

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

Date last updated: 7 July 2020

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 support the Science and Engineering professional bodies to make measurable progress on their Diversity and Inclusion programmes. It will do this by:

- supporting and encouraging wide engagement with the progression framework from across science and engineering;
- conducting a benchmarking exercise (every two to three years) and analysing and sharing the results as widely as possible;
- developing and overseeing the delivery of an action plan that maximises the value of the benchmarking work and engagement with the framework.

Chair and Membership

The Chair of the working group will be appointed jointly by the Academy and the Science Council.

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

To work as an effective decision-making group membership with not normally exceed 25 members in total split between joint members, PEIs and Science Council member bodies. This ensures that at any one time at least one-quarter of the bodies involved with the progression framework, whatever their size or discipline area, have the opportunity to contribute to the work of the steering group.

Membership of the group should normally be for a period of two years, extendable by no more than two additional one-year periods. This ensures that there is regular rotation of the chair and members, such that all those involved in the progression framework and who want to contribute to the work of the steering group will have, over time, the opportunity to do so.

The Diversity and Inclusion manager at the Academy and Member Engagement 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

The Steering group will normally meet three times a year for approx. 2 hours. Members are expected to attend at least two of the three meetings taking place every year. The group meetings will strive to avoid half term dates, and will take place between 10am and 4pm. Meetings agendas will be sent in advance.

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. The Chair will be a member of the Royal Academy of Engineering Diversity and Inclusion Committee, which takes place three times a year, and will present regular updates to the Committee and to the Science Council.

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

Name	Role	Organisation
Paul Hardaker(chair)	CEO	Institute of Physics (IOP)
Alana Collis	Technical Policy Manager and Energy Centre Manager	Institution of Chemical Engineers
David Lloyd-Roach	Director of Membership	Institution of Chemical Engineers
Ale Palermo	External Relations & Head of Diversity	Royal Society of Chemistry
Laura Norton	Senior Programme Manager, Inclusion and Diversity	
Andrew Stanley	Head of Education Policy	Institution of Civil Engineers
Daniel Aldridge	Senior Policy Manager	BCS - The Chartered Institute for IT
George Jameson	External Relations Officer	Geological Society
Jo Foster	Diversity & Inclusion Manager	The Institution of Engineering and Technology
Kamer Tuncbilek	Project Manager - Central Project Management	The Welding Institute
Kate Webster	Marcomms Manager	Engineering Council
Katherine Kirk	Chair, Diversity and Inclusion Advisory Group	British Institute of Non-Destructive Testing (BiNDT)
Kristina Virkolich Joanna Horton	Education Projects Executive HR manager	Institution of Mechanical Engineers

Lynda Rigby	Executive Head of Marketing & Membership	Institute of Biomedical Science
Rosalind Azouzi Nicholas Davis	Head of Skills and Careers Employability & Skills Executive	Royal Aeronautical Society
Emma Diserens	Head of Equality, Diversity and Inclusion	EngineeringUK
Shana Tufail	Communications and Marketing Manager	The Alan Turning Institute
Sinead Whelan	Head of Membership	The Organisation for Professionals in Regulatory Affairs
Francesca Batchelor	Executive Assistant/Diversity practitioner	Chartered Institution of Water and Environmental Management
Eva McClean	Communications and Development Manager, EDI Lead	IPEM
Ema Muk-Pavic	Senior Teaching Fellow, UCL Mechanical Engineering/member of Professionals Affairs Committee and ED&I Lead	The Royal Institution of Naval Architects (RINA)
Shardell Joseph	News Writer	IOM3
Secretariat		
Monica Stancu	Diversity and Inclusion manager	Royal Academy of Engineering
Brian Wagenbach	Member Engagement Manager	Science Council