

INI 5-year EDI action plan 2023-2028

(Last updated 03/10/23)

Summary page

Specific actions are listed in the detailed action plan following this summary page. They are grouped into action sets under five high level objectives:

Objective 1: Foster an inclusive and diverse research and innovation environment and work in partnership with our community to support action. Our community is defined as staff and visitors at the INI, reaching out to the wider mathematical community in its broadest sense.

Objective 2: Embed inclusive practices in the way we work to reduce inequalities across our portfolio and improve trust.

Objective 3: Encourage and enable participation in mathematics research careers and embed EDI considerations in mathematics research.

Objective 4: Increase diversity of voice in our advisory groups.

Objective 5: Investigate the barriers to greater access and participation to provide better support for people in our community.

This is a live document. Actions are colour coded according to their current status.

Status colour	Key
	Completed
ongoing	Initiated and ongoing action
	In progress
	To start

Detailed action plan

Objective 1: Foster an inclusive and diverse research and innovation environment and work in partnership with our community to support action. Our community is defined as staff and visitors at the INI, reaching out to the wider mathematical community in its broadest sense. Focus on openness, visibility and engagement.

Action set	Action	Status
Visible and up-to-date EDI action plan; with a focus on promoting openness and transparency	Publish a renewed 5-year EDI action plan for 2023-2028. This will be a version controlled, living document.	
	Ensure that the EDI action plan is accessible and holds a prominent place on the INI website.	
	Broaden the EDI plan beyond gender to include race, disability and other protected characteristics. Consider also other potential barriers to inclusion.	Ongoing
	Publicise the University's Code of Behaviour that forms part of the University of Cambridge Dignity at Work policy.	
	Provide regular communications with participants and staff to ensure that EDI is embedded in all Institute activities.	Ongoing
EDI leadership within the institute	The Deputy Director will act as EDI Champion for INI academic activities, and the Deputy Business and Operations Manager will act as EDI Champion for INI staff.	
	Develop terms of reference for the new EDI champion roles.	
Advertise available EDI support	Review internal processes around the support available to participants (childcare, carer funding, accessible/family friendly accommodation, funding to encourage participation from developing countries etc) and ensure that available	

	support is clearly described on the website and easy to find, as well as being promoted at the invitation stage and championed by the organisers.	
	Review the support offered for those with school-age children – for example offering letters for home institutions regarding absence and getting clarity from Cambridge City Council on timelines for temporary school place applications.	
Measure and report EDI action plan outcomes	Report on the outcomes of the previous 2018-2020 action plan to evaluate where we stand on the previously planned activities.	
	Continuously monitor participant numbers for underrepresented groups. Also investigate intersectionality between groups.	Ongoing
	Ensure that the annual reports and associated statistics on participants, organisers and speakers are easy to find on the webpage.	
Engage with the wider community to share learning and develop best practice around EDI	Engage with Learned and Professional Societies, partner institutes and research organisations, as well as local entities such as the University of Cambridge, School of Physical Sciences and Faculty of Mathematics to share learning and develop best practice.	Ongoing
	Engage and consult with established EDI focus groups, for example the Race Equality Network and Disabled Staff Network at the University of Cambridge and via the Annual Black Heroes of Mathematics Conference.	Ongoing
	Engage with programme organisers regarding EDI in their field, and in particular ideas for what can be done to improve the current status quo.	Ongoing
Establish a national role as facilitator	Establish an EDI team from external institutes and bodies (for example, RSS, ATI, LMS, Academy, ICMS, ERCOM, BSHM, IMA, ORS) to convene annually to discuss and review current processes both at the institute and more widely.	

and centre for best practice		
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Objective 2: Embed inclusive practices in the way we work to reduce inequalities across our portfolio and improve trust

Focus on INI practices

Action set	Action	Status
Embed EDI in INI practices to do with programmes	Ensure a Diversity Lead is named in each programme and review their role. Leads from concurrent programmes to meet with the INI EDI Champions at least once during the programmes.	
	Ensure that programme organisers and participants are actively directed to the EDI webpage.	Ongoing
	Include a consideration of ethics at the programme proposal stage.	
	Allow potential participants to apply to join a programme (in addition to the standard route of invitation). This will be live from January 2024, and we will monitor whether this action is extending our reach.	
	Investigate whether to use contextual information in applications for programme participation.	
	Advertise programmes and workshops on focused mailing lists, e.g. European Women in Mathematics.	
	Set up a best practice document for organisers on how to embed EDI in the process of choosing organisers, speakers and participants, using https://www.lms.ac.uk/adviceondiversityatconferencesandseminars as a starting point.	
	Produce a best practice document for organisers on how to embed EDI considerations in the running of programmes, e.g. promoting inclusivity by sending information on unscheduled activities to everyone, including family members in some social events, encouraging ECRs to help organise workshops, and organising at least one diversity related event per programme.	
	Encourage ECRs to lead and speak at certain Newton Gateway events, for example Open for Business events.	Ongoing

	Continue to facilitate virtual participation, but conduct a review of how and for whom it is beneficial, to ensure that it's use is optimised.	
	Review procedures for those participants from developing countries receiving support to ensure that participation is made as easy as possible, especially reviewing the payments process to participants to make sure that it is swift.	
	Continue with specialist summer/winter-school-type workshops on programmes, which encourages participation from ECRs on programmes.	Ongoing
	Review current visitor agreements to align with the University Code of Behaviour document.	
	Produce guidance for organisers on actions in the event of inappropriate behaviour (as defined in the University's Dignity at Work policy).	
EDI action plan for INI as an employer	Review current EDI practice and produce an INI EDI action plan for staff	
	Have an annual staff EDI forum, where staff convene to discuss EDI, including progress, challenges and new ideas, at the institute. Reflect on mistakes as learning opportunities which form a key part of continual development.	Ongoing
	Conduct a staff survey of EDI practices and experiences.	
	Embed the University's new Code of Behaviour within the INI EDI action plan for staff, with effective and robust processes for managing bullying, harassment and inappropriate behaviour in place.	
	Adopt best practice recommendations, e.g. following guidance for running inclusive meetings, and provide training, e.g. active bystander training.	
	Provide support for anyone who intervenes to challenge inappropriate behaviour (as defined in the University's Dignity at Work policy).	

Ensure that the physical environment promotes EDI	Review the physical environment and how it promotes an atmosphere of equality, diversity and inclusion. Where appropriate, ensure that facilities are clearly signposted and relevant information communicated in advance of arrival.	
	Review new building plans for EDI considerations, e.g. family friendly space.	
	Create a culturally-open and gender-neutral working environment where participants of all backgrounds feel welcome and valued, all can thrive and all voices are valued.	
	Devise a calendar of important dates and acknowledge these as an institution, for example Female Women in Maths Day.	

Objective 3: Encourage and enable participation in mathematics research careers and embed EDI considerations in mathematics research
Focus on the wider community.

Action set	Action	Status
Promote diversity in research careers	Support initiatives focused on EDI in the mathematical sciences.	Ongoing
	Start a mentoring programme, which will be increasingly important now that applications for programme participation are being opened up and some ECRs could otherwise find themselves isolated.	
	Organise EDI focused events, including women in mathematics events, and events to discuss funding opportunities and to encourage researchers from under-represented groups to apply for large grants as PIs.	
	Embed EDI in INI outreach activities – showcasing participants from underrepresented groups	Ongoing

	Embed EDI training in the INI events in the widest sense, for example an EDI workshop within the CDT/Martingale Scholars programme. It is important for the next generation of researchers to encounter EDI training at the beginning of their careers so that EDI is embedded as a natural part of their professional careers.	
	Highlight the work of underrepresented groups, e.g. via the Kirk Distinguished Visiting Fellowships scheme	Ongoing
Embed EDI in the research endeavour	Investigate offering “Equitable Partnerships” training within INI programmes that have a component of collaborating with LMIC countries.	
	Where programmes deal with methods susceptible to societal bias, e.g. AI, investigate offering an ethics interactive workshop for those INI programmes.	
	Where appropriate to a programme area, ensure that diversity is included in the research design. For example, with the user voice included in the research or with the sex of cells being reported in biological applications.	Ongoing
	Ensure that the research outputs are accessible and inclusive.	
	Recognising the interdependencies between EDI, researcher support, public engagement, research integrity, open research and research culture, we aim to consider these aspects holistically to foster and promote a research environment that enables all people to reach their potential. In particular, the INI EDI Champion for academic activities will also be the Research Integrity Champion for the Institute.	
Promote EDI in activities beyond academia	Expose work experience students from all sections of society to the mathematics environment and provide encouragement. Review the application process, including how the scheme attracts students from diverse backgrounds, and projects.	
	Promote EDI within public engagement activities including talks to schools; the annual Cambridge Science Festival; the annual New Scientist Live event; and case-studies, stories and news on our social media outlets and website, and in podcasts.	Ongoing

Objective 4: Increase diversity of voice in our advisory groups

Action set	Action	Status
Ensure diversity in governance structures	Review the appointment procedures and broaden the diversity of the governance structures, namely the Management Committee and Scientific Steering Committee (SSC).	
	Review the appointment procedures and broaden the diversity of the Newton Gateway Advisory Board and Scientific Advisory Panel.	
	Review the current terms of reference and selection criteria given to the SSC regarding selection of programmes.	

Objective 5: Investigate the barriers to greater access and participation to provide better support for people in our community

Action set	Action	Status
Investigate the barriers to greater access and participation in INI activities	Review data on gender, ethnicity and disability in all INI activities (programmes, satellites, networks), as well as career stage and geographic location of home institution.	
	Conduct a survey amongst the mathematics community to identify encountered and potential barriers to engaging with INI	
	Review analytics of INI public engagement e.g. website and podcast viewers	
	Ensure that all INI publications and communications including the website reflect its desire to support and nurture all mathematicians.	Ongoing

	Talk with parents of young children and carers to gauge barriers to participation associated with caring responsibilities. NB this is predominantly an issue for women, but can affect both sexes.	Ongoing
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This renewed INI EDI action plan has been developed with the support of the EPSRC EDI Action Plan (published in December 2022) and the EPSRC Expectations for EDI document (published in March 2022), using these as a framework.