

School of Chemistry Athena Swan Self Assessment Team and Working Group (SATWG)

Minutes of Meeting 15

Held Monday April 16th 2012 10am to 11.40am; Room 6.19 School of Chemistry

Present:

Prof John R Helliwell (Chair)

Mr Philip Ashcroft

Dr David Berrisford,

Dr Cinzia Casiraghi,

Dr Claire Eyers,

Ms Sue Field

Ms Nicky Snook.

Mrs Christine Taylor

Dr Anna Valota

Prof Christopher Whitehead (Head of School)

Note: actions are now in bold and highlighted in yellow.

Completed actions are in green.

1. Apologies for absence were received from *Dr Sarah Heath*.

2. The Minutes of the last meeting held Tuesday March 13th 2012 had been circulated and no corrections had been received and were thereby approved.

3. Matters arising from last meeting and outstanding still from previous meetings; the Chairman proposed that with the large number of actions identified thus far that those present would lead with a report on the actions that they had completed.

8.2(viii) re " *Equality and Diversity (E&D) Training web-accessible Module to be advertised to all School staff*. Action: JRH to discuss with HOS the suitable text and timing (early January 2012?) for a reminder to be sent out. Imminent. [JRH checked with Nicky Snook and upto Dec 15th 2011 34% of the School's academics have completed this.] **This needs to be discussed (I forgot to raise it; my apologies.)**

8.2(ix) Revisited:-*the Athena Swan Silver Award application feedback, indicated that the main effort should go into the gender balance of all applications being as representative as possible.*" SF noted this and indeed is monitored in OPR statistics. Moreover future vacancies would strive to make sure that all relevant, possible, female candidates would be alerted as to the vacancy. 12th December 2011:- It was noted that the two most recent vacancies involved males on the lecture presentations advertised list to staff; the SATWG sought details of the efforts made that " female candidates would be alerted as to the vacancy" action identified in Meeting 8 and reassurance re the most recent, Professorial, vacancy. **This was rediscussed at Q 25 below, led by HOS.**

10. 5. *Draft Exit questionnaire for any leaving staff.*

The SATWG requested the exit questionnaires received thus far. Action JRH to contact Nicky Snook for these. [requested Jan 21st 2012.] NS confirmed that of nine that were distributed only one has so far been received. It had been anonymised and passed to JRH. JRH confirmed that there were no gender issues lodged. **Action: NS to remind the other 8 that we are keen to receive completed exit questionnaires.**

NS confirmed that the equivalent questionnaire for submitting PhD students had been prepared and handed on to Angela Dermody for handing out at the time a PhD students hands in their notice to submit PhD form. Action completed.

10.7.1 AOB

7.1 The OPR data previously discussed still needed an invite to Paul Marks-Jones to make a presentation to the SATWG. This was tentatively assigned to the early February 2012 meeting. **Action JRH and SF to contact Paul Marks-Jones. Postponed until new 90 point AS Action Plan assessments were completed by the SATWG. Still on hold.**

11.4 the new AS 90 points self assessment tool:-

At Question 3: Individuals, participate in/benefit from activities in women and science/diversity programmes/activities - academics and postdocs, across sections are aware of, take part in, and benefit from the programmes/activities. Action needed to correct this asap wherever possible (DB). Yet to be completed.

At Question 5:- "Committee and post holders are accountable: they are variously responsible for managing/disseminating information/reporting progress on women and science/diversity activities" We could better disseminate our activities here eg via news items in the School Research Newsletter. Action JRH to discuss with the Chair of the School's Research Committee. NS offered to liaise with Darien Rozentals to see appropriate additions of news to the School Research Newsletter.

At Question 10:- " Student profile: UGs and PGs numbers, gender, course of study, and year is discussed by an appropriate committee, reported to the management team, used to measure progress and is available on web " Action: JRH to check with HOS how we can make these data available on the web ie findable by google (nb the School's Silver application does have these data in them so maybe that is sufficient?). The HOS led the dicussion and it was agreed that these data are available on the hESA website. Action: NS to put a link from our School's Athena SWAN website to the HESA data website.

At Question 13:-" Staff profile and turnover (grade, gender, contract type) is monitored by an appropriate committee, reported to the management team, used to measure progress, is accessible to staff and is summarised on the web " . Action: JRH to check with HOS how we can make these data available on the web ie findable by google (nb the School's Silver application does have these data in them so maybe that is sufficient?). The HOS led the dicussion and it was agreed that these data are available on the hESA website. Action: NS to put a link from our School's Athena SWAN website to the HESA data website.

At Question 16: Student surveys, and/or focus/discussion groups are used to assess good practice, to develop women and science action programme, and to assess progress. Action: propose adding gender tick box to student courses' questionnaire. Agreed Action: JRH to contact Karen Charters.

At Question 25:-" Applications for appointments: applications are monitored, shortlists are referred back by HOD if the proportion of women is not representative of the proportion of women in the recruitment 'pool', and further information is required before the process continues, offers and acceptances are reported to the management team ". Action Head of School needed to explain if checks are made of this. The HOS led the discussion. It was agreed that this was a very important point for improving our progress within Athena SWAN and therefore that the School would work closely with EPS HR on this for future vacancies. There was also a special opportunity within the current University's Diamond recruitment project. JRH suggested that for specific subject vacancies a 'brainstorming committee' for each vacancy could review the global pool of active female academics and who would report to the School's Management Team on efforts and to attract them to apply. Action; CJW and SF.

At Question 26: Promotion candidates: HOD monitors lists of candidates, outcomes are monitored by gender and compared with like departments, faculty, university and are reported to the management team. Action Head of School needed to confirm that such checks are carried out as part of SPC business. The HOS led the discussion. It was agreed that this was a very important point for improving our progress within Athena SWAN, specifically trying to reduce the 'leaky pipeline effect of the F/M staff balance at progressively senior levels upto Professor' and therefore that the School would work even more closely with EPS HR on this for future promotions.

At Question 28: Widening the candidate pool: academics identify potential candidates (internal and external) and inform them of job opportunities as they arise.

Anecdotal evidence was provided by a member of the SATWG that this does occur, but SF undertook to check with HOS to see if it was being done consistently. See above re question 25 discussion at this meeting.

Q39: Monitor participation: where a section has low training participation rates (academic and/or post doc), this is 'explored' with the head of section:- Action Head of School needed to explain if checks are made of this? The HOS led the discussion. It was agreed that this would be raised by him at the next Management Team meeting.

Q49; Heads of Sections need to confirm that they:- " encourage ECRs to contribute to external professional and special interest networks (regional, national and international), and to join/form internal support networks (university/faculty/department) ". The HOS led the discussion. It was agreed that this was important in an ECR career development and it would be raised by him at the next Management Team meeting.

Q50; Use of networks: academics use their personal networks on behalf of the department and its women and science activities (eg to identify potential mentors, female visiting academics, external examiners and seminar speakers):- The SATWG deemed that this probably needed more action. HOS would be informed. Action JRH. The HOS led the discussion. It was agreed that this was important in the School academics' career development and it would be raised by him at the next Management Team meeting.

Q 53 External activities encouraged for ECRs: Senior staff encourage ECRs to get involved in professional and learned societies and support them/put them forward. It was agreed by all present that the School could do more here. For example news stories could be highlighted in the School's Research Newsletter and the Management Team would discuss it. Action: NS and HOS.

Q54 Department nominations and recommendations: HOD/management team monitors by gender the nominations/recommendations it/sections make from its staff for professional roles, functions, prizes, awards, marks of esteem. The School's Committee memberships are now tracked by gender but the items listed in this question are not. Action Darein Rozentals to log the gender statistics on this and report to the Management Team and the Athena SWAN SATWG.

Q61 Monitoring the balance of teaching and research: HOD/management team monitor the balance of teaching and research to ensure that it reflects both individuals' career stage and department needs, that it provides fair teaching opportunities for post docs and a fair teaching load for newly appointed academics. A yearly register of workloads is kept by NS. The School's NAP includes a close monitor of bringing forward each New Academic at an appropriate pace backed up by a confidential mentoring scheme, ie separate from line management. Centrally there is also the University's Time Allocation Survey. One new idea suggested is that PDRAs could sit in on selected tutorials. Action: HOS to discuss with Heads of Teaching Sections.

Other completed actions and newly identified actions needed:-

AV had circulated news of the last School Board to the PostDocs Forum.

DB confirmed that the Athena SWAN Bronze Award and concerted activities of the SATWG were now mentioned in the UCAS presentation.

DB confirmed that the 2012 _ 2013 Seminars' Programme was actively being prepared and that the timing of most lectures would be well within family friendly hours. JCW emphasised the need that **all** should be within family friendly hours. **Further action DB.** DB also confirmed that our Action Plan target would be met for at least 30% of seminars to be by female speakers. In addition a 'meet the speaker' slot would be made in the speakers' itineraries for their visit-day; this would be specifically for female PostDocs when the speaker was female and where a male speaker was visiting then a slot for all PostDocs, male and female, to meet the male-speaker would also be made available. **Action DB with AV.**

Keeping an active log of the gender balance of Fellowship applications would be made so as to actively monitor the career transition PostDoc to Advanced Fellowship (eg 5 years terms) and/or Lectureships. **Action JCW with Darien Rosenthal.**

Led by the Head of School it was emphasised the need to expand our activities in WISSET. CC volunteered to lead this. **Action CC.**

The new staff survey; the wording of questions featuring academic workloads would be reviewed. **Action JRH and CT with JCW to endorse.**

A letter needs to be drafted to go to the appropriate Vice President for ultimate forwarding to EC Brussels re the lack of funding made available by EC Brussels for its PhD funded studentships; the EC policy being out of line with RCUK policy (which does fund maternity leave within the PhD period). **Action AV+SF/PA+JRH to draft.**

Clarification is needed on the University's new policy that 'normal working hours for teaching' are 9am to 6pm (previously these were 9am to 5pm) as this is not in accord with Athena SWAN policy (nor was 9am to 5pm). It was noted by JRH that the University has however had its Bronze Award renewed (but is planning to prepare a Silver application within which this timetabling of teaching will need to be firmly addressed). **Action JCW to approach the Associate Vice President for Teaching and Learning to query this.**

4. The Royal Society of Edinburgh Report, recently issued;

This report was acknowledged to be important. JRH had received notice of this from different senders including the Equality Challenge Unit (ECU), London and had forwarded it on to the Chemistry, CEAS and Physics SATWGs as well as the University SATWG (via Patrick Johnson). [Note after the meeting:

See JRH email exchange with the ECU at Appendix 1].

5. Continued planning of the next Silver Award submission; timeline upto November 2012 deadline.

The end of November 2012 submission deadline is being aimed at.

NS and CT confirmed that mid August was an acceptable deadline for the data to be ready from General office (Karen Charters, KC) and UCAS (Christine Martynuik, CM) as well as EPS HR (SF and Philip Ashcroft). **Action NS, CT, KC, CM and SF/PA.**

It was agreed that September 15th 2012 would be the deadline for the written sections, assigned below, to be completed by. These should be emailed to CT to collate. **Action All.**

Reminder: The Chairman had confirmed at Meeting 14 the following assignments; **it was noted that data availability was vital for drafting to be properly underway for a variety of sections of the submission.**

Dr David Berrisford **The self-assessment process – maximum 1000 words**

Dr Cinzia Casiraghi **A picture of the department – maximum 2000 words**

Dr Claire Evers **Supporting and advancing women's careers; Key career transition points**

Ms Sue Field **Staff data including Flexibility and managing career breaks**

Dr Sarah Heath **Supporting and advancing women's careers; Career development**

Prof John R Helliwell **Action plan**

Ms Nicky Snook **Student data**

Mrs Christine Taylor **Any other comments**

Dr Anna Valota **Supporting and advancing women's careers; Organisation and culture**

Prof Christopher Whitehead **Letter of endorsement from the Head of Department – maximum 500 words; For Silver Department awards only Case study: impacting on individuals ie** "Describe how the department's SWAN activities have benefitted two individuals working in the department. One of these case studies should be a member of the self assessment team, the other someone else in the department. More information on case studies is available in the guidance."

6. Review of our Bronze Award Action Plan.

See Action Plan updated log below; this 'quarterly (every 3 months) review' was completed.

7. The new Athena Swan '90 points' Action Plan continued.

The previous meetings had reached up to and including question 63. This meeting covered questions 64 to 70. Identified questions where new actions are deemed needed are listed below.

Q69 Sense of belonging: the department checks that all staff feel they 'belong' from their first day, and are included in the work and social activities of department and their section; Answer:- There is a staff induction for joiners to the Department. The Department has an annual 'Away Day', which includes socialising. The Department also has a Xmas party, held in working hours. The Cafe on the ground floor of the Chemistry main building is a place for social interaction and 'belonging'. There

is a challenge of chemistry staff being also based in the Photon Science Institute and the MIB, ie separate buildings. Also there is no Post grads or Post Docs 'Society' that each might organise or offer social outings. **Action Anna Valota to survey PostDocs if they would like social outings to be organised.**

8. DONM

Agreed to be May 16th 2012 10am to noon, JRH office, 6.19 Brunswick St Bldg.

Meeting 14 and 15 review of the School's Athena SWAN approved Action Plan (ie the Bronze Award)

1. School profile student & staff statistics

Category	What issues have been indentified?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for activities (2011-2014)?	How have/will these actions been communicated to staff?	Progress log
1.1 Student Profile Data	There is a F:M split of 44% to 56% on our undergraduate programmes; although better than the national average, this could still be improved	To become more active in the recruitment and admissions of Foundation course students. Continue to develop and engage in more outreach activities, particularly for female students at the start of secondary school.	An increase in female applications over the next 5 years. As outreach to Schools will undoubtedly influence applications both in scientific disciplines other than Chemistry and to Universities other than the	Admissions Officer; Outreach Team: Teaching Committee	Year 1 – Increased female presence at UCAS interviews (student guides and interviewers) Year 2 – Development and implementation of bespoke sessions for female secondary school	Via email and at the School board meetings.	The Year 1 – Increased female presence at UCAS interviews (student guides and interviewers) The F student guide

		Higher numbers of female student guides and mention of the School commitment to the Athena SWAN initiative at UCAS visit days. All female academic staff, including research fellows, will interview prospective students.	University of Manchester, we will need to monitor the statistics of both our own undergraduate applications and the future applications of pupils from the Schools involved in the outreach programmes.		children and to encourage applications from females for undergraduate degrees in Chemistry		<p>participation was very good. Confirmed achieved/done.</p> <p>The action for Year 1 re interviewers had been abandoned. The action "Year 2 – Development and implementation of bespoke sessions for female secondary school children and to encourage applications from females for undergraduate degrees in Chemistry." was deemed as having progressed via the visits made</p>
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							to schools by Kristy Turner. Matthew Pumford to be asked for details and data on the visits made.
		To seek feedback from High Schools/Colleges as to why female applicants do or don't apply to Manchester for Chemistry.	A clear set of reasons why applicants apply or don't to Manchester with the development of a plan to redress any issues over the next 3 years	Teacher Fellow, Admissions Team, Teaching Committee	Year 1 – Survey of School/Colleges and analysis Year 2 – implementation of action plan Year 3 – Review of number of applicants		The Outreach questionnaire had been amended by Dr Frank Mair to have a gender tick box. Kristy Turner would be invited to analyse these for any gender bias that might apply and possible actions discussed.
	Limited encouragement of females on to PhDs	More targeted work, particularly by female academic staff, to encourage female undergraduate students to consider undertaking a postgraduate research degree. This will include an annual workshop on the benefits of undertaking a PhD and long-term career prospects.	An increase in the ratio of female applicants for a PhD over the next three years	Director of Postgraduate Education, Director of Research, research Committee	Immediate		Already anecdotal evidence had shown that this was needed. Mentors from the PostDoc Forum had been trained. There had been no take up by F (orM) students.. The offer would be extended to 3rd year students action SLH.
		Investigate what is happening from the application to offer stage for	Increased numbers of both applications and acceptances for female	Director of Postgraduate Education,	Immediate		

		female applicants. Ensure there is a female academic alongside potential supervisor on interview panels	postgraduate degrees.	Postgraduate Recruitment & Admissions Officer			
		Devise a Postgraduate exit questionnaire	Clearer understanding of any issues with action plan developed as necessary.	Director of Postgraduate Education, Postgraduate Recruitment & Admissions Officer	Year 1 – develop and implement exit questionnaire Year 2 – devise strategy for addressing generally problems Year 3 – review of applications and acceptances		Nearing completion by NS. Action NS
		In collaboration with the PostDocs Forum, initiate a mentoring scheme for Year 3 and Year 4 female undergraduate students.	By 2014, have in place an effective peer mentoring scheme to build the confidence of female undergraduate students and encourage them to consider careers in academic research.	Member of the Athena Swan Committee Dr David Berrisford with the Postdocs Forum Chair.	Year 1: Establish a pilot scheme with volunteers from the PostDocs Forum and female postgraduate students. The pilot scheme would be offered to a limited number of female undergraduates (ca. 30-40). The UGs involved in the pilot scheme would be those who volunteer to be leaders in the peer assisted study scheme (PASS), they are all especially committed students and have demonstrated excellent communication skills. In a typical year, around 30 female UG students volunteer to be PASS	Via email	Done. See above action on SLH re advertising it.

					<p>leaders and they would be offered the chance to take part in the pilot scheme.</p> <p>Year 2: Review the success of the pilot study during Year 1 and expand the scheme if possible based on the enthusiasm of volunteer mentors.</p>		
1.2 Staff Profile Data	<p>Below average number of female staff compared to national average of Chemistry Departments</p>	<p>Include a positive action statement on recruitment adverts which clearly states that the School are keen to encourage applications from women and that the School is committed to wanting to attract and progress the careers of women.</p> <p><i>"The School is committed to Athena SWAN principles to promote women in science; the School's website documenting activity in this area can be found at: http://www.chemistry.manchester.ac.uk/aboutus/athena/index.html.</i></p> <p><i>We positively welcome applications from women, who are currently under-represented at this grade. Appointment will be</i></p>	<p>An increase in female applications for both academic and research staff vacancies.</p>	<p>Head of Human Resources; Head of School; Head of School Administration</p>	<p>Immediate</p>	<p>Via email and through the Research administration office</p>	<p>Include a positive action statement on recruitment adverts. Completed.</p> <p>Re:- Include links to the University's family friendly policies. Done.</p> <p>Re: Encourage academic members of staff to identify potential female candidates from conferences/events and encourage them to apply when vacancies become available. Future academic vacancies would have a Search</p>

		<p><i>made on merit</i>".</p> <p>Include links to the University's family friendly policies.</p> <p>Encourage academic members of staff to identify potential female candidates from conferences/events and encourage them to apply when vacancies become available.</p>					<p>Committee and this would have on its formal agenda gender recruitment to achieve a gender balanced short list as much as possible. [SF noted that the new HR 'JobTrain' system tracks gender.] Action HOS and SF with CT.</p>
		<p>To conduct exit interviews to understand why staff are leaving the School.</p>	<p>Better understanding in order to address any issues</p>	<p>Head of School Administration Head of Human Resources</p>	<p>To be in place by year 2</p>		<p>Form completed by NS. The first nine leavers led to one submitted form; there were no gender issues (checked by JRH).</p>
		<p>To ensure all staff involved in staff recruitment, selection and promotion undertake equality and diversity training and training on shortlisting and interviewing.</p>	<p>All relevant staff are aware of equality and ensures a fair process during recruitment and promotion activities</p>	<p>Head of School Administration Head of Human Resources</p>	<p>By the end of year 1</p>		<p>NS has reported that 64% of academic staff had completed training by Feb 2012.</p>
		<p>Offer all female interviewees the opportunity to discuss working in Chemistry at</p>	<p>An increase in the number of female acceptances</p>	<p>Head of School Administration</p>	<p>By the end of year 1</p>		<p>This was deemed as no</p>

		Manchester with a female member of staff.					longer needed as the School had a very clear Athena SWAN website and any such requests would be very positively received and acted upon.
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2. Initiatives to support and advance staff in the School

Category	What issues have been identified?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for activities?	How have/will these actions been communicated to staff?	Progress log
2.1 Key career transition point 1: academic promotion	Lack of feedback to failed applicants for promotion Lack of clarity in promotions guidelines	Guidelines have been reviewed, including a better clarity of feedback requirements and this has been circulated widely.	Positive feedback from staff involved in the promotions process	Head of School, Head of School Administration, Heads of Section	Immediate	School Board	Completed for 2011. To be redone annually.

	Female staff are less likely to put themselves forward for promotion	<p>To ensure the Faculty's Academic Promotions Masterclass is promoted to staff in the School and that women are particularly encouraged to attend.</p> <p>Appointments for early career researchers with experienced staff to give help and advice on CVs, research proposals etc.</p> <p>Encourage line managers of female staff to pro-actively encourage the promotion of staff where appropriate.</p> <p>Ensure that all PDR interviews follow the standard template devised by the School which includes specific questions about career aspirations</p>	<p>Increase in Masterclass attendance.</p> <p>Increase in the numbers of female staff applying for promotion</p>	Head of School; Head of School Administration; Staff Line Mangers	2011		
2.2 Key transition point 2: FTRC to academic posts	Transition from PostDoc to New Academic	<p>Organise regular workshops to provide guidance for Fellowship applications.</p> <p>Establish an initiative linking postdoctoral researchers with current/previous successful (female) research fellows.</p>	<p>Increased numbers of successful fellowships applications, particularly from female staff.</p>	Chair of the Postdocs Forum; Head of Research Administration	Immediate and on-going	Via email, flyers, word of mouth	<p>Completed in 2011</p> <p>Workshops to be rerun annually.</p> <p>Darien Rosenthal to provide F/M % of applications for Fellowships.</p>
		In collaboration with the PostDocs Forum, ensure that the School of Chemistry seminar programme has an	By 2014, to achieve an increase in the number of female researchers giving seminars as part	School of Chemistry Seminar Committee (Dr David Berrisford, Dr Louise Natrajan, Dr Richard	Immediate	Via email	<p>Re do annually.</p> <p>2011 completed.</p> <p>In 2012, to reach the 30% target of proportion of</p>

		improved gender balance. Promote networking between female researchers in the School of Chemistry and visiting speakers.	of the official School of Chemistry seminar programme. Our target is not less than 30% female speakers. <i>At least two opportunities per year for female UGs, PGS, and PDRAs to have extended discussions with visiting speakers.</i>	Henchman) Postdocs Forum			female speakers, is in reach. Meeting the speaker milestone to be achieved in 2012-2013 speakers session.
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3: Culture change

Category	What issues have been indentified?	What actions are proposed to address these issues?	What will success look like?	Who will be responsible for taking the action?	What is the timescale for activities?	How have/will these actions been communicated to staff?	Progress log
3.1 Staff roles & committee membership	Gender balance of School Management committees	Active monitoring of the School's Committee membership. Active discussions with female staff about committee membership	Female representation on all key School committees	Head of School, School Management Team, Heads of Section	Immediate and continuous.	School Board / e-mail. Line Manager.	Completed and Ongoing. Going well.

		with a view not to overburden them.				Intranet minutes of School Board, School Management Team.	
3.2 Workload	Workload ambiguity particularly on female academics seeking to help redress gender imbalance in the field	Transparent workload model for all staff in the School.	Positive feedback from staff regarding the distribution of workload across the School	Head of School, School Management Team, Heads of Section	Year 1	Line Manager.	The annual PDR has a major role in this.
3.3 Inclusive environment	To ensure female staff feel that they have an opportunity to contribute to the School and that there are no gender barriers to participation.	Anonymous survey of all female staff to find out if they feel there are any barriers to participation	Any issues are addressed No issues from staff at the end of 3 years	Head of School or Head of School Administration	Year 1 – survey developed Year 2 – address results of survey		Staff survey imminent to be distributed (as of April 16th 2012), following careful drafting and piloting with various different staff cohorts).
3.4 Flexible working practices	Ensure staff are aware of the School's flexible working practices	Conduct a survey specifically on flexible working to gain feedback. Line managers encouraged to discuss flexible working as part of the annual	Positive feedback from staff which is reviewed annually. Understand and address where possible reasons why informal requests	Head of School, School Management Team, Heads of Section	Year 1 – development of template for PDR discussions	Line Manager.	Completed for 2011. Redone annually; 2012 process of review underway including new

		Performance and Development Review (PDR). Development of template outlining key issues to be discussed at the PDR.	for flexible working were turned down.				staff survey.
		Formal guidelines/agreement for School meetings to be scheduled in core hours (unless agreed with all members) <This point is under active review with the relevant Associate Vice President.; action JCW 14/4/2012.	Meetings are generally held during core/child friendly hours. Higher attendance/participation from all staff.	Heads of Section	Immediate		
3.5 Monitoring progress against action plan	Potential risk of activity identified on the action plan falling behind schedule	Two monthly self assessment team meetings to be scheduled, with standing agenda item to monitor progress against plan and propose activities to generate action.	Meetings being held, progress achieved	School Athena Swan Self Assessment Team secretary and members	Every 2 months	School management meetings, School Athena SWAN website	

Appendix 1 Re the RSE Report JRH email exchange with Athena SWAN HQ London:-

(most recent email at top)

Dear John

Much as I would love to be able to answer your question, we currently have no indication whatsoever as to when this might be implemented. Certainly none of the funding agencies has been in touch to discuss this, so currently we don't even know whether it's likely that this approach will be adopted. That said, we know from the learned societies that it is under discussion. However, we will certainly keep Athena SWAN members updated on developments as and when we are informed.

Best wishes

Peter

Peter Mason

Athena SWAN Officer

T: 020 7438 1022

E: peter.mason@ecu.ac.uk

Dear Peter,

Yes I have seen this and widely circulated it around the UniMan relevant officers.

It certainly deserves an implementation timetable plan; when do you think this will be (by the various UK funding agencies)?

Greetings and regards,

John

Prof John R Helliwell DSc FInstP CPhys FRSC CChem F Soc Biol.

Chair School of Chemistry, University of Manchester, Athena Swan Team.

<http://www.chemistry.manchester.ac.uk/aboutus/athena/index.html>

On 16 Apr 2012, at 17:16, "Peter Mason" <Peter.Mason@ecu.ac.uk> wrote:

Dear All

You may already be aware that the Royal Society of Edinburgh last week published their 'Tapping all our talents' report on women in STEM in Scotland. The report can be found via the link below.

<http://www.royalsoced.org.uk/news/news.php?id=103>

It is advised reading as it makes some strong recommendations on the subject of Athena SWAN awards and links to research funding.

Best wishes

Peter

Peter Mason

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