



Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University



Race Equality Working Group Terms of Reference

Purpose:

The Race Equality Working Group is established to develop and write a comprehensive Race Equality Action Plan for the university. Members of the Race Equality Working Group commit to uphold and advance the Higher Education Authority (HEA) Anti-Racism Principles for Irish Higher Education Institutions (2023) and be guided in their work by the definitions set out therein. The group will also advise on and support the development of best practices for monitoring and implementing the Action Plan.

Membership and Tenure:

- The Working Group will have up to 22 members, representing a diverse range of perspectives and experiences from across the university.
- Members will be appointed for an initial 18-month term (June 2024 – January 2026), with the possibility of extension if deemed necessary by the group.
- Membership will be reviewed at the 9-month mark, and any vacant slots will be filled as appropriate.
- Members are expected to attend a minimum of 6 out of the 9 scheduled meetings per year.
- A quorum of 50% of members is required for a meeting to proceed.

Roles and Responsibilities:

Chair:

- Convene and facilitate Working Group meetings to ensure respectful and inclusive discussion.
- Maintain focus on the group's objectives and keep the work on track.

Administrator:

- Manage communications, including sending meeting invitations, agendas, and other relevant information to the Working Group via Teams and email.
- Coordinate the distribution of documents and collection of feedback.

Working Group Members:

- Actively participate in meetings and contribute to the development of the Race Equality Action Plan.
- Serve on task teams as needed to address specific workstreams.
- Provide feedback and input on the monitoring and implementation of the Action Plan.
- Communicate Working Group activities and progress within their respective departments and networks.

Consultation:

The Working Group will advise on and support the development of best practices for consulting with staff, students, and external stakeholders in the creation of the Race Equality Action Plan.

Departmental representatives on the Working Group will be responsible for coordinating any targeted consultations within their areas.

Reporting:

The Chair or a nominated representative will report the Working Group's progress and recommendations to the Equality, Diversity and Inclusion Steering Group, the University Planning Team, the Equality, Diversity and Inclusion subcommittee of the Governing Body and other relevant university committees as appropriate.

Timeline and Deliverables:

The Working Group will meet every 6 weeks over the 18-month period. The goal is to complete the Race Equality Action Plan within 12 months. Task teams will be established at the first online meeting to take on specific workstreams.

This draft Terms of Reference is subject to review and final approval by the Race Equality Working Group.