**Draft Terms of Reference - Gender Equality Action Group (including Athena SWAN)**

**Purpose and Function**

The Gender Equality Action Group (including Athena SWAN) is a sub-group of the UMT Equality Diversity and Inclusion (EDI) sub-group. This group is responsible for acting as the Self-Assessment Team for the Institutional Athena SWAN application and overseeing School level Athena SWAN applications. It will also support the implementation of the Gender Equality Action Plan and other relevant gender related initiatives. This group will be co-chaired by two senior members of the University, who will sit on the UMT Equality, Diversity and Inclusion Sub-Group.

**Terms of Reference**

The Gender Equality Action Group will:

* Lead on the progression of the University on gender initiatives such as membership of the Athena SWAN Charter;
* Oversee the Implementation of UCD’s Gender Equality Action Plan (GEAP) and support project leads;
* Support the University’s application for posts funded by the HEA Senior Academic Leadership Initiative (SALI)
* Conduct a gap analysis to identify areas for further consideration which are not covered by the GEAP but are necessary to respond to emerging policy changes on gender equality;
* Report to the Equality, Diversity and Inclusion Group;
* Support Schools to apply for Athena SWAN applications, including:
  + Agree with Schools the timing of submissions for Departmental Awards
  + Support School Self-Assessment Teams and
  + Participate in relevant quality assurance processes (e.g. peer review);
* Specifically act as the Self-Assessment Team (SAT) for the institutional Athena SWAN application, and prepare a submission on behalf of the University for subsequent Athena SWAN awards;
* Promote the GEAP and all gender initiatives within the university community;
* Liaise with UCD representatives on relevant UCD and national committees.

**Membership and Term of Office**

The membership of the Group will include standing members and those appointed to the group for the duration of the Gender Equality Action Plan 2020 - 2024. At that point the membership and terms of reference will be reviewed. Membership of the Group will be representative of the University Community including: gender balance and diversity; disciplines and grades; faculty, staff and students; relevant committees and networks; and expertise in areas such as equality and organisational development/ cultural change.

There are a number of ex officio roles/areas of representation as follows:

* Vice-President for Equality, Diversity and Inclusion
* Strategic Equality, Diversity and Inclusion Manager
* Dean of Students (or nominee)
* Student Union Representative
* Human Resources Representative
* Senior Engagement and Internal Communications Manager
* Director of Institutional Research (or nominee)
* Multicultural Employee Network of UCD (MENU) Representative
* Women@STEMM Representative
* College Vice-Principal for EDI Representative

**Conduct of Business**

It is anticipated that there will be 4 meetings per year.

**Group Support**

The group will be supported by the Equality, Diversity and Inclusion Unit

**Reporting Responsibility**

The GEAG will report to the EDI Group at each of its meetings. The GEAG will submit reports to the EDI Group indicating items for decision by the UMT and items for communication to the UMT.

*The Terms of Reference will be finalised following the renewal of the membership of the GEAG 2020 - 2024.*