

OBSERVATION GRID

All along this form, please keep in mind the following aspects of inclusivity:

- **Diversity:** "It means variety. (...) In a socio-political context this usually means a respectful way of treating different individuals, groups of people and ways of living. Diversity can be measured against a variety of characteristics, such as age, gender, sexuality, religion, disability, ethnicity, culture and social class. Those aspects of diversity are directly linked to inclusion and exclusion." / "Diversity typically means proportionate representation across all dimensions of human difference."¹
- **Belonging:** "It infers that an equitable structure is in place and functioning to make all people, no matter their differences, feel welcome. Belonging is when (equity and inclusion) not only work, but no one feels as if their inclusion is questioned."²
- **Equity:** "Fair treatment for all while striving to identify and eliminate inequities and barriers."³
- **Privilege:** "(Privilege refers to) an unearned, sustained advantage that comes from race, gender, sexuality, ability, socioeconomic status, age, and other differences."⁴

Before the activity

In the following section (questions 1 and 3 to 11), you should have a quick interview with someone from the facilitation team of the activity you are observing to answer the questions.

1) General informations:

Briefly describe the activity (its name, aim, number of participants, scheduled time, location, duration, if it's a serial or standing alone workshop)

- ☐ Librarian
☐ Tinkering

2) As an observer, what do you expect from this activity? Do you have any preconceived ideas?

¹ https://edib.harvard.edu/files/dib/files/dib_glossary.pdf

² <https://www.inclusionhub.com/articles/what-is-dei>

³ https://edib.harvard.edu/files/dib/files/dib_glossary.pdf

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3) Does the facilitation team have a **prior relation** to the audience?

• Yes

• No

If yes, can you give details about this relationship?

4) Has there been some **co-design process with the target audience involved** in the activity?

• Yes

• No

If yes, please give details about how the process has been conducted:

5) How were the needs or specificity of participants considered during the creation process? (e.g. *Adaptation of the environment, the language....*)

6) How was the **public communication** surrounding the activity? How does the public know about this activity? Describe any specific impact with regards to aspects of diversity (e.g. *Word-of-mouth in a neighbourhood to reach unusual local audiences*):

7) Is there specific **background knowledge** necessary to take part in this activity?

• Yes

• No

If yes, please specify:

8) **Context and accessibility:** Here you can note both information from the interview with the facilitator as well as your own observation.

What could be accessibility issues of the activity, regarding **the room, building**? Were some adjustments made to improve the accessibility?

What could be accessibility issues of this activity, regarding its **geographical location**? Were some adjustments made to improve the accessibility?

What could be accessibility issues of this activity, regarding its **duration, its date, or the time it is scheduled in the day**? Were some adjustments made to improve the accessibility?

- 9) Ask the facilitators to describe one example of good practice for inclusion specifically important to them in this context:

- 10) Do you see other aspects in the “before phase” that bring better diversity, build a better feeling of belonging for the target audience, foster equity or address any privilege issue?

- 11) Did you notice anything else that surprised you?

During the activity

You are going to observe an activity. While observing, please take notes on what the participants are doing and what the facilitation team is doing. It is essential to present yourself at the beginning of the activity, explain what you are doing and to make clear that you are not here to judge or evaluate neither the participants' attitude nor the facilitators' working skills.

You are here to look for good ideas, find examples of good practices and share them beyond the activity.

For your observation work, you will have to specifically focus on some of the participants and note everything they are doing for 5-10 minutes. Before doing that, ask if someone is not at ease with this idea so that you know you'll observe someone else during this phase.

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In this form you'll see orange spaces and blue spaces to fill in.

In the **orange spaces** you can take **raw notes during the activity**.

In the **purple spaces** you can **write down your analysis once the activity is finished**.

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- 1) **Setting:** Please take a picture of the room before the activity begins (without the participants in it). Attach this picture to this form.
 - 2) Please **describe the participating group:** age, gender, languages, group composition (family or friends, neighbours, people who know each other or not), etc.

- 3) Describe the **introduction of the activity** and some participants' behaviour. You may consider general and individual behaviours:

Raw notes during the observation :

Just after the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

- 4) Do you have any observations regarding the material used?

Raw notes during the observation :

Just after the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

- 5) Focus on a participant or group for 5 min and note down your observations. You can include quotes.

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

- 6) Observe some **participants**

Describe how they **interact with each other** during the activity:

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

Describe how they **interact with the facilitators** during the activity.

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

- 7) Did you notice that any behaviours were encouraged or discouraged? You may focus on emotional/personal storytelling aspects

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

- 8) Are the **prior experiences/knowledge of the participants or their accomplishments** during the activity valued by the facilitator? You may focus on emotional/personal storytelling aspects

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

9) Describe the closing of the activity and some participants' behaviour during this step:

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

10) Did you notice something else regarding inclusivity aspects that **surprised** you?

Raw notes during the observation :

After the activity analyse your observations considering aspects of diversity, equity, belonging and privilege:

After the activity

You are going to take notes about what occurred after the activity with the target audience. Ideally, this follow-up should take place about 1 month after the activity. For many questions (2 to 7) you will need to speak to the facilitator again to gather his/her reflection, you can also give your own opinion.

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- 1) Considering the first answer you gave in the "before the activity" part, is there a difference between **what you had expected and what actually happened**? Please, note down your observations.

- 2) Was the relationship between the facilitators/institution and the participating target group kept alive after the end of the activity?

•yes

•no

If yes, specify how:

- 3) Have **any results or outcomes of the activity been** shared afterwards? With whom? In what way?

- 4) Have the participants had the opportunity to give feedback, and does this feedback have any impact? (Ask the facilitator and give your opinion)

• Yes • No

- 5) **Choose and describe 1 example of good practice** regarding inclusivity that you noticed during the activity you have observed.

- 6) If participants or facilitators had to fulfil a task after the activity itself, please tell us the result **one month later**.

- 7) Did you notice something else regarding inclusivity that you find interesting or surprising?

Thank you for filling in this observation grid!!