

MODULE 2: Governance Diagnostic Dashboard

Sustainability & Inclusion Structured Audit Tool

DIAGNOSTIC TOOL

SUSTAINABILITY + INCLUSION

SELF-ASSESSMENT

KULTINCLUSION PROJECT

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Document Classification

Internal Governance Instrument

Not for external communication or publication

Prepared By

Organisation: _____

Completed by: _____

Date of audit: _____

Review cycle: _____

- This document is a structured governance audit tool. It is designed for internal diagnostic use by cultural organisations, municipalities, and NGOs engaged in European policy-aligned event governance. All fields must be completed with written evidence.

SECTION 1

Purpose of This Dashboard

This dashboard transforms a standard governance checklist into a structured diagnostic instrument. It supports objective scoring, imbalance detection between environmental and inclusion dimensions, and the strategic prioritisation of governance improvements within cultural organisations and public-facing events.

What This Tool Does

→ **Structures Self-Assessment**

Converts qualitative judgements into scored, evidence-backed entries across two governance pillars.

→ **Detects Imbalances**

Compares environmental and inclusion averages to identify where governance investment is uneven.

→ **Guides Strategic Prioritisation**

Uses a 2x2 impact/feasibility matrix to direct attention towards the most actionable improvements.

Important Distinction

This is an **internal governance instrument**, not a communication or marketing tool. Results are intended for internal review, strategic planning, and programme redesign — not for public reporting.

SECTION 2

Scoring Methodology

Each governance area must be assigned a score from 0 to 3. Scores must not be estimated or assumed — every score requires written evidence in the corresponding column. The scale is designed to distinguish between symbolic compliance and genuinely integrated practice.

0

Not Addressed

No policy, practice, or awareness of this area exists within the organisation or event structure.

1

Minimal / Symbolic

An acknowledgement or intention exists, but no consistent practice or measurable outcome is in place.

2

Functional but Inconsistent

Practice exists and functions in some contexts, but is not systematically applied or regularly reviewed.

3

Integrated & Monitored

Practice is embedded in organisational processes, monitored against targets, and reviewed annually.

❏ Mandatory Instruction: Each score entered in the audit tables must be accompanied by a written evidence statement. Scores without evidence will be treated as 0 during any external validation process. Evidence may include policy documents, budget lines, post-event reports, staff records, or third-party assessments.

SECTION 3

Environmental Governance Audit Table

Complete all rows. For each area, assign a score (0–3), provide a brief evidence statement, and note any gaps, constraints, or planned actions. Leave no field blank — enter "0 / No evidence available" where applicable.

Governance Area	Score (0–3)	Evidence	Notes / Planned Actions
Energy Consumption monitoring, renewable sourcing, efficiency measures	—		
Waste Reduction, segregation, circular economy practices	—		
Water Consumption tracking, water-saving infrastructure	—		
Transport Participant travel, low-emission logistics, modal shift	—		
Sustainable Sourcing Procurement criteria, supplier standards, local sourcing	—		
Biodiversity Site impact, green space protection, habitat considerations	—		
Carbon Estimation Footprint calculation, offset strategy, reporting	—		
Accommodation Eco-certified providers, proximity, occupancy optimisation	—		
Community Legacy Local benefit, post-event environmental commitments	—		
Education & Awareness Environmental messaging, participant engagement, internal training	—		

Environmental Total Score: _____ / 30 Environmental Average (Total ÷ 10): _____

SECTION 4

Inclusion Governance Audit Table

Complete all rows. For each area, assign a score (0–3), provide a brief evidence statement, and note any gaps, constraints, or planned actions. Leave no field blank — enter "0 / No evidence available" where applicable.

Governance Area	Score (0–3)	Evidence	Notes / Planned Actions
Physical Accessibility Venue access, mobility infrastructure, signage	—		
Sensory Accessibility BSL, audio description, quiet spaces, sensory-friendly provisions	—		
Communication Accessibility Easy-read formats, multilingual materials, plain language	—		
Digital Accessibility WCAG compliance, assistive technology support, digital equity	—		
Inclusive Programming Diversity of voices, representative curation, co-design	—		
Affordability Ticket pricing, subsidies, financial barrier reduction	—		
Gender & Child Protection Safeguarding policy, safe spaces, reporting mechanisms	—		
Staff Training Inclusion awareness, equality training, lived experience input	—		
Dietary Inclusion Allergen labelling, halal/kosher/vegan/free-from provisions	—		
Feedback Mechanisms Accessibility feedback channels, post-event review processes	—		
Emergency Preparedness Evacuation procedures for disabled participants, medical provision	—		

Inclusion Total Score: _____ / 33 Inclusion Average (Total ÷ 11): _____

SECTION 5

Imbalance Detection & Strategic Priorities

Use the averages calculated in Sections 3 and 4 to identify where governance attention is unbalanced. Any area with an average score of 0-1 requires immediate priority review and targeted action planning before the next event cycle.

Average Scores Summary

Environmental Average: _____

Inclusion Average: _____

Combined Governance Average: _____

Interpretation: Scores of 0-1 in either pillar indicate systemic under-investment and require formal priority review. A gap of more than 0.5 between pillars suggests structural imbalance requiring reallocation of governance resources.

Priority Matrix Instructions

Plot your highest-gap areas into the 2x2 matrix below. Prioritise actions that fall in the **High Impact / High Feasibility** quadrant for immediate implementation.

↑ HIGH IMPACT	
High Feasibility → Implement immediately	Low Feasibility → Plan & resource
Low Impact / High Feasibility → Quick wins	Low Impact / Low Feasibility → Deprioritise
↓ LOW IMPACT	

Selected Environmental Priority

Area identified:

Rationale: _____

Lead responsible:

Target review date:

Selected Inclusion Priority

Area identified:

Rationale: _____

Lead responsible:

Target review date:

Selected Structural Priority

Area identified:

Rationale: _____

Lead responsible:

Target review date:

SECTION 6

Critical Reflection

This section requires honest, analytical reflection on the diagnostic process itself. Governance improvement depends not only on identifying gaps, but on understanding the assumptions and blind spots that allowed those gaps to persist. Complete each prompt with a minimum of two sentences.

Which area was overestimated in previous cycles?

Identify the governance area where your organisation assigned a higher score than the evidence now supports. What practice was assumed to be functioning that was not rigorously evidenced?

Response:

What assumption influenced this overestimation?

Identify the organisational belief, cultural norm, or resource constraint that shaped an inflated or uncritical self-assessment. Consider role bias, sector norms, or absence of external challenge.

Response:

What data or evidence is needed before the next audit cycle?

Specify the concrete data sources, measurement systems, or stakeholder feedback mechanisms that must be established to enable a more robust audit in the next programme year.

Response:

"Diagnosis precedes redesign."

No governance improvement programme can succeed without an honest, evidence-based understanding of the current state. This dashboard is the first step — not the final one.

Auditor signature: _____

Approved by (line manager / board): _____

Date completed: _____

Next scheduled review: _____