

**Grantham Institute EDI Committee**  
**Minutes from meeting held on 22<sup>nd</sup> June 2022 at 14:00 – 15:00**

<b>Present</b>	Emma Bowman	EB	Director of Operations, Chair
	Laila Read	LR	Project Manager
	Bonnie Waring	BW	Senior Lecturer
	Andreas Kafizas	AK	Lecturer in Climate Change and the Environment
	Anne Houston	AH	Education Programmes Manager
	Kat Petersen	KP	Campaign Manager - Climate Change Narratives
	Gosia Gayer	GG	Institute Administrator
<b>Apologies</b>	Joeri Rogelj	RJ	Lecturer in Climate Change and the Environment
	Shawn Lee	SL	Research Postgraduate
	Georgina Charnley	GC	Research Postgraduate
	Rebecca Murray-Watson	RM W	Research Postgraduate
	Paloma Ortega-Arriaga	POA	Research Postgraduate
	Naveed Chaudhry	NC	Greenhouse Lead
	Danielle Smith	DS	Finance Administrator
	Rhea Samra	RS	PA and Administrative Assistant
	Hana Amer	HA	Media and Events Officer
	Simon Levey	SL	Communications Manager
	Sarah Achaichia	SA	Project Officer
	Sanjeevani Panditharatne	SP	Research Postgraduate

**Agenda**

1. Presentation from Dr Andreas Kafizas, Chair of the EDI board for the London Centre for Nanotechnology (LCN).
2. Review minutes and actions from last meeting
3. Updates

Dr Andreas Kafizas attended the Grantham EDI committee meeting to share his journey as Chair of the EDI board for the London Centre for Nanotechnology (LCN).

The LCN is a body with membership from staff at ICL, UCL, & KCL. The LCN is made up of 200 full time staff and 150 PhD students whose mission is to perform world-leading nanotechnology research to benefit society and industry.

The LCN EDI committee formed 2 years ago, and in June 2021 Andreas took up the role of Chair. Firstly, the EDI committee drafted their Terms of Reference to determine their remit as a body:

1. Develop and implement an action plan to identify key initiatives and actions, and to drive the implementation of equality, diversity and inclusion across the LCN partnership in all areas of activity.
2. Identify, and instigate beacon activities to address broader scale issues, contributing towards a step change in equality, diversity and inclusion across the LCN community, and more widely in STEMM.
3. Ensure that there is effective communication about equality, diversity and inclusion across the LCN, leading to raised awareness about good practice and our obligations as a community,

including seeking consultation with the LCN community to receive a diverse range of viewpoints on suggested actions and initiatives.

4. Report to, and take direction from, as appropriate, the Joint LCN Management Board, working in conjunction with local ED&I committees at each site to ensure complementary work and joined up thinking.

A difficulty that the LCN EDI Committee faced was that their EDI activities needed to comply with the EDI Strategies for the 3 separate institutes.

The next activity was to add an EDI statement to job vacancies:

*"We are a supportive and diverse community and want to ensure that there are no barriers to those from a different background who wish to apply. We strongly encourage those from under-represented groups to apply, as we want to provide equal opportunities to all. Candidates are encouraged to enquire about the role informally before they submit their application, and any candidate who declares a disability and meets the Essential Criteria will be invited to interview."* (they were unable to include the italicised statement as this did not align with UCL/KCL policy).

They created an EDI email banner for staff who wanted to use it:

"Challenging discrimination from the nanoscale up: working for equality, diversity and inclusion at the LCN"

They also came up with a questionnaire and report.

*"At the LCN, we have recently launched an Equality, Diversity and Inclusivity (ED&I) initiative. We want to make the LCN a better place for all of its members. To do this, we need to know more about our LCN community and their experiences. We understand that this information is personal, and so have decided to make this survey anonymous. Also, all questions are optional, so feel free to skip to the next question if you do not wish to make an answer. And lastly, all data from the survey will be treated with the strictest confidence, and will remain solely with the ED&I team at the LCN. We strongly encourage all our members to participate in this survey. Participation will help the ED&I Committee at the LCN produce a better environment for all of its members. More specifically, information from this survey will help us to launch our very own academic mentorship scheme (from PhD level and above) and tailor activities and events to support ED&I within the network and home institutes."*

~170 participants across the 3 institutes responded to the survey, out of the ~500 members/ those affiliated with the LCN. The survey provided good quality data from which key positive actions can be implemented. They are comparing their data to national averages in order to understand their differences. They have appointed 6 early career researchers as a committee and provide support for other early career researchers. They are also implementing a mentoring scheme.

A question-and-answer session followed.

BW asked about the strategy for maximum engage with the survey. Andreas advised that regular email reminders were sent.

There were GDPR considerations as with a pool of 500 there were concerns about being able to identify individuals. They were careful about the wording and phrasing used to avoid identification. There was a certain level of trust involved, and they were very transparent about the purpose of the exercise, ensuring that this was well translated. The survey was anonymous. They ensured secure data handling.

A discussion took place about whether the Grantham Institute is too small for a survey. Andreas advised that it is possible to break away from stats and assess the data on a human level.

A word document of the survey will be shared with the GI.  
It was advised that as the GI is a small Institute with limited resources we could collaborate with other Institutes and Departments instead of trying to do everything ourselves. We should use our network to our advantage.

A discussion took place surrounding the dwindling EDI committee attendance and limited resources. It was decided that the EDI committee needs to regroup and consider what we want to prioritise and think about resources. EB is going to discuss resources for the Grantham's EDI committee at a forthcoming Institute Strategy Away day in July.

**ACTION: Kat to draft the Terms of Reference.**

**ACTION: Everyone to provide updated website content.**

Simon has now shared the survey on public engagement and participation. Kat and Simon will evaluate responses from the survey before the next meeting.

**List of actions**

ACTION: Kat to draft the Terms of Reference.

ACTION: Everyone to provide updated website content.

**Date of next meeting**

27<sup>th</sup> July 2022.