

**Informatics Equality and Diversity Committee Meeting
13 November 2013**

Actions from the meeting

Agenda Item	Action	Individual	Status of Action
3. Committee Remit	Change frequency to 4/year	EE	
	Include text 'work towards next Athena SWAN submission'	EE	
	Committee would benefit from UG student representation; chat to Michael Rovatsos re suitable rep	ML	
7. Renewal process	Invite Caroline Wallace to comment on renewal process, maybe via attending a meeting in near future	EE	
8. Implementation planning, Action Plan review	Get Man Inf data	EE	
	Compare survey answers across the years; may have to adjust the survey	VG	
	Student Open Day; talk about Athena SWAN; encourage Academics and research staff by making accessible slide.info resources they can use	ML	
	Events and students in Action Plan; check that student stuff has been done	ML	
	Review booklet for best practice	EE	
	Check through our silver award feedback and produce spreadsheet	VG	
9. Project: Coaching	Follow up with last people who took the coaching offered by Scottish Resource Centre (ask for feedback via email)	ML	
10. Project: Research staff funds	About £15,000 but absolutely contingent on provision of spend plan	VG	
11. Project: Appraisal	Appraisal for research staff; our compliance with Concordat	EE	
12. Project: Induction	Help the institutes; resources to help manager and new start; questionnaire for feedback	EE	
	Email welcome to new academics and PhDs	DR	
13. AOB	Web presence for E&D and Athena SWAN; write content	EE	
	Need to encourage events. Suggestion of a Jamboree (1-2 day event with talks from new academics and students; poster competitions; end	ML	

Agenda Item	Action	Individual	Status of Action
	with a ceilidh; end of February); find volunteer from men to organise		
13. AOB, continued	Continue to support Women in Science and Engineering; speak with Physics to understand their role in 13/14 event ?	ML	
	Women in Computing	To be confirmed	
	Informatics lunches (not women specific) on topics such as promotion for research staff, appraisal process; some listed in Athena SWAN Action Plan	EE	
	Schedule a meeting before Christmas to discuss Athena SWAN Action Plan, feedback and implementation. Marjorie to organise Doodle Poll and advise committee of date of meeting. Mirella to create and send out Agenda.	MD ML	