

Rowett Institute  
Quarterly EDIT Meeting  
29<sup>th</sup> August 2024

## Attendees

*Note: This is an open meeting, all staff/students from the Rowett are invited.*

EDIT members: Alex Johnstone (AJ), Antonio Gonzalez Sanchez (AGS), Grant Rae (GR), Gary Cooper (GC), Joe Churcher (JC), Jules Griffin (JG), Justin Rochford (JR), Karen Hislop (KH), Karen Taylor (KT), Lynn Pirie (LP), Nick Hayward (NH), Sandy Ross (SR)

EDIT apologies: Alasdair Leeson-Payne (AL), Fiona Macaskill (FM), Maria G Cascio (MG), Matevz Arcon (MA (PGR rep))

Chair: Karen Scott (KS) / Silvia Gratz (SG)

Secretariat: Claire Hammerton (CH)

## Minutes

Note: see attached the accompanying presentation slides from the meeting.

Agenda Item		Action
1.	<p>Previous minutes</p> <ul style="list-style-type: none"><li>i. Minutes from 23 May'24: approved and will be published online.</li><li>ii. Actions from previous minutes (see attached action list): Discussed with main points outlined below:<ul style="list-style-type: none"><li>- EDIT presence at each theme meeting to disseminate info - need summary info slides (KS/AJ). This could also be mentioned at the Open Meeting on 24th Sep. <b>Action:</b> KS to provide EDIT info slide.</li><li>- Subgroup catchups - 1 week before each quarterly meeting are working well for Justin's group. <b>Action:</b> Other leads to arrange as needed.</li><li>- <b>Ongoing Action:</b> Encourage new EDIT members at theme meetings.</li></ul></li></ul>	<p>CH/JC</p> <p>KS</p> <p>AGS/AL/ SG/KS ALL</p>
2.	<p>Report on EDI School meetings</p> <ul style="list-style-type: none"><li>i. Last meeting of SMMSN EDIC was held on 28th Aug:<ul style="list-style-type: none"><li>- <b>Black History month</b> - more volunteers required for events in Oct.</li><li>- <b>Accessibility Able Guide</b> - meeting recording available for dissemination. <b>Action:</b> JC to add link to next newsletter.</li><li>- <b>Workshop for School EDI leads</b> - to be arranged by school soon.</li><li>- <b>Dignity at Work and Study Policy</b> - new policy will be issued soon, publicised centrally and in newsletter.</li><li>- <b>Harmonisation of contracts</b> - for support staff will come into effect from 1<sup>st</sup> October. An email from the school was issued on 28th Aug with updated information on this.</li></ul></li></ul>	<p>JC</p>

[illegible]

	<ul style="list-style-type: none"> <li>ii. GC to issue reminder email and mention at next Open meeting.</li> <li>iii. GC to liaise with AW to check-in regarding PGR students.</li> <li>iv. JG/KC/CH to review and confirm what process is required for MSc and BSc inductions and confirm the 'IMS' induction is the 'SMMSN' induction process (request info from DW). It was also suggested honour students could be captured by FT.</li> <li>v. The dates of next the inductions to be confirmed and advertised in the newsletter.</li> </ul> <p>iv. <b>Newsletter</b> – monthly newsletter working well for disseminating information.</p>	<p>GC</p> <p>GC JG/KC/CH</p> <p>GC/JC</p>
4.	<p>Social events update and future planning</p> <p>Current events:</p> <ul style="list-style-type: none"> <li>i. The Yoga Club – ongoing on Thursday lunchtimes 1-2pm.</li> <li>ii. Film Club – ongoing 3rd Friday of the month immediately afterwork 5pm.</li> <li>iii. The Hillwalking Club – restarted 2nd June.</li> <li>iv. Crafting Club – ongoing, next one on 30th Sep at 5pm.</li> </ul> <p>Future planning and suggestions:</p> <ul style="list-style-type: none"> <li>i. <b>Action:</b> The group agreed we need to nominate a champion to lead each event as well as volunteers to be part of each event team.</li> <li>ii. <b>Potluck Supper COP 29 (Nov TBC)</b> – the World Food Day on 16th Oct would have been an ideal date to celebrate the RI's multinational cuisine, however this is during the school holidays and therefore an event could be held during COP 29 instead. <b>Lead required.</b></li> <li>iii. <b>International film week</b> – following the success of the film club, GC is looking at dates for a larger event (GC lead).</li> <li>iv. <b>Board Games Night</b> – TBC. <b>Lead required.</b></li> <li>v. <b>Rowett Bake Off</b> – initially suggested event could be around the MacMillian Coffee Morning end of Sep, however AL is away at conference and CH on leave. AL/CH suggest a spooky Bake Off on Thu 31<sup>st</sup> Oct instead and will issue a save the date (AL lead).</li> <li>vi. <b>Christmas</b> – The Rowett Christmas jumper day and quiz evening was very successful last year and we will look at providing a similar event this year. The event will need to be split this year as Jumper Day is on Thu 12th Dec, however the seminar room is <u>not</u> available this date. A doodle poll will be issued to find an alternative date for the Quiz. (AL lead)</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>Review seminar room availability and book, issue a doodle poll to Ri-all for alternative event date then issue an event hold.</li> <li>- Have a Children's In Need collection box on reception in support of Jumper Day.</li> <li>- Once date confirmed book the UoA photographer to take the Institute Christmas Jumper photo.</li> </ul> <p>vii. <b>Burns Lunch</b> – to be an annual event as uptake was so popular this year (KT lead). Reviewing Thu 23rd Jan 2025. <b>Action:</b> Book seminar room and issue save the date to RI ALL.</p>	<p>ALL</p> <p><b>Lead</b></p> <p>GC</p> <p><b>Lead</b> AL/KT/CH</p> <p>AL/KT/CH</p> <p>CH</p> <p>KT</p> <p>JC</p> <p>KT/CH</p>

	viii. <b>The RI Research Day</b> – was a great success and held on 29 <sup>th</sup> May in the Rowett’s atrium. This could be EDIT supported with an afternoon tea event if repeated next year.	
6.	<p>AOCB</p> <p>i. <b>Feedback on Neurodiversity initiative</b> – feedback following the implementation of neurodiversity guidelines to make SOPs easier to read we have received one negative comment that the font size 14 is harder to read. The group advised the font size was increased from size 12 to 14 based on the national guidelines for Neurodiversity and it may be worth trying to read SOPs on a different device (e.g. on a laptop rather than a phone or tablet) and/or amending the font size after the SOP has been downloaded.</p> <p>ii. <b>Unconscious bias training</b> – this is mandatory training required to be renewed every 2 years. GR to check if this is initiated by HR or IT or if it is meant to be prompted internally.</p>	GR
7.	<p>Looking ahead</p> <p>Potential agenda items for next meeting (28 Nov):</p> <p>i. <b>Action:</b> Quarterly meetings for 2025 to be scheduled</p>	CH
	<p>Next Meeting:</p> <p>28 Nov</p>	