## UCL Mullard Space Science Laboratory Equity, Diversity & Inclusion Committee

Terms of Reference

**Objectives:**

The MSSL Equity, Diversity & Inclusion Committee has as its goal the creation and maintenance of a departmental culture that encourages and promotes equity, diversity and inclusion through the advancement of good practice across the department. It will agree and oversee the implementation of the current and future departmental Equity & Diversity action plans, including JUNO and/or Athena Swan Action Plan. Additionally the committee aims to act as a beacon of good practice for E&D principles by sharing information and participating in discussion with other UCL and UK STEMM departments.

**Remit:**

1. Take responsibility for driving forward the implementation of Equity, Diversity & Inclusion principles, including the Athena SWAN Charter, or equivalent, within the department.
2. Take responsibility for preparation of future Athena SWAN/JUNO submissions, including monitoring of progress;
3. Coordinate the collection of data and other qualitative and quantitative information relating to ED&I, and facilitate its analysis to identify key findings, gaps and areas that require further research and action planning;
4. Identify and recommend suitable priorities and actions to the Departmental Working Group.
5. Promote awareness of diversity and equality issues in the Department and provide advice.

**Reporting to:**

The MSSL ED&I Committee reports to the HoD, but also provides monthly updates to the Departmental Working group and Academic staff meetings.

**Meetings:**

Meetings will be monthly, held in core hours, and last for no longer than 1.5 hours.

**Membership:**

Members will be confirmed annually and will nominally serve for 3 years. Terms may be extended to ensure adequate representation of all staff and student groups. The committee should ensure diversity at all levels (students, PDRAs, engineering & technical staff, professional service staff and academics), and contain experience that relates to equity and diversity, as well as JUNO and Athena Swan principles.