
Previous Meeting Minutes

| | |
|--------------|--|
| Date | 27 May 2020 |
| Time | 11:00am – 12:00pm |
| Venue | n/a, online only |
| Link | https://uqz.zoom.us/j/97645111226 or dial +61 2 8015 2088 (Meeting ID: 976 451 112 26) |

1. Welcome by the Chair (Prof Robert Henry)

- Apologies: (*see below*)
- Review current Committee Membership:
 - Emily Fraser, the new HR Business Partner has joined the committee
 - Sandra Olarte Mantilla, CNAFS, has joined the committee
 - It was noted there is not equal distribution of QDIC members across centres (see Action)

2. Confirmation of meeting minutes from 18 March 2020 (*see below*)

- Minutes reviewed and confirmed by meeting chair.

3. Review Table of Actions (*see below*)

- A number of items crossed off as completed.
- A request to **acknowledge Emily Mantilla** and the QAAFI student association for their ongoing contributions made to QAAFI through organising weekly Zoom panel webinars with invited speakersto all students which has been fantastic. Panel discussions now available as podcasts.

Standing items

4. Update from UQ Diversity and Inclusion Unit

- Update was provided and discussed, see Action.
 - UQ Diversity and Inclusion Unit have transitioned towards all Staff Development workshops being online.
 - Calling all Culturally and Linguistically Diverse Staff (those not on the Cultural Inclusion Council) to participate in a focus group discussion on their experiences of cultural inclusion at UQ. Contact ideals@uq.edu.au for more information.
 - Cultural Inclusion Council and the Disability Inclusion Group: any items that you would like brought to the attention send to ideals@uq.edu.au.
 - Australian Workplace Equality Index and awaiting benchmarking with other national institutions. Small drop in score – from 143 last year, to 136 out of a possible 200 Index measures LGBTQIA+. Results debrief in middle of June.

5. QAAFI HR & QAAFI Policy Updates

- Emily Fraser has joined QAAFI as new HR business partner

6. Roundtable updates on inclusion/other events at QAAFI sites, any updates by QDIC Members

- Yasmina provided contact details from Blackcard in relations to the indigenous cultural awareness training workshop
- Yasmina updated the group – staff who want to part take this is a recommended workshop. Minimum of 20 people and QAAFI can partake – online training. See Action.

7. Any other business

- Yasmina and Mary discussed the review of the SAGE Athena Swan action plan, and provided recommendations on how QAAFI can move forward to meet the criteria required to obtain Silver status. Further discussion required in the next meeting based on several levels of required engagement across multiple parties. Mary and Corey to review the implementations, see Actions.
- Add **QAAFI Sage implementation updates** to the standing agenda
- Review of Academic board Recommendations 2-3 from the QAAFI review. See Actions.
- Add **QAAFI Review implementation updates** to the standing agenda
- Recommended QDIC discuss with QMT ATSI and the QAAFI review implementations
- Yasmina has requested a discussion with QMT with regard to a phd student and potential ATSI engagement activities.
- Workplace bullying and harassment procedures at QAAFI will be discussed at the next QDIC meeting

8. Next Meeting

- TBD – mid June. QDIC agree to increase frequency, recommend every 2 months.

QAAFI Diversity and Inclusion Committee Membership

| Name | Position | Affiliation | Attendee/apology |
|--|----------------------------|--|------------------|
| Professor Robert Henry (Chair) | Institute Director | QAAFI | |
| Stephen Williams | Deputy Institute Director | QAAFI | |
| Corey Worcester | Operations Manager | QAAFI | |
| Emily Fraser | Business Partner | Human Resources, UQ | |
| Melissa Yap | Centre Admin Officer | Centre for Horticulture Science | |
| Associate Professor Pat Blackall | Principal Research Officer | Centre for Animal Science | |
| Associate Professor Mary Fletcher | Principal Research Fellow | Centre for Animal Science | |
| Associate Professor Tim Mahony | Principal Research Officer | Centre for Animal Science | |
| Professor Ian Godwin | Centre Director | Centre of Crop Science | |
| Associate Professor RCN Rachaputi | Principal Research Fellow | Centre for Crop Science | |
| Dr Barbara George-Jaeggli | Research Fellow | Centre for Crop Science | |
| Professor Neena Mitter | Centre Director | Centre for Horticultural Science | Apology |
| Associate Professor Bruce Topp | Principal Research Fellow | Centre for Horticultural Science | |
| Alexander Nilon | PhD Candidate | Centre for Horticultural Science | |
| Dr Lilia Costa Carvalhais | Research Fellow | Centre for Horticultural Science | |
| Dr Louisa Parkinson | Research Officer | Centre for Horticultural Science | Apology |
| Dr Elizabeth Worrall | ECR | Centre for Horticultural Science | |
| Associate Professor Olufemi Akinsanmi | Principal Research Fellow | Centre for Horticultural Science | Apology |
| Associate Professor Yasmina Sultanbawa | Principal Research Fellow | Centre for Nutrition and Food Sciences | |
| DR Sandra Olarte Mantilla | Early Career Researcher | Centre for Nutrition and Food Sciences | |
| Emily Mantilla | PhD Candidate | Centre for Animal Science and QAAFI Student Association | Apology |
| Daniel Edge-Garza | PhD Candidate | Centre for Horticultural Science and QAAFI Student Association | |
| Tanya Lutvey | Senior Manager | Workplace Diversity and Inclusion, UQ | Apology |
| Dr Dee Gibbon | Associate Director | Workplace Diversity and Inclusion, UQ | Apology |

Table of Actions*

| Action | Description | Responsibility | Update/progress |
|--------|--|---------------------------|---|
| 1. | Follow up with discussion of implementation of RAP activities from the DDO meeting. QAAFI 2020 RAP DVCR reporting requirement. | QMT, QDIC and DVCR Office | Corey provided a summary to QMT on reporting requirements and current arrangement under DVCR. Identified where QDIC can assist in RAP reporting. Corey to follow up with QMT and DVCR who can advise QAAFI on status and action. This action can be rolled into QAAFI Review implementations. |
| 2. | Develop a 2021 RAP implementation to be added to the QAAFI PIB 2021 Operational Plan. | QDIC, QMT | Ongoing. Summary provided to QMT 29 May 2020 with recommendations. QMT to advise on next steps. |
| 3. | Yasmina Sultanbawa to share the guidelines for acknowledging traditional owners of the land. | Yasmina | Information emailed to all members on 3 December 2019 Completed |
| 4. | Barbara George-Jaeggli to report back on funding and engagement opportunities with DAF. | Barbara | Hermitage and DAF are supportive of following up on the idea to have something installed to celebrate the contribution of aboriginal and Torres Strait Islanders to science and food production. Barbara has sought support from the Warwick art gallery. This will complement the Open Day at Hermitage to celebrate 125 years in 2022. Barbara will provide progress updates to the Committee. Corey to follow up with QMT and discuss QAAFI funding availability or possible joint funding with DVCR and DAF. Commission will cost around 10-20K. |
| 5. | UQ Aboriginal and Torres Strait Islander Employment Strategy: Tanya Lutvey to check and confirm that including race in the position title of a staff member is not practiced in QAAFI employment. | Tanya | Nicole spoke to Tanya and the the Indigenous Program Co-Ordinator who confirmed that it is not appropriate for race to be disclosed in a position title. HR staff should already be aware of this. Completed |
| 6. | 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. Cathy Baynham to finalise the | Cathy | Updated document distributed 15/10/19 Completed |

| | | | |
|-----|--|---|---|
| | draft UQ Action Plans QAAFI Institute Working Document. | | |
| 7. | Student association (Emily Mantilla Valdivieso) to decide on a date for student breakfast event at TropAg. Would the students like to have a speaker at the breakfast to talk about “secrets to success” for students? TropAg/QAAFI Management to consider inviting the keynote speakers for a networking lunch event with the students. | Emily, QAAFI Management | This particular event did not go ahead. Other student events are in the pipeline and a BBQ has been hosted to date. A budget has been provided to the QSA for future events. Completed – Acknowledge Emily and QSA who have been organising a weekly Zoom Panel webinars with invited speakers to all students which has been fantastic. |
| 8. | QAAFI Student Association to make a budget for funding the organisation, for management to approve. | Emily | A budget was approved in February and will be reviewed on an ongoing basis. Completed |
| 9. | Review QAAFI Action Plans document before next meeting and add any comments. | All QDIC members Mary Fletcher and Yasmina Sultanbawa | Mary and Yasmina have offered to lead the QAAFI Action Plan to align with the SAGE Athena Swan requirements. Completed |
| 10. | Raise to the attention of Centre Directors the issue of equal distribution of QDIC members across Centres. Send out a general call for additional members to QDIC. | QMT, QDIC | |
| 11. | Provide QAAFI comms details to UQ Diversity and Inclusion Unit to ensure that communications of initiatives are added to QAAFI comms where appropriate. | QDIC, Tanya, Comms | |
| 12. | Query Blackcard workshop online courses and cost. Through a general call of interest across QAAFI centres (in CI meetings and by general email), register interested parties for cultural awareness training through Blackcard. | CAOs and Comms | Corey to send initial query to Blackcard and forward information to CAOs and Comms team develop general call for registering interested across staff and students. |
| 13. | Review QAAFI SAGE Athena Swan Implementation Plan and provided recommendations on how QAAFI can move forward. | QDIC, QMT, Corey, Mary | Corey to review and meet with Mary to discuss actions. |
| 14. | QAAFI Review recommendations #3-4, implementations to be discussed further with QMT with regard to the ATSI Research Strategy. | QMT, Corey | Corey to meet with Robert and Steve prior to raising with QMT |
| 15. | Add to the standing agenda: -QAAFI Sage implementation updates -QAAFI Review implementation updates | QDIC | |

| | | | |
|-----|---|------------|---|
| 16. | <p>Yasmina proposed a discussion with QMT with regard to a phd student and potential ATSI engagement activities.</p> <p>Yasmina proposed a discussion with QMT and an opportunity to present to QMT by an Indigenous Scholar on Career Strategy Pathways. This would include capacity building in Indigenous communities in Agriculture and potential ATSI engagement activities. She mentioned QAAFI could take a lead in this area.</p> | QMT, Corey | Corey to meet with Robert and Steve prior to raising with QMT |
| 17. | <p>HR to forward advice based on central UQ initiatives to address code of conduct around bullying etc.</p> | HR, Emily | |

**NOTE: the consolidated/updated action table (removing completed items etc) will be sent with the request for agenda items for the next meeting (with the updated Agenda template containing new agreed standing items).*