

Minutes of Equality Challenge Team Meeting

Tuesday 16 January 2018 - Seminar Room at 2.00pm

In attendance: Tim Levine, Maryse Bailly, Karen Eastlake, Joe Smith, Susie Sandford Smith, Sarah Houston, Rachel Wang, , Louise Wong, Nick Burt, Chris Dainty, Gill Tunstall, Mariya Moosajee, Andrew Dick, Diana Sefic-Svara, Viesturs Eglitis, Qian Yang

Apologies for Absence: Clare Futter, Cynthia Wilson, Rachel Wang, Sudershana Dave, Maria Balda

1. BIOGRAPHIES FROM THE SAT

Biographies need to be completed: 4 lines only, 4 bullet points, what is your role on the SAT, personal interest in SAT. Please also send small photographs if we do not have one of you already.

ACTION: ALL to send bullet points and photos where necessary to Tim

2. CASE STUDIES

Karen Eastlake and Mariya Moosajee will make good cases studies in the new application.

ACTION: Karen and Mariya to update their case study summary and provide a “quote” on how they benefited from the Athena SWAN efforts

3. PLANNING EVENTS

Engage Business Event

Celia Murray-Dunning and Kate Fynes (90% confirmed) will be the industry speakers at this event. Posters have been prepared and displayed around the Institute. We need to advertise more in Cayton Street and Wolfson buildings as not many attend from this area, e.g. the Ohnuma, Calder and Van der Spuy group members could be visited.

ACTION: Karen E, Joanne; take photos! Collect feedback

Hemi Malkki from SAGE

Organised by Rachel, for Feb 22; **take photos! Collect feedback**

Where do you draw the line –18/1/2018

The next session of “Where do you draw the line” will be on 18 January. Joanne updated committee with numbers of attendees. Joanne is concerned that we may not have enough sessions booked to accommodate everyone at IoO.

ACTION: Joanne to check attendance numbers

Teaching Half Day – 22/3/2018

Alvena Kureshi and Tessa Dekker confirmed as speakers at this event; **take photos!**

Collect feedback

Grant Writing Workshop – Date to be Confirmed

This event may not go ahead as facilitator is not available. Our current assigned facilitator is going on maternity leave. Tim asked whether this event could be brought forward?

ACTION: Nick to see whether this event can be brought forward before staff go on leave

International Women's Day

We agreed to ask non-academic females who have made a career at the Institute to participate: Karen Bonstein/Debbie Heatlie /Naheed Kanuga. Maryse will ask these three and many academics who did not speak last year will all be asked and the roster of 6 chosen from those who can make it, with up to 2 professional services staff. The title of the event will be changed to “Meet the Women behind Science”; **take photos! Collect feedback**

It was also discussed whether at some future event, men could be included in this event, for example use a male who is supporting their female partner in their role.

ACTION: Maryse to email possible speakers and confirm date

Inspiring Women in Ophthalmology (Autumn)

Speakers suggested were Tara Moore; Malinda Lako; Christine Holt; Noemi Lois; Sohba Sivaprasad. We need to research (e.g. on pub med) and decide.

ACTION: ALL to reply to Maryse’s email

4. EQUALITY CHALLENGE CALENDAR

This was discussed and updates were passed onto Joanne.

5. NEWS ON POST-DOC AND PROFESSIONAL/ADMIN STAFF NETWORKS

Karen as chair of network confirmed they have 7 people on the committee (all female). A mini symposium is in the process of being organised. Karen is seeking funding from the BRC and other avenues.

A “hacking hour” is being organised as well as Post Doc induction pack.

14 people attended the Post Doc Coffee Morning three of whom were men.

Susie gave an update on the Professional Services Coffee Morning. Subjects discussed were restructure, mentoring and the upcoming creative day.

6. ROLE MODELS

- (A) Adding professional services staff to Equality Challenge Role Models: Susie reported that it is proving to be difficult to incorporate professional services staff due to sensitive issues. Management at present do not want us to do anything until the re-structuring of professional service staff is fully implemented. Maryse suggested to go with the academic female role model for now (as per previous webpage) and add Karen Bonstein as a professional (BRC member so not a problem). WWW group to implement
- (B) Institute Role Models: Inspiring/enabling people: “Meet.....” (rotating role models, nominated by staff). Moorfields have “stars” that they nominate for going the extra mile. We could ask for nominations, but if there were more nominations than room to include in a rotating list, it would be very hard to develop criteria for choosing how to include. It was decided to leave this for an action in the plan for work after April.
- (C) Voices of Vision: These clips of “vox pop” are currently in the BRC’s Vimeo folder. Can they be linked to the IoO website>

ACTION: Tim to enquire about the “Vox Pops” being embedded in the IoO web site.

7. TERMS OF REFERENCE

A re-drafted version is back with Karen Bonstein for her opinion. The planned system of leadership is two co-chairs each in post for 4 years, overlapping by 2 years. Ex-officio member is only Karen Bonstein (BRC liaison). All other members are optional. Although their contribution to Equality Challenge actions may be part of their work, they do not have to be on the SAT to carry out this work. Therefore, all UCL staff/students who are on the committee are full members, although we strive to get wide representation of the community: student, post doc, academic and professional services..

ACTION: Tim/Karen will include membership of the SAT in the Terms of Reference, to be completed within a few weeks.

8. INDUCTION BOOKLET

Gill thanked other SAT members for many sets of feedback and will incorporate them into a “final draft” ASAP.

9. BUDGET

It was decided that the bulk of the remaining budget should be spent on childcare to enable staff with children to attend conferences (for staff taking their children with them). The total should be set at up to £60 per day and up to 5 days. This would be available to members of staff who have children under 12. This would be allocated on a first come, first served basis and we would need to see evidence that a child was attending the conference. i.e. a copy of their flight ticket.

ACTION: Maryse and Joanne to administer.

10. WEBSITE

Joe and Susie have been working tirelessly on the website. They have both been updating and proof reading . It was suggested that one person should be nominated to proof read.

ACTION: Everyone to look at the website and feedback to Susie. Louise will proof-read. Should go live within 10 days, Digital Presence

11. ANY OTHER BUSINESS

Viesturs had attended a recent Friends of Out@UCL Training session, and said he was enquiring if the trainers would come here to deliver a course at IoO.

ACTION: Viesturs to find out what numbers are required to host this here.