

Guidelines for External Facilitators and Trainers

SKAO-GOV-0000136 Revision 01
Classification: UNRESTRICTED
Document type: GDL
Date: 2022-10-06
Status: RELEASED



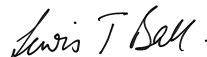
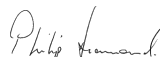
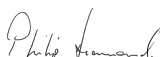
Role	Name	Designation	Affiliation	Signature	Date
Author	Shari Breen	Members of the SKAO EDI Taskforce	SKAO		2022-10-10
Author	Mathieu Isidro	Members of the SKAO EDI Taskforce	SKAO		2022-10-14
Owner	Lewis Ball	Chair: EDI Taskforce	SKAO		2022-10-07
Approver	Phil Diamond	Director-General	SKAO		2022-10-14
Released by	Phil Diamond	Director-General	SKAO		2022-10-14



TABLE OF CONTENTS

1 INTRODUCTION.....	3
1.1 Guidelines for external facilitators and trainers	3
2 BEHAVIOUR	3
2.1 Expected Behaviours	3
2.2 Unacceptable Behaviour.....	4
2.3 Breaches of these Guidelines	4
A REFERENCES	5
A.1 Applicable Documents.....	5
A.2 Reference Documents.....	5

LIST OF FIGURES

No table of figures entries found.

LIST OF TABLES

No table of figures entries found.



1 Introduction

1.1 Guidelines for external facilitators and trainers

The SKA Observatory (SKAO) is an international, collaborative organisation and our staff, associates and broader SKA community represent many nationalities and cultures. We aim to create a welcoming and inclusive environment where everyone feels they belong, there is fairness and respect for all individuals, and diverse perspectives and ideas thrive. This means cultural differences are to be respected, and harassment, bullying and discrimination will not be tolerated. More details are provided in the SKAO Code of Ethics [AD1].

All SKA meeting and event participants, including external trainers and facilitators, must contribute to an environment that encourages the creation and exchange of ideas, recognises and values differences and celebrates the diversity and contributions made by people of a range of cultures, genders, and backgrounds.

The expectations of SKAO with respect to meeting participants is addressed in the Code of Conduct for SKA Meetings and Events [RD1]. This Guidelines document primarily addresses SKAO's expectations with respect to the behaviour of trainers and facilitators themselves.

2 Behaviour

2.1 Expected Behaviours

We expect all external trainers and facilitators to behave in accordance with our values, maintaining professionalism, in-line with these guidelines. All communication should be appropriate for a professional audience including people of many different backgrounds, genders, and cultures. We further expect that all trainers and facilitators to:

- Address and acknowledge everyone equally and ensure everyone has an equal opportunity to make comments, ask questions and voice opinions.
- Use inclusive language and imagery, including, for example, using gender neutral terms to describe generic roles and using images and examples that demonstrate gender balance and a wide range of diversity with respect to all demographics.
- Act with kindness, compassion and understanding. Assume others are acting with a positive intent when unsure.
- Take on constructive feedback to improve aspects of inclusivity for future training sessions and meetings.
- Respect the privacy of meeting participants by using social media responsibly.

Trainers and Facilitators can expect SKAO organisers and meeting chairs to be champions for Equality, Diversity and Inclusion, both by demonstrating behaviours in-line with the Code of



Conduct for SKA Meetings and Events [RD1] and by ensuring it is adhered to by all meeting participants – including the trainers and facilitators. If external trainers or facilitators perceive that any participant has behaved inappropriately, they should report that to a SKAO organiser, meeting chair or other staff member.

2.2 Unacceptable Behaviour

- Harassment and sexist, racist or exclusionary comments, jokes or imagery. Harassment, discrimination or offensive comments on the grounds of gender or sex, race, colour, nationality, ethnic and national origin, religion and belief, age, marital or civil partner status, sexual orientation, gender identity and expression, gender reassignment, disability, pregnancy or maternity, family or carers responsibilities or any other protected characteristic. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent.
- Bullying, including unwelcome or unreasonable behaviour that demeans, intimidates, humiliates, or sabotages the work of people, either as individuals or as a group. Bullying behaviour is most often aggressive, persistent, and part of a pattern, but it can also occur as a single egregious incident. It is usually carried out by an individual but can also be an aspect of group behaviour.

2.3 Breaches of these Guidelines

The SKAO is committed to work with external trainers and facilitators to ensure that content is as inclusive as possible and in-line with our values. In the case of minor breaches of these guidelines, trainers and facilitators are expected to be open to feedback, acknowledge the concerns raised with them, and to correct their behaviours immediately.

In the case of more serious breaches, including those related to bullying or harassment, trainers and facilitators may expect a formal report to SKAO which will then trigger the procedure outlined in the SKAO Code of Ethics [AD1].



A References

A.1 Applicable Documents

The following documents are applicable to the extent stated herein. In the event of conflict between the contents of the applicable documents and this document, **the applicable documents** shall take precedence.

[AD1] SKAO-GOV-0000101, Code of Ethics

A.2 Reference Documents

The following documents are referenced in this document. In the event of conflict between the contents of the referenced documents and this document, **this document** shall take precedence.

[RD1] SKAO-GOV-0000135, Code of Conduct for SKA Meetings and Events



Document Number

SKA-GOV-0000136

UNRESTRICTED

SKAO

Revision

01

Author: Shari Breen and Mathieu Isidro

Date

2022-10-06

Page 5 of 7

LIST OF ABBREVIATIONS

ADApplicable Document
RDReference Document
SKA.....Square Kilometre Array
SKAO.....SKA Observatory



Document Number SKA-GOV-0000136
Revision 01
Date 2022-10-06

UNRESTRICTED

SKAO

Author: Shari Breen and Mathieu
Isidro

Page 6 of 7

DOCUMENT HISTORY

Revision	Date Of Issue	Engineering Change Number	Comments
01	2022-09-26	N/A	Initial Release
01	2022-10-06		First Release

DOCUMENT SOFTWARE

	Package	Version	Filename
Word processor	MS Word	Office 365	SKAO-GOV-0000136-01_GuidelinesFor ExternalFacilitatorsAndTrainers for
Block diagrams			
Other			

ORGANISATION DETAILS

Name	SKA Observatory
Registered Address	Jodrell Bank Lower Withington Macclesfield Cheshire, SK11 9FT, UK
Fax	+44 (0)161 306 9600
Website	www.skao.int

