

# **Draft Terms of Reference**

## **Gender Equality Action Group 2025 - 2029**

### **Purpose and Function**

The Gender Equality Action Group (GEAG) is a sub-group of the UMT Equality Diversity and Inclusion (EDI) sub-group. This group is responsible for acting as the Self-Assessment Team for the Institutional Athena Swan application and overseeing School/Unit level Athena Swan applications. It will also support the implementation of the UCD Gender Equality Action Plan (GEAP) and other relevant gender related initiatives. This group will normally be co-chaired by two senior members of the University, who will sit on the UMT Equality, Diversity and Inclusion Sub-Group.

### **Terms of Reference**

The Gender Equality Action Group will:

- Lead on the progression of the University on gender initiatives such as membership of the Athena Swan Charter
- Act as the Self-Assessment Team for institutional Athena Swan applications including participation in Working Groups established to develop the application;
- Oversee the implementation of UCD's Gender Equality Action Plan (GEAP), monitor progress and impact of actions and support project leads/action owners;
- Identify and support the University's application for external national and EU funding opportunities that align with actions in the GEAP;
- Conduct a gap analysis to identify areas for further consideration which are not covered by the GEAP but are necessary to respond to emerging policy changes on gender equality;
- Oversee relevant internal and external reporting requirements e.g. HEA Annual Gender and Ethnicity Returns, Progress Reports etc
- Progress towards taking an intersectional approach to gender equality recognising the interconnection between gender and other diverse characteristics.
- Progress the advancement of gender analytics tools to support the collection and disaggregation of gender and intersectionality data for employees and students;
- Support Schools to apply for Athena Swan applications, including:
  - Providing advice and guidance on the timing and level of Athena Swan applications
  - Advising School Self-Assessment Teams
  - Participation in mock assessment panels for School applications (a minimum of one panel per year). A Workshop will be provided for members on undertaking mock assessments.
- Oversee the expansion of Athena Swan applications to Vice-President areas;
- Promote the GEAP and all gender initiatives within the university community and ensure alignment with other EDI related action plans;
- Liaise with UCD representatives on relevant UCD and national committees.

## **Membership and Term of Office**

The membership of the Group will include a combination of ex officio roles and those appointed through nominations or expressions of interest to the group. Members will be representative of the expanded Athena Swan charter and will be appointed for the duration of the Gender Equality Action Plan 2025 – 2029. At that point the membership and terms of reference will be reviewed. Members may be appointed for a second term. Membership of the group will be representative of the University Community including: gender balance and broader diversity; disciplines and grades; faculty and staff (from both Colleges and Vice-President areas), students; relevant committees; and those who have expertise in areas such as equality and organisational development/ cultural change.

There are a number of ex officio roles/areas of representation as follows:

- Vice-President for Equality, Diversity and Inclusion (Co-chair of GEAG)
- Senior Equality, Diversity and Inclusion Manager
- Dean of Students (or nominee)
- Student Union Representative
- Human Resources Representative
- Director of Institutional Research (or nominee)
- College Vice-Principal for EDI Representative
- Head of School Representative

## **Conduct of Business**

It is anticipated that there will be 4 meetings per year. It is expected that members will make every effort to attend meetings.

## **Group Support**

The group will be supported by the Equality, Diversity and Inclusion Unit

## **Reporting Responsibility/Governance**

The GEAG will report to the EDI Group at each of its meetings. The GEAG will submit reports to the EDI Group indicating items for decision or communication to the UMT. The GEAG will submit its GEAP to UMT for approval and will update the UMT on progress annually.

*The Terms of Reference will be finalised following the renewal of the membership of the GEAG 2025 - 2029.*