

Concordat Implementation Group (CIG)

Terms of Reference

Approved 16th December 2024

Review due November 2026 CIG Meeting

Contact: Nicola Cuthbert (Researcher Development Manager) and Fiona Philippi (Head of Researcher Development), Institute for Academic Development (IAD)

The Concordat Implementation Group (CIG)

Aims to ensure work on the institutional Concordat Action Plan is collaborative, collegial and actions and progress embedded within core practices and considered alongside other University initiatives.

Purpose of the group:

1. Support the writing of the biennial, two-year institutional Concordat Action Plan, supporting delivery and consulting on specific actions.
2. Develop and support strategies, policies and/or initiatives to support Concordat Implementation across the University.
3. Short life working groups to advance specific Concordat actions and/or Principles through local insights and experience.
4. To share good practice amongst membership of the group, in order to ensure continuous improvement of Concordat opportunities.
5. To maintain formal communications with other University committees and individuals to ensure colleagues are informed and Concordat work is embedded in university initiatives.

Membership: Representation from all Colleges and support services including staff who support research staff, IAD, Central Human Resources, Edinburgh Research Office, Library Support, Union representatives, Part-time researchers, academics, Research Staff Societies and Postdoc Champions.

Representatives are expected to feed into the committee and feedback opportunities to ensure broad and high-level dissemination of support and information. Members should ensure research staff needs and views are represented.

IAD will invite additional observers to committee meetings and discussions as appropriate, to support meetings.

Attendance at meetings: The named member will attend each meeting or will provide feedback on agenda items/papers if unable to attend in person.

Secretariat: Meetings will be organised by the IAD, with short notes and actions provided as a summary after each meeting, hosted in the MS Teams CIG space.

Short Life Working Group: Groups will be established on specific areas, to take forward actions in between CIG meeting and feedback progress at CIG meetings and MS Teams CIG space.

Review of Memberships: Every two years to ensure continued engagement.