

**University of Aberdeen Business School
Equality, Diversity and Inclusion Committee
Draft Minutes of the Meeting held on 6 October 2020, 1030am on Microsoft Teams**

Present: Pam Cumming (Clerk), Cheryl Dowie (Chair), Nathalie Kemp, Sola Kasim, Ashley Lim, Nan Liu, Martin Meyer, Eleonora Monaci, and Mark Whittington

Apologies: Fernandes Antunes Batista da Silva, Angela Black, Maria Cascio, Shamima Haque and Lucy Holmes Caterina Motta

1.	<p>Minutes of Previous Meeting and Matters Arising MW and CD met and discussed annual review form. PC to send admin annual review form. Any questions staff want asked send to CD and MW.</p>	PC to send link to annual review forms.
2.	<p>Sub Committee Updates MW and CD met and requested that at the next meeting the subgroups have finalised their action points to understand what survey questions to develop. Aiming to have all the action points from sub-groups by the end of this month, so they can be sent to MM and KW by 3 November. MW addressed NL's concern about the order of plan then survey by indicating that we need an action plan for the next year that we can deliver on, which will be the base for keeping our Bronze next November. This is an interim measure to fill in the gap. CD mentioned that once we have action plan complete by end of October we can reduce meetings to once a month. Hope to get data on staff recruitment from MC for SK. SK will meet with MW and CD to discuss.</p>	Agenda to be written with sub group in descending order.
3.	<p>Survey Still waiting for sub-groups with questions. Questions will go back to the committee for consideration. Ask groups to get actions plans and survey questions and send to the group and then we can discuss.</p>	
4.	<p>Newsletter/Website PJC reported that she met with LH. LH is starting to receive items for the newsletter. Group reminded of deadlines – Articles to be sent to Lucy Holmes by tomorrow. Hope to have a draft for this committee w/c 19th October.</p>	

	<p>On teams chat there is message from Lucy asking staff key questions about working from home. Staff were encouraged to complete this.</p> <p>CD/MW will write note about the survey for the newsletter.</p> <p>NL and FABS have submitted blog which can be mentioned in the Newsletter.</p> <p>Struggling to get any response from Russell re a Qatar story.</p> <p>SK will write a short article after his talk</p> <p>AB has submitted an article and her event will be advertised. Group to think about an event for December.</p> <p>MM will also be submitting an article.</p> <p>AL will be submitting a recipe too.</p> <p>When the articles are collated the Sub group will have a look over it before it's approved by the EDI Committee and sent out.</p>	
5.	<p>Events</p> <p>SK's event is taking place on Thursday, MM will introduce and will be sent further information in advance. The event will be recorded.</p> <p>AB is hosting an event on Career Progression with Margaret Ross on 18th November.</p>	Group to think of an event for December.
6.	<p>AOCB: PC is looking for volunteers to record a short video on the importance of EDI in the Business School, we suggest 2 academics and a student. MW is happy to help. Any other volunteers to say a few words to let PC know.</p>	
7.	Date of Next Meeting: 20 October 2020, 1030am.	

