

Meeting Minutes

QAAFI Diversity and Inclusion Committee

Date	19 June 2019	Chairperson	Prof Ian Godwin (Acting)
Duration	1.5 hours	Notetaker	Liz Eden
Venue	QBP Boardroom, St Lucia campus		

Attendees: Ian Godwin (Acting Chairperson), Bronwyn Harch, Jordan Tredinnick, Liz Eden, Carolyn Martin, Margaret Puls, Tim Mahony, Barbara George-Jaeggli, Olufemi Akinsanmi, Ala Tabor, Pat Blackall, Deirdre Mikkelsen, Louisa Parkinson, Alexander Nilon, Heather Smyth, Daniel Rodriguez, Serena Leeke, Lilia Costa Carvalhais, Neena Mitter

Apologies: Robert Henry (Chairperson), Stephen Williams, Cathy Baynham, Yasmina Sultanbawa, Mary Fletcher

Item	Description
1.	<p>Apologies, membership and confirmation of minutes</p> <p>Ian Godwin agreed to become a QDIC committee member from this day forward.</p> <p>Liz Eden will represent QAAFI Comms as Margaret Puls and Carolyn Martin are no longer QDIC members.</p> <p>Margaret Puls and Carolyn Martin will attend meetings as required.</p> <p>Jordan Tredinnick will be leaving UQ, and will be replaced by a newly recruited UQ Diversity and Inclusion representative.</p> <p>20190619 Action 1: QDIC Secretary to follow up with UQ Diversity and Inclusion Unit for an update on their representative for the next QDIC meeting.</p> <p>The 16 April 2019 draft minutes were reviewed and <u>agreed</u> as final.</p>
2.	<p>Business arising out of the 16 April 2019 minutes</p> <p>It was <u>agreed</u> all actions from the 16 April 2019 meeting are complete and that any sequential actions will be recorded in these minutes.</p> <p>20190619 Action 2: Content for posting on the QAAFI blog page is to be emailed to QAAFI Comms for their uploading.</p>
3.	<p>Welcome and Update from DVC(R)</p> <p>The SAGE Athena Swan feedback is expected soon.</p> <p>It is Research Week in September, the focus will be on indigenous researchers, including those who work within indigenous communities.</p>

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An indigenous award has been created as part of the Research Week Awards ceremony.

Bronwyn Fredericks is co-ordinating the week and an event will go ahead specifically around indigenous research in alignment with the UQ Reconciliation Action Plan.

20190619 Action 3: Review [UQ Reconciliation Action Plan](#). In preparation for the next QDIC meeting, members are to consider strategies that align with the Plan and that could be emplaced by QAAFI.

A forum presented by Prof Bronwyn Harch and Prof Robert Henry is currently under consideration where it would provide the opportunity for to provide updates on the YourVoice survey results and SAGE Athena Swan feedback. Live on-screen polling and anonymous Q&A was suggested.

The 11 April 2019 QAAFI Review Information Session for QAAFI Staff was agreed to be a fantastic initiative which actively facilitated communication between Directors and staff. It was agreed more initiatives like this would be highly valued.

It was agreed that communication between QAAFI Directors and staff could be further enhanced.

It was considered that in lieu of organising an all staff forum, the structure of the QAAFI Research Meeting 2020 could be shifted to focus less around research, and more around staff engagement with panel Q&A.

20190619 Action 4: Workshop opportunities that could facilitate QAAFI Director and staff communication. This could include developing staff inclusive preparatory logistics to events such as QRM, Forums and Workshops.

20190619 Action 5: Consider how QAAFI staff could be engaged and consulted during preliminary and subsequent preparations for the DAF Review.

20190619 Action 6: Workshop opportunities that could facilitate QAAFI and DAF general communication.

4. **Update from UQ Diversity and Inclusion Unit**

Expression of Interest for UQ gender steering committee members has been received. Committee is expected to be active and implementing the UQ gender action plan soon.

The *Warm Welcome* pilot program was launched last week. The program aims to provide an inclusive and connective experience for international staff.

The ATSI Employment Strategy is now live. The strategy includes a notification to recruiters when an Aboriginal or Torres Strait Islander application for employment is received during the recruitment process.

The UQ Disability Action Plan is progressing.

UQ has been awarded a Silver status for LGBTIQ inclusiveness.

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The unconscious bias and cultural awareness training is still in progress, with no definitive timeframe for completion.

The following UQally events were highlighted; LGBT in STEM day (5 July) and Wear it Purple day (29 August) i.e. Anniversary of the Stonewall Riots.

20190619 Action 7: Review [UQ Disability Action Plan \(2018-21\)](#); [UQ Aboriginal and Torres Strait Islander Employment Strategy \(2019 – 22\)](#); [UQ Mental Health Strategy \(2018-20\)](#). In preparation for the next QDIC meeting, members are to prepare strategies that could align with both UQ's priorities and be embraced by QAAFI.

20190619 Action 8: Review the [UQ Action Plans UQ Institute Working Document](#) drafted by Institutes/EAIT Professional Services Team. The Document is an aid to align Action Plan Strategies across all UQ Institutes.

5. **QAAFI policy on financial support to primary caregivers**

Primary Caregiver support framework has been amended since last Committee meeting and is currently in draft form.

It was noted that payments currently attract fringe benefits tax.

20190619 Action 9: Review draft [Primary Caregiver Support Framework](#) and provide comments to Cathy Baynham (c.baynham@uq.edu.au) and Serena Leeke (s.leeke@uq.edu.au) directly.

6. **QDIC webpage**

The QDIC webpage sub-committee are working on individual components of webpage content.

It was agreed the page should include student and staff strategies, as well as carer's rooms and prayer rooms across different QAAFI sites.

It was agreed that webpage content should provide a framework which highlights the alignment with UQ's Action Plans and avoid replication of information on other UQ webpages.

20190619 Action 10: Draft webpage content to be circulated to the QDIC. Members are to review draft webpage content and provide feedback to the Sub-committee members ((Femi, Mary, Barbara) before next QDIC meeting.

20190619 Action 11: QDIC sub-committee will provide a webpage progress update at the next QDIC Committee meeting.

7. **Inclusion and events at different QAAFI sites**

It was noted that NAIDOC week is 7 – 14 July 2019

8. **Other business**

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A student association is being initiated.

20190619 Action 11: It was agreed that if there is a student association, the Association could drive and organise an event to run alongside TropAg2019. This could possibly be a breakfast and could include early and mid-career researchers.

9. **Next meeting**

Tuesday, 20/08/2019 at 2:00pm – 4:00pm

DRAFT

Table of Actions

Action	Description	Responsibility
1.	QDIC Secretary to follow up with UQ Diversity and Inclusion Unit for an update on their representative for the next QDIC meeting.	Emma/Liz
2.	Content for posting on the QAAFI blog page is to be emailed to QAAFI Comms for uploading.	Louisa
3.	Review UQ Reconciliation Action Plan . In preparation for the next QDIC meeting, members are to consider strategies that align with the Plan and that could be emplaced by QAAFI.	All QDIC Members
4.	Workshop opportunities that could facilitate QAAFI Director and staff communication. This could include developing staff inclusive preparatory logistics to events such as QRM, Forums and Workshops	All QDIC Members
5.	Consider how QAAFI staff could be engaged and consulted during preliminary and subsequent preparations for the DAF Review.	All QDIC Members
6.	Workshop opportunities that could facilitate QAAFI and DAF general communication.	All QDIC Members
7.	Review UQ Disability Action Plan (2018-21) ; UQ Aboriginal and Torres Strait Islander Employment Strategy (2019 – 22) ; UQ Mental Health Strategy (2018-20) . In preparation for the next QDIC meeting, members are to prepare strategies that could align with both UQ's priorities and be emplaced by QAAFI.	All QDIC Members
8.	Review the UQ Action Plans UQ Institute Working Document drafted by Institutes/EAIT Professional Services Team. The Document is an aid to align Action Plan Strategies across all UQ Institutes.	All QDIC Members
9.	Review draft Primary Caregiver Support Framework and provide comments to Cathy Baynham (c.baynham@uq.edu.au) and Serena Leeke (s.leeke@uq.edu.au) directly.	All QDIC Members
10.	Draft webpage content to be circulated to the QDIC. Members are to review draft webpage content and provide feedback to the Sub-committee members ((Femi, Mary, Barbara) before next QDIC meeting.	Ala All QDIC Members Femi/Mary/Barbara
11.	QDIC sub-committee will provide a webpage progress update at the next QDIC Committee meeting.	QDIC webpage sub-committee