Notes of Athena Swan SAT meeting

**6th February 2017**

Present: Maryse Bailly (Chair), Maria Balda, Nick Burt, Sudershana Dave, Karen Eastlake, Viesturs Eglitis, Clare Futter, Tim Levine, Mariya Moosajee, Susie Sandford Smith, Joe Smith, Gill Tunstall, Rachel Wang, Cynthia Wilson

Apologies: Karen Bonstein, Pearse Keane

1. Meeting with Caroline Fox, founder of Athena SWAN

Maryse met with Caroline who has provided comments on the Ioo application for renewal. She liked some aspects of the application more than others. She was keen on the mentoring and the Marcelle Jay room but felt that we needed to have more networking. She is happy to help us to work on a Gold application and recommended that we look at the York Gold application for reference.

1. Raising the profile of women in Ophthalmology: meeting with Dolores Conroy (FFS)

Dolores will send us a list of speakers so that we can set up a UK network of women in Ophthalmology. **ACTION:** Maryse to chase her as she hasn’t heard from her yet.

1. Confirm and approve new appraisal guidelines

We have finalised the local guidance on the appraisal scheme. It includes the mandatory requirement to complete the Equality & Diversity and Unconscious bias training.

The group agreed the new guidelines and Maryse forwarded to Cynthia for approval at the next Institute Executive Meeting.

1. Careers: events timeline plan, mentoring, fellowship awardee package, plan to review surgery.
	1. Fellowship awardee package:

**Action:** Nick Burt and Mariya will work on the Fellowship package for successful applicants. They will meet to work on what the package should include, e.g. career development via mentor scheme, attending management training, how to appraise staff etc.

* 1. Events timeline plan

Over the next year we will run the following:

* Nick will organise two grant writing workshops for April/May – one to include targeted Fellowships.
* Mariya will organise (with the help from the Postdoc/student reps) a workshop for clinicians to take place in November.
* Sudershana offered to help organise the Athena SWAN lecture to take place in the Autumn (September?).
* Two Engage events will be planned by Karen, Viesturs, Rachel and Joe aimed for March/April and December. ‘Enterprise’ was one suggested topic and the organisers will contact John Marshall for his input. Maryse also thought the group might want to discuss the reason why more women postdocs leave than men (proportionally).
* Maria Balda/ postdocs/students will organise a lunchtime career discussion June (?) .
* Nick will help to organise a career half day (possibly focused on teaching) for September.
* Mariya suggested that we also have a day when local female professors speak.

**Action:** Dates for all the above meetings and names of speakers should be set up by the next Equalities Challenge (formerly Athena SWAN SET) meeting in March.

* 1. IOO-Mentor pilot

**ACTION:** Susie agreed to send the same email as used previously to encourage staff to come forward as mentors and mentees. N.B. to remind people that mentees can also act as mentors.

1. Summary of the application main points for circulation with new brand

After discussion the meeting agreed that we would re-name the group, ‘The Equality Challenge Team’. This is felt to reflect the purpose of the group which no longer focuses solely on issues about equality for women which was the original purpose of Athena SWAN (Science Women’s Academic Network). The updated Athena SWAN charter now includes professional and trans staff. The group want to challenge **all** inequality.

**ACTION:** Mariya and Viesturs will work on the logo which will incorporate a peacock feather. Maryse and Tim will work on the summary about Athena SWAN name change and summary of plans for the future to be included in the February IoO newsletter.

1. Review of minutes of last meeting (20th December 2016) and updates on action point
2. Careers/Website and communications

Joe Smith agreed take over from Nick keeping the website up-to-date.

1. Zero tolerance to sexual harassment pledge

So far eleven PIs and senior managers at IOO are signed up for the first ‘Taking the Lead’ workshop which takes place this week and seven for the second which is scheduled in the next couple of weeks. HR require eighteen for each workshop to run effectively. **ACTION**: Cynthia to encourage staff to sign up.

1. New actions to be picked up in February

**ACTION**: Gill to create a PDF booklet for induction information.

Next Meeting: March 6th 2017