



**LIT**



## LIT Equality, Diversity and Inclusion (EDI) Champions Interim Forum

### Terms of Reference

#### *Purpose of Equality, Diversity and Inclusion Champions Forum:*

Equality, diversity and inclusion (EDI) is core to our work in LIT. The purpose of this Interim Champions Forum is to ensure that awareness of EDI is mainstreamed and integrated into LIT discussions and activities across faculties and functions. The forum will be used as a key communications channel for EDI related discussions, events and activities. The EDI Manager will Chair the forum and is available as a resource for champions should they wish to seek support, resources or ideas.

#### *Suggested roles:*

- Promote and support EDI including Athena SWAN activities within your faculty/ function through
  - Bringing EDI related issues, facts, topics for discussion to team meetings, discussions, talks, information sharing opportunities etc.
  - Active involvement in broader organisational events such as 'International Women's Day', the '16 Days of Activism', 'International Men's Day' etc.
  - Attending EDI related training or events as appropriate, and bringing this learning back into your respective teams
  - Highlighting and communicating developments in national and international EDI related policy as advised by the EDI Unit
- Championing new EDI related resources and information developed by the EDI unit and by external sources with teams and colleagues
- Keep information updated on notice boards, and support information updates/blogs for the web
- To make recommendations to the EDI Unit for the enhancement of Equality, Diversity and Inclusion based on feedback received within your faculty/functional area;

*By undertaking the role of EDI Champion, you will have the opportunity to:*

- Become part of the Athena SWAN National Practitioners Network.
- Observe and/or be a panellist on an Athena SWAN assessment panel.
- Attend EDI related events and trainings
- Collaborate with other EDI Champions across LIT

*Timeframe:*

This is an interim forum between March – December 2021. In January 2022, there will be a review of the role and operation of the Forum, and possible amendments made.

*Conduct of Business*

- The Forum shall meet at least three times between March – December 2021
- The meetings shall be convened by the Chair with a minimum of seven days' notice of a meeting

*Membership and Composition*

- Membership of LIT's Equality Champions Forum should be representative of the Institute as a whole and as inclusive and diverse as possible.
- Membership will include the EDI Manager as an ex-officio member. Additionally, representatives from each faculty, each functional area, each campus and a student union representative will form part of the Forum.
- An open call for expressions of interest will initially be made. If there are subsequently gaps in representation, follow up discussions will take place with the relevant Faculty/Functional area to assess how engagement can be strengthened.
- The Forum members will have a deep interest in gender and/or equality issues, work–life balance arrangements or caring responsibilities to be effective.
- The Forum will be chaired by the EDI Manager and will report to the EDI Steering Committee