

EQUALITY AND INCLUSION IMPACT ASSESSMENT

<p>1. Policy / activity being assessed</p>	<p>The DiRAC Resource Allocation Committee – this Committee is made up of two Sub-Panels: the Astronomy and Cosmology Sub-Panel; and the Particle Physics and Nuclear Theory Sub-Panel. The RAC call is an annual call for proposals for computing time on the DiRAC high performance computing facilities.</p>
<p>2. Summary of aims and objectives of the policy / activity</p>	<p>DiRAC is the national High Performance Computing (HPC) facility for the UK astronomy, cosmology, particle physics and nuclear physics theory communities. DiRAC consists of three services: Data Intensive, Memory Intensive, and Extreme Scaling, which are hosted at four Institutes in the UK: Cambridge, Durham, Edinburgh and Leicester. Information on the current specification of these can be found at www.dirac.ac.uk/resources</p> <p>All members of the academic communities listed above are eligible to apply for DiRAC resources. Allocations of compute time on DiRAC are decided primarily on the basis of scientific excellence, with additional criteria on project and data management, and technical feasibility.</p> <p>The RAC will issue one Call to apply for computing time on the DiRAC facility per year.</p> <p>To maximise the quality of the scientific output of DiRAC, the allocation of time on DiRAC will be determined via robust, transparent, peer review. This process has been designed to retain flexibility, encourage new HPC users and have the confidence of the community.</p> <p>Each proposal will be considered at a meeting of the relevant Sub-Panel, where the Sub-Panel will grade the proposal and produce an overall ranked list of the proposals. Following the Sub-Panel meetings, a meeting with representatives from both Sub-Panels will then determine the overall allocation of DiRAC computing time across the whole portfolio of proposals.</p> <p>The DiRAC Resource Allocation Committee (RAC) will:</p> <ul style="list-style-type: none"> • Assess applications for time allocations on the DiRAC facility, taking appropriate account of advice from external reviewers, and make recommendations to the STFC Executive • Aim to achieve the optimal use of DiRAC resources, taking into account the RAC assessment criteria, STFC strategic priorities and the need to balance resources across the different science areas, and the technical capabilities of the machines

	<ul style="list-style-type: none"> • Advise the STFC Executive on any issues related to DiRAC resource allocation policy and practice
<p>3. What involvement and consultation has been done in relation to this policy?</p>	<p>STFC is dedicated to ensuring that the peer review process is open and inclusive. Those engaged in the process endeavour to conduct each stage in a fair manner, without prejudice or bias, In line with this we follow the Nolan Principles. Additionally, comments and suggestions received as part of the peer review survey are implemented where possible to improve the process.</p> <p>The DiRAC RAC was established in 2012 and is managed by STFC independently of DiRAC to consider proposals for computing time on the DiRAC facilities via robust, transparent peer review. The DiRAC HPC facility is funded by STFC. The DiRAC HPC facility and is monitored and reviewed by the STFC DiRAC Oversight Committee (OsC) every 6 months. The OsC monitors and comments on the progress of the DiRAC HPC facility within the agreed budget and timescales. This includes oversight of infrastructure procurement as and when necessary.</p> <p>For Applicants:</p> <ul style="list-style-type: none"> • The call is advertised widely to reach the largest possible audience • The call text and guidance provides detailed guidelines to Applicants about the process and links to the STFC, UKRI and DiRAC websites which has clear information on eligibility and assessment criteria • STFC will make available hard copies of documents when required • The STFC website conforms to accessibility requirements for websites • STFC will support Applicants throughout the process, from pre-submission right through to informing them of the outcome. <p>For Panel Members:</p> <ul style="list-style-type: none"> • Pre-meeting discussions take place, STFC staff will work closely with the Panel Chair to agree approaches that are designed to minimise opportunities for bias and improve transparency of the decision making process • A presentation on Objective Decision making will be presented reminding panel members of the roles and responsibilities required for them and office staff and to highlight best practice. • STFC will ensure that assessment criteria are clear and easily accessible throughout the process, including at the meeting.

	<ul style="list-style-type: none"> • Everyone involved in the decision-making process is aware of Unconscious Bias and encouraged to undertake training. It is planned that going forward such training will be mandatory • STFC endeavour to achieve the minimum 30% female participation and will justify if this isn't the case. Up to 30th September 2020 the female participation of the DiRAC RAC as a whole is 33%. The female participation of the Astronomy & Cosmology Sub-Panel is 56%. The female participation of the Particle Physics & Nuclear Theory Sub-Panel is 0%; there were no nominations received for females in the 2019 STFC Call for Nominations exercise, and it is hoped that this figure will increase following the 2020 STFC Call for Nominations exercise. • STFC enable participation for people with alternative work patterns, including reduced working hours • Panel members are asked to inform STFC if they have any additional needs to enable attendance or participation • STFC will schedule appropriate breaks and provide refreshments for Panel members • STFC will make all reasonable efforts to accommodate the requirements of any Panel Member attending Panel meetings, considering issues of accessibility, travel restrictions and alternative working patterns. The STFC team will request details of any such requirements when making arrangements for meetings. The Sub-Panel meetings and Preliminary Main Panel Meeting are held via Videoconference, and the Main Panel meeting is held in person. Extra breaks will be scheduled in the agenda for virtual meetings, and STFC will make all reasonable efforts to ensure the timing of the meeting is convenient for any requirements relating to the current homeworking environment due to the Covid-19 pandemic. For example, adjusted working hours, caring and childcare responsibilities, or any other requirements, responsibilities or commitments as a result of the current homeworking environment during the pandemic. <p>For STFC Staff:</p> <p>All STFC staff involved in the process will receive training in unconscious bias to raise awareness of conditions that may impact upon their decision making.</p> <p>The following is relevant if physical meetings take place:</p> <p>Venue arrangements when required will be selected for ease of accessibility; will not conflict with different cultures, religions or beliefs; and will offer a full range of sensory accessibility relating to visual and hearing impairments.</p> <p>Catering will be arranged with clear labelling and be appropriate to those who have specific cultural, religious, health or disability needs</p>
4. Who is affected by the policy/funding activity/event?	Anyone who is applying for a DiRAC RAC award, panel members, external and internal stakeholders involved in the assessment process.

5. Arrangements for monitoring and reviewing actual impact of the policy	<ul style="list-style-type: none">• STFC monitors and analyses data to better understand the diversity of its Community• STFC hold an annual application exercise for Panel membership and when published provides guidance on diversity targets• Panel membership for each meeting is published on the website

Group	Potential for positive or negative impact?	Examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability	Yes – negative impact	<p>Applicants and/or reviewers with visual disabilities or impairments may find it difficult to access and review electronic documentation or take part in discussions held via video conference.</p> <p>Applicants or panel members with mobility disabilities may face difficulties in attending the panel meetings.</p> <p>Panel members with hearing difficulties may find it hard to engage in discussions.</p>	<p>STFC will take all reasonable steps to make adjustments to the assessment process in order to enable participation. As examples, this may include the use of video conferencing or equivalent tools, tailored timing of the meeting schedule, or provision of specific facilities to enable an applicant or panel member to be comfortable in the meeting environment.</p> <p>During the Covid-19 pandemic, panel meetings will be held via videoconferencing facilities such as Zoom. STFC will take all reasonable steps to make adjustments to enable participation in virtual meetings. This can include, for example, use of screen readers, closed captioning, automatic transcripts and keyboard accessibility. More frequent breaks will be scheduled in virtual meetings.</p> <p>Electronic information is accessible and STFC will investigate the ability for the potential use of screen readers for personnel who are visually impaired. For virtual meetings, Zoom follows the latest accessibility standards to ensure it is fully accessible for the latest screen readers.</p> <p>STFC will respond to individual support needs on a case by case basis.</p> <p>STFC will ensure the meeting venue is compatible with the use of hearing aid loops and will work with individuals to understand what other help can be</p>

		Attendees with neuro-disabilities may experience difficulties with concentration during panel assessments.	<p>provided. For virtual meetings, the use of automatic transcripts is available with Zoom.</p> <p>For physical meetings, STFC will select a room that is light and airy, ensure that plenty of breaks are built in to the agenda and ensure that colours chosen don't trigger migraines, different colours may assist in this if personnel don't bring their own laptops. More frequent breaks will be scheduled into the agenda for virtual meetings to allow adequate time away from the screen.</p> <p>STFC consult with all Panel members to understand any specific requirements for participation and will accommodate where required.</p>
Gender reassignment		Information regarding gender reassignment is not made available throughout the peer review process. However, this may become apparent during the meeting stage or it may be possible that panel members already know this information or could endeavour to seek it out.	Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during interview acts as an additional assurance to ensure unbiased peer review
Marriage or civil partnership	Yes – negative impact	Bias may be voiced in relation to new partners starting a family therefore not given as a high a priority	Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.

<p>Pregnancy, Maternity, Paternity, Nursing mothers, Caring responsibilities?</p>	<p>Yes – negative impact</p>	<p>Panel members who are pregnant or on parental leave may find it difficult to access the venue and /or participate in meetings.</p> <p>Nursing mothers may need additional support in terms of suitable accommodation or childcare</p> <p>An applicant’s career path and track record may be criticised due to the existence of a number of career breaks due to maternity/paternity.</p> <p>Panel members may face additional childcare costs if having to work outside of their normal hours.</p>	<p>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</p> <p>For virtual meetings during the Covid-19 pandemic, STFC will make all reasonable efforts to ensure the timing of the meeting is convenient for any requirements relating to the current homeworking environment, for example, adjusted working hours, caring and childcare responsibilities.</p> <p>STFC consult with all Panel members to understand and cater for their requirements for participation. As a general principle, venues are easily accessible to main rail links.</p> <p>Meetings are timetabled to allow for adequate breaks.</p> <p>Ensure suitable accommodation provided for nursing mothers and additional childcare.</p> <p>STFC recognise this issue and the potential impact and will consider as part of the review. The Chair will appropriately moderate discussions and ensure the objective application of the assessment criteria.</p> <p>STFC will reimburse additional childcare costs, above any beyond that required during normal working hours.</p>

Race	Yes – negative impact	Information regarding race is not made available throughout the peer review process. However, it may be possible that panel members already know this information or could endeavour to seek it out.	Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.
Religion or belief	Yes – negative impact	<p>Panel members may be unable to participate in meetings due to religious observances</p> <p>Panel members or attendees may have specific dietary requirements due to religious belief.</p>	<p>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</p> <p>Consideration will be given to the timing of panel meetings so that Panel members (and applicants) from different religious communities can attend if requested.</p> <p>STFC consult with all Panel members to understand and cater for their requirements for participation. Ensure the venue caters for all dietary requirements.</p>
Sexual orientation	Yes – negative impact	Information regarding sexual orientation is not made available throughout the peer review process. However, it may be possible that panel members already know this	Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.

		information or could endeavour to seek it out.	
Sex (gender)	Yes – negative impact	<p>Panel members, reviewers may criticise track record, publication history which could be as a result of extended maternity, paternity leave.</p> <p>Negative perceptions of an applicant’s gender may be expressed by a peer reviewer or a panel member.</p>	<p>STFC are committed to ensuring that Panel Chairs are briefed on how to handle such situations.</p> <p>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</p>
Age	Yes – negative impact	Panel members, reviewers may cite age in terms of lack of experience or in terms of near retirement	<p>Panel members are required to follow best practice in taking positive steps to safeguard funding decisions, and are reminded of the conditions that may lead to unconscious bias during each meeting. STFC staff presence during meetings acts as an additional assurance to ensure unbiased peer review.</p> <p>The Assessment criteria for the DiRAC RAC call are not linked to age</p>