



## **INSTITUTE OF OPHTHALMOLOGY**

### **Equality Challenge Team Meeting**

Monday 6 April 2020

Zoom

**Attendees:** Tim Levine (TL), Dolores Conroy (DC), Richard Cable (RC), Tina Storm (TS), Eli Jones (EJ), Louise Wong (LW), Ryan MacDonald (RM), Sandra Halim (SH), Jill Cowing (JC), Diana Sefic Svara (DSS), Hugo Chow-Wing-Bom (HC), Wing-Chau Tung (WCT), Joe Smith (JS), Tessa Dekker (TD), Joanne English (JE), Avili Feese (AF)

**From IoO-FullStop:** Julie Daniels (JD)

**And:** Ciara Wright (CW), Faculty Athena SWAN Coordinator.

#### **Apologies:**

Andrew Dick (AD), Helen Baker (HB), Sudershana Dave (SD)

### **Minutes and actions (in red)**

#### **1) Welcome**

Welcome and introductions.

#### **2) Updates from Sub Teams**

General overview including:

- What has happened so far with highlights of any achievements
- How the wider ECT can offer any direct support

#### **Students – key updates (JS & SH)**

- Set up Buddy Team channel with all the Buddies who were meant to be matched imminently, as team felt that new starters would probably need this most. There has been quite a bit of engagement so far – people have introduced themselves, so hopefully will be useful for those stuck at home.
- PhD Inductions and events have been cancelled. Sub-team won the Research-Led Initiative Award, and although considered hosting a virtual event, team has decided that this event could be a good way to welcome people back once we return to IoO.
- Sub-team have continued to meet between themselves to keep in touch. There has been talk of setting up a team with all PhD students, but logistically this isn't straightforward. JD suggests that it may still be possible to have a social element, despite holding events virtually, such as a quiz. ECR network have also discussed

holding a quiz and this was well received. JD shares the contact of a person in her lab who is great at creating quizzes - [ashkon.seyed-safi.16@ucl.ac.uk](mailto:ashkon.seyed-safi.16@ucl.ac.uk)

### **IoO FullStop - key updates (JD)**

- The Culture Charters has been updated with suggestion and FullStop now have a final version, which should have been sent to TL for review. Final version includes quotes from members of the group stating why this Charter is important. The virtual sign up form is currently being tested, and team did anticipate Charter would go up on the screens, but could be emailed out. The idea was to have a quote from the new sign ups, and to rotate the comms every week or so (depending on numbers) to encourage others to also sign up. The newsletter is due to go out the first day after the Easter closure, so could also go in that in the absence of screens.
- Team are happy to help revamp the Report + Support webpages, if able to access them. The main problem at IoO is that people don't know what happens after they've made a complaint, so team need to discuss the Report + Support flowchart which was sent, as they didn't get a chance at their last meeting. JS suggests making it clear that if someone reports through Report + Support, information is redacted when reported back to the department, so the reporting tool is for monitoring purposes, rather than reporting actual cases.
- FullStop are considering ways to measure the impact of actions they're trying to implement. The IoO Survey could be a way to do that, but a full survey isn't planned for this year. A short survey with specific questions covering particularly areas would work.
- TL shared that Abi Li has volunteered to train as Department Inclusion Officer (a role which replaces DEOLOs), and as the department has been allowed to define the type of role this covers, she'll most closely resemble a Dignity Advisor. Her training will be conducted online.
- WCT confirms that no welcome events for new starters will be taking place, but once they start again, FullStop will be invited to speak at these events.

ACTION: FullStop to disseminate Report + Support flowchart information.

ACTION: TL check with Abi Li and/or Kelsey Paske when training will take place.

### **Professional Services and Technicians - key updates (DC & WCT)**

- Sub team met last week, and went through their actions.
- Lunch & Learn scheduled for 26 March has been cancelled, however Mike Higgins will be doing a talk on 11 May. Nick Burt has agreed to do a talk on Worktribe and DSS will be doing a Better Communication session, so just need to schedule those dates for either May or June.
- WCT will be rescheduling the Career Talk to either the first or third week of May.
- Sub-team discussed how to get over the low attendance at events, in particular how to engage Technical staff. Jack Blackburn has agreed to set up remote coffee mornings, to find out how to engage them.

- Looking to reignite the Coffee mornings remotely; plans for someone to talk about the work their doing at the IoO.
- PS&T meeting is scheduled for 7<sup>th</sup> July, currently working on how to run this remotely.
- Mentoring is on hold – DC wrote to Christine Gaston and didn't receive a response. CW confirms that Christine is currently on a secondment, so mentoring is on hold until the start of the next academic year.

**ACTION:** DC will speak to HK about the coffee mornings.

#### **Academic and Research Staff - key updates (LW, TL & TS)**

- LW provides an update on ECR. Currently trying to work out how to run IoO Lates remotely, but the Symposium will have to be postponed. TD suggests creating an ECR teams to encourage networking while working remotely.
- Sub team met recently to discuss actions.
- Appraisals shouldn't be abandoned at this time, as they don't have to be conducted face to face. WCT confirms appraisals should go ahead.
- TL contacted Christine - she thought faculty would be continuing with the promotions round. WCT has also sent communications, but is unclear whether promotion round will go ahead. TL has spoken to a postdoc who was concerned about applying for promotion due to financial restraint at the moment, as grants are under pressure. As Deputy Director for Equality, TL has also been offered the position of chair of the promotions committee instead of Alison Hardcastle
- Alongside the Research Networks meetings, the team would like to run a My PI Story session. RM could in the gap in the short time, until a more concrete rota is worked out. Research Network meetings have been held during lunch time, and JD is speaking at the next one, which is during lunch again. CW shares Anna Cox's suggestion that as most people are now working flexible, instead of core hours, the IoO could have an embedded lunch break instead. People should be encouraged to work any level of flexibility that suits them.
- Team also discussed whether postdocs might be able to use their general skills to help with administrative tasks outside of their ordinary work. This could also help people to consider careers in science administration. WC confirms that UCL Together is a UCL Scheme which has been launched so people can volunteer across UCL. IoO is looking for volunteers in critical spaces, but management are currently looking at the guidance for postdocs as it is funder specific – it'll probably be on a case by case basis.
- Team have also been considering what postdocs could help their PI with their work. TS has prepared a list, including things such as writing papers and peer reviews.

**ACTION:** LW to raise an ECR networking team with ECR Committee.

**ACTION:** AF to edit exit survey.

### **Carer and Mental Health Support (EJ & RC)**

- Team has focussed on creating the mental health resource hub, covering resources for across UCL as well as in the IoO. Helen Baker has taken responsibility for liaising with the comms team about this.
- EJ attended Resilience workshop on 11 March. A short evaluation form has been sent around to those who attended, and the team will send around again in a few months to see whether the session has had any lasting effects.
- EJ has also been working on the leave guidance forms.
- Wellbeing coffee mornings have been going well and are well attended.

### **AOB:**

#### **Cohesion sub team (TL)**

- New sub team which may need volunteers, as it's just JE at the moment. This sub team will own all the actions which are not currently being working on at the moment.