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**Equality and Diversity Advisory Panel**

## **Background**

1. The four UK higher education funding bodies are committed to supporting and promoting equality and diversity in research careers, and strongly encourage institutions to submit the work of all their excellent researchers to the REF.
2. There are a number of measures in the REF to support and promote equality (set out in REF02.2011). These were informed by a review of the equality measures taken in the 2008 RAE, and the work of the REF Equality and Diversity Advisory Group (EDAG), which was established in 2010 to advise the REF team and funding bodies on developing these measures. The EDAG concluded its work in April 2011.

**Terms of Reference**

1. The REF Equalities and Diversity Advisory Panel (EDAP) has been established from 2012 until 2014, to provide advice to the REF team, REF panel chairs and the UK funding bodies on the implementation and evaluation of the REF equality and diversity measures.
2. Specific roles of the EDAP are:
	1. To examine institutions’ codes of practice on the selection of staff for the REF (to be submitted to the REF team by 31 July 2012), and advise the funding bodies on their adherence to the published requirements.
	2. To consider all cases of complex individual staff circumstances (to be submitted to the REF by 29 November 2013), and make recommendations to the REF main panel chairs on each case.
	3. To advise the funding bodies on their approach to sector-level analysis of selection rates of staff for the REF in terms of their equality and diversity characteristics; and on the funding bodies’ plans for evaluating the equality and diversity measures in the REF.
	4. To advise the REF team and/or REF panel chairs on general issues relating to equality and diversity aspects of the assessment (for example, the assessment of relevant aspects of the research environment). Any such advice will be of a general nature; the EDAP will not have access to submissions (other than REF1b) or advise on the quality assessment of individual submissions.
3. The chair of the EDAP will undertake an ambassadorial role to explain and promote the measures taken to support equality and diversity in the REF.
4. On conclusion of its work in 2014, the EDAP will produce a report providing an account of its work and general observations about the material it had considered (including identifying good practice and issues for further consideration).

**Working methods**

1. The EDAP will meet as necessary throughout 2012-2014 to undertake its work, as follows:
	1. Codes of practice. During 2012 EDAP will examine all codes of practice submitted to the REF team by the published deadline. It will provide advice to the funding bodies on whether each submitted code adheres to the published requirements (as set out in Part 4 of REF 02.2011). Where EDAP advises that an institution’s code does not adhere to the requirements, EDAP will state which specific aspect(s) of the requirements have not been met.
	2. Complex individual staff circumstances. During 2014 EDAP will consider all cases of individual staff circumstances that are submitted to the REF by HEIs as ‘complex’. It will also consider cases submitted as ‘clearly defined’ that REF sub-panels refer to EDAP as more suitably being considered as ‘complex’. EDAP will make recommendations to the main panel chairs on whether the circumstances in each case justify the reduction in outputs. EDAP may also recommend to the REF team that verification of the submitted information should be sought through an audit. During 2012, EDAP will assist in providing guidance to institutions about complex staff circumstances, by contributing to hypothetical examples that include EDAPs ‘recommendations’, to be published by the ECU.
	3. Decision making. EDAP will take collective decisions about its advice and recommendations, in accordance with the published requirements and criteria. EDAP will debate the reasons for its decisions in sufficient detail to reach conclusions based on its collective judgement. EDAP will seek to achieve consensus on its decisions; if a consensus cannot be achieved, decisions will be taken by majority vote, with the chair holding a casting vote.
	4. Reporting. EDAP will report its advice and recommendations to the funding bodies and the main panel chairs through the EDAP secretariat. The chair of EDAP may also be invited to attend meetings of the REF Steering Group, main panel chairs, and/or the main panels, to explain EDAP’s work and advice.
	5. Confidentiality. EDAP will have access to those parts of submissions that are required to undertake its role, specifically, institutions’ submitted codes of practice and cases of complex individual staff circumstances. EDAP members will be bound by a confidentiality agreement equivalent to that of REF main and sub-panel members.
	6. Conflicts of interest. When examining codes of practice and considering complex individual circumstances, EDAP members will adopt the same procedures for declaring and managing conflicts of interest that apply to the REF main and sub-panels.

**Membership**

1. The membership has been appointed by the chief executives (or equivalent) of the four UK funding bodies, drawn from nominations made by the four REF main panel chairs, the Equality Challenge Unit (ECU) and the four UK funding bodies.
2. Membership includes individuals with expertise in equality and diversity issues affecting research careers, with experience in research leadership and management, and members drawn from across the four REF main panel areas.

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| Professor Dianne Berry (chair) | Director of postgraduate research studies and researcher development, University of Reading. Formerly chaired EDAG and the ECU steering group reviewing equality and diversity in the RAE 2008. |
| Ali Jarvis (deputy chair) | Freelance consultant (formerly Director of the Commission for Racial Equality in Scotland, and Director of Stonewall in Scotland) |
| Anne Boddington | Dean of the Faculty of Arts, Brighton University*Member of Sub-panel 34: Art and Design: History, Practice and Theory* |
| Professor Mary Fowler | Professor of Geophysics and Dean of Science, Royal Holloway, University of London*Member of Sub-panel 7: Earth Systems and Environmental Sciences* |
| Professor Lynne Frostick | Professor of Physical Geography, University of Hull*Member of Sub-panel 17: Geography, Environmental Studies and Archaeology* |
| Professor Trisha Greenhalgh | Healthcare Innovation and Policy Unit Lead, Queen Mary, University of London*Member of Main Panel A* |
| Professor Colin Harvey | Professor of Human Rights Law, Queen's University Belfast*Member of Sub-panel 20: Law* |
| Patrick Johnson | Head of Equality and Diversity, University of Manchester |
| Dr Christine Nightingale | Head of Equality and Diversity, De Montfort University |
| Professor Tracey Palmer | Head of the Division of Molecular Microbiology, Dundee University*Member of Sub-panel 5: Biological Sciences* |
| Professor Chris Wickham | Chichele Professor of Medieval History, University of Oxford*Chair of Sub-panel 30: History* |
| Dr Terry Threadgold  | Pro Vice Chancellor Staff and Diversity, Cardiff University |

1. The Panel secretariat will be provided by the REF team.
2. The ECU observer to the panel will be Gary Loke/Ellen Pugh.