

Athena Swan Ireland National Committee

Terms of Reference

1. Purpose of the committee

The purpose of the Athena Swan Ireland National Committee is to work with Advance HE to support the development of Athena Swan Ireland through:

- the provision of expert advice and feedback on matters relating to the Ireland charter;
- encouraging knowledge transfer of equality, diversity and inclusion initiatives that seek to address systemic inequalities in higher education in Ireland.

2. Terms of Reference

To provide a forum to discuss high level Athena Swan Ireland strategy consulting with the sector to ensure the charter remains fit for purpose.

To provide advice and feedback on the operation and evolution of Athena Swan Ireland to ensure that the charter framework:

- effectively advances impactful and sustainable gender equality work in the higher education sector;
- supports sector-wide capacity building in evidence-based equality interventions across equality grounds enshrined in Irish legislation, together with additional equality areas.
- is informed by learnings and reviews at national level and international best practice.

To share thought leadership and good practice that could be applied across the sector.

To inform the development of application and peer-review processes assuring effective approaches to quality assurance and enhancement.

To communicate with the Athena Swan Ireland Practitioner Network on the operationalisation of charter framework at an institutional level.

To work in partnership to ensure alignment with national and international priorities and requirements and to raise the profile of the Ireland charter.

To communicate with staff in institutions and the wider sector on the strategic development of the Ireland charter, including emerging good practice and impact.

3. Membership

The Athena Swan Ireland National Committee will comprise of one representative from institutions eligible to participate in Athena Swan in Ireland, relevant senior sector representatives, and Advance HE staff.

The Chair:

A senior representative from the higher education sector in Ireland, with ability to provide strategic advice and an understanding of the views of senior leaders within institutions participating in Athena Swan Ireland. They should be from an HEI who participates in Athena Swan through the Advance HE-Higher Education Authority Service Level Agreement.

Attendees:

- Senior sector representatives from the Higher Education Authority (HEA) that work in partnership with Advance HE.
- Appropriate Advance HE staff, including the Athena Swan Ireland team. The Secretary to the National Committee will be drawn from Advance HE staff.
- Senior institutional representatives at Vice-President, Director, Head of, Senior Manager, or equivalent level, with experience of Athena Swan from institutions that participate in the Charter through the Advance HE-Higher Education Authority Service Level Agreement serve in an advisory capacity.
- Representatives from the Irish Universities Association (IUA), Technological University Association), and research funders (Health Research Board (HRB) and Research Ireland (RI)) that are associated with Athena Swan and/or EDI activities serve in an advisory capacity.
- Representatives from institutions and research institutes that participate in Athena Swan Ireland through their membership with Advance HE serve as associate members and to discuss relevant agenda items.
- A student representative will serve as an associate member and to discuss relevant agenda items.
- Non-members may be invited, via the Chair, to attend to discuss particular agenda items.

The Committee will be reconstituted every three years to ensure the format and structure remain fit for purpose, and membership is representative of the sector.

The Chair will rotate every two years, at which time the Vice-Chair will be appointed Chair.

4. Nomination process for members

Institutions and sector agencies will submit the name of their chosen representative in line with the membership requirements noted above. The person nominated should be in a position to attend meetings, with committee dates agreed in advance to ensure availability.

Institutions that wish to change their representative during the committee cycle should write to Advance HE.

The Chair and Vice-Chair of the committee are elected by committee members following nominations from each institution.

5. Frequency and format of meetings

- The committee will aim to meet three times per year.
- Meetings will convene online or face-to-face, as appropriate.
- Minutes will normally be circulated to members within two weeks of meetings taking place.
- Agendas and associated papers will usually be circulated to members at least one week prior to each meeting by the secretariat.

- The agenda will be generated by Advance HE with input from the members of the committee.

6. Membership

Carlow College	Jill Colston
Dublin City University	Gareth Yore
Dublin Institute for Advanced Studies	Eucharía Meehan
Dún Laoghaire Institute of Art, Design and Technology	Claire McGing
Dundalk Institute of Technology	Claire Fallon
Atlantic Technological University	Tom Reilly
Technological University of the Shannon	Marian Duggan
Mary Immaculate College	Lorraine McIlrath
Maynooth University	Gemma Irvine
Munster Technological University	Siobhan Kangataran
National College of Art and Design	Dean O'Reilly
National College of Ireland	Deirdre McCarthy
University of Galway	Helen Maher (Chair)
RCSI University of Medicine and Health Sciences	Liz Hughes (Vice-Chair)
Technological University Dublin	Lianne Rooney
Trinity College Dublin	Lorraine Leeson
University College Cork	Avril Hutch
University College Dublin	Marcellina Fogarty
University of Limerick	Patricia Mannix McNamara
South East Technological University	Allison Kenneally
Irish Universities Association	Tony McMahon
Technological Universities Association	Gearoid Hodgins
Research Ireland	Marion Boland
Health Research Board	Caitriona Creely
Higher Education Authority	Jennie Rothwell
Higher Education Authority	Sheena Duffy
Advance HE	Sarah Fink
Advance HE	Irene Byrne
Advance HE	Mary Ayagwu
Dublin Business School	TBC
The Economic and Social Research Institute	Fionnuala Quinn
Griffith College	TBC
AMLÉ (Aontas na Mac Léinn in Éirinn)	TBC