

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

www.newton.ac.uk/participate/provision-of-care

- **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.

Governance

- Work to ensure that at least **30%** of appointed members of INT'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**.

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.

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.

