency (CIGIE) Diversity, Equity, and Inclusion (DE&I) Work Group (or Committee) and sets forth its mission and purpose, membership, and operations.

**Reason for Establishment:** CIGIE is committed to addressing the integrity, economy, and effectiveness issues that transcend individual Government agencies. A diverse, equitable, and inclusive organization will allow all Offices of Inspectors General (OIGs) to increase their professionalism and effectiveness of their personnel and to aid in the establishment of a well-trained and highly skilled workforce.

### **Definitions:**

Diversity is defined by the Office of Personnel Management (OPM) as a collection of individual attributes that together help agencies pursue organizational objectives efficiently and effectively. Examples of these attributes include characteristics, such as national origin, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, veteran status, and family structures. Diversity also encompasses differences among people based on their backgrounds; where they are from, where they have lived, and differences of thought and life experiences.

Equity is defined by the Executive Order On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government as the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Inclusion is defined by OPM as a culture that connects each employee to the organization. This type of organizational culture encourages collaboration, flexibility and fairness; and leverages diversity throughout the organization, so that all individuals are able to participate and contribute to their full potential.

**Mission and Purpose:** The mission of the DE&I Work Group (or Committee) is to affirm, advance, and augment CIGIE's commitment to promote a diverse, equitable, and inclusive workforce and workplace environment throughout the OIG Community that will help ensure comprehensive work, produced by a well-trained and highly skilled workforce, to be made accessible, when possible, to the diverse public we serve.

**Scope:** The DE&I Work Group (or Committee) will establish a Strategic Plan to guide its work. Goals of this DE&I Work Group (or Committee) will be carried out by the focus area sub-work groups (subcommittees), along with each sub-work groups goal(s) by focus area:

- Charter
  - Goals:
    - *Establish a charter for the Work Group outlining its mission, purpose, relationship to other CIGIE committees, roles and responsibilities of members, and operations.*
  
- Strategic Plan
  - Goals:
    - *Incorporate diversity, equity, and inclusion principles into the CIGIE Strategic Plan to demonstrate and reflect the OIG Community’s full commitment to these principles in our collective workforce, products, and practices.*
    - *Develop objectives and goals to gauge progress and effectiveness.*
  
- Data Collection, Assessment, and Reporting
  - Goals:
    - *Survey the OIG Community for perspectives and viewpoints on diversity, equity, and inclusion—baseline and then annually.*
    - *Assess the survey results for indicators of Community-wide issues (baseline) and progress in addressing Community-wide issues and maturity of the OIG Community’s efforts to advance diversity, equity, and inclusion (annually)*
    - *Report survey results—baseline and then annually*
  
- Staffing, Hiring, and Recruitment
  - Goals:
    - *Identify and promote successful techniques for integrating diversity, equity, and inclusion initiatives into human capital strategies to attract, recruit, and sustain talent.*
  
- Performance and Recognition
  - Goals:
    - *Identify and promote effective techniques for integrating diversity, equity, and inclusion into performance and recognition processes to provide a reasonable assurance of fair and objective outcomes.*
  
- Training and Awareness
  - Goals:
    - *Increase collaboration amongst the OIG community to identify training and awareness resources that promote diversity, equity, and inclusion.*
    - *Promote effective training and awareness resources to enhance diversity, equity, and inclusion across the OIG community.*

- Promotions and Professional Development
  - Goals:
    - *Identify and promote effective techniques for consolidating diversity, equity, and inclusion initiatives into promotion and professional development processes to facilitate advancement within the OIG Community workforce.*
- Business (Supplier) Diversity
  - Goals:
    - *Identify and promote effective techniques for incorporating diversity, equity, and inclusion initiatives into procurement and acquisition strategies to obtain goods and services from underrepresented businesses.*
- Stakeholders and Partners (Including COVID-Related
  - Goals:
    - *Collaborate with stakeholders and partners to promote a culture of diversity, equity, and inclusion within the organizations that we oversee, and highlight issues related to these matters in the workplace.*

**Relationship to Other CIGIE Committees:** The DE&I Work Group (or Committee) will consult with and coordinate with other CIGIE Committees and forums, including the Training Institute, the Professional Development Committee (PDC) and Pandemic Response Accountability Committee (PRAC), as deemed appropriate.

**Composition of Membership:** The DE&I Work Group (or Committee) is comprised of Members and Officers. Officers of the DE&I Working Group are a Chair, a Vice-Chair, and sub work group (or subcommittee) leads. Members and officers of the DE&I Work Group (or Committee) may include IGs and their staff (at a sufficiently senior level to make organizational decisions on behalf of their OIG). Members of the DE&I Work Group (or Committee) will serve on a voluntary basis.

- Members:
  - Regularly participate in DE&I Work Group (or Committee) meetings and on at least one DE&I Sub Work Group.
  - Develop and implement the DE&I strategic plan.
- Chair:
  - Provide leadership for the DE&I Work Group (or Committee) to achieve its goals and implement its initiatives.
  - Coordinate with sub-work group (or subcommittee) Leads on steps and actions planned or completed.
  - Collaborate with the Vice Chair to plan the order of business and set the agenda for meetings.
  - Facilitate meetings.

- Vice-Chair:
  - Assist the Chair with providing leadership for the DE&I Work Group (or Committee).
  - Assist the Chair with coordinating with sub-work groups (or subcommittee) Leads.
  - Assist the Chair with tasks and provide support as needed.
  - Assume Chairperson responsibilities in the event of the Chairperson's absence.
  
- Sub-Work Group (or Subcommittee) Leads:
  - Plan and lead respective sub-work group meetings.
  - Establish and monitor goal(s), strategies, and outcomes for the sub-work group through completion.
  - Collaborate with the Chair and Vice-Chair on proposed milestones and actions of the sub-work group.

**Expectations and Commitments:**

- DE&I Work Group (or Committee) members and staff are committed to advancing diversity, equity, and inclusion throughout the OIG community.
- DE&I Work Group (or Committee) meetings will be held monthly. Sub work groups (or subcommittees) will meet as needed.
- Sub work group (or subcommittee) members will solicit and provide feedback and then coordinate with the Lead to establish and implement focus area goal(s), strategies, and outcomes, and then report on the status to the full Work Group (or Committee).
- The DE&I Work Group (or Committee) will develop a diversity, equity, and inclusion roadmap to use as a guide to advance diversity, equity, and inclusion within the OIG community.
- The DE&I Work Group (or Committee) will continue at the discretion of the CIGIE Executive Council.
- The Charter will be reviewed at least every three years and may be amended as needed.