

**EPSRC - Equality Impact Assessment**

Question	Response
<p><b>1. Name of policy/funding activity/event being assessed</b></p>	<p>Refresh of the Manufacturing Early Career Forum, and meetings of the forum.</p>
<p><b>2. Summary of aims and objectives of the policy/funding activity/event</b></p>	<p>The Manufacturing Early Career Forum (ECF) is an established long-term network of early career academics, with an evolving membership that reflects the early career manufacturing community. The Forum are given the opportunity to be consulted on strategic issues, interact with senior staff of EPSRC funded large grants, and receive insight and advice relating to UK funding body policy and practice. They are encouraged to act as advocates for EPSRC, sharing their awareness of EPSRC strategy and operations with the wider research community.</p> <p>Members of the Manufacturing Early Career Forum (ECF) hold the position for approximately three years. As such, approximately every 18 months, a refresh of half the membership takes place to continue to represent the views of Early Career Researchers from a range of backgrounds.</p> <p>To enable this refresh to take place EPSRC is seeking applications from Early Career academics to join the Manufacturing the Future ECF.</p>
<p><b>3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)</b></p>	<p>Early Career Forum members:</p> <ul style="list-style-type: none"> <li>• Refresh has been discussed with the ECF to ensure that they are informed about timelines (end of tenure for current members, and start dates of new members).</li> </ul> <p>Internal Stakeholders</p> <ul style="list-style-type: none"> <li>• Discussions with engineering theme to compare plans for refresh.</li> <li>• Discussions within Manufacturing Theme, and with Business Improvement Team, to ensure assessment criteria and call document reflect desired outcomes.</li> </ul> <p>External stakeholders:</p> <ul style="list-style-type: none"> <li>• We will publish the call for new members across the manufacturing community via EPSRC website and team members' community contacts.</li> </ul>

<b>4. Who is affected by the policy/funding activity/event?</b>	Early Career Researchers in Manufacturing.
<b>5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?</b>	<ul style="list-style-type: none"><li>• Undertake lessons learnt activity with EPSRC staff and external panel to capture information for the next refresh</li><li>• Discussion of recruitment policy with ECF members before the next refresh</li></ul>

As a funder of research, EPSRC remains committed to attracting the best potential researchers from a diverse population into research careers. The Research Councils have together developed the ambitious [RCUK Equality, Diversity and Inclusion Action Plan](#) to outline our collective aspirations for working with the research community, and partners throughout the sector. For policy changes, funding activities and events EPSRC will aim to:

- Select venues that are accessible and where possible accommodate any specific requirement in our planning and organisation of an initiative to support wider participation.
- Offer support for people with caring responsibilities, further details are available [here](#)
- Clearly communicate the timeline and key milestones for funding activities
- Ensure attendees have an opportunity to raise any specific requirements in advance e.g. cover letter and joining instructions
- Support flexible working of stakeholders
- Ensure diversity of peer review assessment and interview panels
- Abide by the principles of peer review
- Ensure EPSRC staff receive tailored unconscious Bias training for Peer Review processes and clear guidance for assessors to reduce the effects of unconscious bias in panel meetings
- Handle personal sensitive information in compliance with General Data Protection Regulation 2018

Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability	Potential negative impact	Accessibility may be an issue. EPSRC usually does not choose the venue, as members generally host meetings at their institutions.	If EPSRC is organising the event, EPSRC will choose venues which have accessibility facilities for disabled participants. Forum members who are organising meetings will be asked to take into account members' accessibility requirements when choosing venues. Information will be shared in the most appropriate and accessible way possible. When joining, members will be given the opportunity to raise with EPSRC anything that will affect their ability to contribute to the forum and we will

			work with them to mitigate the impact and adapt our ways of working.
<b>Gender reassignment</b>	Potential negative impact	Accessibility to gender neutral toilets.	If organising a meeting, EPSRC will aim to choose venues which have access to gender neutral toilets where possible.
<b>Marriage or civil partnership</b>	No known negative impact.		
<b>Pregnancy and maternity</b>	Potential negative	Those who are on maternity/parental leave may not be able to apply for this opportunity, and may miss meetings.	EPSRC have considered the time frames for this activity and it will remain open for the longest time possible. The refresh must be conducted in this time. This refresh occurs on a regular basis so there will be future opportunities. Members whose mobility is restricted by pregnancy will be able to contribute to the forum in the most appropriate way. Those on maternity/parental leave during their term on the ECF are able to extend their membership for a period equal to their period of leave.
<b>Race</b>	No known negative impact.		
<b>Religion or belief</b>	Potential Negative	Meetings may be held over religious festivals.	EPSRC will avoid holding meetings over religious festivals. Meetings will be arranged in discussion with our membership. There will be the opportunity to raise any specific requirements in

			advance of the meeting (prayer room, dietary requirements)
<b>Sexual orientation</b>	No known negative impact.		
<b>Sex (gender)</b>	No known negative impact.		
<b>Age</b>	Potential positive	Removal of time-based eligibility criteria will allow for greater flexibility in acceptance to the Early Career Forum	
<b>Additional aspects (not covered by a protected characteristic)</b>	Those with caring responsibilities – potential negative	Travel will be required to attend meetings in person	EPSRC will avoid holding meetings during the school holidays. We will arrange meetings within the working day and in discussion with our membership. Members will be informed of EPSRC's policy on Support available for people with caring responsibilities.

#### Evaluation:

<b>Question</b>	<b>Explanation / justification</b>	
Is it possible the proposed change in policy, funding activity or event could discriminate or unfairly disadvantage people?	We have considered ways that we think may disadvantage individuals and have adapted our process to mitigate and reduce the potential for discrimination	
<b>Final Decision:</b>	<b>Tick the relevant box</b>	<b>Include any explanation / justification required</b>
1. No barriers identified, therefore activity will <b>proceed</b> .		
2. You can decide to <b>stop</b> the policy or practice at some point because the data shows bias towards one or more groups		
3. You can <b>adapt or change</b> the policy in a way which you think will eliminate the bias		

<p>4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to <b>proceed with caution</b> with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.</p>	✓	<p>There are potential barriers to people of certain protected characteristics, although there has been mitigation put in place wherever possible and EPSRC will consider the impact of future activities related to this call when appropriate.</p>
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<p><b>Will this EIA be published* Yes/Not required</b> (*EIA's should be published alongside relevant funding activities e.g. calls and events:</p>	Yes
<p><b>Date completed:</b></p>	15 August 2019
<p><b>Review date</b> (if applicable):</p>	At each ECF refresh

**Change log**

Name	Date	Version	Change
Stephanie Williams	16 August 2019	1	N/A