Rowett Institute Quarterly EDIT Meeting 29th 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			
1.	Previous minutes		
	 i. Minutes from 23 May'24: approved and will be published online. ii. Actions from previous minutes (see attached action list): Discussed with main points outlined below: 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. Action: KS to provide EDIT info slide. Subgroup catchups - 1 week before each quarterly meeting are working well for Justin's group. Action: Other leads to arrange as needed. Ongoing Action: Encourage new EDIT members at theme meetings. 	CH/JC KS AGS/AL/ SG/KS ALL	
2.	 i. Last meeting of SMMSN EDIC was held on 28th Aug: Black History month - more volunteers required for events in Oct. Accessibility Able Guide - meeting recording available for dissemination. Action: JC to add link to next newsletter. Workshop for School EDI leads - to be arranged by school soon. Dignity at Work and Study Policy - new policy will be issued soon, publicised centrally and in newsletter. Harmonisation of contracts - for support staff will come into effect from 1st October. An email from the school was issued on 28th Aug with updated information on this. 	JC	

Race Equality update - road show being arranged to engage staff and students in upcoming plans and implementation. More information to be shared in the next School EDI on 29th Oct. ii. **Neurodiversity network -** is live and are planning a joint event with the Women's Development Network and Menopause Network (lead by IAHS). **Ongoing action:** will be added to newsletter once NH has a date. NH iii. Deputy for Gender Equality Steering Team (GEST) meeting - required for meeting attendance in KS/SG's stead to report back to EDIT (small work commitment). Action: request for a volunteer to please come forward. ALL RI Action Plan 3. Note: see the sub-group actions list on accompanying slide from slide 16. ALL The below relating points were discussed during the meeting: Sub-group updates: Working Environment – website updates: recruit a student member to ensure our content is relevant for the student body. Action: advertise in JC next newsletter. Action: mention at the next journal club and raise at the JG Open meeting that there are gaps in this committee. Career Development - promotions update: GR from HR advised the ii. group there are 2 promotion systems, 1 for academics (timed once per year) and 1 for supporting staff regarding regrading which is a continuous ongoing process, not once a year. JG is happy to chat to anyone who wants to discuss this in more detail before approaching HR. Contribution awards is also another route to increase increments on salaries. Contribution awards are reviewed within the Rowett straight after the appraisal process. **Action:** Add a brief summary on career development to the next JC newsletter. iii. Athena Swan business **EDI School Meetings** – if KS/SG cannot attend the meeting(s) another co-lead is required to capture important information, be a voice for the Rowett to the School and report back to EDIT. It was noted this reflects well on your resume for grants and will only be a small work commitment. Action: EDIT co-lead volunteer ALL/JG requested to come forward or JG could nominate suggestions. Would suit either an early career researcher or staff member at any level. Staff/Student Survey - RI Staff/student survey results to be shared (ongoing action). KS/SG Family Support Checklist - N/A Student Inductions – GC advised in-person MSc students are required to complete the induction process as they work in the labs and therefore are required to read and sign the SOPs on QPulse. However, these are not all being acknowledged. The issue was discussed, and the following actions were agreed: ALL Supervisors should ensure students are fully completing the induction process, including signing off SOPs on QPulse.

		ii. GC to issue reminder email and mention at next Open meeting.	GC
		 iii. GC to liaise with AW to check-in regarding PGR students. 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. 	GC JG/KC/CH
	iv.	v. The dates of next the inductions to be confirmed and advertised in the newsletter. Newsletter – monthly newsletter working well for disseminating	GC/JC
		information.	
4.	Social	events update and future planning	
	Current	t events:	
	i.	The Yoga Club – ongoing on Thursday lunchtimes 1-2pm.	
	ii.	Film Club – ongoing 3rd Friday of the month immediately afterwork 5pm.	
	iii.	The Hillwalking Club – restarted 2nd June.	
	iv.	Crafting Club – ongoing, next one on 30th Sep at 5pm.	
	Future	planning and suggestions:	
	i.	Action: The group agreed we need to nominate a champion to lead each	ALL
		event as well as volunteers to be part of each event team.	
	ii.	Potluck Supper COP 29 (Nov TBC) – the World Food Day on 16th Oct would have been an ideal date to celebrate the RI's multinational cuisine,	Lead
		however this is during the school holidays and therefore an event could	
		be held during COP 29 instead. Lead required.	
	iii.	International film week – following the success of the film club, GC is looking at dates for a larger event (GC lead).	GC
	iv.	Board Games Night – TBC. Lead required.	Lead
	v.	Rowett Bake Off – initially suggested event could be around the	AL/KT/CH
		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 st Oct instead	
	, .:	and will issue a save the date (AL lead).	AL/KT/CH
	vi.	Christmas – The Rowett Christmas jumper day and quiz evening was very successful last year and we will look at providing a similar event this year.	AL/KI/CH
		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)	
		Actions:	
		Review seminar room availability and book, issue a doodle poll to Ri-	CH
		all for alternative event date then issue an event hold.	VΤ
		- Have a Children's In Need collection box on reception in support of Jumper Day.	KT
		 Once date confirmed book the UoA photographer to take the Institute 	JC
		Christmas Jumper photo.	
	vii.	Burns Lunch – to be an annual event as uptake was so popular this year	
		(KT lead). Reviewing Thu 23rd Jan 2025. Action: Book seminar room and	KT/CH
		issue save the date to RI ALL.	

	viii.	The RI Research Day – was a great success and held on 29 th May in the Rowett's atrium. This could be EDIT supported with an afternoon tea event if repeated next year.	
6.	AOCB		
	i. ii.	Feedback on Neurodiversity initiative — 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. Unconscious bias training — 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.	GR
7.	Looking ahead		
	Potenti i.	al agenda items for next meeting (28 Nov): Action: Quarterly meetings for 2025 to be scheduled	СН
	Next I	Meeting:	
	28 Nov		