



**Open Call – Inclusiveness & Equity, Diversity and Inclusion Officer
(IEDI Officer)**

COST Action CA23113 – CliMent

Climate change impacts on mental health in Europe (CliMent)

COST Action **CA23113 – CliMent** invites applications for the role of **Inclusiveness & Equity, Diversity and Inclusion Officer (IEDI Officer)**.

This is an **Action-created governance role** that supports the **Management Committee (MC)** in strengthening the Action’s implementation of the **COST Excellence and Inclusiveness Policy** and the **Scientific Committee (SC) recommendations** (ITC involvement, YRI involvement, and improved gender balance). In particular, this appointment responds directly to the measures set out in the **Grant Period 1 Progress Review (PR1)** under “Monitoring and governance”.

Important note: This is a **voluntary (non-remunerated)** role. COST funding supports networking activities and grants are not intended to cover employment costs.

CliMent is looking for someone who is **proactive, fair-minded, and practical**, with the ability to work across a multinational network and help ensure that **inclusiveness, equity and diversity** are embedded transparently in governance and participation.

1) Role responsibilities

In line with the Action’s PR1 commitments and COST governance principles, the IEDI Officer is expected to:

- **Serve as the focal point** within the Action for **inclusiveness, equity, diversity and gender balance** matters, supporting the Chair, Vice-Chair, Core Group, MC, and Working Groups.
- **Monitor and report quarterly** on key indicators at **MC / WG / leadership** levels (notably **ITC, YRI**, and **gender** indicators, as defined in the COST Annotated Rules and used in PR1).

- **Produce and maintain a quarterly dashboard** tracking ITC, YRI and gender indicators (MC/WG/leadership), and share it with the Action leadership/MC for governance and corrective actions.
- **Support the design and evaluation of open calls** (where relevant) by helping implement:
 - **standardised criteria,**
 - **anonymised scoring,** and
 - **documented conflict-of-interest (COI) management,** as explicitly planned in PR1.
- **Support implementation follow-through** on the Action's stated targets and measures for the next grant period (e.g., maintaining strong ITC participation; strengthening pathways for YRIs into decision-making; progressing towards more balanced gender distribution; ensuring mixed-gender evaluation panels and publication of disaggregated participation data, as foreseen in PR1).

In practice (depending on Action priorities and timing), this may include: agreeing a light monitoring cycle; maintaining a simple indicator register; advising call owners/panels on inclusiveness safeguards; and preparing short, MC-ready quarterly notes (1-2 pages) with key figures, risks, and proposed adjustments.

2) Who should apply

We welcome applications from across the Action, including **Young Researchers and Innovators (YRI)** and participants affiliated with **Inclusiveness Target Countries (ITCs)** (as defined in the COST Annotated Rules and used in PR1 reporting).

What we value most

- **Governance and fairness mindset:** you are committed to transparent and equitable processes.
- **Practical monitoring capability:** you can track indicators, spot trends/risks, and translate them into workable actions.
- **Diplomatic coordination:** you can work constructively with WGs and leadership in a multinational context.
- **Process rigour:** you are comfortable with clear criteria, scoring rubrics, documentation, and COI procedures.

- **Commitment to inclusiveness:** you can help the Action sustain ITC involvement, strengthen YRI pathways, and progress towards improved gender balance, consistent with PR1 and SC recommendations.

3) Expected time commitment

This role requires **regular engagement across the Grant Period**, not ad hoc support only. Applicants should indicate their realistic availability (e.g., typical hours/week and any constraints), and note that workload may peak around **open calls, reporting cycles, and major events**.

4) What to submit

Please submit the following to apply:

A) Short CV (max. 2 pages)

Including affiliation, country, and any relevant experience (e.g., governance, monitoring, open-call evaluation, equality/diversity initiatives, facilitation, or policy/practice).

B) Short motivation note (max. 400–500 words)

Please cover:

1. why you wish to serve as *CliMent* **IEDI Officer**;
2. how you understand the purpose of this role **within COST governance and PR1 commitments**;
3. your availability and working pattern;
4. how you would operationalise **quarterly monitoring + dashboard** and support **standardised/anonymised call processes + COI documentation**.

C) A brief demonstration of capability (choose ONE option)

Option 1 – If you have prior examples (optional portfolio):

Provide up to **3 links/files** illustrating relevant work (e.g., monitoring dashboards/scorecards, open-call evaluation rubrics, COI procedures, inclusiveness action plans, EDI initiatives, governance documents). A short sentence per example is enough.

Option 2 – If you are early-career or have limited prior examples (mini practical):

Submit the following new, original draft materials (no design perfection required; clarity matters most):

- A **one-page draft template** for a **quarterly dashboard** (which indicators you would track at MC/WG/leadership level, and what would be reported each quarter);

- A **short anonymised scoring rubric template** for an open call (criteria + scoring scale) **plus** a concise **COI declaration/handling step**;
- A short **6-month action outline** (5-7 bullets) describing how you would support the PR1 “Monitoring and governance” measures in practice.

This option is specifically meant to ensure that less experienced applicants are not disadvantaged, while still allowing us to assess practical potential.

5) Selection process

Applications will be reviewed by the Action leadership, and a recommendation will be presented for final decision by the **CliMent Management Committee (MC)**, in line with COST governance.

In keeping with the Action’s PR1 commitments, the selection process will apply:

- **standardised criteria,**
- **anonymised scoring (as far as practicable),** and
- **documented COI management.**

Shortlisted candidates may be invited to a brief interview focused on:

- understanding of the IEDI Officer role (COST-/PR1-aligned),
- practical approach to monitoring and governance support,
- ability to work with a diverse multinational network,
- availability and working rhythm.

6) Timeline and submission

Timeline and dates

- Call opens: **04 March 2026**
- Deadline: **10 March 2026, 23:59 CET/CEST**
- Shortlisting (indicative): **17 March 2026**
- MC decision (indicative): **To be defined**
- Expected start: **April 2026**

Submission

Please email your materials to: info@cost-climent.eu

Subject line: **CliMent IEDI – Application – [Surname, First name]**

Questions: **Francisco Sampaio**, info@cost-climent.eu