



EPSRC - Equality Impact Assessment

Question	Response
Name of policy/funding activity/event being assessed	CECAM (Centre Européen de Calcul Atomique et Moléculaire)
Summary of aims and objectives of the policy/funding activity/event	The EPSRC CECAM academic council member provides UK representation to CECAM (Centre Européen de Calcul Atomique et Moléculaire) council on behalf of EPSRC and the computational physical sciences. They are required to be an active member of the computational physical sciences community, have strong awareness of CECAM activities and the UK nodes at Cambridge and Daresbury, and be motivated to get the best research, collaboration and training outcomes for UK researchers and CECAM. The representative would be required to attend council meetings and vote on issues concerning the CECAM community (approx. 3x a year) and they will be paid the usual panel member rate to attend these. They will also be required to promote CECAM opportunities to the UK computational chemistry and physics communities.
What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	Physical Sciences team Physical Sciences Strategic Advisory Team
Who is affected by the policy/funding activity/event?	The computational physical sciences communities connected to CECAM and based at the two nodes in the UK (Daresbury and Cambridge) The computational chemistry Portfolio Manager at EPSRC (who must build a professional relationship with the representative) CECAM European council.
What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	Feedback on the recruitment process will be sought from the new representative, CECAM council, the Computational and Theoretical Chemistry portfolio manager and the physical sciences SAT. The EPSRC Computational and Theoretical chemistry portfolio manager will all be part of the CECAM council.

As a funder of research, EPSRC remains committed to attracting the best potential researchers from a diverse population into research careers. 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. This includes for applicants, reviewers, panel members and staff. Included in the interview invitation letter is a request for any access issues to be notified.
- All participants in the process are asked to inform staff if they have any additional needs to enable attendance or participation.
- Offer support for people with caring responsibilities, further details are available [here](#).
- Clearly communicate the timeline and key milestones for funding activities, advertise these widely to reach the largest possible audience.
- Support and encourage panel members to follow best practice in taking positive steps to safeguard funding decisions. Staff will work closely with the Panel Chair(s) to agree approaches that are designed to minimize opportunities for bias and improve transparency of the decision making process. This includes managing environmental conditions, such as providing appropriate breaks.
- Support flexible working of stakeholders.
- Ensure diversity of peer review assessment and interview panels. Staff will adhere to a mixed panel policy and endeavor to achieve the minimum 30% for the underrepresented gender on the panel.
- Abide by the principles of peer review
- Provide EPSRC staff with tailored unconscious bias training for Peer Review processes and clear guidance for assessors.
- Handle personal sensitive information in compliance with General Data Protection Regulation 2018.

		<p>application process due to parental leave during the application window.</p> <p>Potential for unconscious bias.</p>	<p>role will be advertised widely in order to allow individuals to prepare.</p> <p>EPSRC policies regarding support for applicants with caring responsibilities will be followed at all points in the process.</p> <p>Panellists will be provided with training on unconscious bias and EPSRC policies for support for those with caring responsibilities. EPSRC staff will challenge any potential bias during the assessment process. Panellists will be encouraged to challenge unconscious bias.</p>
Race	Potentially negative	Potential for unconscious bias	<p>EPSRC policies will be followed and panellists will be provided with training for unconscious bias and EPSRC staff will challenge any potential bias during the assessment process. Panellists will be encouraged to challenge unconscious bias.</p>
Religion or belief	No known negative impact.		<p>Applicants will not be required to declare their religion or belief at any point in the application process and application deadlines will be scheduled to avoid major religious events.</p>
Sexual orientation	No known negative impact.		<p>Applicants will not be required to declare their sexual orientation at any point in the application process.</p>
Sex (gender)	Potentially negative.	Possibility for unconscious bias.	<p>Gender neutral language will be used throughout the application materials</p>

			<p>and during the selection panel.</p> <p>We will aim to have a gender diverse selection panel.</p> <p>Training materials on unconscious bias will be provided to panellists. EPSRC staff members will challenge any potential bias and panellists will be encouraged to do the same.</p>
Age	No known negative impact.		<p>Applicants are not required to declare their age as part of the process.</p> <p>Evidence requirements for the role are based on competencies and knowledge of the computational chemistry field rather than their career stage.</p>
Additional aspects (not covered by a protected characteristic)	Potentially negative	Caring responsibilities	Support will be available for those with caring responsibilities whose participation in a meeting or associated activity would involve additional care requirements in line with EPSRC SAT and panel member support.

Evaluation:

Question	Explanation / justification	
Is it possible the new/proposed change in policy, funding activity or event could discriminate against or unfairly disadvantage people?	No, the opportunity will ensure that underrepresented groups are encouraged to apply and mitigating steps will be taken to minimise any impact at every point in the process.	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .		
2. You can decide to stop the policy or practice at some point because the data shows bias towards/against one or more groups.		
3. You can adapt or change the policy in a way which you think will eliminate the bias.	X	All efforts will be taken to mitigate against anticipated biases. If anything arises during the application process we can retrospectively implement mitigating policies in order to eliminate bias.
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 proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events:	Yes
Date completed:	02/09/2022
Review date (if applicable):	

Change log

Name	Date	Version	Change
Hannah Lilley	02/09/2022	1.0	

Name	Date	Version	Change

Annex 1: Definitions of each protected characteristics and points to consider when undertaking your EIA with regard to each Protected Characteristicⁱ

Although the definitions of the Equality Act 2010* are set out in the table below, at UKRI we recognise all gender identities and sexualities including asexual and intersex people.

*The definition of gender reassignment was extended in September 2020 to include people who identify as non-binary or gender fluid – recognising that gender is a spectrum.

Disability

A person has a disability if they have a physical or mental impairment, which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff.

Points to consider:

- Reasonable steps can be taken to accommodate the disabled persons requirements, these may include:
 - Physical access- e.g. lifts, ramps, location, seating arrangements, level of physical activity required in a session, accessibility of toilets, induction loop system
 - Format of information (both written and spoken) e.g. handouts, call documents, posters, slides. Consider readability, use of colour (colour blind), flashing images and the use of language
 - Time of interview or event, for potentially extended travel times and avoiding peak times
 - Personal assistance e.g. carer, interpreter or note taker
 - Sharing content of interview or course content etc. on request
 - Highlight the T&S policy
- The level of physical activity required in a workshop or event

Gender reassignment

A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. Gender reassignment also includes a person who identifies as non-binary or gender fluid.

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff irrespective of whether they are male or female, Trans or 'cis' or 'whether they identify with the gender they were assigned at birth'.

Points to consider:

- Facilities that may be gendered e.g. toilets
- The use of gender neutral language both written and spoken
- For further information please see the resources at <https://www.stonewall.org.uk/our-work/workplace-resources>
- If you are running an international call there may be travel restrictions for transgender travellers. Further information can be found here: <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice> and Stonewall also provides further guidance and items to consider here: https://www.stonewall.org.uk/sites/default/files/safe_travels_guide_2017.pdf

Marriage or civil partnership

A person who is married or in a civil partnership.

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff irrespective of whether they are single, divorced, separated, living together, married or in a civil partnership.

Points to consider:

- Potential conflicts of interest due to undisclosed personal relationships

Pregnancy and maternity

A woman protected against discrimination on the grounds of pregnancy and maternity. With regard to employment, the woman is protected during the period of her pregnancy and any statutory maternity leave to which she is entitled. Also, it is unlawful to discriminate against women breastfeeding in a public place.

These considerations can be extended to parental leave (paternal, shared parental and adoption leave)

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff for those who are pregnant, on maternity leave or breast feeding.

Points to consider:

- The level of physical activity required in a workshop or event
- Accommodating requests to nominate a representative to send in their place, or provide support (accommodation, T&S of carer) when individuals need to be accompanied, more information can be found here <https://epsrc.ukri.org/funding/applicationprocess/basics/caringresponsibilities/>
- The implication of international travel on those who are pregnant such as travel limitations and risk of disease, eg Zika, further information can be found in the FCO travel guidance <https://www.gov.uk/foreign-travel-advice>

Race

A group of people defined by their race, colour, and nationality (including citizenship) ,ethnic or national origins.

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff, irrespective of their race, colour, nationality or ethnic origins.

Points to consider:

- Format of information (both written and spoken) and the use of language particularly jargon or colloquialisms etc.
- The diversity of the ethnicity and race of panels/speakers at conferences/workshops
- The terminology used to describe race, there is further information found here <http://www.ecu.ac.uk/wp-content/uploads/2018/04/race-and-ethnicity-terminology-002.docx>

Religion or belief

A group of people defined by their religious and philosophical beliefs including lack of belief (e.g. atheism). Generally a belief should affect an individual's life choices or the way in which they live.

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff, irrespective of their religious or philosophical beliefs.

Points to consider:

- Access to prayer facilities
- Dietary requirements and the opportunity to raise them in advance
- The dates of major religious events in the planning of calls and events

Sexual orientation

Whether a person's sexual attraction is towards to people of the same gender, people of a different gender, or to more than one gender (whether someone is heterosexual, lesbian, gay or bisexual).

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff, regardless of their sexual orientation.

Points to consider:

- For further information please see the resources at <https://www.stonewall.org.uk/our-work/workplace-resources>
- If you are running an international call or there is international travel required in projects by LGBTQ+ people there may be travel restrictions, further information can be found here: <https://www.gov.uk/guidance/lesbian-gay-bisexual-and-transgender-foreign-travel-advice> and Stonewall also provides further guidance and items to consider here: https://www.stonewall.org.uk/sites/default/files/safe_travels_guide_2017.pdf

Sex (gender)

A man or a woman

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff, regardless of their gender.

Points to consider:

- The use of gender neutral language
- The of gender diversity of panels and advisory board membership, speakers/attendees at conferences/workshops
- For international calls further information can be found in the FCO travel guidance <https://www.gov.uk/foreign-travel-advice>

Age

A person belonging to a particular age (e.g. 32 year olds) or a range of ages (e.g., 18-30 year olds)

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff, irrespective of their age.

Points to consider:

- Opportunities should be provided, regardless of age, on the basis of eligibility, position or experience
- Avoid equating age and experience, focus on required competencies

Additional aspects (not covered by a protected characteristic)

e.g. People with caring responsibilities

The aim is for equality in access and opportunities for applicants, panel members, advisory body members, event attendees and staff.

Points to consider:

- Reasonable steps that can be taken to accommodate a carer's requirements, such as time of meetings or interviews, flexible working on grants
- Cognitive load of information, the amount of work and allowed time to complete
- The method providing information such as different formats to suit a diverse audience

Annex 2: Examples of recently completed EIA templates

Council	Activity
EPSRC	Inclusion Matters Call
EPSRC	New Investigator Awards
EPSRC	Policy change: Limit to the number of applications at a standard panel
BBSRC	BBSRC Future Leader Fellowships (FLF) Scheme
BBSRC	BBSRC/STFC/Innovate UK Biofilms programme
EPSRC	CDT Call
EPSRC	Connected Nation Pioneers
EPSRC	Manufacturing the Future Retreat 2018
EPSRC	Manufacturing Fellows Event
EPSRC	Global Grand Challenges Retreat 2020
EPSRC	Hardware for Efficient Computing

ⁱ https://www.wvl.nhs.uk/Library/Equality_diversity/2015/Equality_impact_assessment_toolkit.pdf