

# Concordat Implementation Group

30 June 2017, 11:00 – 12:30, YH/102, Research Centre for Social Sciences (RCSS)

## MINUTES

**Chair:** Deborah Smith (DS)

**Present:** Nick Barraclough (NB), Karen Clegg (KC), Ana Duarte (AD), Anna Grey (AG), Rasha Ibrahim (RI), Lisa Kim (LK), Alex Medcalf (AM), Stephanie Prady (SP), Liz Rylott (LR), Paul Walton (PW)  
Christian Schuster (Physics ECR Forum)

**Apologies:** Helen Goodwill, Anna Reader, Paul Walton

**Minutes:** Josie Bramhall (JB)

### 1. Minutes and action log

The minutes of the last Concordat Implementation Group (CIG) meeting held on 8 March 2017 were **approved** and the action log was reviewed.

### 2. Research Staff Conference and Falling Walls in June 2017

The Staff Conference and Falling Walls event took place on 23 June 2017, 160 delegates were expected to the conference and 80 attended; however around 150 attended the Falling Walls event. The group agreed that an evaluation form should be sent to those that attended to feed into a report providing evidence of its success and the need for future events. The group agreed to find out the following:

- How useful was the morning session?
- How effective was the speaker?
- What could be improved?
- How did the timings work?
- Would you attend again?

**ACTION – KC to create an evaluation form and send to delegates and send through numbers of how many from each department, who had registered, did not attend.**

The group discussed the title of the morning session, 'Research Staff Conference', and it was agreed that it needed to be more inclusive of PGRs but to still maintain a focus for research staff.

**ACTION – Group to further consider the title of the Staff Conference before requesting to run again and writing the report.**

The Chair thanked KC and her team for the hard work and effort that had gone into creating a successful day and the hope is to run this again in the future.

### **3. New Research Staff Liaison Officer**

The group noted that Fatma Said had been appointed as the new Research Liaison Officer and would be in post by the next meeting. The post-holder receives £1000 honorarium throughout the year.

### **4. Update on DRC Shared Practice event**

The next DRC Shared Practice Event was scheduled for Thursday 6 July 2017 and would be an opportunity for those involved to report on the Concordat Action Plan and share best practice.

It was reported that no representative from Physics, CHE and Computer Science had registered and an email to their HoDs encouraging attendance at the event would be sent.

**ACTION – KC to email HoDs for CHE, Computer Science and Physics to encourage members of their department to attend the DRC Shared Practice event on 6 July. Completed.**

It was reported that in recent REF discussions, institutions' Environment section focused heavily on Gender but nothing else under the Equality and Diversity bracket, which could hinder future REF submissions if not addressed. Further information would be shared with this group on a confidential basis.

**ACTION – AG to send appropriate wording to KC for the email circular. Completed.**

### **5. Update on CIG Membership**

It was agreed that an offer would be made at the Shared Practice Event to see if anyone was interested in joining the CIG; it was noted that a number of members had been on the group for a long time; they were happy to remain but wanted to give others the opportunity.

**ACTION – KC to raise at the Shared Practice Event on 6 July.**

### **6. AOB**

The Chair thanked RI for her great contribution during her time as President of the GSA and representative on CIG; this was her last meeting with this group. It was agreed that the GSA would decide who their representative should be and inform KC.

**ACTION – RI to speak with the new GSA reps and identify the new person.**

#### **Next meetings**

Tuesday 31 October 2017, 15:00-16:30, YH/001b Research Centre for Social Sciences (RCSS)

Monday 12 March 2018, 13:30-15:00, H/G17 Heslington Hall

Tuesday 3 July 2018, 10:30-12:00, H/G09 Heslington Hall