



## **Athena SWAN Strategic Group Terms of Reference**

### **1. Background**

The Athena SWAN Strategic Group has been established to provide support and leadership for Cardiff Metropolitan University's Athena SWAN programme of work and to have oversight of associated University-wide activities.

The six Athena SWAN Charter principles are:

1. To address gender inequalities requires commitment and action from everyone, at all levels of the organisation
2. To tackle the unequal representation of women in science requires changing cultures and attitudes across the organisation
3. The absence of diversity at management and policy-making levels has broad implications which the organisation will examine
4. The high loss rate of women in science is an urgent concern which the organisation will address
5. The system of short-term contracts has particularly negative consequences for the retention and progression of women in science, which the organisation recognises
6. There are both personal and structural obstacles to women making the transition from PhD into a sustainable academic career in science, which require the active consideration of the organisation

### **2. Terms of Reference**

1. To provide support and leadership to the University's Self-Assessment Team (SAT)
2. To determine high level targets within Institution and School / Departmental Action Plans
3. To oversee the implementation and monitor progress of the University's Bronze Action Plan and School / Departmental Action Plans, holding Units / Directorates / Schools accountable for delivery of their respective actions
4. To approve School / Departmental Athena SWAN applications prior to submission
5. Agree resourcing of Athena SWAN activities within the University

### **3. Administration and Frequency of Meetings**

The Athena SWAN Strategic Group will be serviced by the Secretariat and will meet three times per academic year, usually once per term.

### **4. Reporting**

The Athena SWAN Strategic Group will report to the Vice-Chancellor's Board and the Equality and Diversity Engagement Group (EDEG).

### **5. Membership**

The membership can be reviewed at any time and others may be invited to attend meetings on an ad hoc basis (such as student representatives and external critical friends). Members will be:

- The Deputy Vice-Chancellor and Director of Student Engagement (Chair)
- Secretary and Clerk to the Board of Governors
- PVC Strategy and Performance
- Chief Operating Officer
- Director of HR
- AS Institution SAT Chair
- Equality and Diversity Officer (Recorder)