

**PROJECT JUNO MEETING – 5 September 2016**


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**IN ATTENDANCE:**

Sam Kirk	SK	University Athena SWAN Planning Officer
Peter Mason	PM	Research Assistant
Marta Mazzocco	MM	Director of Equality and Diversity
Tracy Rose	TR	
Sergey Saveliev	SS	Committee Chair/Head of Department
Phil Sutton	PS	Technical Tutor
Julia Ward	JW	Executive Support Administrator/note taker

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		<b>ACTION</b>
<b>1</b>	<b>Apologies</b>	
	Apologies were received from Anna Kusmartseva and Mumnuma Qureshi.	
<b>2</b>	<b>Minutes of Last Meeting</b>	
	The minutes of the last meeting were accepted as a true record.	
<b>3</b>	<b>Matters Arising</b>	
	4a. SK agreed to present the data in table format for inclusion in the document. <b>Completed and Closed.</b> 4b. MW agreed to create a sub-folder 'Application Draft'. <b>Completed and Closed</b>	
<b>4</b>	<b>Juno Practitioner Application</b>	
	SS has taken over from Mike Walsh as Chair of the Project Juno committee, following the latter's appointment to a new role as part of the Foundation team.  The committee discussed the written feedback on its draft application, received from Angela Townsend, Diversity Programme Coordinator, Institute of Physics in early August. This identified a number of suggested actions:  a) To include a completed self assessment form for principles 2-5, with a score and any supporting information on of things which were working well or of areas to be developed. b) To produce a single action plan, bringing together all actions identified throughout the application c) To strengthen the action plan to show more clearly how the department aims to increase the number of female professors, readers and senior lecturers. This was particularly important as it is likely the panel will focus on this aspect. d) To add any other details of initiatives which have taken place, such as the unconscious bias workshop and the introduction of schemes for staff with carer responsibilities.  SS agreed to review the application in light of this feedback and circulate to	

