



## Research Team Memorandum of Understanding

# Accessibility and Equity

Version date: Dec 8, 2020

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These Memorandum of Understanding documents are intended to guide the work of the Trans PULSE Canada Study. While each team member agrees in principle with the Memorandum of Understanding, it is considered a set of 'living documents', which may be revisited and revised throughout the life of our project.

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## Accessibility

### Guiding Principles and Values

Our team is committed to making our work accessible to all people. We recognize an overarching obligation to make all documents accessible. We commit to continual engagement and learning while recognizing that as we grow some accessibility procedures will be in response to challenges or issues that arise. There is a budget allocation to accommodate accessibility needs that may arise.

We will take the following actions to ensure our work is in line with our values/principles:

### Data Collection

In order to make our survey and collected data as accessible as possible, we are taking the following steps:

1. Avoiding jargon within the survey and all written materials.
2. Involve community members in the process of designing our survey, developing reports based on our data, and presenting findings.
3. Pilot test the survey for accessibility and utilize services to make published materials accessible.
4. Mandatory review of the full survey by the disability consultation team.

### Team Operation

Our team primarily meets online which we recognize may make meetings more accessible, however, for some, large online groups may also be a barrier to participation.

We utilize both email and Basecamp as team communication platforms- materials for meetings are provided ahead of time via both platforms to ensure enough time to review materials before meetings.

Within our team's budget, we have allocated funds to ensure accessibility services including ASL interpretation, closed captioning, and other services as needed.

We will utilize a short questionnaire to determine the accessibility needs of team members; this will ideally be filled out at the onset of a person joining the team. Results of the questionnaire can be used to develop a formal accommodation plan if needed.

Team members can ask for a meeting with their direct supervisor or team lead to discuss their engagement with the project and bring up any accessibility needs or concerns.

### **Knowledge Translation**

We strive for our reports, other published materials, and presentations of our data to be accessible by:

1. Translation
  - a. As outlined in the [Language Policy](#), the survey will be available for participants in French and English. The survey will also be available in other languages via phone with an interpreter.
2. Ensuring digital accessibility by having documents reviewed by AbleDocs.
3. Embedding alt-text in digital images and providing extended alt text where needed (e.g. to describe a graph).

## **Equity**

### **Guiding Principles and Values**

Trans and non-binary people have multiple intersecting identities from which they may experience various forms of oppression including but not limited to racism, sexism, homophobia, transphobia, ableism, ageism, xenophobia, and other 'isms.' Trans PULSE Canada is comprised of a large number of individuals (over 100) from various backgrounds and experiences who together bring a diverse and intersectional lens to our work. The team includes 9 Priority Population Consulting Teams (PPCTs), each representing a collective voice of an important sub-population of the trans community.

In keeping with our mission and goals, Trans PULSE Canada has zero-tolerance for any form of harassment, violence, or discrimination.

We consider the following frameworks essential to promote equity in our work:

Intersectionality – a focus on the ways that experiences at different sociodemographic intersections are differentially shaped by social power, demonstrated in this project by producing results for trans people at differing intersections.

Two-Eyed Seeing – integrating knowledge seen through both an Indigenous perspective and a Western scientific perspective, incorporated through survey development and in collaborative interpretation and production of results.

Minority Stress Theory – health-related inequalities are generated in part through differential experiences of discrimination by minority groups, incorporated in this project through measurement and analysis of discrimination and other forms of social marginalization, and their health effects.

Anti-Oppression – We practice anti-oppression by recognizing power imbalances that may exist within our team and working towards change to balance of power.

Anti-Racism – is an essential framework guiding our work, we recognize that both racism and oppression occur at many levels within our society - cultural, institutional, and interpersonal. Within our team, we seek to empower and make space for advocacy against racism.

### **Equitable Team Composition**

We give priority to bringing students and staff into our team that are members of the trans and non-binary community.

Individuals should acknowledge their privilege and power within the team and how that relates to the work. We value the input of all team members and encourage active participation from those who are able.

We recognize that team members' availability to be involved in the project may fluctuate over time. Team members who need to take a step back from their work either temporarily or end their work with us are encouraged to reach out to a PI or their supervisor. Work can be reassigned to staff or students as needed.

### **Equitable Participation in Team Meetings**

There are several subgroups within our research team, each with its own goals and responsibilities. These include the Steering Committee, Full Team, Management team, Working Groups, PPCTs, and Authorship groups. See the [MOU on Membership and decision making](#) for more information about the responsibilities of each group.

Each working group/regular meeting may decide to appoint a rotating Equity Facilitator. The role of this person is to:

- Begin the meeting with a round of check-ins, and/or an inspirational message.
- Pay particular attention to how everyone is making and taking space, and ensure people are being heard.
- Check-in with people throughout the meeting to invite them to participate.

The Trans PULSE Canada team values the contributions of team members and recognizes that financial need should not be a barrier to equitable participation. For this reason:

- Trans and non-binary community members who are participating in one or more active working group (including PPCTs and the Steering Committee), and who are not currently working full-time can be contracted to the project. These are flexible contracts allowing individuals to invoice the team for up to 143 hours/year spent on project work at \$28/hour. These are not employment contracts and individuals will not be assigned work. Rather, those contracted can choose where to spend these hours.

- Priority Population Consultation Team members who are not working full-time, and whose work on the project isn't part of their regular employment may claim \$25/hour in gift card honoraria for time spent at PPCT meetings or on PPCT work.