

ECU Athena SWAN Research Institutes advisory group

Terms of reference

7 April 2017

Purpose

The Equality Challenge Unit (ECU) Athena SWAN Research Institutes advisory group was **established in June 2014** to help Athena SWAN understand the structural and operational issues that may differ between research institutes and higher education institutions (HEIs).

Aims

- = To provide clear guidance and support documentation relating to the Athena SWAN Charter to research institutes.
- = To ensure that the Athena SWAN assessment processes take into account the differences in research institutes.
- = To review Athena SWAN documentation and guidance to ensure it is applicable to research institutes.

Membership

- = The group membership is defined by ECU's Athena SWAN manager and includes both scientific and non-scientific representatives from independent research institutes, funding bodies, and research institutes affiliated to HEIs.
- = Funding body membership will be ex officio and ongoing.
- = The term of membership for independent and HEI affiliated research institutes is three years.
- = When considering new members, the Athena SWAN manager will take into account equality and diversity, particularly gender balance.
- = As terms of membership come to an end, consideration will be given to representation of the broad range of involved research institutes in deciding the new membership.
- = In addition to any specific actions which may be asked of them, members of the group are asked to disseminate information from the group, consult with colleagues in their relative Institute(s) and via Athena SWAN networks.
- = Non-members may be invited, via the Chair, to attend to discuss particular agenda items.
- = Where appropriate, members may send a deputy to attend a meeting in their place. The member should inform Athena SWAN when they appoint a deputy so their name can be added to the list of current members, and should reasonably expect this deputy to serve the same term of membership.

- = Should a member or their deputy be unable to attend three meetings in a row they will be deemed to have resigned from the group and ECU will seek to find a suitable alternative replacement.

Meetings

- = The group will aim to meet three times per year commencing in July 2014. This will be reviewed in January 2016.
- = Quorum of the group with regards to decision making will be six (6) members.
- = Notes of meetings will be taken and normally circulated to members within two weeks of meetings taking place.
- = Meetings will normally last no longer than four hours and will be held at ECU's London Offices.
- = Agendas and associated papers will usually be circulated to members at least one week prior to each meeting.
- = The agenda will be generated by Athena SWAN, with members being asked to contribute to this.

Current members

- = Janet Storey (Chair) Biotechnology and Biological Sciences Research Council
- = Jeroen Stam Medical Research Council
- = Keely Mills Natural Environment Research Council
- = Carey Fraser Rural and Environment Science and Analytical Services
- = Susan Humphreys Science and Technology Facilities Council
- = Amy Bryan Diamond Light Source
- = Carole Thomas John Innes Centre
- = Fionnuala Murphy MRC Cognition and Brain Sciences Unit
- = Elaine McDonagh National Oceanography Centre
- = Chantelle Miller Natural History Museum
- = Louise Gillic The Francis Crick Institute
- = Jackie Costello UK Atomic Energy Authority
- = Saher Ahmed Wellcome Trust Sanger Institute

Member	meeting 2 2017	meeting 3 2018	meeting 2 2019
Natural History Museum	last meeting		
MRC Cognition and Brain Sciences Unit	last meeting		
Wellcome Trust Sanger Institute		last meeting	
Diamond Light Source		last meeting	
National Oceanographic Centre			last meeting
UK Atomic Energy Authority			last meeting
Science and Technology Facilities Council			
Biotechnology and Biological Sciences Research Council			
Natural Environment Research Council			
Medical Research Council			
Rural and Environment Science and Analytical Services			