**ESE Athena SWAN committee meeting**

11th June 2021

12:30-13:30 online meeting using Microsoft Teams

**Minutes**

*Present*: Gareth Collins (GC), Victoria Fernandez (VF), Katharina Kreissig (KK), Sam Krevor (SK), Victoria Murphy (VM), Adriana Paluszny (AP), David Pedreros Bastidas (DPB), Rebecca Smith (RS), Laurene Ville (LV), Emma Watson (EW),

*Apologies:* Nicole Barnes (NB), Rebecca Bell (maternity leave), Valentin Laurent (VL),

Teigan Collins (TC), Alex Lipp (AL), Katie Rycraft (KR), Bhavna Patel

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|  | **Agenda Item** | **Action** |
| **1.** | **Acceptance of minutes from the meeting on 23th April and matters arising.** |  |
|  | The minutes of the last meeting held on 23 April 2021 were agreed as correct. The following matter were arising: |  |
| 1.1. | Emma Watson to present results from the wellbeing survey under point 7. | EW |
| 1.2. | The advertising campaign for women for MEF MSc courses via LinkedIn was successful and doubled the number of female applicants. It is planned to be used again in the Faculty of Engineering marketing campaigns. Action VM to send statistics into the chat or into the teams channel. | DONE |
| 1.3. | Update on the Women in Engineering day, discussed under 8.1. | DONE |
| **2.** | **Chair’s report** |  |
|  | Notes from the Faculty EDCC meeting on 1st June 2021 were distributed via email as PAPER 2. RS was interested to know what will be done with the data from the antiracism survey Materials run. EW suggested to contact Materials. |  |
|  | Anita Murphy is ESE’s new well being advisor. (open ended contract) |  |
|  | ESE and Mech Eng. Are in the process of appoint a full-time shared 2-year position of an EDI coordinator. The person is supposed to review EDI and make suggestions followed by another position to implement approved suggestions in a next phase. |  |
|  | SK is stepping down as co-chair but will still be part of our SAT. He has been thanked for his hard work. It was a pleasure to work with him. RB will return from her maternity leave on the 14th of June taking up the role of co-chair together with KK for the coming year. |  |
| **3.** | **Update from EDIC committee ESE** |  |
|  | There has not been another meeting since November 2020. Tina van de Flierdt, as new head of Department, will not lead it and there are discussions about its future format. |  |
| **4.** | **Update from Bhavna on the Chemical Engineering EDCC** |  |
|  | No update as Bhavna was not present. KK to inquire whether invites/email distribution list did not work. | DONE |
| **5.** | **Updates on the Art Group** |  |
|  | No updates. |  |
| **6.** | **ESE action plan** |  |
|  | In the ESE Athena SWAN Teams page under files as well as under the general heading the excel working document “ActionImplementation\_V1” has been created. Every Action has an owner as well as an SAT owner who is responsible for managing the executing of the action and works with the owner of the action. Can be filtered by name. **Action for ALL**: check if the SAT ownership is appropriate and get back to SK and KK if not. Think about your approach. The Status tap is to be filled in by the SAT owner and kept up to date. Email **reminder** to do that before the next SAT meeting. GC/SK suggested to create an Archive folder and save the document on a weekly basis (at least in the beginning) so data are not lost. Agreed to **update** the reading tap on how the status is going to be filled (e.g. for annual actions); add time line and measure of success from the action plan as well as add a box to note the evidence (link, numbers etc) to help with the renewal of the application. | ALL  Co-chairs/  ONGOING  Co-chairs  DONE |
| **7.** | **Presentation of the Wellbeing survey (EW)** |  |
|  | Response rate for the latest Wellbeing survey (Feb 2021) for ESE is very low, only 17 people responded but their responses reflect the faculty responses:   * Mental health worsened during COVID. * Concerns relate to how to return and future ways of working * manageable workload going down from 58% to 43% (ESE) together with not taking enough breaks.   AP added that work has been accumulated due to the lost time during the pandemic and that this will have an impact on the last and future survey results.   * results are slightly worse for women. * academic staff feels less supported by their line manager.   GC suggested to take that up with Management Committee on Monday to encourage Line Managers to get inContact with their staff. EW agreed to note in the agenda.  RS reported that the initial hurdle and anxiety of people to return to work has also been discussed within the Mental Health Awareness Team of ESE and it has been agreed to have a Q&A session to recognise the issue and decide on actions. | EW |
| **8.** | **Updates on EDI topics from members of the SAT** |  |
| 8.1. | ****Women in Engineering (23rd June) (update from AP)****Outreach event is advertised. Speakers and Panel decided. Some videos have been received. Several schools have declared interest. Only one video is still outstanding Action AP. VM agreed to write reminder to school who have been inContact. VF asked whether the link to the event page had already been distributed (click Livestream on the event page). EW asked whether it would be possible to count the number of people and AP suggested to write in the chat for groups to indicate how many individuals are listening on the day.VM thanks all the UG students for their help with the quiz to raise awareness externally and within ESE. | VM:  Quizz – how many participants  VF: lessons learned  please add to excel sheet on Teams Idea’s box |
| **9.** | **AOB** |  |
|  | Reminder: Latin America visible at Imperial, event on 17th June at 16:00. Diego and Pablo from ESE are participating. |  |
|  | KK thanked all three UG students for their involvement this year. It was great having you. NB is graduating and will be leaving. LV and TC please let the co-chairs know of your intentions and availability for next year. | LV/TC  DONE |
|  | EW reported that ESE, Materials and Bioengineering are now joined in having emergency pads in all lady’s toilets as well as emergency underwear and trousers available. There will be branded pouches soon. |  |
|  | Agreed that EW will share good practice advise from her role as Athena SWAN reviewer. |  |
| **10.** | **Future meetings** |  |
|  | This will be discussed when Becky Bell returns, but agreed that a fixed date is desirable. If we agree to keep it as it is (bi-monthly, second Friday of the month) the following dates 10/09; 12/11/2021; 14/01/2022; 11/03;13/0508/07 need to be confirmed. |  |