 **Minutes for Equality Challenge Team meeting Sept 4th 2017**

**Present:**

Maryse Bailly, Maria Balda, Nick Burt, Sudershana Dave, Viesturs Eglitis, Clare Futter, Mike Higgins, Tim Levine, Joe Smith, Susie Sandford Smith, Rachel Wang.

Apologies from: Gill Tunstall, Joanne English, Karen Eastlake, Andrew Dick, Karen Bonstein

In attendance, Mike Higgins FBS Athena SWAN UCL EDI team

1. Oxford Research and Policy visit (Sept 12).

6 meetings planned (with up to eight IO members at each); 1st meeting = executive; then 5 staff categories; 2 emails sent to ask for volunteers; only Technical /Professional responded in any numbers. It will be followed by an institute-wide social event in the Common Room

**Actions**: 1) ask for more attendees: at the ASF for Profs/ non-prof PIs (**Maryse**), emails to post-docs from the lunch in August (**Tim** to ask Victoria Tovell), re-send main email and targeted requests (**Sudershana/Cynthia**), generally spread the word by asking people (**Tim, Maryse, student reps** …). 2) Advertise gathering afterwards and invite Caroline and Sean (**Sudershana**)

1. Technical rep and other students to join SAT

Technical rep: the only applicant for this position was Diana Sefic-Svara (Imaging Unit). Her nomination was accepted.

Two students volunteered to help: Qian Yang and Sarah Houston. The SAT agreed to ask them to become extra student reps.

Chris Dainty offered to help in a less formal role (e.g. being co-opted). The SAT agreed he should be asked to help where he can.

**Action**: **Tim** to email all with confirmation- ask Joanne to add them to the Team list and send them EC calendar

1. Survey results

Survey availability: The full survey by gender to be available for all (on the website/intranet?). **Action:** Comments to be summarized and edited to minimize the risk of individual identification (**Viesturs**)

Summary for September Institute Newsletter: **Action**: **Maryse** agreed to shorten her summary of points, and relate specific problem areas to relevant actions already being undertaken by the SAT

Information relevant to “Where do you draw the line” workshops to be sent to Mike Higgins. **Action**: re-send document already sent to Fiona and Mike (**Tim**) + full details of the bullying and harassment section (**Maryse**)

1. Workload for PIs

A summary of this rests mainly on the poor response rate from our largest group male professors (33% responded, less than half the rate of other groups), so this questions the meaning of any analysis. Beyond that other points were made:

🡪 more males are clinicians (status not equal)

🡪 teaching: mostly equal for all, male professor have the largest number of students

🡪 group size: prof male>prof female>non prof female>non prof male

🡪 males do more high status/external activities (except for public engagement). Females are on more internal IO committees.

🡪 female professor publish more papers as senior author, overall same amount of papers

🡪 female professor submitted more grant and were awarded more. However, female PIs apply for more small grants – this is not evidence of bias *per se*, but does indicate their different career position and or ability to generate enough momentum to move beyond studentships/pilot grants (less prestige?). This brought a discussion as to why females are submitting small grants rather than bigger ones: lack of support, lower profile, fewer collaborations? Mike suggested grant writing workshops, but we do have one yearly already (although it is targeted to fellows), survey, focus group, mentors to actively push junior colleagues?

May be talk to the Theme Leads, and bring this specific point up for discussion at the ASF, bearing in mind the issue of overloading the minority female group

**Action**: response rates: to bring to IOX (Sept 5**Tim**), results to email to all PIs and discuss at Academic Staff Forum (October 16, **Tim**); **Longer term**: consider SMART ways to redress imbalances between PIs through networking, mentoring, appraisals, executive actions.

1. Opportunities for equalities outside IO

Training on “acing ECU application” (Oct 26). Mike explained that this was to help us develop SMART goals for our Sliver Renewal application (90 min training). 2 people (or possibly more) can go from each SAT in SLMS. Tim has signed up. Susie interested but may not be able to. **Action:** ask Chris Dainty (**Tim**)

UCL Athena Forum – termly meeting of 1 SAT rep (or 2 taking turns) to network all learning and action points and share good practise. Also a virtual forum sharing electronically – this will involve dealing with the relevant communications. Currently Tim and Maryse signed up by default, but could be someone else from the SAT. Tim/Maryse asked Andrew to apply to be chair (UCL EDI would like a department director to lead) as it would be a good way to highlight our leading role in Equality and Diversity/Good practise at UCL. A second person may not be needed as Andrew has agreed to apply to chair the forum (and thus will also be de facto new member of UCL’s 50:50 Gender Equality Group). **Action:** talk with Maria/Susie (potentially interested), absent and new SAT members to find a rep (**Tim**)

1. Web site

Website is now editable and Joe has Drupel training. The subgroup have decided to push as much of the content in our subpages **out** into a new subsection “Working at the Institute”, for all of “jobs” “careers” “mentoring” “parents/carers” “dignity at work”. These belong to the whole IO! All pages to be rewritten to update and to remove/reduce explicit ownership by EqCha SAT. The actual EC website will have mainly terms, minutes, committee membership, role models, remit and events/news

**Action:** more people to train in Drupel (**Nick, Susie and Sudershana**).

Edit pages: EqCha info: history of Equality Challenge at IO (**Susie, Amanda Vernon**)

SAT membership (**Tim/ Joe**)

list of subgroups (**Joanne / Tim**) and previous members (**Maryse**)

old minutes (**Tim**)

Careers (career subgroup)

Mentoring and buddying (mentoring subgroup)

Engage (student/postdoc reps)

Parent/carers (Nick)

Events (Joanne) [NB: front page, female role models – no change]

**WWW subgroup to follow up these actions and report on progress at next SAT.**

**Action:** Email list of the different section to all for checking/corrections **(Joe)**

1. Feedback on recent career events

[NB To harmonise the template for recording team-led events: Nick said that an IO-wide form was being developed by Cynthia. **Action:**  accumulate currently used forms for event organisers to select from **(Tim/Joanne)**]

Institute summer school for A-level students (Pearse/junior reps): was very successful, and students were very happy. Joe has circulated feedback, to be filed by Joanne. Could have been more people, was not well advertised by UCL (will need to be better done next year, now that the website is functional)

Postdoc consultation lunch (Mariya). Written feedback was provided by Vicky Tovell and Mariya. 8 post-docs (7F 1M) brought up several issues including: gender/bullying and isolation/lack of support. The most significant thing was the loss of networking through the downhill slide of morning coffee (most of them thinking it is not happening anymore). This could be rectified by a concerted effort from both post-docs and PIs applying pressure to improve attendance and available coffee. Mike reminded the Team that we need to ask ourselves why this is an important issue in the contact of our application. Other issues were not discussed in detail – partly through lack of time. **Action:** discuss rebooting coffee morning and developing a genuine post-doc network (supported by Andrew Dick) at “Meet the Directors” (**Karen E**) and ASF (**Tim**). Then reminder posters (**Susie**).

***Actioned:*** *at ASF Christiana Ruhrberg said her postdocs/students do not go because of the instant “coffee”. There was some discussion about the poor engagement of the postdoc/students, but an overall consensus that if cafetieres were to be re-introduced, it would bring in more people. Against this, porters time is limited. Suggested: postdocs/students to take on preparing cafetieres and putting them in the wash, i.e. taking ownership of the coffee mornings? To be further discussed at the Meet the Directors meeting (****Maryse****)*

1. Future events:

Meet the Directors (lunch): questions largely finalised Karen E. (on annual leave this week). **Action:** **Rachel** to take on arrangements this week, send a reminder to the Directors with the questions, and discuss details with **Maryse** and **Joanne**. Only 7 people signed up so far, will need reminders.

Annual “Inspiring Women in Ophthalmology ” lecture (October 4): Eventbrite has 25 registrants, 5 recent ones from MEH. **Action:** more communications: from Neuroscience Domain and FBS newsletters, closer to the time send an email from Andrew as HoD to stress the importance of attendance by all (males and females (**Sudershana**).

Speed Networking Lunch (careers event post-docs students to meet PIs): **Action**: **Karen E.** to email all PIs.

1. Mentoring / Buddying

Ready to be launched in October at student induction day. Joe has made a revised version of the mentoring booklet for the buddy relationship. **Action:** circulate the revised booklet to mentoring subgroup for check (**Joe**)

1. Interdepartmental mentoring scheme for professional/support staff (Susie): being developed with other departments in FBS. So far a good number of people interested in participating (about 20% of professional/support staff at IoO) . **Action:** **Susie** to follow up with inter-departmental team.
2. Bullying &Harassment “Where do you draw the line?” workshops (many) Sudershana/Joanne Sept 25th: Zero Tolerance workshop (new students) It was pointed out that the original email sent to PIs for the “Taking the Lead” workshop was labelled “Where do you draw the line” so some PIs think they have attended the workshop already. Need to send an email to PIs to remind them that this is different and that they need to attend. **Action**: **Sudershana** to draft email and send to PIs
3. Displays: **Action:** new weekly posters (**Susie / Clare**). Calendar ready to be circulated; meetings in the future – decided for Autumn term.

**No time for**

Terms of Reference

Appointment processes: panels and information

Other points from July meeting, see minutes:

Appraisal task force / fellowship awardee package / induction booklet / comms