LEARNING DESIGN FOR FLEXIBLE EDUCATION

Co-funded by the European Union

- Prioritise online meetings or face-to-face meetings in the time slot of maximum physical coincidence.
- Work offline when possible.
- Prioritise communication and sharing of resources within a platform (e.g., Teams) instead of personal communications or various tools.
- Use cloud spaces to share resources instead of sending attachments.
- Use conversation channels for short messages and e-mails for those official or extended messages.
- Print only the most essential documents.
- Use recycled or ecological paper.
- Use terrestrial means of transport to arrive at transnational meetings when it is logistically and economically possible.
- Choose a sustainable accommodation near the event.
- Bring your water bottle to refill and prioritise ecological and biodegradable cups.

Sustainability

Topics covered: digital work, transportation, printing

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- Ensure the participation of all people (independently of their capacities) throughout the project.
- Implement person-first language to be used about people with disabilities. For instance, 'person who is blind' or 'person with autism'.
- Use Verdana or Arial fonts with a minimum size of 12 for body text.
- Create digital resources adaptable to diverse body text sizes.
- Create presentations in PowerPoint or simple formats, presenting one idea per slide and prioritising images and symbols.
- Generate videos with subtitles or transcripts.
- Offer electronic versions of the presentations (in advance whenever possible).
- Use accessible digital registration forms and ensure accessibility requirements in events.
- Apply the DUA (Universal Design for Learning) principles when designing environments: equitable use, flexibility in use, simple and intuitive use, perceptible information, tolerance for error, low physical effort, and size and space for approach and use.
- Ensure diversity in your teams and people involved in the project. For instance, gender, age, culture, race, people with functional diversity, experience, and background.
- Incorporate the voices of those with less representation in the activities you develop.
- Rotate the roles, leadership, and functions within teams.
- Collect the opinions gathered through digital means, for instance, chats of videoconferences or comments in shared or public digital spaces.
- Translate and publish the resources derived from the work done in the project into the languages of your country to make it accessible to everyone.

Inclusiveness

Topics covered: disabilities, accessibility, language

- Use forms of address and pronouns that are consistent with gender identity.
- Use expressions that do not reinforce gender stereotypes.
- Use the complete name and surname(s) of all authors in publications or public documents.
- Ensure references used in publications include author women.
- Ensure that women sign first equally to men in academic publications or public documents.
- Bear in mind the diversity in gender identity. For instance, when communicating with people or adding a gender item to questionnaires.
- The examples presented in the resources developed do not reproduce gender stereotypes. For instance, not assigning head roles to men or service roles to women.
- The examples presented in the resources reinforce gender diversity. For instance, not all examples are about heterosexual couples.
- Ensure the representativeness and diversity of gender in pilots and data collection.
- Make gender visible when it is relevant for communication. For instance, 'results indicate women perform better'.
- Rotate the order of position of gender terms. For instance, 'girls, boys, and non-binary respondents.
- Communicate with project members from 8 am to 6 pm and from Monday to Friday.
- Establish starting and end times for meetings.
- Ensure flexibility in internal meetings and demands supporting life reconciliation.
- Inform in advance of any change in planning so that team members can reorganise their work and schedule.

Gender equality

Topics covered: life reconciliation, gender

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- Ensure non-discrimination, distinction, exclusion, or restriction, including those related to gender, disability, age, sexual orientation and/or cultural/political/geographic affiliation.
- Inform project teams and partners about the need for compliance with Humanity & Inclusion institutional policies and directives.
- Embrace and respect European values (human dignity, freedom, democracy, equality, human rights, and the rule of law).
- Follow the recognised norms of co-authorship and collaboration.
- Distribute and sign consent forms (voluntary, informed, and unambiguous) in advance according to Article 13 of the EU general data protection regulation 2016/679 (GDPR).
- Ensure the anonymity of participants in pilots.
- Treat data confidentially, avoiding non-authorised access to it and its loss.
- Store data and materials in safe and shared spaces.
- Report results to participants clearly and responsibly.
- Protect disadvantaged and vulnerable groups in terms of integrity and interests.
- Embrace cultural differences and consider these in teams and when working together.
- Express funding and interests in a non-discrimination manner.
- Prioritise open research and other modes of public presentation.
- Share and discuss goals and outcomes among team members.
- Document roles, responsibilities, and plans, and have these accepted by team members.
- Share resources for meetings in advance.
- Define agendas with concrete topics for meetings.
- Jointly acknowledge recordings of internal meetings.

Ethical assurance

Topics covered: informed consent, data protection, non-discrimination