**NUFFIELD DEPARTMENT OF CLINICAL NEUROSCIENCES**

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**NDCN Athena Swan Self-Assessment Team Terms of Reference**

**Mission**

The Athena SWAN scheme recognises the importance of ensuring gender equality in scientific career advancement. Following the department’s previous Silver Award, the Athena SWAN Self-Assessment Team (AS SAT) has a remit to implement the Athena SWAN action plan and to prepare for the next application. The AS SAT will report to the NDCN People & Culture Oversight Group (OG) and advise the Head of Department, Strategy Group, and Senior Management Group on NDCN’s Athena SWAN activities and gender equality in the Department.

**Meetings**

The group will meet every two months.

**Terms of Reference**

* To ensure that objectives from the Department’s 2019 Athena SWAN application and action plan are met, whilst preparing for any subsequent submissions and updating the action plan as needed
* To communicate effectively with other committees and departmental teams regarding Athena SWAN actions that require implementing
* To coordinate with other People & Culture Working Groups where appropriate, especially on areas of overlap and integration with the EDI and Research Culture working groups
* To collect and analyse the data needed to support action plan success criteria, and advise other committees and departmental teams on the data collection required for the Athena SWAN application.
* To provide regular updates on progress against action plan to the P&C OG