

ERA ECR EDI Committee/working group

TERMS OF REFERENCE

Definitions

- ERA: Energy Research Accelerator
- ECR: Early Career Researcher (PhD, Post-doc)
 - We use the UKRI categories as outlined [here](#).
- EDI: Equity, Diversity, and Inclusivity
- Community: ERA stakeholders, participants

1. Purpose

The aim of the ERA ECR EDI committee/working group is to create an equitable, welcoming, inclusive, and accessible experience for delegates who attend ERA activities or events.

2. Deliverables

The ERA ECR EDI committee/working group will:

- Design, implement, and evaluate a code of best practise for ERA Skills events.
- Design, deliver, and evaluate an event to enable sharing and knowledge exchange of EDI expertise, good practices and 'what works'.
- Create or collate and make readily available to the wider community a set of event documentation that has EDI at its heart. This documentation will be 'living' and iterative, and these iterations will be transparent to the community
- Regularly (quarterly) report on progress to both the wider community and to the ERA Leadership group.

3. Membership

The composition of the committee, officials and members will include:

- Officials: One Chair or two Co-Chairs (who are ECRs) as decided by the co-opted members of the committee *via* an application process. A secretary, nominated by the committee.
- Members: At least 2 ECR, ERA Skills Manager, at least one academic member of staff. There is no upper limit to the number of members in the committee, but we ask that all members participate actively.

4. Meetings

Meetings will:

- Term: Will continue until the end of the ERA project.
- Frequency: Occur every six weeks for 1 ½ hours.
- Quorum: Have a quorum of 50% of the membership.
- Decision Making: Decisions will be made through discussion amongst the committee. Every member can share their views and experiences. The decision-making process will be evaluated as part of a constant learning process.

5. Minutes

How the action of the Committee is recorded and distributed.

- Recording: Minutes of each meeting are recorded by the committee-nominated Secretary.
- Distribution: Minutes are circulated to Committee members and stored in a shared Teams folder.

6. Reporting/Relationship

How the Committee reports and relates to the ERA Management.

- Reporting: The Committee reports to the programme director via the Skills Manager, and to the ERA Leadership group *via* quarterly updates. Quarterly updates will be readily available to download from the ERA website.
- Relationship: The Committee reports on matters relating to its purpose and responsibility; Items from the wider ERA community are brought to the attention of the Committee *via* the ERA Skills Manager.