**Minutes - Athena SWAN meeting Wednesday 4th November 2015**

**14.00-15.00.**

The location is the Training Room, Weatherall Institute of Molecular Medicine.

1. Confirmation of minutes from last meeting.-Agreed
2. Apologies: Kate O’Neill, Rebeccah Slater, Chris Dold. Jacob Galson

Present: Georg Holländer, Irene Roberts, Alex Holmes, Dominic Kelly, Mary Deadman, Sarah Jones, Carinne Piekema, Bríd Cronin

1. Survey for Research Assistants

Draft survey given out for comment

1. Athena SWAN Steering Group- MSD Survey

Discussed the plan for MSD to send out a survey that all Departments should complete. This then could affect whether we need to send out

the Paediatric survey, or if it would be a survey overload.

MD said would need to ensure we survey the points we said we would survey in our Silver Action plan.

IR to compare MSD vs Paediatric survey.

SJ to pull out the questions from the two Paediatric surveys

1. Public Engagement **Action 3.5**

Discussed Action Plan action 3.5 to see how we can fulfill this action.

CP said that there is going to be a Brain Awareness week that Rebecca Slater was involved in, in collaboration with NDCN.

During Oxford Science week RS and NDCN involved- looking at development and reading.

Get Vaccine knowledge app available to right sort of people, maybe get in touch with children’s centres- Sarah Loving to answer questions-need permission from AP.

RS-group participants for studies before birth, talk at antenatal and NTC groups.

PG-Involved in HIV world day.

IR-Down Syndrome and blood diseases

Discussion that maybe part of DPhil training to have strand of public engagement or outreach-questions about feasibility of them doing this on top of other requirements.

CP needs to be informed of events so she can publicise them.

1. Feedback from our Silver Application

IR to look at feedback. Look into themed leaders to drive it forward.

1. The Returning Careers' Fund deadline for applications Wednesday 11th November

http://www.admin.ox.ac.uk/eop/inpractice/vc-fund/returning-carers/

and VC’s Diversity Fund deadline fro applications Friday 20th November

http://www.admin.ox.ac.uk/eop/inpractice/vc-fund/

Early Career Researchers and how to support them discussed in Faculty meeting.

1. Kate O’Neill- is leaving the Department so will be stepping down from the committee.

Kate has contributed in both our applications and put a lot of work into the Bronze submission, thanks and best wishes for her future career.

1. AOB- none
2. Date for next meeting.-TBC