

Diversity and Inclusion (D&I) Progression Framework Steering Group – Terms of Reference

Context

The Royal Academy of Engineering (the Academy), and Science Council jointly developed a D&I Progression Framework to support professional bodies in discussing, planning and assessing their progress. In 2017 the Framework was used to conduct the first benchmarking exercise across engineering and science professional bodies, findings of which were launched in February 2018. The benchmarking report contains insight into good practices across both engineering and science professional bodies, along with future priorities, a description of challenges to progress and recommendations to increase D&I.

Work on the Framework underpins commitments made by engineering professional bodies signed-up to the Engineering Diversity Concordat and the Science Council Declaration on Diversity Equality and Inclusion.

Purpose/Function

The purpose/function of the steering group is to review results from the benchmarking exercise, agree an action plan to drive progress and oversee its delivery to support increasing diversity and inclusion across engineering and science professional bodies.

Chair and Membership

The Chair of the working group is Rosemary Cook appointed jointly by the Academy and the Science Council.

Membership of the steering group will be drawn from the 35 professional engineering institutions (PEIs) and 41 member bodies of the Science Council – some of which belong to both constituents.

The aim for fifteen members in total – five joint members, five PEIs and five Science Council member bodies.

Membership will be for a two-year period to reflect the funding cycle of the Academy D&I Programme within which its work on increasing D&I across PEIs sits.

The Head of Diversity and Inclusion at the Academy and Membership Liaison Manager at the Science Council will provide secretariat. Other external advisors or experts may be invited to attend as and when of benefit to progressing specific topics.

Frequency of meetings

To establish an action plan as soon as possible after the benchmarking report is released, two meetings will take place by the end of July 2018 after which the steering will meet at least twice a year.

Reporting

The secretariat will share progress reports across their constituents as and when required.

The Chair of the steering group will present annual reports to both Chief Executives of PEIs and Science Council member bodies.

Appendix 1: D&I Progression Framework Working Group Members and Secretariat

Name	Job Title	Organisation
Rosemary Cook (Chair)	Chief Executive, (IPEM)	Institution of Physics and Engineering in Medicine
Jo Foster	Diversity & Inclusion Manager	Institution of Engineering and Technology
Saraya Beg	Diversity Champion	Operational Research Society
Andrew Stanley	Head of Education Policy	Institution of Civil Engineers
Nigel Titchen	Trustee & Diversity Champion	British Society of Soil Sciences
Ryan Richardson	Head of Business Services	Engineering UK
Sinead Whelan	Head of Membership	The Organisation of Professional in Regulatory Affairs
Shana Tufail	Communications and Marketing Manager	Alan Turing Institute
Rosalind Azouzi	Head of Skills and Careers	Royal Aeronautical Society
Lynda Rigby	Executive Head of Marketing and Membership	Institute of Biomedical Science
Scott Keir	Head of Education and Statistical Literacy	Royal Statistical Society
Jennifer Dyer	Head of Diversity	Institute of Physics
George Jameson	External Relations Officer	Geological Society
Nick von Behr	Education Manager	Institute of Structural Engineers
Ale Palermo	External Relations & Head of Diversity	Royal Society of Chemistry
Victoria West	Publications and Media Coordinator	Chartered Institute of Water and Environmental Management
Kate Webster	Marketing and Communications Manager	Engineering Council
Alana Collis	Technical Policy Manager and Energy Centre Manager	Institute of Chemical Engineers
Secretariat		
Brian Wagenbach	Member Liaison Manager	Science Council

Bola Fatimilehin	Head of Diversity and Inclusion	Royal Academy of Engineering
------------------	------------------------------------	---------------------------------