Proposal Submission and Acceptance

- **Monitor gender ratios** for organisers and participants at the proposal submission stage and **require an explanation** for any proposal with no female organiser or a low gender ratio for potential participants.
- Require programme proposers to identify steps that they intend to take to improve diversity and ensure equal opportunity within their field.
- **SSC to put greater emphasis on diversity and gender balance** when considering proposals and, if appropriate, make the acceptance of a proposal conditional upon meeting relevant balance targets for potential participants.

Participation and Organisation Rates

- **Monitor female participation rates** at all levels and offer guidance to organisers towards target minimum participation rate of 25% by 2020.
- Strongly encourage programme proposers to include at least one woman as a programme organiser or scientific advisor.
- Require that all programmes have an identified Diversity Lead (typically one of the programme organisers).
- Put in place measures to redress the gender and diversity imbalance for Rothschild Distinguished Visiting Fellows.

Practical, Financial and Family Support

- **Publish and promote** a clear and transparent Provision of Care policy to assist in the removal of barriers to participation, for example by offering:
  - accommodation suitable for participants’ needs;
  - information about local childcare and schooling;
  - financial assistance for those with carer/caring needs or responsibilities.
- **Seek funding** that can be used to help remove barriers to participation including for participants from DAC List countries.
- **Support** those who wish to participate in INI events but are not comfortable in approaching organisers directly.
# Environment and Communication
- Create a culturally-open and gender-neutral working environment where participants of all backgrounds feel welcome and valued.
- Ensure that all INI publications and communications, including the website, reflect its desire to support and nurture mathematicians of any background or gender identification.

# Events and Activities
- Seek opportunities and funds to host events and activities for women mathematical scientists.
- Encourage programme organisers of long programmes to include a “Women in …” event, normally as part of one of their workshops.

# Emerging Technologies
- Make imaginative use of web and audio-visual technologies to facilitate virtual participation for participants with access issues.

# Governance
- Work to ensure that at least 30% of appointed members of INI’s Scientific Steering Committee (SSC) and 25% of its Management Committee (MC) are women scientists of the first rank.

# Accreditation
- Explore once again the possibility/practicalities of applying to obtain an Athena Swan Award.

# Reporting
- Include in the Annual Report gender statistics for all programmes.

# Official Guidance
- Produce and prominently display a Code of Conduct document for Institute staff and participants to abide by.