



Minutes Confirmed

COMMITTEE	SAGE Self-Assessment Team (SAT)
MEETING NO.	1
DATE / TIME	29 November 2016, 2.00-3.00pm
VENUE	Ross Hohnen Room, Chancelry Building (10)
ATTENDING	Professor Richard Baker, Pro Vice-Chancellor University Experience (Chair) Dr Nadine White, Director, Human Resources Ms Richelle Hilton, Director, Planning and Performance Measurement Professor Andrew Roberts, Dean, CPMS (left after item 3) Professor John Evans, Professor, RSB Professor Steve Eggins, Director, RSES Professor Stephen Blackburn, Professor, RSCS Ms Sarah O'Callaghan, Senior Manager, Space Planning Unit, F&S Dr Joanna Sikora, Senior Lecturer, RSSS Ms Cecilia Phung, HR Manager, CECS Dr Megan Head, Postdoctoral Fellow, RSB Dr Emma Schultz, Senior Lecturer, RSFAS Mr Jamiyl Mosley, Head of Hall Burton & Garran Hall, Division of Student Life Dr Naomi Priest, Senior Lecturer, RSSS Ms Sara Rowley, SAGE Project Manager Ms Lucy McPherson, SAGE Project Officer (Secretariat)
APOLOGIES	Professor Elanor Huntington, Dean, CECS Professor Paul Pickering, Dean, CASS Associate Professor Kuntala Lahiri-Dutt, Senior Fellow, Crawford School of Public Policy Associate Professor Mark Nolan, Associate Professor, COL

Part 1. Formal Items

1. Welcome

Professor Richard Baker thanked the Self-Assessment Team (SAT) for their participation in this important initiative.

2. Introduction and Apologies

Apologies were received from Professor Elanor Huntington, Professor Paul Pickering, Associate Professor Kuntala Lahiri-Dutt, and Associate Professor Mark Nolan.

Part 2. Key Business Items

3. Brief History of SAGE Pilot Project

Professor Richard Baker briefed the SAT about the history of the SAGE Pilot Project:

- Pilot project run by the Academy of Science
- Based on the Athena SWAN project in the UK, an accreditation program to improve gender equity in STEMM
- Key driver was the fact that no women were made fellows of the academy in 2013
- Brian Schmidt was on the SAGE Forum panel and made a contribution from his Nobel Prize towards the SAGE Pilot Project in Australia.

The SAT discussed the history of the Athena SWAN project in the UK and covered issues such as the UK's decision to link competitive grant funding to Athena SWAN accreditation and the UK bringing in accreditation for HASS disciplines.

Professor Andrew Roberts noted that he had been approached with concerns that the SAGE Project would be too slow and too data focused. Richelle Hilton noted that institutes who did not conduct a thorough data analysis had a high failure rate.

The SAT noted that ANU will focus on gender equity across the university, namely STEMM and HASS, as a whole and that there would be policy changes during the SAGE Project not just data collection.

Action 1	Action	Due Date	Responsibility
	SAGE project presentation on SAGE Pilot to be circulated to SAT members	12 January 2017	Lucy McPherson

4. ANU Governance Structure

Dr Nadine White briefed the SAT on the proposed Governance structure for the SAGE Pilot Project at ANU.

- There will be a SAGE Steering Committee which will be chaired by the Vice Chancellor. The DVCs, Executive Director (Administration and Planning), PVC (University Experience), Director HR, and Convenor, ANU Gender Institute will all sit on the committee
- The SAGE Steering Committee have oversight and approval of project governance
- The SAT contains a representative from every College and has a mix of academics and professionals, gender and levels (academic and professional)
- SAT members will help implement ideas and policies in their own areas
- Open forums and working groups could be held to get broader input.

Action 2	Action	Due Date	Responsibility
	Agenda Item for meeting 2 – “how SAT members will work within their area”	19 January 2017	Richard Baker

5. Committee Charter

Professor Richard Baker briefed the SAT on the draft SAGE Self-Assessment Team Committee Charter. It was noted that the most important responsibilities of the SAT were:

- a) to scrutinise and comment on quantitative and qualitative data in order to identify key findings, gaps and areas that will require further analysis and will feed into action planning;
- f) to raise the profile of the Athena SWAN agenda both within the University and externally through championing of gender equality.

Resolution	SAT endorsed the SAGE Self-Assessment Team Committee Charter
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6. Expectations of Members

Professor Richard Baker briefed the SAT on the expectations of the group during the project. The expectations are that the SAT:

- will meet monthly
- analyse the data presented to them
- identify gaps in this data
- make recommendations to the SAGE Steering Committee
- act as champions for gender equity
- raise the profile of the SAGE pilot project.

7. Conflict of Interest and Confidentiality Declarations

Dr Nadine White briefed the SAT about the importance of declaring conflicts of interest and the need for confidentiality.

The project will involve access to data beyond that which is currently accessible to most member's roles and may include personal information. Members need to be aware of privacy and confidentiality requirements and that the data is not to be used for any other purposes including research projects unless explicit approval is granted.

It was noted that as the project continues questions around the use of staff data and privacy may arise and if SAT members have any questions about this they can direct them to Dr Nadine White.

8. Meeting Schedules

It was agreed that meetings will be held monthly, a schedule will be prepared and sent to members. It was also agreed that meetings will be held between the hours of 10am – 2pm to ensure members who are part-time or who have carer responsibilities can attend.

Action 3	Action	Due Date	Responsibility
	Next meeting, Thursday 19 th January 10.00am, invite to be sent to SAT members	15 December 2016	Lucy McPherson

9. Application Process

Professor Richard Baker briefed the SAT on the bronze award application process. He suggested that members read the application form which was attached to meeting papers.

The application is very concise with a 11000 word limit.

Nadine White then explained that there are four stages to the application:

1. Data pack – collection of data
2. Find trends – analyse trends and identify missing data
3. Planning – discuss possible actions to address issues discovered
4. Action plan - any plans must be able to be monitored

She also noted that a good starting point will be to read successful UK Athena SWAN applications and look for examples of best practice.

10. SAGE Project Staffing

Dr Nadine White briefed the SAT on the staffing arrangements for the SAGE project. ANU is fortunate that the Vice Chancellor is championing the project and given dedicated funds for the project. A part-time SAGE Project Manager and full-time SAGE Project Officer have been employed to support the project.

11. Delegation of Work

Professor Richard Baker briefed the SAT about how work on the application will be delegated. No decision was made on how to split work on the application but it was explained that different areas of application will require different skills. The Sections on transgender, intersectionality, and Indigenous Australians will require focus groups.

Part 3. Other Matters

12. Current ANU Equity and Diversity Structures

Professor Richard Baker briefed the panel about the current ANU equity and diversity. He explained that there is a University Access and Equity Committee (UAEC) which oversees equity and diversity issues and committees at the College and School levels which all vary in size/composition.

The UAEC is worried that information is not being communicated well between the diversity committees. The UAEC is going to discuss with key members from each college to develop an access point for diversity matters.

The last University Access and Equity Committee recommended:

- That each College and Division ensures that they have governance arrangements for equity which enable
- The development of plans in relation to equity issues (including gender equity, disability and Indigenous reconciliation)
- Formal consideration, monitoring and reporting on performance in relation to equity issues
- Regular reporting to the College Dean and Executive or Division Head and the University Access and Equity committee.

Part 4. Other Business

13. Questions

Professor Richard Baker opened the meeting to any questions or matters. Dr Nadine White suggested a diversity survey be sent to all SAT members to determine what skills and experiences each member has.

Action 4	Action	Due Date	Responsibility
	Diversity Survey to be completed by SAT members	12 January 2017	Lucy McPherson

Part 5. Next meeting and action items

The next meeting is scheduled for 19 January 2017.

New, ongoing and completed action items are identified in the tables below for review and comment at the next meeting.

14. New and ongoing action items

Action ID	Description	Responsibility	Status	Due Date
1	Circulate HR Practitioners presentation on SAGE Pilot by 19 January 2017	Lucy McPherson	New	12 January 2017
2	Item for meeting 2 “how SAT members will work within their area”	Richard Baker	New	19 January 2017
3	Invitations to be sent for 19 January 2017 meeting	Lucy McPherson	New	15 December 2016
4	Diversity Survey to be sent to SAT members	Lucy McPherson	New	12 January 2017