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XENIA ERASMUS+ PROJECT

WORK PACKAGE 1

REPORT

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ABBREVIATIONS

HE	Higher Education
HEI	Higher Education Institution
EDI	Equality, Diversity & Inclusion
kom	kick-off-meeting
NGO	non-governmental organisation
WP1	Work Package 1
WP2	Work Package 2
D.1.	Deliverable 1
D.2.	Deliverable 2
A.1.	Activity 1
A.2.	Activity 2
A.3.	Activity 3
A.4.a.	Activity 4 part a
A.4.b.	Activity 4 part b



INTRODUCTION

The XENIA Project is a 36 month project funded by the Erasmus+ Programme of the European Union involving a consortium of 7 partners from 5 European countries, detailed below. The project aim is to develop and implement an inclusiveness index to support equality, diversity and inclusion in European Higher Education Institutions (HEIs). Specifically, the index will measure the actual level of social and educational inclusion of sexual minority and gender marginalised students and staff. The project will also share practices and tools for promoting and improving equality, diversity and inclusion (EDI).

Work Package 1 (WP1) was the first phase of the XENIA project which included 4 key activities generating 2 deliverables with multiple outputs. The primary aim of WP1 was to lay a robust foundation for the XENIA HE Inclusiveness Index by developing a Common Research Methodology which guided the work and contributions of all XENIA partners in WP1, and through which a rich evidence base could be harnessed. The key activities underpinning this common research methodology were: the identification and classification of HEIs into relevant and appropriate thematic areas; developing indicators that signify inclusion of gender diverse and LGBTQ+ students and staff for each thematic area; and developing tools and resources for promoting inclusion across HEIs. Beneficial to the project was the preparation conducted by the lead partner SInAPSi in highlighting the need for this project.

University College Dublin (UCD) Ireland was responsible for leading and realising the deliverables under WP1. All partners were involved in the development of the deliverables for this Work Package and the lead partner SInAPSi acted as counsel and support throughout.

Note: Work Package 1 coincided with the Covid-19 global pandemic as each country began implementing travel and work restrictions. This had a significant impact on the XENIA partners. Many were confined to their homes for a period, and access to HEIs, libraries and general resources became difficult for most. The working landscape and environment changed quickly and unexpectedly. A flexible approach was adopted by all partners in relation to meeting internal deadlines and timelines to reflect these unprecedented times and challenging environments. It is a testament to the XENIA partners' dedication and commitment to the project that all deliverables for Work Package 1 were achieved and delivered on time and in line with the original project proposal.

XENIA PROJECT PARTNERS

Organisation	Type	Country
SInAPSi - Università Federico II Napoli	Higher education institution (tertiary level)	Italy



University College Dublin (UCD), National University of Ireland	Higher education institution (tertiary level)	Ireland
UB Universitat de Barcelona	Higher education institution (tertiary level)	Spain
HOU Hellenic Open University, Patras	Higher education institution (tertiary level)	Greece
OZARA Nacionalno zdruzenje za kakovost zivljenja	Non-governmental organisation/association	Slovenia
ARCIGAY comitato Provinciale Antinoo Napoli Onlus	Non-governmental organisation/association	Italy
IWS Internet Web Solutions S.L.	Small and medium sized enterprise	Spain

OVERVIEW OF WORK PACKAGE 1 (WP1)

DELIVERABLE 1 (D.1.)

Activity 1: (A.1.) *Develop A Common Research Methodology*

The XENIA Common Research Methodology developed under Activity 1 served as the foundation from which the XENIA HE Inclusiveness Index and XENIA Tools could be developed. The development and adoption of this common research methodology by all XENIA partners was central to generating the key deliverables under activities 2, 3 and 4.

DELIVERABLE 2 (D.2.)

There were three activities undertaken in D.2. using the XENIA Common Research Methodology as a framework to develop and confirm the XENIA HEI Thematic Areas, XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness, and XENIA Tools & Resources. These outputs provide a robust foundation and resource to the XENIA HE Inclusiveness Index.

Activity 2: (A.2.) *Confirmation of Five XENIA HEI Thematic Areas*

Prior to WP1, the lead partner SInAPSi had undertaken a preliminary limited literature analysis and drafted 5 possible HEI thematic areas. These HEI thematic areas needed to be interrogated and confirmed by all partners by conducting a HEI thematic area literature search and review using the common research methodology developed under D.1. - A.1.



Activity 3: (A.3.) Development, Matching & Confirmation of the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness

The purpose of the HEI thematic area literature search and review was to assist in the identification of indicators of HE gender & LGBTQI+ inclusiveness. These indicators of HE gender & LGBTQI+ inclusiveness needed not only be identified but also matched to a HEI thematic area. These results would form the basis for developing a matrix for the XENIA HE Inclusiveness Index in Work Package 2.

Activity 4:

(A.4.a) Development & Matching of XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Examples Recording Template & Tool

(A.4.b) Confirmation of XENIA Toolkit & Resources

The purpose of Activity 4 was to review examples recorded by partners, using the XENIA Common Research Methodology, of Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) best practice, match them to one or more of the XENIA HEI Thematic Areas, and develop a XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Tool. This tool's purpose is to complement the XENIA HE Inclusiveness Index. HEIs participating in the XENIA HE Inclusiveness Index can tap into the XENIA Gender & LGBTQI+ EDI Best Practice Tool to identify actionable measures to bridge gaps and improve gender & LGBTQI+ EDI and and tools to bridge gaps in their HEI.

The successful articulation of the D. 2. deliverables was contingent on the development of a robust Xenia Common Research Methodology agreed by all partners in D. 1.

DELIVERABLE 1 (D.1.)

A.1. DEVELOP A COMMON RESEARCH METHODOLOGY

A preliminary literature review had been conducted prior to WP1 by the lead partner SinAPSi and five thematic areas of HEIs had been drafted. These HEI thematic areas needed to be interrogated. In addition, 42 indicators of HE gender & LGBTQI+ inclusiveness had been drafted and these needed to be interrogated. A comprehensive literature search and review by all partners would provide an evidence base to identify, confirm and/or develop the HEI thematic areas and the indicators of HE gender & LGBTQI+ inclusiveness. Taking stock and recording initiatives, best practices and case studies of EDI also needed to be undertaken by all partners in order to create a resource and tool to complement the XENIA HE Inclusiveness Index. The development of a common research methodology was imperative to ensure accuracy, consistency and reliability of the aforementioned



activities. It would also form a robust baseline and overarching framework for the XENIA Project as a whole.

The following steps were undertaken to develop the XENIA Project's Common Research Methodology:

1. Identification of XENIA HEI Thematic Area Literature Search Terms & Search Parameters
2. Development of XENIA HEI Thematic Area Literature Search Guidelines & XENIA Recording Templates
3. Testing & Feedback of XENIA HEI Thematic Area Literature Search Guidelines and XENIA Recording Templates
4. Confirmation of XENIA Deliverable 1: A Common Research Methodology and XENIA Recording Templates & Tools

1. Identification of XENIA HEI Thematic Area Literature Search Terms & Search Parameters

Agreed Search Terms for conducting the literature search were adopted by all partners. These comprised words and phrases and were combinations of the following:

- **Higher Education Institutions (HEIs):** HEIs are the focus of the XENIA Project, therefore this expression and variations of it were included in the search.
- **Gender and sexual minorities:** the second focus of the XENIA Project, therefore related terms and variations, such as **LGBT**, were included in the search.
- **Dimensions of inclusion and exclusion:** to further aid in the identification of thematic areas in HEIs and gain insight, a variety of terms were also listed. Preliminary terms had been brainstormed by partners at the XENIA Project kick-off-meeting (kom) in January 2020 and were further developed at this juncture. These terms were not compulsory for all search databases but were for enhancement when used. They were categorised into four groups:
 - **Mental Health:** mental health; self-esteem; well-being; distress; isolation; depression; anxiety; self-acceptance; minority stress.
 - **Violence:** violence; assault; safety; hate speech; bullying; transphobia; homophobia; exclusion; intolerance; hatred; isolation; biphobia; harassment.
 - **Discrimination:** discrimination; intolerance; prejudice; sexism; cissexism; hate speech; bullying; transphobia; homophobia; biphobia; sexual orientation; stigma; gender stigma; genderism; heterosexism; heteronormativity.
 - **Inclusion:** inclusion; diversity; equality; best practice.

Search Parameters were also identified and agreed to provide further structure to the search and included:

Databases

The same two databases used by SInAPSi for their preliminary literature search were selected: **Web of Science** and **PsycINFO**.

Inclusion Criteria

- Conduct search in English



- Translate terms into primary language of the partner and search again

Date range

- No limits

Recording/Language

- Relevant findings recorded in English.

Exclusion Criteria

- Non university/HEI based research
- Non peer reviewed material

2. Development of XENIA HEI Thematic Area Literature Search Guidelines & XENIA Recording Templates

In order to ensure partners adhered to the XENIA Common Research Methodology developed the following methodological support tools were developed;

- **XENIA HEI Thematic Area Literature Search Guidelines**
The guidelines provided step-by-step information on how to conduct the search and what to search, including the search terms and search parameters. The guidelines also included links to the recording templates and tools.
- **XENIA HEI Thematic Area Literature Review Recording Template**
This was hosted on *Google Sheets* as a shared document. Each country had a dedicated sheet with a uniform format across all. The template had spaces for outlining key information on relevant literature found, detailing its relevance to the project, and matching it to appropriate thematic areas. There were 5 thematic areas named with a description of each embedded. If the literature was relevant but did not match a thematic area, there was also space to include and outline it. An example was provided on each sheet.
- **XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Examples Recording Template**
This template was for partners to record examples and cases of EDI best practice amongst HEIs, NGOs etc. The information was to later be developed and transformed in Activity 4 into a complementary tool for the XENIA HE Inclusiveness Index. This template was devised at this juncture as it was too a record keeping task that needed an agreed common methodological approach. It was hosted on *Google Sheets* as a shared document. Each country had a dedicated sheet and a uniform format across all. An example was provided on each sheet.

3. Testing & Feedback of XENIA HEI Thematic Area Literature Search Guidelines and XENIA Recording Templates

Partners were given approximately two weeks to run a test search, review the guidelines and templates, and give feedback. Comprehensive feedback was received from partners reflecting local, cultural and linguistic specificities and subsequent updates were made:

- A short **Glossary** was embedded in the literature recording and best practice recording template to aid with anagrams and as a clarification of terms, most of which were taken from ILGA Europe's Glossary.



- It was highlighted that there were other databases that are locationally specific and might hold literature in a local language that may not appear on the two search databases, Web of Science and PsycINFO. It was agreed that in addition to the two search databases, partners could search additional databases if desired, but would need to record this as an additional search measure. An **XENIA HEI Thematic Area Literature Search Supplementary Database Recording Template** was developed for such purposes.
- A suggestion was made to record a bibliography and a reference management software tool called **ZOTERO** was put forward.

4. Confirmation of XENIA Deliverable 1: A Common Methodology and XENIA Recording Templates & Tools

Following lengthy considered consultation, testing and feedback from the partners the XENIA Common Research Methodology and the methodological support tools, detailed in steps 1-3 above, were developed, confirmed and signed off by partners for inclusion in the XENIA tool-kit.

The XENIA Common Research Methodology consists of the following support tools:

- XENIA HEI Thematic Area Literature Search Guidelines
- XENIA HEI Thematic Area Literature Review Recording Template
- XENIA Gender & LGBTQ+ Equality, Diversity and Inclusion (EDI) Best Practice Examples Recording Template
- XENIA HEI Thematic Area Literature Search Supplementary Database Recording Template
- ZOTERO - Bibliographic Recording Software Tool

DELIVERABLE 2 (D.2)

The development and confirmation of D.1., the XENIA Common Research Methodology, formed a solid foundation to WP1 and served as a scaffolding platform from which the next activities of the XENIA project could be undertaken. D.2. involved the identification and confirmation of XENIA HEI thematic areas under which the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness could be developed as well as the further development and confirmation of the XENIA Toolkit. D.2. was a critical element in the XENIA Project.

A.2. CONFIRMATION OF XENIA HEI THEMATIC AREAS

With the XENIA Common Research Methodology agreed and in place the literature search was commenced and a literature review conducted by each country to confirm and/or amend the five



XENIA HEI Thematic Areas that had been preliminarily drafted by the lead partner prior to WP1. The five thematic areas were as follows: a. Institution; b. Policy & Programmes; c. Pedagogy & Academics; d. Support Services; e. Academic Life

The following steps were undertaken in the confirmation the XENIA HEI Thematic Areas:

1. Conducting the XENIA HEI Thematic Area Literature Review (in line with the XENIA Common Research Methodology under A.1.)
2. Analysis of XENIA HEI Thematic Area Literature Review Results
3. Confirmation of the Five XENIA HEI Thematic Areas (to guide the development of the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness)

1. Conducting the XENIA HEI Thematic Area Literature Search & Review

Using the XENIA Common Research Methodology developed, tested and confirmed in A.1. the partners undertook a comprehensive literature search and review. The following took place:

- The XENIA HEI Thematic Area Literature Search Guidelines were followed.
- The XENIA HEI Thematic Area Literature Review Recording Template was used appropriately to record, detail, and review relevant literature found in each country. The template consisted of two main areas:
 - **Green Area:** to detail key information and synopsis on the literature
 - **Yellow Area:** to align literature with the thematic areas, or 'Other' and give details.
- A deadline was given but made flexible due to Covid-19
- Access issues were discussed and support offered.
- One partner used the XENIA HEI Thematic Area Literature Search Supplementary Database Recording Template.

2. Analysis of XENIA HEI Thematic Area Literature Review Results

XENIA HEI Thematic Area Literature Review Recording Template was studied, cross referenced and analysis conducted. The analysis can be summarised as follows:

- 130 pieces of literature were recorded in total.
- The literature matched the 5 thematic areas, often matching two or more.
- The literature results reflected a range of geographic locations and spanned a number of decades (1998-2020).
- The USA was the location that yielded the most research in this area. This highlighted the need for more research that is locationally and culturally specific in order to fully understand the nuances of particular institutions and the impact of socio-cultural, socio-political and economic specificities.
- One partner's literature review search yielded no results. This may be in part due to the difficulty in accessing databases that occurred. It may also point to location specific lack of access to local and international literature on topics of gender and sexual orientation.



- A document was created with summary information on the literature review titled: XENIA HEI Thematic Area Literature Review Recording Template - Summary Information
- The literature reviewed was also recorded using the software ZOTERO and a bibliography was created as a consortium.

3. Confirmation of the Five XENIA HEI Thematic Areas

Once each partners' recording template(s) had been populated in line with the XENIA Common Research Methodology, analysed, cross referenced and information captured, Five XENIA HEI Thematic Areas were confidently confirmed as follows:

- A. Institution
- B. Policy & Programmes
- C. Pedagogy & Academics (*which later was reworded as Pedagogy & Academic Programming*)
- D. Support Services
- E. Academic Life

This confirmation of the Five XENIA HEI Thematic Areas could then be used as the basis to guide the development of the next activity (A.3.). This involved reviewing the list of Indicators of HE Gender & LGBTQI+ Inclusiveness drafted prior to WP1 and identifying gaps informed by the XENIA HEI Thematic Area Literature Review. The final set of Indicators of HE Gender & LGBTQI+ Inclusiveness were then developed and aligned with the XENIA HEI Five Thematic Areas. Taken together these act as a robust tool for the XENIA HE Inclusiveness index for Work Package 2.

A.3. DEVELOPMENT, MATCHING & CONFIRMATION OF XENIA INDICATORS OF HE GENDER & LGBTQI+ INCLUSIVENESS

Activity 3 consisted of the development, matching and confirmation of the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness. Indicators in the XENIA Project are understood as a way of measuring social and educational inclusiveness in HEIs for gender and LGBTQI+ students and staff. The XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness are ways to assess whether or not inclusion good practice takes place in a HEI. If not, the indicator highlights target areas for improvement. The Indicators will inform the XENIA HE Inclusiveness Index which will be developed in Work Package 2 and weighting will be assigned. Indicators are based on extensive research conducted in Activity 2 and during the preliminary stage prior to Work Package 1. They are aligned under the most appropriate XENIA HEI Thematic Area. Activity 3 was made possible by all preceding activities. The XENIA Common Research Methodology informed the XENIA HEI Thematic Area Literature Review and the development of the XENIA HEI Thematic Areas, which informed the development of XENIA Gender & LGBTQI+ Indicators of HE Inclusiveness detailed in this activity.



A preliminary list of 42 indicators was drafted by the lead partner prior to WP1. These draft indicators needed to be rigorously interrogated in order to establish if each individual indicator would be retained, modified or enhanced. Any indicator gaps identified through this process were addressed and additional indicators generated. Once complete all indicators were aligned and presented under the most appropriate XENIA HEI Thematic Area.

The following outlines the steps undertaken under Activity 3:

1. Review & Revision of Preliminary Draft of 42 Indicators
2. Identify Indicator Gaps informed by the XENIA HEI Thematic Area Literature Review
3. Matching of Indicators to XENIA 5 HEI Thematic Areas & Presentation of Indicators
4. Extensive Partner Consultation, Review & Feedback
5. Confirmation of 64 XENIA Indicators of HE Gender & LGBQI+ Inclusiveness

1. Review & Revision of Preliminary Draft of 42 Indicators of HE Gender & LGBQI+ Inclusiveness

A preliminary list of 42 indicators had been drafted by the lead partner prior to WP1 and each indicator had been placed under a HEI Thematic Area. The first step in A.3. was to review this preliminary list of indicators and make revisions accordingly. Each indicator was assessed and analysed individually and decisions were made on how to edit and update. They were reviewed numerous times, notes made, and updated variations of each indicator were drafted. Each indicator went through a rigorous process of review and examination, and revision and edit, noted under the following aspects:

Language

- The translatability of each Indicator was considered.
- Problematic vocabulary was highlighted, multiple variations were drafted and the most translatable, clear and readable version was decided on.
- Problematic sentence structures were highlighted, new simplified iterations were drafted and the most translatable, clear and readable version was decided on.
- A **Glossary** for vocabulary, which may have multiple interpretations depending on location and in order to set clear definitions of vocabulary specifically related to the XENIA Indicators of HE Gender & LGBQI+ Inclusiveness, was created.

Format & Presentation

- Multiple writings of the indicators were drafted.
- A uniform written format & writing style for all indicators to adhere to was decided on.

Sociocultural relevance

- The context of each indicator and how they relate to different HEI structures and locations was considered.
- The usability, efficiency and richness of the indicators for the XENIA HE Inclusiveness Index participants was considered.

Alignment

- Indicators were aligned with the most appropriate of the XENIA's Five HEI Thematic Areas.
- Indicators that could be sub-grouped and presented together were highlighted.



2. Identify Indicator Gaps informed by the XENIA HEI Thematic Area Literature Review

The next step in Activity 3 was to identify gaps in the preliminary list of 42 indicators. This involved careful analysis of the XENIA HEI Thematic Area Literature Review and in some instances gaps were identified through expert knowledge of HEIs. The process of identifying gaps and subsequently creating new indicators happened in the following order:

- The 42 indicators were read and initial notes on potential gaps were made.
- The XENIA HEI Thematic Area Literature Review was read and analysed.
- Important, useful and relevant research on practices and recommendations on gender and LGBTQI+ inclusion in HEIs was identified.
- Notes were compared and further gaps in the list of 42 indicators were highlighted.
- Additional indicators were researched and drafted.
- The draft of new additional indicators were formatted into a common style and structure to match the revised list of 42 indicators from step 1.
- Potential locations for the draft of new additional indicators under XENIA's Five HEI Thematic Areas were highlighted and categorised.
- The draft of new additional indicators was merged with the original list of 42 indicators to form a new potential list of **90 indicators** that then underwent a process of further development (see step 3) and extensive consultation, review and feedback with partners (see step 4).

At this point in the process of developing the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness, the scope and number of indicators had broadened significantly in order to capture all possible iterations and measures of gender and LGBTQI+ inclusion in HEIs. The next steps were to present the indicators into a comprehensive list, position them appropriately and then partake in extensive consultation, review and feedback with partners to refine the list and agree on all aspects.

3. Matching of Indicators to XENIA 5 HEI Thematic Areas & Presentation of Indicators

Step 3 was an important process in developing the XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness. At this juncture the list of indicators had been reviewed, revised, updated and had expanded beyond the preliminary draft. The revised list of 42 indicators and the new additional indicators, totalling 90, now needed to be put together, reexamined and positioned in the most appropriate and relevant location in order to create the list of XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness for evaluation by all partners.

Great consideration was given to the presentation of the indicators and their matching to the Five XENIA HEI Thematic Areas. Where they were placed and how they were presented informed the XENIA HE Inclusiveness Index. The following matching and formatting took place in this step:

- **Matching of Indicators with XENIA 5 HEI Thematic Areas**



Indicators needed to be matched under the most appropriate and relevant thematic area. Many indicators could fall under one or more of the thematic areas therefore the XENIA HEI Thematic Area Literature Review was consulted and extensive conversations had. Decisions were made on each indicators' location and from this another aspect of matching indicators emerged that would help in the presentation of the indicators and the development of XENIA HE Inclusiveness Index. i.e. Clusters of similar indicators were identified.

Clustering Indicators

It emerged whilst developing each indicator during the courses of this activity (A.3) that there were clusters of similar indicators. These indicator clusters dealt with variations of a topic or process of inclusion within a given XENIA HEI Thematic Area. Therefore they were grouped and positioned together as a subsection and subsection titles were assigned. It was then decided which of XENIA's 5 HEI Thematic Area each subsection and corresponding indicators best matched.

e.g. Thematic Area A. *Institution* has 5 subsections: *Non-Discrimination; Committees; Facilities; Identification; Recognition* with multiple relevant indicators located under each subsection.

- **Tiering Indicators**

A crucial dimension in the development of the indicators that emerged was the tiering of some indicators. Tiering was a simple solution to complicated and multi-pronged indicators. It became evident that one indicator might in fact be addressing a complex process of inclusion. By tiering the multiple dimensions and nuances of an indicator, the steps are revealed and the process highlighted. Not only is this beneficial in understanding if a HEI undertakes or implements one or all of the dimensions of one indicator, but they can also see the steps that they can take in order to improve their HEI's inclusion of gender marginalised and LGBTQI+ students and staff.

A tiered approach, where appropriate, results in a deeper understanding of that particular indicator in a given HEI. For example, a HEI might have a policy on discrimination. Some HEIs might specifically make reference in their non-discrimination policy to gender and sexuality, indicating an awareness of such discrimination and perhaps a deeper level of gender and LGBTQI+ inclusive practice. If an indicator is affirmatively answered then the next tier can be asked and answered. Each indicator and tier will be weighted appropriately in the production of the XENIA HE Inclusiveness Index in Work Package 2. See example below:

Thematic Area A: INSTITUTION

[thematic area]

NON-DISCRIMINATION

[sub-section]

1. The HEI has a non-discrimination policy.

[indicator]

↳ This covers gender minorities.

[tiered aspect for deeper understanding]

↳ This covers gender expression.

[tiered aspect for deeper understanding]

↳ This covers sexual minorities.

[tiered aspect for deeper understanding]

↳ This covers gender equality.

[tiered aspect for deeper understanding]



4. Extensive Partner Consultation, Review & Feedback

When steps 1-3 above were completed the newly revised and expanded indicator list of HE Gender & LGBTQI+ inclusiveness was ready to be sent to partners for consultation, review and feedback. This process firstly involved substantial consultation with the lead partner SINaPsi about the revisions, additions and tiering. All partners were then consulted on the new list of indicators. The new list of indicators of HE Gender & LGBTQI+ Inclusiveness sent to partners for feedback contained:

- The Five XENIA HEI Thematic Areas and description of each
- Subsection headings aligned under a thematic area
- Indicators were aligned under a subsection heading and tiered where appropriate.
- A Glossary for the list of indicators had been devised in the first step of Activity 3 and was updated at this juncture to also be sent to the partners for review and feedback.

There was much consultation, discussion and feedback on the new list of indicators which led to a rich and considered review and ultimately enhanced the list. This robust partner review process involved:

- In depth discussion with the lead partner on indicator revisions, indicator additions and formatting of the indicators.
- Consolidation of indicators and adjustments to ensure accessibility and efficiency for developing the subsequent XENIA HE Inclusiveness Index and consideration for the end users of said Index. **In the final analysis a total of 64 indicators made the list.**
- Feedback and review of the list of 64 indicators by all partners.
Partners were supplied with a template that isolated each thematic area, each subsection heading, and each indicator for simple review and feedback. Partners were asked to read for translatability and to provide their overall feedback and comments on the final 64 indicators.
- Lengthy discussions with partners on certain indicators.
- Final adjustments and refinement of **64 indicators** in relation to language, translatability and tiering.
- Approval of a **Glossary** for the list of 64 indicators
- Development of an **XENIA Institutional Profile**
In the process of developing the indicators of inclusiveness an institutional profile emerged as an important additional piece to complement the XENIA HE Inclusiveness Index and ensure a richer understanding of a particular HEI in terms of structure and size. An example and template was drafted and sent to the partners for approval.

5. Confirmation of XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness

Activity 3 was a lengthy and complex process and it was given a great amount of time, thought, consideration, consultation and refinement. By the end of the process the partners had given significant input and feedback and thus were confidently able to confirm the various tools developed:



- 64 XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness.
- XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness Glossary.
- XENIA Institutional Profile - Example & Template.

A.4.a. DEVELOPMENT & MATCHING OF XENIA GENDER & LGBTQI+ EQUALITY, DIVERSITY & INCLUSION (EDI) BEST PRACTICE EXAMPLES RECORDING TEMPLATE & TOOL

Deliverable 1 of Work Package 1 consisted of the development and confirmation of the XENIA Common Research Methodology. A part of this common research methodology was the creation and confirmation of an XENIA Gender & LGBTQI+ EDI Best Practice Examples Recording Template, as described in Activity 1. The purpose of this template was to give partners a space to record examples of gender and LGBTQI+ EDI best practice from their research and/or experience. The template was then used to create a tool that matched best practices to the XENIA 5 Thematic Areas. The purpose of the XENIA Gender & LGBTQI+ EDI Best Practice Tool is to complement the XENIA HE Inclusiveness Index and aid HEIs in improving their gender and LGBTQI+ EDI practices.

Activity 4.a. progressed in the following way:

1. Development of the XENIA Gender & LGBTQI+ EDI Best Practice Examples Recording Template
2. Development of the XENIA Gender & LGBTQI+ EDI Best Practice Tool
3. Confirmation of the XENIA Gender & LGBTQI+ EDI Best Practice Tool

1. Development of the XENIA Gender & LGBTQI+ EDI Best Practice Examples Recording Template

As described in Activity 1:

- A template was created for recording best practices examples so as to follow a common method of recording.
- Each country had its own page on a shared *Google Sheets* with a common format across all.
- The template was sent to partners for review and feedback.
- Partners confirmed the **XENIA Gender & LGBTQI+ EDI Best Practice Examples Recording Template**.

2. Development of the XENIA Gender & LGBTQI+ EDI Best Practice Tool

- The recording template was populated during the course of WP1 by partners and examples of best practices and case studies were mostly location specific.
- The examples were reviewed and matched to one or more of the Five XENIA Thematic Areas.
- The examples were transformed and formatted into a coherent and accessible tool.



- A few examples were excluded from the tool due to being approximately 10 years old and no longer in operation or relevant.
- Each example in the tool is clearly matched to one or more of the XENIA 5 Thematic Areas.
- The location of each example is also given.
- Each example is also linked to its corresponding website or article for further information.

3. Confirmation of the XENIA Gender & LGBTQI+ EDI Best Practice Tool

- The partners were asked to check and confirm the links to their examples.
- The partners were consulted on the exclusion of a few examples.
- The partners were in agreement and the XENIA Gender & LGBTQI+ EDI Best Practice Tool was confirmed.

The XENIA Gender & LGBTQI+ EDI Best Practice Tool tool is seen as a living document with scope for development and future input in keeping with uptodate initiatives and changing landscapes.

(A.4.B) CONFIRMATION OF XENIA TOOLKIT & RESOURCES

In the process of analysing, developing, and confirming the aforementioned activities of Work Package 1 discussed in this report, a comprehensive range of tools and resources were developed and created. These make up the XENIA Toolkit & Resources listed and are linked [here](#) to the XENIA Erasmus+ Project Website.

XENIA TOOLKIT

XENIA HEI Thematic Area Literature Search Guidelines
XENIA HEI Thematic Area Literature Search Review Recording Template - *populated*
XENIA HEI Thematic Area Literature Review Bibliography
XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness
XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Tool

XENIA ADDITIONAL RESOURCES

XENIA HEI Thematic Area Literature Search Review Recording Template - *blank*
XENIA HEI Thematic Area Literature Search Supplementary Database Recording Template - *blank*
XENIA HEI Thematic Area Literature Review Recording Template - *Summary Information*
XENIA Indicators of HE Gender & LGBTQI+ Inclusiveness Glossary
XENIA Institutional Profile - *Example & Template*.
XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Examples Recording Template - *blank*
XENIA Gender & LGBTQI+ Equality Diversity & Inclusion (EDI) Best Practice Examples Recording Template - *populated*
ZOTERO - Bibliographic Recording Software Tool



CONCLUSION

A great deal of time, thought and consideration was given to the articulation of WP1. Partners shared valuable insights throughout the activities and their input, contributions and adherence to the XENIA Common Research Methodology ensured a robust and transparent process. All the deliverables outlined in Work Package 1 were achieved and numerous additional resources were realised. The ability to achieve Deliverables 1 and 2 within the timeframe given, despite the unprecedented and challenging environment caused by the Covid-19 pandemic, is a remarkable achievement demonstrating the XENIA partners' dedication and commitment to the XENIA Project. All activities were conducted and all deliverables were met with the addition of invaluable tools and resources. The successful completion of WP1 provides a solid foundation in the development of the XENIA Erasmus+ Project as a whole.