

**QAAFI Diversity and Inclusion Committee
MINUTES**

DATE: Tuesday 18th December 2018

TIME: 2:00 – 3:30pm

LOCATION: **QAAFI Big Table Meeting Room** - Level 2 QBP

ATTENDEES: Ala Tabor, Barbara George Jaeggli, Cathy Baynham, Daniel Rodriguez, Glen Fox, Margaret Puls, Mary Fletcher, Pat Blackall, Stephen Williams, Tim Mahony, Jordan Tredinnick, Robert Henry, Sushil Dhital (representing Deidre Mikkelsen), Neena Mitter, Bruce Topp, Carolyn Martin, Louisa Parkinson.

APOLOGIES: Alex Nilon, Heather Smyth, Megan Vance, Yasmina Sultanbawa, Dee Gibbon, Deirdre Mikkelsen, RCN Rachaputi.

AGENDA items from this meeting:

Agenda Item No	Description
1.	<p>Review action items from minutes including QAAFI web-page</p> <p>Action items from QDIC meeting held on 24/08/2018:</p> <ol style="list-style-type: none"> 1. <i>Once Marketing and Communications Manager commences, provide overview of QDIC and prioritise a webpage for our use.</i> <ul style="list-style-type: none"> • Completed with on-going Agenda & Action Items. <p><u>Agenda Aims</u></p> <ol style="list-style-type: none"> i) Establish plans for the QDIC webpage interface i.e. internal and external design and structure (internal: identify collaborations & consultants for webpage structure & uploading features; external: identify what content should be displayed). ii) Establish a QDIC folder in the QAAFI Intranet for staff access to the meeting minutes and reports. <p><u>Agenda Discussion – QDIC Webpage (https://qaafi.uq.edu.au/gender-equity-diversity)</u></p> <ul style="list-style-type: none"> • Currently the QDIC webpage on the QAAFI website outlines the aims of the committee and highlights women’s achievements. Some suggestions for improvement from committee members were to include: <ol style="list-style-type: none"> i) A broader representation of diversity to highlight its importance to QAAFI i.e. LGBTIAQ+, disability, Aboriginal & Torres Strait Islander members and projects (eg. Yasmina Sultanbawa’s project on <i>bush food</i>), and diverse multicultural backgrounds which is inclusive of all genders. ii) A rolling screen of diversity and achievements as the webpage banner iii) Advertisements for any diversity-related awards or grants to attract potential applicants (eg. Aboriginal & Torres Strait Islander Scholarships & Programs; The Queensland Women in STEM Prize https://2019-queensland-women-in-stem-prize.thinkable.org/ and 2019 Queensland Women in STEM Prize Communication Training https://www.eventbrite.com.au/e/2019-queensland-women-in-stem-prize-communication-training-brisbane-session-registration-53283058061 ; Advance Queensland grants https://advance.qld.gov.au/open-grants ; Women in Technology Board Readiness Program https://wit.org.au/boardreadiness ; Leadership Council On Cultural Diversity

(c/o Neena Mitter) <https://www.leadershipdiversity.org.au/>). These are also to be included in QAAFI Break newsletter.

- QDIC webpage interface style and content will draw ideas from other UQ institutes and faculties which have dedicated diversity & inclusion webpages such as AIBN <https://aibn.uq.edu.au/women> ; IMB <https://imb.uq.edu.au/about/diversity-and-inclusion-imb> ; Faculty of Science (webpage for diversity & inclusion could not be found). Collaborations & technical consultation for recommendations to be sought.
- Suggestion: talking to QAAFI students about what they hope to see on the QAAFI website could provide ideas for content.
- Suggestion: include some content on disability & accessibility guide (eg. PDFs need to have an accessibility check and MS is fully accessible; training available through UQ ITS for accessibility).
- Need an administrator to facilitate and manage the webpage & content.
- Suggestion to keep a list of achievements of the diverse QAAFI staff and students for use in impromptu communications or marketing.

Agenda Discussion – QAAFI Intranet (<https://qaafi.uq.edu.au/intranet>)

- Intranet uploading & website/intranet functions to be discussed & approved. Collaborations and consultants to be sought for intranet design, sharing, uploading and interface recommendations.
 - Committee meeting minutes to be uploaded to QDIC folder on QAAFI Intranet and accessible to all staff. Sioban Remy suggested as consultant for QAAFI Comms for this task. Sioban works with *Sharepoint* for file sharing (c/o Carolyn Martin).
 - QAAFI Intranet to include direct links to QAAFI break newsletter.
2. *Follow up on completion rate of EO online both module 1 and 2. Identify supervisors and ensure they have completed module 2.*
- Completed by Cathy Baynam.
3. *Follow up with Dee Gibbons or Jordan Tredinnick to determine UQ goals for gender equity for QAAFI to mirror.*
- To be completed.
4. *Determine a process to capture data of why candidates (of all genders) do not accept positions or do not apply for positions after showing initial interest.*
- To be completed.
5. *All areas to continue inclusive events. Next event to promote is Wear it Purple Day on Friday 31/08/18.*
- Completed. Event was carried out and purple attire was worn by staff, students and committee members across QAAFI sites.
6. Organise seminar with keynote speaker, Maureen Frank.
- To be completed. Maureen Frank of EMBERIN (HR Consultant) will be invited to present a seminar in 2019 about leadership & equity. Maureen has a corporate background and may provide a corporate insight into leadership.
7. *Determine Action Plan for response to the SAGE Survey.*
- To be completed after the Athena SWAN Action Items have been finalised/completed. Individual Action Items below:

	<p>A) Appraisals - Centre Directors to advise and encourage supervisors to ensure annual appraisals are undertaken (even set time aside 2 or 3 times a year) to discuss career progression, promotion readiness, workload, mentoring and opportunities for development. <i>Create template for Supervisors to use?</i></p> <ul style="list-style-type: none"> • To be completed. <p>B) Mentoring – Call out to all QAAFI staff who are willing to be mentors for early career academics. Undertake a session on ‘How to be a good mentor’. As part of on boarding identify a mentor on appointment of new staff.</p> <ul style="list-style-type: none"> • To be completed. <p>C) Work Flexibility – Deliver (determine most effective means) an information session on flexible working arrangements, benefits, obligations, examples, support provided etc to all staff and in particular supervisors and males.</p> <ul style="list-style-type: none"> • To be completed. <p>D) Gender not being a barrier – Educate (determine most effective means) males what the barriers are for females and how we can overcome them and how they can help. QAAFI Excellence Awards to include a new award to a male/person who has been a champion of change in the diversity and inclusion space or more specifically assisting in breaking down this barrier.</p> <ul style="list-style-type: none"> • Completed. The QAAFI Champion of Change Award was awarded to Heather Smyth. <p>E) Workload – Look to adopt a workload tool (investigate other org unit tools) to assist in managing workloads. Identify other strategies to assist with workload. i.e. even distribution of committee memberships, extra admin support.</p> <ul style="list-style-type: none"> • To be completed. <p>F) Committee Membership – identify all QAAFI committees and UQ committees with QAAFI members. Develop a process to nominate and select memberships of committees. Create a register to record committee membership</p> <ul style="list-style-type: none"> • To be completed.
2.	<p>Update from UQ’s Diversity and Inclusion Unit</p> <p><i>Aboriginal and Torres Strait Islander engagement (c/o Robert Henry)</i></p> <p>Suggestions to improve engagement:</p> <ul style="list-style-type: none"> • PhD Scholarships and QAAFI Top-Up Scholarships. • Undergraduate scholarships and programs as pathways to PhD progression. • Projects specifically advertised for Aboriginal and Torres Strait Islander individuals. • Suggest Liz [surname] from Kindred Spirits to provide support and advice on this. Liz is also involved with Yasmina Sultanbawa’s project. • Partnerships with CRC; need funding to create <i>PhD-ready</i> programs. • Create projects on rural and conventional agriculture. • Mentorship of Aboriginal and Torres Strait Islander students. <p><i>The evolving representation of diversity at UQ</i></p> <ul style="list-style-type: none"> • UQ’s engagement in diversity has evolved over time and now aims to address all aspects of diversity, from sexual orientation, gender-based issues, women’s equity and cultural diversity as well as these interwoven.

Update from UQ's Diversity and Inclusion Unit (c/o Jordan Tredinnick)

UQ's strategy for employment for Aboriginal and Torres Strait Islander people as professional and academic staff:

- 3% target to increase to 100 professional staff and 25 academic staff in the next 3 years.
- Currently UQ is at 1% with 60 professional staff and 10 academic staff.
- The strategy will be released in February 2019.

UQ's strategy for increasing Aboriginal and Torres Strait Islander graduates in academic careers:

- A program will be implemented in 2019.

Disability Action Plan for inclusive and accessible spaces:

- Suggestion for QDIC webpage: include some content on disability & accessibility guide (eg. PDFs need to have an accessibility check and MS is fully accessible; training available through UQ ITS for accessibility).

SAGE Athena Swan strategies:

- Results of the Bronze Award Accreditation to be released in March 2019.
- 5 out of 20 organisations that applied did not receive bronze accreditation; UQ is yet to apply. The list of organisations that applied is available at <https://www.sciencegenderequity.org.au/>
- Key factors which could have been considered for accreditation is honesty, transparency and leadership commitment.
- UQ has a substantial budget and high leadership commitment to address diversity.
- SAGE Athena Swan Action Plan is currently being drafted and will go into wider consultation in 2019 before UQ applies for accreditation.

Cultural and Linguistic Diversity:

- The Warm Welcome Program will be launched on the 21 March 2019 on World Harmony Day. UQ is proposed to participate.

LGBTIAQ+ Inclusion:

- Numerous of events occurred in the second half of 2018.
- UQ Ally Workshops: 10 workshops scheduled for 2019.
- National accreditation application to be submitted in March 2019.

Aboriginal and Torres Strait Islander employment in professional roles at QAAFI:

- Aboriginal and Torres Strait Islander Trainee Program applications close at the end of 2018.
- New QAAFI staff are proposed to be recruited from the trainee program.
- Traineeship models are fully-funded or co-funded. Co-funded models entail that the trainee is retained by the institute for at least 12 months after the program.

3.

Role of each minute-taker for continuity and planning

- In prior meetings all committee members, except Robert Henry and Stephen Williams, were encouraged to volunteer as a minute-taker, with alternating genders each meeting.
- Next minutes are proposed to be taken by a male QDIC member.
- Meeting minutes will be recorded following a template for consistency.
- Discussions on what would be the most effective way to take QDIC meeting minutes.
- Decision yet to be made on whether to have a permanent meeting minute taker or to alternate minute takers each meeting.
- Suggestions for potential permanent minute takers: QAAFI admin, Aboriginal & Torres Strait Islander trainee or QDIC member.

4.	<p>'Round table' updates on inclusion/other events at different QAAFI sites</p> <ul style="list-style-type: none"> • QAAFI staff & students are encouraged to send photos of diversity events across QAAFI sites to QAAFI comms for uploading and promotion. • Ecosciences Precinct: no specific diversity events since last meeting (Louisa Parkinson: Delegates from Vietnam visited ESP for a tour hosted by QAAFI staff in Nov 2018; monthly birthday morning tea "bring a plate to share" gatherings; ESP DAF & QAAFI level 2 End of Year Celebration on 6 Dec 2018, approx. 30 attendees). • Coopers Plains: Chinese delegates attended a site visit and office Melbourne Cup festivities. • Glen Fox: Visiting international students at the Lesley Centre in Toowoomba. • Gatton: none since last meeting. • Daniel Rodriguez to arrange an event and report back. • Neena Mitter: International Food Event (31 October 2018) and Women in Technology lunch at Hamilton in October 2018. • Sushil Dhital: Melbourne Cup event; Multicultural Morning Tea gathering (~29 attendees) • Maroochy (Bruce Topp): 100 staff at Maroochy consisting of 97 DAF Horticulture, Biosecurity and Fisheries and 3 QAAFI staff and students. Melbourne Cup event and End of Year Celebration on 13 Dec 2018. • Robert Henry: Quarterly diversity lunch.
5.	<p>Other Business</p> <ul style="list-style-type: none"> • QAAFI HDR and ECR committees or groups to be revived, and representatives from each to be identified for spearheading participation (Alistair McTaggart, Alice Hayward and Gabby [surname] are current representatives for QAAFI ECRs). Resources are available for QAAFI HDR and ECR establishment. IMB HDR students are proposed to collaborate with QAAFI students for assistance with establishment. • Mention about the Bliss Program (c/o Mary Fletcher). • Special mention of 2018 Jury Award winner of the Queensland Women in Stem Prize, Cecile Goode (topic: Sustainable livestock production and gender equity, hand in hand), presented at the World Science Festival Brisbane in March https://2018-queensland-women-in-stem-prize.thinkable.org/

ACTION items from this meeting:

#	Action Item	Responsible	By date
<i>QAAFI Diversity & Inclusion Committee Webpage, QAAFI Intranet & QAAFI Break</i>			
1	<ul style="list-style-type: none"> • Change the QDIC webpage name to QAAFI Diversity & Inclusion Committee (suggest URL change to reflect current committee name. Current URL is https://qaafi.uq.edu.au/gender-equity-diversity ; suggestion https://qaafi.uq.edu.au/diversity-inclusion) • QAAFI Intranet to include direct links to the QAAFI break newsletter. • Contact with collaborators to be made for recommendations on the QDIC webpage and QAAFI intranet design and content creation. Similar webpages from other UQ institutes to be considered (eg. AIBN, IMB). • QAAFI Comms to have a meeting in the last week of January to seek feedback on the webpage and intranet structures that were considered. <p>(Refer to Agenda Item 1 for considerations on QDIC webpage and QAAFI intranet recommendations and suggestions).</p>	Carolyn Martin; QAAFI Comms	Next meeting

2	Review of QDIC webpage internal & external design, interface and content. Confirm that the diversity themes and stories are accurately presented and portrayed.	Stephen Williams	Next meeting
3	QAAFI Break newsletter to advertise the following: <ul style="list-style-type: none"> The 2019 Queensland Women in STEM Prize (applications close 26 Feb 2019). Mention Cecile Goode as 2018 winner. The 2019 Queensland Women in STEM Prize Communication Training (12 Feb 2019). Women in Technology Board Readiness Program (applications close 20 Feb 2019). Warm Welcome Program on World Harmony Day (21 Mar 2019). National diversity-related events and days such as: Harmony Day (21 March 2019). Full list of events and days in Appendix 1. Leadership Council On Cultural Diversity meeting to be held in Brisbane on 20 March 2019 (c/o Neena Mitter). QAAFI HDR and QAAFI ECR groups and events. 	QAAFI Comms	Before due dates of items
<i>Aboriginal and Torres Strait Islander employment in professional & academic roles at QAAFI</i>			
4	Recruitment of Aboriginal and Torres Strait Islander people as professional or academic staff. Applicants could be sourced from the Trainee Program.	Robert Henry & Cathy Baynam	By next meeting or TBA
5	Identify the project or work for the newly recruited staff member.	Stephen Williams	By next meeting or TBA
<i>Meeting minutes</i>			
6	Next meeting minutes will be recorded by a male volunteer.	QDIC member	By next meeting
7	Decision to be made on whether to have a permanent meeting minute taker (eg. QAAFI admin, Aboriginal & Torres Strait Islander trainee or QDIC member) or to alternate minute takers each meeting.	All QDIC members	During next meeting
<i>QAAFI HDR and ECR groups</i>			
8	Email QAAFI Comms about: <ul style="list-style-type: none"> QAAFI HDR & ECR group participation and activities proposed for advertisement in QAAFI Break Bliss Program (check this) 	Mary Fletcher	By next meeting
9	Connect QAAFI HDR & ECR representatives with IMB representatives for collaboration.	Ala Tabor	By next meeting
Previous QDIC meeting action items to complete			
3	Follow up with Dee Gibbons or Jordan Trednick to determine UQ goals for gender equity for QAAFI to mirror	Ala Tabor	By next meeting
4	Determine a process to capture data of why candidates (of all genders) do not accept positions or do not apply for positions after showing initial interest.	Cathy Baynam	By next meeting
6	Organise seminar with keynote speaker Maureen Frank	Ala Tabor	By next meeting
7	Determine Action plan for response to the SAGE Survey. Proposed action items are below: <p>A) Appraisals - Centre Directors to advise and encourage supervisors to ensure annual appraisals are undertaken (even set time aside 2 or 3 times a year) to discuss career progression, promotion readiness, workload, mentoring and opportunities for development. <i>Create template for Supervisors to use?</i></p>	(Don't have the names)	

	<p>B) Mentoring – Call out to all QAAFI staff who are willing to be mentors for early career academics. Undertake a session on ‘How to be a good mentor’. As part of on boarding identify a mentor on appointment of new staff.</p> <p>C) Work Flexibility – Deliver (determine most effective means) an information session on flexible working arrangements, benefits, obligations, examples, support provided etc to all staff and in particular supervisors and males.</p> <p>D) Workload – Look to adopt a workload tool (investigate other org unit tools) to assist in managing workloads. Identify other strategies to assist with workload. i.e. even distribution of committee memberships, extra admin support.</p> <p>E) Committee Membership – identify all QAAFI committees and UQ committees with QAAFI members. Develop a process to nominate and select memberships of committees. Create a register to record committee membership</p>		
--	--	--	--

Next Meeting: in 2 months (date & time TBA), QAAFI Big Table Meeting Room

Appendix 1. Diversity Events 2019

Source: UQ Office of Marketing and Communications

January external events:

Dates	Event
1 January	New Year's Day
20 January	Penguin Awareness Day
26 January	Australia Day / Invasion Day
27 January	International Day of Commemoration in Memory of Victims of the Holocaust

February external events:

Dates	Event
1-28 February	Ovarian Cancer Awareness Month
1-28 February	Heart Research Month
1-28 February	Show Your Heart
2 February	World Wetlands Day
4 February	World Cancer Day
5 February	Chinese New Year
5 February	Safer Internet Day
6 February	International Day of Zero Tolerance for Female Genital Mutilation
12 February	International Darwin Day
13 February	Apology Anniversary
13 February	World Radio Day
14 February	Valentine's Day
14 February	V-Day
14 February	Wear Red Day
20 February	World Day of Social Justice
27 February	Teal Ribbon Day
28 February	Rare Disease Day

March external events:

Dates	Event
1-31 March	Epilepsy Awareness Month
1-31 March	World's Greatest Shave
3 March	World Hearing Day
3 March	World Wildlife Day

8 March	International Women's Day
10-16 March	World Glaucoma Week
11 March	Commonwealth Day
13-20 March	Coeliac Awareness Week
14 March	World Kidney Day
15 March	National Day of Action against Bullying and Violence
17 March	St Patrick's Day
20 March	International Day of Happiness
21 March	Harmony Day
21 March	Close the Gap Day (date not confirmed)
21 March	World Poetry Day
21 March	World Down Syndrome Day
22 March	World Water Day
24 March	World Tuberculosis Day
26 March	Purple Day
30 March	Earth Hour
31 March	Neighbour Day

UQ events:

18-22 February – [Orientation Week](#)

20 March – [UQ Careers Fair](#)

Other dates to watch

Queensland Parliament is sitting 12-14 and 26-28 February, and 26-28 March. Federal Parliament is sitting 12-14 and 18-21 February. Parliament sucks up media oxygen, which is worth considering before issuing media releases in sitting weeks.

Links to diversity, Queensland community and UQ-related events below

<https://teq.queensland.com/Events?redirect=www.eventsqueensland.com.au&start=20>

<https://www.ourcommunity.com.au/calendar?fromDate=01-01-2019>

<http://www.uq.edu.au/events/>