



INSTITUTE OF OPHTHALMOLOGY
Equality Challenge Team Meeting

Monday 13th January

Seminar Room

Attendees:

Tim Levine (TL), Wing-Chau Tung (WCT), Matteo Rizzi (MR), Jill Cowing (JC), Diana Sefic Svava (DSS), Ryan MacDonald (RM), Richard Cable (RC), Andrew Dick (AD), Jack Blackburn (JB), Tina Storm (TS), Hugo Chow-Wing-Bom (HC), Joe Smith (JS), Avili Feese (AF)

And: Ciara Wight, Faculty Athena SWAN Coordinator (CW)

Apologies:

Louise Wong (LW), Christin Henein (CH), Sandra Halim (SH), Mahtab Farahbakhsh (MF), Joanne English (JE), Sudershana Dave (SD)

Minutes and actions (in red)

1) Welcome

Welcome and introductions. WCT introduces new Equality Challenge intranet page.

ACTION: AF to link pages to Faculty Equality, Diversity and Inclusion/ Athena SWAN.

2) Updates from Sub Teams

General overview including:

- What has happened so far with highlights of any achievements
- How sub-team is assigning actions/communicating
- The next steps and any hurdles/barriers
- How the wider ECT can offer any direct support

Students – key updates (HC & JS)

- The Education Office hasn't confirmed when the next student induction will be, so team has decided to run a 'welcome lunch' for new students, rather than a post-induction event. Aim to have 3 lunches a year, every 3 or 4 months. This would also be a good opportunity for Buddies to meet each other. JS raises making PhD inductions compulsory, which AD agrees.
- @IoOPhDCollabs – need to determine a way to measure the impact of the PhD Twitter, but first need to start updating with more content.

ACTION: Student sub team to determine how to measure success of Buddy Scheme.

ACTION: Update Twitter with content.

ACTION: TL or WCT to get agreement at Deputy `directors and IOX that PhD inductions will be compulsory.

IoO FullStop - key updates (TL)

- Julie Daniels has been working on the Code of Conduct, which will be discussed further at the FullStop meeting on 28 January 2020.
- Report+Support posters are now up on the screens.
- Team are happy to give their short talks at student inductions and welcome events. They agree it would be good to have their message come from someone other than HR.
- Started a discussion surrounding using Whatsapp for work. Currently looking into other options, which would be more suitable for work – apps that don't require your phone number and can be for work only.
- Team have met WCT and Claire Roberts to discuss MyHR and recording annual leave. Also looking to include students in this, so they can also record their leave. WCT confirms more communications will come about MyHR.

Professional Services and Technicians - key updates (JB & WCT)

- A series of Lunch & Learn sessions are coming up – Word and Excel tips and tricks, but also including more complicated skills like using pivot tables.
- A Google form survey was sent at the end of last year, but only received 1 response from it, so resent email again to find out what other training people would like to see here.
- WCT has organised a new careers event – Career Talks: Pathways to Operations Management. Event has been organised for 18 March 2020 and speakers have been selected – WCT, Geoff Dunk and Ben Webb. All speakers will talk about how they got into their roles. This will be followed 1 week later by a careers surgery – 3 x 30 min slots for careers advice.

ACTION: Decide event to promote mentoring as a way to encourage applications for regrading.

ACTION: Plan PS&T Termly meeting, focussing on networking.

Academic and Research Staff - key updates (TS, MR & RM)

- LW has been focussed on providing feedback to the Inductions Taskforce and been doing quite a lot of work. Important to have specific examples of citizenship.
- LW has also been looking into which exit questions to ask. Team discussed how to ensure answers are anonymous to encourage honest answers.
- Repeating Promotions Workshop from last year, but will also include appraisals. Speakers will include AD, TL, Clare Futter and Silvia Dragoni has agreed speak on her recent promotion experience.
- Team have been looking into an event to provide good insight of Postdocs who have transformed to PIs (RM).
- RM raises the issue of relatively low engagement with Postdocs, generally. TS and LW are on most Committees, would be useful to look for ways to engage Postdocs, more widely. RM suggests AD could directly ask people to get involved, and make it clear Committee work is a good thing to have on a CV. TL suggests using the All Staff Meeting to encourage people to attend another event following that, like a spinoff.
- TL suggests encouraging Postdocs to sign up to the Buddy Scheme.

ACTION: Team to decide on exit questions.

ACTION: Team to gain feedback from Postdocs on required training courses.

ACTION: TL/AF to decide event to encourage Postdocs to engage with Committees.

Carer and Mental Health Support (RC)

- Parent/ Carer Funding Scheme is live and word is going around.
- Aiming to have the Mental Health Resource Hub live by the end of the month.
- Quiet room has been fully refurbished and is open for use. Prayer mats have been donated to the room, and JC has included this in the January newsletter. JC and WCT have discussed putting a diary in the room to monitor usage.

ACTION: JC & WCT to organise launch of Quiet Room.

AOB:

Inductions Taskforce

- Currently working on a Handbook for new starters to receive before they arrive and show early engagement. Handbook will include the history of Moorfields Eye Hospital and their relationship with IoO. Each staff group will have a specific section, so RM has been working on including an org chart on the general structure – who is here, what they do, what resources are available
- Would like to include a Buddy Scheme for new staff, and pair new starters with someone in their lab.
- Would also like to include a map of the building.
- A post induction event to welcome all new starters would be good.

ACTION: JC to share maps of the building with Induction Taskforce.

International Women's Day

- TL explains that in previous years, IoO has held a 'Meet the Women behind the Science' event, but this changed to 'Meet the People behind the science' last year – still in celebration of International Women's Day. In the past this has been organised by students, and TL would like volunteers to assist. Volunteers can pick who they would like to speak at the event, including PS&T staff and any gender.
 - Volunteers:
 - Matteo Rizzi
 - Christin Henein
 - Sandra Halim

ACTION: Volunteers to find 5 speakers and a time in the early afternoon of week Mar 9-13.

Role Models

- TL would like to try and populate the webpage/newsletter with examples of role models, people the Institute would like to hold up and publicise their work. Current role model webpage is dated – only includes names and titles of female PIs. TL would like to widen the scope to include all people who embody SWAN principles. Would like volunteers to assist with recognising those who are doing great work.
 - Volunteers:
 - Richard Cable
 - Matteo Rizzi

Impact Boxes

ACTION: All sub teams to consider the potential impact of their actions (past and/or present) to begin creating a cohesive narrative around these actions and to identify as clearly as possible where we think we might have impact but have yet to get the evidence to support it. For example:

Identified issue: Postdoc (SWAN Grade 2-3) promotions 2013-2018 (2% per year) 50% lower than other Faculty departments (4%) and male dominated (80%). 39% of Postdocs reported receiving enough information on the promotion criteria (IoO Survey 2017).
Actions: <ul style="list-style-type: none">✓ Celebrate research staff promotions in newsletter✓ Run information session for PIs on facilitating junior promotions,✓ Run promotion workshop for research staff, incl. financial and practical advice✓ Fine-tuned annual appraisals and linked them more explicitly to promotions.
Impact: 45% improvement in awareness of promotion criteria (56%, IoO Survey 2019). Increase in numbers of promotion applicants (3x recent average in 2019), with gender parity (50:50). Increase in numbers successfully promoted in (2x recent average in 2019), with gender parity (50:50).

Please send completed boxes to AF, ioo-equality@ucl.ac.uk.