

20th September 2024 - CCP4 ED&I meeting

Attendees: Jon Agirre, Mads Gabrielsen, Lou Holland, Lucy Schofield, Briony Yorke, Karen McIntyre

Apologies:

Agenda

- Any update on the CCP4 EDI email? Plans for advertisement on the ED&I website and CCP4bb.
- Roadmap - invite Ivo to an EDI meeting to present/review it
- Hiring best practice guide - Lou Holland
- Last time we discussed scouting individuals for support to make them aware of how to apply for support/funding - how will we go about this? Is there some sort of document we can put together and distribute (or as part of the roadmap?).
- Might be good to make a set of guidance documents: e.g. hiring best practice, funding guidance (see above), Dev meeting guidance (we had so many good ideas about how to improve the Developer's meeting).

Discussed

- Karen sent test email this morning, but nobody received it. Emails are sent to everyone in the EDI team. ccp4ed-i@stfc.ac.uk
- Put together a guide for how best to phrase things on job adverts. There are lots of guides online that we could condense/adapt.
- Produce several guidance documents & intro slide for ED&I (include this in Newcastle NSB meeting).
- Applying for CCP4 funding - need to make the process transparent. Then, reach out to minoritized individuals. Open call for advertisement, more formal process for reviewing proforma, and outcome monitored (so it isn't always the same people) - raise this in exec.
- How to apply for funding for EDI initiative guidance.

Action items

- Karen to email about the ccp4ed-i email.
- Review EDI roadmap - bias towards gender at the minute - shift narrative to be more inclusive. Everyone to have a read in the next week, suggest changes via comments directly on the document.
- Plan a meeting with Ivo Oct/ Nov.
- Lou to work on a hiring best practice guide.
- Lucy to work on a meeting best practice guide.