

EDI reporting guidance for INSPIRE leads

Introduction

From January 2023, we will be introducing bi-annual EDI reporting for INSPIRE Leads. This will cover the events of the previous six months, the diversity data of your events, the diversity data of your student body and any challenges you have faced during that period.

EDI definition

EDI stands for Equity, Diversity and Inclusion

Reporting guidance

A reporting template is included in **appendix 1** of this document, you can edit this as needed to cover your events from the last six months and any additional information that you would like to report to us.

Your bi-annual EDI report should cover the following:

- The activities held during the last six months and/or any planning that you have for future events. Please include any previous or future collaborations with other institutions and/or specify whether the activities were student led. This is not intended to monitor the number of activities that you have held during this period of time.
- The size of your student body and the number of attendees at your activities. This will give us some insight into the engagement of your activities and how we could potentially increase these.
- The latest diversity data of your student body. This will allow benchmarking between INSPIRE institutions and with external organisations. It will help us provide guidance when advising on how you can reach more diverse audiences.
- The diversity data of your event participants. Further information and guidance is provided below.
- Any difficulties you are experiencing with engaging diverse audiences.
- EDI discussions that have taken place within your institutions that you think we should be aware of. This would include for instance any EDI projects that your institutions are working on and/or any challenges you are facing both as an institution and as INSPIRE leads.
- What additional support you would like from us.

In addition to bi-annual EDI reporting, INSPIRE leads are expected to monitor and evaluate the activities they deliver using an INSPIRE grant. We have detailed [monitoring and evaluation guidelines](#) for this. When evaluating the INSPIRE programme, the team will be in touch for this data, and you are also asked to provide further information in your end of grant report. However, if you would like to share any

of this other data with us in your bi-annual EDI report, such as, number of student publications, research presentations and awards, please do.

Data collection

Your bi-annual report should include two sets of summary anonymised data that has been collected, held and analysed under your institutions data and privacy policies:

- The diversity data of your student body; and
- The diversity data of your INSPIRE event participants

The bi-annual reports will be securely stored by the Academy under our [privacy policies](#) and visibility of the school specific diversity data will be limited to our Careers team and EDI Manager for safeguarding purposes. The EDI data contained in the reports will be deleted within two years. We will collate the EDI data for INSPIRE activities from all schools as part of our Academy wide reporting. Collated non-EDI data may be used to showcase the impact of the INSPIRE programme.

The diversity data of your student body

Your bi-annual report should include the latest diversity data of your student body. This will provide us with insight into the demographic of diverse students that you are trying to reach. It will also allow you to benchmark with your fellow INSPIRE users, share best practice and encourage further collaboration. We recommend that the protected characteristics under the Equality Act 2010 are used as the basis for this data collection:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnerships
- Pregnancy and Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Please note that for the purposes of the Equality Act 2010, disability includes long term impairment and mental health. It is advisable that you include information on social mobility, pronouns, caring responsibilities and accessibility requirements if your institution collects data in these areas.

The diversity data of your INSPIRE activity participants

We recommend that you use the online platform that your student body's diversity data is collected from for the diversity data of your INSPIRE events. This will allow uniformity across the two sets of data and ensure both are secure. If this is not plausible, we recommend that you use a secure online platform, such as Microsoft forms as opposed to hard copy forms. Should hard copy forms be used, please make sure that these are secured i.e. with a lock and key, both during collection and transportation to their final destination. Once the personal data is transferred onto a digital document such as a

word or an excel we highly recommend that you shred the hard copies. Please refer to the Equality, Diversity and Inclusion in Science and Health’s [DAISY guidelines](#) if you need to build a diversity data collection form.

To safeguard the data, please check the retention policy within your institution. Generally, it is best practice to delete any data that is not in use. As the data collection of your events is for reporting purposes, we recommend that you delete the full EDI data set from your first bi-annual report before submitting your second bi-annual report. Additionally, we highly recommend that you limit the accessibility of personal data to yourselves including when the event is student led. Where this is not plausible, please limit access to yourselves and one student only and ensure that they delete any personal data they hold once it is transferred to you.

Engaging diverse audiences

The Academy has the below equity, diversity and inclusion values which we would like you all to embody as INSPIRE Leads when organising your events.

	Our values				
	Excellence	Evidence based	Collaborative	Inclusive	Integrity
Our principles / approach	Examine and acknowledge privilege and understand the experiences of others.	Collect and use data to shape our work, understand where we are and where we should be.	Work in partnership and give autonomy to collaborators	Acknowledge the burden placed on marginalised groups and provide support in ways that does not disadvantage further.	Lead with actions, not words and statements – let outcomes speak for themselves.
	Create safe environments for discussion, be open to and accepting of criticism to learn and get better.	Be open to questioning and re-examining systems and processes that have led to structural discrimination.	Stand as diverse allies not protectors or saviours.	Develop schemes and initiatives that respond to needs defined by marginalised communities rather than assumed or biased views of need.	Call out each other in a spirit of kindness and learning.

The Equity, Diversity and Inclusion Leads within your institutions will be able to advise on how you can increase diverse audiences at your INSPIRE events. We highly recommend that you build a rapport with them and any internal student networks including the student union. Our Equity, Diversity and Inclusion Manager is happy to support you with this.

We further recommend that you engage your internal communications team to ensure that all students are aware of your work and that these are filtered through to the student networks. We recommend ensuring that your event does not clash with any religious holidays, bank holidays and/or school holidays. In addition to those, please consider the following when arranging and communicating your event:

- Whether the time of your event is workable with the typical timetable of your students and/or those with caring responsibilities. If you arrange an event over lunchtime, we highly recommend that you provide lunch or encourage students to bring their lunch.
- The location of your event and whether it is accessible:
 - Where an event is online, please limit any background noise as much as possible for individuals with hearing impairments and provide an option for subtitles where possible.
 - Where an event is in person, please consider the accessibility of your location. This will include how easy it is to travel there and whether the building itself is accessible for those with mobility impairments.
 - Where an event is hybrid i.e., online and in person, please ensure that the acoustics work and that participants online can engage as fully as those in the room.
- The diversity of your speaker(s) and / or chosen event topics. A wide range of diverse speakers across your events and a diversity in topics will engage a more diverse audience.

Recommended Resources from EDIS:

- Creating an inclusive and welcoming research conference environment - <https://edisgroup.org/creating-an-inclusive-and-welcoming-research-conference-environment/>
- Five things we learnt about inclusive events - <https://edisgroup.org/five-things-we-learnt-about-inclusive-events/>

If you require any additional guidance please contact our INSPIRE team at inspire@acmedsci.ac.uk and / or the EDI Manager, Vivien Kintu, Vivien.Kintu@acmedsci.ac.uk.

Appendix 1 – INSPIRE bi-annual reporting template

Title: INSPIRE bi-annual report, [**name of the INSPIRE Lead**], [**name of your institution**]

[Date of the report]

Content to include:

1. A short introduction to your school (or multiple schools if you are part of a wider collaboration) including the size of your student body.
2. Activities in the last six months in chronological order including:
 - The number of participants at each event
 - Any activities that are in progress
 - Any feedback you had from your events that you would like to share
 - Any challenges you faced that you would like to share
 - Any current or future collaborations
3. The updated diversity data of your student body across at least the following protected characteristics:
 - Age
 - Disability
 - Gender reassignment
 - Marriage and civil partnerships
 - Pregnancy and Maternity
 - Race
 - Religion or belief
 - Sex
 - Sexual orientation

Please note that for the purposes of the Equality Act 2010, disability includes long term impairment and mental health. It is advisable that you include information on social mobility, pronouns, caring responsibilities, and accessibility requirements if your institution collects data in these areas.

4. The diversity data of your event(s) including what work you did to engage diverse audiences i.e. engaging the student body, student networks, your EDI leads, internal communications etc. Please also include any difficulties / challenges you experienced trying to engage diverse audiences.
5. Any EDI discussions taking place within your institutions that you think we should be aware of.
6. Any additional support that you would like from us and / or your fellow INSPIRE leads.

In addition to bi-annual EDI reporting, INSPIRE leads are expected to monitor and evaluate the activities they deliver using an INSPIRE grant. We have detailed [monitoring and evaluation guidelines](#) for this. If you would like to share any of this other data with us in your bi-annual EDI report, please do. This helps us evaluate the wider impact of the programme.