Paper 1: Cardiff University Concordat Action Plan 2010: Progress Review July 2016

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
A Recruitment and Selection		
1 Job descriptions Procedures should be put in place to ensure that the job descriptions of all existing research staff who gain extensions to their contracts are reviewed and, where appropriate, revised. *HUMRS/Schools*	COMPLETED. If the extension of a contract involves a change in the 'relevant factor' that underpins the fixed-term contract (e.g. new project), Schools are prompted to review and, where appropriate, revise the individual's job description. Contracts that are extended as a result of redeployment necessarily involve the creation of a new job description. Job descriptions are not revised where the contract extension is merely the result of a continuation of the current post. Sept 2014: No further action required BAU (business as usual)	🟩
2 Costing Research Posts The Human Resources Division and RIES should undertake a task and finish review of how they coordinate support for grant applicants. Attention should be paid, in particular, to ensuring that staff are costed at appropriate levels in terms of the requirements of potential new posts (including new posts for existing staff). *HUMRS/RIES*	COMPLETED. The Human Resources Division and RIES has reviewed and refined practice in this area. At the grant application stage, RIES works with Schools to ensure that the University's generic role profiles are used to determine the appropriate grade for project staff. Progression through the pay scale is also costed in to the grant. If a named researcher is currently at the top of his or her grade, RIES prompts the School to consider the University's re-grading process. Sept 2014: No further action required BAU – monitor regrading July 2016: Process for HERA review can now be initiated by individual or line manager and the new PDR model enables conversations about career progression options. HERA data is monitored annually in HR reporting – BAU	🟩

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

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3 Equality and Diversity Training The University's Equality and Diversity Committee is currently investigating how it can ensure that recruiters' understanding of their responsibilities and the broader legal context is kept up-to-date. *E&D Committee/HUMRS*	COMPLETED. There is a mandatory E&D training session for chairs of recruitment panels and there are E&D aspects included in the open access 'Skills for Recruitment and Selection' workshop. In 2012 the University introduced a mandatory online E&D module for all members of University staff. This module provides an up-to-date overview of rights and responsibilities with respect to E&D legislation. It is supplemented with classroom-based training for managers. Sept 2014: No further action required BAU July 2016: CROS Survey 2015 showed a marked increase in take-up of E&D training amongst respondents, from 21% in 2013 to 61% in 2015. Developments are ongoing and are carried forward to 2016-18 Action Plan E (A3)	
B Recognition and Value		
1 Outcomes of the Fixed Term Contracts Working Group It is recommended that the research staff group receive targeted information regarding any developments in this area. *HUMRS*	COMPLETED. A briefing note was prepared for research staff on the revised fixed term procedures, which was adopted as a model for communication to other staff groups within the University. Research staff receive an annual update regarding the proportion of researchers employed on fixed-term and ongoing contracts. Sept 2014: No further action required BAU	

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2 Raising Awareness of Research Staff Terms and Conditions of Employment The results of CROS 2009 would suggest that further work is needed to raise the awareness of researchers of their terms and conditions of employment. *PWE Steering Group (as part of its commitment to improving the information provided to all staff groups)/HUMRS*	ONGOING. We have used the Research Staff Update (published three times a year) and the annual Research Staff Policy Forum to raise awareness of T&Cs, as well as a break-out session for new research staff at induction. Blas, the staff newsletter, is used to inform all staff of significant changes, e.g. proposed changes to pension scheme. In addition, a number of stand-alone workshops are provided through the Cardiff Researcher programme to brief research staff on various aspects of their employment. A new workshop will be introduced in the 2012/13 programme on 're-grading'. Although significant progress has been made in this area, the results of CROS 2011 indicate that further work is required and it will therefore be carried forward as an ongoing action. Sept 2014: College level induction programmes are not currently offered but the HR Business Partners are giving the idea consideration. Follow up January 2014. July 2016: The new staff intranet has updated and clarified generic employment information and policy guidelines and, from Sept 2015, contains generic induction and staff orientation information Developments are ongoing and are carried forward to 2016-18 Action Plan B2	

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Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
3 Raising Awareness of Status of Research Staff as Members of Academic Staff The findings of CROS, and feedback received at the Research Staff Policy Forum, point to a need to raise awareness across the Institution of the inclusion of research staff in the definition of 'academic staff' under the University's Ordinances. *PWE Steering Group/PVC Staff & Heads of School*	ONGOING. Some progress has been made here, but raising the profile of research staff within the institution is clearly an area that should, and will, remain on the University's agenda. The Athena SWAN initiative has assisted in creating a more inclusive environment for Researchers in some of our SET Schools. During the review period the web presence of research staff has improved for the majority of Schools, but further work is needed in some areas to ensure consistency across the University. Action: Briefing for new Heads of College by Organisational and Staff Development/PVC for Staff and Diversity. Timescale: by Summer 2013. Sept 2014: Meeting delayed from Summer 2013 whilst the restructure of the University into Colleges was being implemented. PVC for Staff and Diversity role no longer exists; oversight of these issues now falls within the role of Deputy Vice Chancellor. DVC to meet with College PVCs at UEB meeting (date TBC) July 2016: "The Cardiff Academic" has been published, outlining roles and expectations across all academic career groups; this includes research staff. Developments are ongoing and are carried forward to 2016-2018 Action Plan B3	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
4 Supporting Research Managers/PIs .1 The University should review all forms of support available for research managers and there needs to be greater clarity as to what is expected of them. *REF Steering Group/RIES/HUMRS/PLANN/MWE Steering Group*	PARTIALLY COMPLETED. The University's Leadership Framework makes explicit what is expected of any member of staff in a leadership and management role. For Research Managers/PIs this is supplemented with guidelines for the managers of researchers. Over 140 Research Managers have now completed the University's Leadership and Management Programme for Research Team Leaders. This programme won the Times Higher Award for Outstanding Contribution to Leadership Development in 2010. Under the leadership of our new Chief Operating Officer the University is currently reviewing how its professional services support the research (as well as teaching, and engagement) activity of the University. Timescale: 2012-2013 academic year Sept 2014: Ongoing activity as further work is being conducted on improving the training for PIs on leadership and management skills. Work is also underway on introducing a general guide for PIs on line management skills which will include guidance on visas/immigration and the right to work in the UK (Action SW to consult with KD by December 2014). A proposal to enhance the Research Leaders course is being considered and is likely to be piloted during the 2014/15 academic year. The enhancement will include a new session on advising research leaders on how to hold career planning conversations with their research staff. The Arts, Humanities and Social Science College has started enhancing its research support through seed corn and early career funding schemes – reported by Gillian Bristow July 2016: RIES carried out an audit on how research is supported and the resulting Action Plan has continued to inform developments. Initiatives to provide development	

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	for Principal Investigators have also continued, including the addition of a new session on holding Career Conversations to the Research Leaders Programme. Visa and immigration guidance has been developed and is hosted on the staff intranet. Developments are ongoing and are carried forward to 2016-2018 Action Plan B4.1/4.2/4.3/4.4	
.2 All research managers should be provided with guidelines as to what their responsibilities are and the structures in place to support them. *HUMRS*	PARTIALLY COMPLETED. Draft guidelines have been compiled but need to be formally approved. These guidelines will be linked formally to the University's Research Governance Framework. Action: to be approved by Pro Vice-Chancellor Research, Innovation and Enterprise. Timescale: to be published by December 2012. Sept 2014: As above. DVC to bring to the attention of PVC Research (completed – met 14th July, 2014) July 2016: Ongoing development of Guidance for PIs will take into account current initiatives to define academic roles and expectations Developments are ongoing and are carried forward to 2016-18 Action Plan B4.1/4.2/4.3/4.4	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

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.3 Consideration should also be given to whether the training for research managers should be extended so that all those who manage research staff are required to attend a briefing session on their responsibilities. *HR Committee/Research Committee*	PARTIALLY COMPLETED. The Leadership and Management Development Programme for Research Team Leaders includes a briefing session on PI responsibilities under the Concordat. Over 140 members of academic staff have now completed this programme. Agreed that published guidelines will be made available for all managers of research staff and that these should be supplemented with briefing sessions where/if appropriate. Action: Organisational and Staff Development Team/Heads of College Timescale: January 2013 onwards. Sept 2014: Revised guidelines to be published on website following approval of PVC Research. DVC to raise at next UEB ARMA have proposed a new Masters course for Research Administrators. This will be developed in 2014-15 July 2016: A modular research administrators programme is in place, managed through the Cardiff ARMA network. Development of management and PI capability will be the focus during the 2016-18 plan. Developments are ongoing and are carried forward to 2016-18 Action Plan B4.1/4.2/4.3/4.4	

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Increase effectiveness of and participation in appraisal for both research staff and PIs, and ensuring that PI appraisals routinely include a review of PIs as managers. Schools	ONGOING. During the review period there was a marked increase in participation in appraisal for both research staff and PIs. Improving the effectiveness of appraisal is one of the University's priority areas (as determined by Council) for the 2012/13 academic year. The University has generic appraisal forms available but Schools are encouraged to adapt these to suit their needs. Work is currently underway to pilot the effectiveness of including prompts to discuss	

Table within Progress/Comments cell:

	2010	2012		2010	2012
Professors:			**Researchers:**		
appraisal in last 15 months	45%	65%	probation/ appraisal in last 15 months	60%	68%
appraisal in last 24 months	57%	82%	probation/appraisal in last 24 months	67%	78%

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	workloads and impact in the appraisal process, as well as leadership, where appropriate. Action: Pro Vice-Chancellor Staff and Diversity. Timescale: 2012-13 academic year. Sep 2014: Action: Dr Sally Worth (Interim Director Organisational and Staff Development) to update figures for appraisals of research staff and PIs. July 2016: CROS 2015 showed that 81% of respondents participated in staff appraisal. Staff survey responses indicated that 67% of research staff respondents found appraisal or probation meetings useful and 74% reported their Line Manager/Academic Lead setting clear objectives. These ratings were the most favourable of all 4 University staff groups. A revised PDR process has been introduced in 2016, which has incorporated review of a range of management roles, supporting guidelines and processes. Key principles include increased review frequency, development focus and tailoring to career pathway. Developments are ongoing and are carried forward to 2016-18 Action Plan B4.4	
.5 It is also recommended that effectiveness as a leader/manager be included in appraisal guidelines. *HUMRS*	COMPLETED. The University has formally linked its Leadership and Management Framework - which stipulates what is expected of all members of staff with a leadership and management role – to the appraisal process. This means that formal consideration should be given, on an annual basis, to the leadership and management capabilities of all Principal Investigators. Sep 2014: No further action required BAU	

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9

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	July 2016: The Leadership and management Framework continues to underpin the new PDR process	
5 Representation and Communication To explore the demand for setting up a formal structure to allow the research staff group to routinely feed into decision making at a University level. PWE Steering Group/*HUMRS*	COMPLETED. Cardiff University's Research Staff Association was launched at the Research Staff Policy Forum March 2012. Currently 9 of the 27 Schools have representatives. The chair of CURSA sits on the University's Research Strategy Oversight Group. Sep 2014: See new action below July 2016: 14 Schools are currently represented by 27 reps. A new committee includes reps with responsibility for Careers, Equality, Training, and Colleges	
	NEW ACTION. To consider where CURSA will sit within new University structure. Action: Pro Vice-Chancellor Staff and Diversity in discussion with chair of CURSA. Timescale: 2012-13 academic year. Sep 2014: (i) CURSA should be viewed as one of the University's formal staff networks and, as such, the Chair will liaise with staff representatives on the E&D committee (ii) DVC/LC/SW to speak with PVC Research about CURSA involvement in the Research network (iii) CURSA to link with UCU to ensure representation of researchers (iv) CURSA to discuss at College Board level about College representation	

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Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	Update: • The Chair of CURSA held a CURSA reps meeting in 22nd July, 2014 which was attended by 20 of 27 schools. This is an improvement from the previous meetings where only 9 schools had been previously represented. • A CURSA training rep has been appointed. This is a new post and CURSA have plans to have reps in all schools by December 2014 (with the exception of schools where research is not featured e.g. LEARN, MUSIC, JOMEC). • A CURSA policy review meeting is planned for October 2014 and from this a small working group will be established to consider research staff and career development opportunities for them. • CURSA have proposed a 'right to a mentor' scheme for all research staff but recognise the issue around capacity. • CURSA recommends leadership training for all research staff. • CURSA would like to see a change of wording in the 'end of fixed term contracts' letters. They suggest the wording needs to be more empathetic whilst remaining legalistic. The Chair of CURSA is happy to be consulted on this. • The issue of moving up and down spinal pay columns needs to be reviewed and a scheme of offering a 'bridge' should be considered. • CURSA supports exit interviews for all research staff. • CURSA recommends the production of a simplified terms and conditions booklet for research staff • CURSA is looking at where it currently fits in the University and is conducting a mapping exercise to review its position at School, College and University levels and its relationship with Heads of Schools. • Improved communications with UCU has been developed by CURSA. • CURSA is considering how it can help inform policies on equality and diversity.	

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	All of these issues will be further considered in October 2014 at the next Policy Planning session. July 2016: A new CURSA Chair and Committee were appointed in December 2015 and reps received training from OSD in February 2016, prior to an AGM attended by 50+ in March 2016. Links have been established with College Research Deans and the Chair has joined the cross-College project group "Enhancing Early Career Independence" (EECI). Work continues to ensure that the researcher's voice is represented through the various structures which are in place to develop and support the University's research strategy and activity. Developments are ongoing and are carried forward to 2016-18 Action Plan (B5)	
C Support and Career Development		
1 Researcher Development Framework/Researcher Development Strategy It is anticipated that subject to the final Researcher Development Framework being deemed suitable for its needs and the needs of its researchers, the University will use it to structure an analysis of how it should support the development of researchers. As above, this analysis will consider both formal and informal modes of development and, crucially, how the University may better support informal learning. *ESR Steering Group/Research Committee* *(in conjunction with HR and Graduate Development Committees)*	ONGOING. The University has redesigned its Research Staff Programme, linking it more strongly with the RDF, and outlining more clearly the University's expectations of its research staff. The 'Cardiff Researcher' programme offers a free programme of development for all staff employed within the research career pathway. It provides a wide range of opportunities for development, encompassing hands-on skills development workshops, information-based sessions and one-to-one coaching. Informal learning is supported within Schools, with development needs discussed during appraisal meetings. Sept 2014: Completed. The Cardiff Researcher Programme is structured in terms of the RDF. BAU.	

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	July 2016: The programme will be reviewed as part of the 2015/2016 HR Operational Plan Developments are ongoing and are carried forward to 2016-18 Action Plan B4.3	
2 Career Pathways .1 Further work is required on the University's researcher development strategy and this work should include further consideration of the research career pathway and routes of progression for researchers. *REF Steering Group/HUMRS*	PARTIALLY COMPLETED. A working group has completed its work in respect of defining role expectations and progression routes for staff on 'Teaching and Research' and 'Teaching and Scholarship' career pathways. The feasibility of introducing a formal promotions route for research staff was not included in the first phase of its work. During the period of the review, the University also introduced a formal process to enable research staff with an appropriate profile to change from a 'research only' to a 'teaching and research' career pathway. ACTION: To consider feasibility of introducing a formal promotions route for staff employed within the 'research' career pathway – HR in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise Timescale: by September 2014 Sept 2014: Review of research only pathway required. Desk based research to benchmark against other universities to be undertaken and options paper to be presented to UEB at start of 2015-16 academic year. This work will feed into the University's forthcoming formal review of how it supports excellence across the institution.	

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	July 2016: The Cardiff Academic, PDR and performance expectations have given shape to the early work on expectations/progression routes and an academic CPD framework is currently in development. The desk research into ECR career models was completed in December 2015 and a draft options paper is under initial review. Developments are ongoing and are carried forward to 2016-18 Action Plan A (B.1) and C2.1	
.2 It is recommended that as part of this work consideration be given to whether the University should have in place a formal promotions procedure for research staff, in line with staff in teaching and research and teaching and scholarship career pathways, or whether, like MPS roles, progression should be linked to the role carried out and not an individual's profile. *HR Committee/Research Committee*	ACTION CARRIED FORWARD. As above. Sept 2014: As above Developments are ongoing and are carried forward to 2016-18 Action Plan A (B.1) and C2.1	
.3 Pay progression/re-grading More work is needed on raising awareness of the re-grading process that is available to research staff. *PWE Steering Group/HUMRS*	ONGOING. A session about re-grading is offered through the Cardiff Researcher programme and the process is explained to all new research staff who attend induction. Information about re-grading is included in the (forthcoming) guidelines for managers of researchers. An article will be included in a future (2013) edition of the Research Staff Update, and then published as a stand-alone briefing note. Action: Researcher Development Team/HR to publish article Timescale: 2013, following the completion of review of re-grading process.	

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	Sept 2014: Regrading review has now been completed. An article will be published in the Research Staff Update on the regrading process in Autumn 2014. Kathryn Davies to co-ordinate with other HR Managers to provide figures on regrading at college level. Kate Leader to provide data on regrading and fixed term contracts. July 2016: Staff information including breakdown by contract type is now provided in monthly HR statistics to Colleges.	
4 Mobility of Researchers The University will be considering the mobility of its researchers as part of its preparations for REF. It is recommended that consideration be given to ways of improving the data held on the career trajectories of former Cardiff researchers as part of this. *Innovation and Engagement Committee/REF Operations Group/HUMRS*	PARTIALLY COMPLETED Individual Schools(/Units of Assessment) are collecting these date as part of their preparations for REF. Action: Schools Timescale: by November 2013 for REF; thereafter ongoing project. Sept 2014: DVC to explore possibility of introducing exit interviews for all staff who leave the institution – to include information on their destination. Action DVC/Director HR July 2016: Basic HESA data showing next destination is now collected via online resignation process which is now part of Core, the staff database. Developments are ongoing and are carried forward to 2016-18 Action Plan C4	

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5 Careers Advice and Support .1 The University will need to consider how it will sustain its independent careers support for research staff beyond Roberts funding. *ESR Steering Group/Human Resources Committee/Research Committee*	COMPLETED. The University has provided interim funding to sustain provision of independent career support for researchers until September 2013. It is now necessary to ensure the longer term sustainability of this activity. The Career Development Manager's post has been costed into the Careers and Employability development plan, which has not yet been approved. Action: HR/Registry, Governance and Students in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise. Timescale: By summer 2013. Sept 2014: A position of Career Development Manager for Research Staff became a core post in September 2013 after being in place as a fixed term secondment since 2007. BAU	
.2 Consideration should be given to the most appropriate way/s of providing researchers with opportunities for formal reflection on their broader career development. *Human Resources Committee/Research Committee*	More targeted questions need to be raised during Appraisal and Probation reviews to address this - included in guidelines for PIs. Engage in pilot of the licensed PDP tool for the Vitae Researcher Development Framework. Timescale: Guidelines to be published by December 2012. RDF tool to be piloted Autumn 2012. Sept 2014: LC to check when the RDF was piloted and introduced. Interest in the PDP tool was limited to 19 out of 850 (approx.) researchers and feedback from those who participated was very mixed about whether they would continue to use it if Cardiff had a licence. The University is currently examining how staff can record personal development activity in its new staff database (CORE) and this will also be considered as part of the process of implementing CRIS (LC to check with Sarah Philips)	

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Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	July 2016: A new session on holding career conversations has been introduced for PIs. From 2016, PDR process offers more tailored structure to guide performance and development conversations. The EECI working group is considering the development of career planning and reflection as part of researcher induction. Developments are ongoing and are carried forward to 2016-18 Action Plan A (B.1)	
6 The Role of the Research Manager/PI Guides for Research Managers will communicate the importance of the broader career development of researchers and give guidance on the broad range of opportunities available to researchers at Cardiff University. *HUMRS*	PARTIALLY COMPLETED. As above, a session on the responsibilities of the PI has now been incorporated into the Research Leaders programme. This covers career development and the support available to researchers. Having been approved by PVC Research, Innovation and Enterprise, written guidelines to be made available for all managers of research staff. Timescale: to be published by December 2012. Sept 2014: Ongoing activity as further work is being conducted on improving the training for PIs on leadership and management skills. Work is also underway on introducing a general guide for PIs on line management responsibilities, which will include guidance on visas/immigration and the right to work in the UK (Action: SW to consult with KD by December 2014)	

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	March 2016: CROS 2015 and the Staff Survey showed a high level of satisfaction with access to training and career development support. Plans are emerging within EECI project to create an online career planning and support resource. Developments are ongoing and are carried forward to 2016-18 Action Plan A (B.1), B (B4.1)	
7 Formal Skills Development The Career Development Skills Programme for Research Staff is funded by Roberts money, which is likely to cease in 2011. The University's researcher development strategy therefore needs to make provision for sustainability beyond Roberts funding, as well as ensuring that opportunities for informal and experiential learning are fully utilised. *Research Committee/ Early Stage Researcher Steering Group/Schools*	COMPLETED. The University has provided interim to sustain provision until September 2013. It is now necessary to ensure the longer term sustainability of this activity. Action: HR in consultation with Pro Vice-Chancellor for Research, Innovation and Enterprise. Timescale: By summer 2013. Sept 2014: Completed, the University has provided ring-fenced funds to enable research staff to participate in formal training and development activity that is free at the point of delivery July 2016: a process is in place through the GW4 Alliance to provide access to researcher training in partner HEIs. Wellcome has reported development of an online, modular aspiring leadership skills programme, evidence of completion by ECRs will be recognised by several funders and we will monitor developments with a view to supporting this initiative within relevant staff development programmes.	
8 Funding skills development .1 It is recommended that the guidance on costing is rephrased to include 'training and development' activity in its broadest sense and not just 'specialist training'. *RIES*	COMPLETED.	

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Action (2010)	Progress/Comments (2012) **Progress/ Comments (2015/16)** **Progress/Comments (2014)**	Status
.2 It is recommended that HUMRS and RIES work together to develop advice for grant applicants on how to apply for funds to support development activity, including the development of researchers' transferable skills. *HUMRS/RIES*	PARTIALLY COMPLETED. The University's costing and pricing guidelines have been revised to prompt applicants to apply for funding to cover development activity. Further work is required to establish guidelines regarding indicative costs for this. Action: Research and Commercial Division/Organisational and Staff Development Timescale: By December 2012. Sept 2014: Dave Bembo reported that RIES standard practice would be to guide researchers to considering training and development costs as a direct costs category (i.e. the costs of training courses, travel, subsistence etc.)	
9 Induction It is suggested that some improvements may be required to the way that job descriptions are used to inform an individual's induction to their role. *Schools*	PARTIALLY COMPLETED. These were included in the *Concordat* checklist provided to academic Schools in 2010. A review of School-based activity may be timely given that Schools are now grouped into three Colleges. Action: Briefing for new Heads of College by Organisational and Staff Development/PVC for Staff and Diversity. Timescale: by Summer 2013. Sept 2014: Meeting delayed from Summer 2013 whilst the restructure of the University into Colleges was being implemented. PVC for Staff and Diversity role no longer exists; oversight of these issues now falls within the role of Deputy Vice Chancellor. DVC to meet with College PVCs at UEB meeting (date TBC). To be raised at University Executive Board (DVC) Developments ongoing and carried forward to 2016-18 Action Plan B (B.2) and C (C9)	

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Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
D Researchers' Responsibilities		
1 Continuing Professional Development/Personal Development Planning Although postgraduate research students have access to an electronic PDP system, there is no equivalent system for staff to enable them to record their personal/career development activity. It is recommended that the proposed Cardiff People system is configured in such a way as to allow staff to record professional and career development activity. *Modern Working Environment Steering Group/Cardiff People Steering Group*	CARRIED FORWARD. This item will be discussed further as part of the development of the 'Learning and Development' aspects of Cardiff People. Action: Human Resources Timescale: by September 2013. Sept 2014: LC to check with Cath Hancock about whether or not CRIS has the capacity to do this July 2016: Converis may assist in providing underpinning information about research activity for PDR at College level.	
	NEW ACTION. To engage in the pilot of Vitae's licensed PDP tool for the Researcher Development Framework. Action: Researcher Development Team to co-ordinate. Timescale: Autumn 2012. Sept 2014: Interest in the PDP tool was limited to 19 out of 850 (approx.) researchers and feedback from those who participated was very mixed about whether they would continue to use it if Cardiff had a licence. The University is currently examining how staff can record personal development activity in its new staff database (CORE) and this will also be considered as part of the process of implementing CRIS Developments are ongoing and are carried forward to 2016-18 Action Plan D (D.1)	

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E Diversity and Equality		
1 Athena SWAN It is recommended that the University encourage all Academic Schools in SET discipline areas to consider the appropriateness of working towards the Athena SWAN silver award. *E&D Committee/HUMRS Athena SWAN Steering Group*	ONGOING. Since the University received its bronze award in 2009, individual academic Schools have sought individual recognition under the scheme, with the School of Optometry & Vision Sciences and the School of Nursing and Midwifery both achieving silver awards and the School of Chemistry achieving a bronze award. There are now nine Schools in STEM disciplines working towards bronze, silver or gold awards. Additionally, four humanities and social science schools are participating in a pilot for an Athena SWAN scheme for humanities and social science. Sept 2014: The University applied for renewal of its Bronze Award in June 2014. This was achieved. March 2016: Status of Athena Swann awards and submissions: School of Biosciences (Submitting Silver April 2016) Award level: Bronze Held since: November 2012 School of Dentistry (submitted 2015 - renewed) Award level: Bronze Held since: November 2012 School of Healthcare Sciences Award level: Bronze Held since: April 2015 School of Medicine (submitting Bronze April 2016) Award level: Bronze Held since: November 2012 School of Optometry and Vision Science Award level: Bronze Held since: November 2014	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	School of Pharmacy and Pharmaceutical Sciences (submitting April 2016) Award level: Silver Held since: April 2013 School of Psychology (submitting Silver April 2016) Award level: Bronze Held since: April 2011 Welsh School of Architecture – unsuccessful (re-submitting tbc) School of Chemistry Award level: Bronze Held since: November 2011, submitted November 2015 - renewed School of Computer Science and Informatics Award level: Bronze Held since: April 2015 School of Earth and Ocean Sciences Submitting for Bronze November 2016 School of Engineering Award level: Bronze Held since: November 2012, submitted November 2015 - renewed Department award: School of Mathematics Award level: Bronze Held since: November 2014 School of Physics and Astronomy - JUNO Practitioner award which is equivalent to Bronze Athena SWAN, awarded January 2016 Cardiff School of European Languages, Translation and Politics Award level: Bronze Held since: October 2014	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	Cardiff Business School Award level: Bronze Held since: October 2014 Department award: School of Social Sciences Award level: Bronze Held since: April 2014 Note: College of Arts, Humanities and Social Sciences - School of Journalism, Media and Cultural Studies, the School of Law and Politics and the School of History, Archaeology and Religion; all considering submitting in April 2016 Developments are ongoing and are carried forward to 2016-18 Action Plan E (E1)	
F Implementation and Review		
1 Benchmarking It is recommended that the University Concordat Benchmarking Document is posted online, with appropriate links, as a resource for researchers and their managers. *HUMRS*	COMPLETED.	🟩
	NEW ACTION The benchmarking document should be updated to reflect developments within the University since 2010. Action: To be co-ordinated by Researcher Development team. Relevant areas of professional support services to provide updates on activity within their remit. Timescale: Document to be completed and published on research staff webpages by December 2012. A more user friendly web-based version to be developed by start of	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action

Action (2010)	Progress/Comments (2012) Progress/ Comments (2015/16) Progress/Comments (2014)	Status
	2013-14 academic year, following the introduction of a new University web content management system/website/intranet in Spring 2013. Sept 2014: The introduction of new University website has been delayed to 2014-15. Action carried forward. Interim measure – publish latest benchmarking report. July 2016: Benchmarking exercise not repeated since restructure to Colleges, but College practice being reviewed as part of Concordat/HREIR action planning in 2016 and EECI scoping work. Developments are ongoing and are carried forward to 2015-17 Action Plan - F	
2 Careers in Research Online Survey	Sept 2014: Results from the CROS survey was shared at the Research Staff Policy Forum in October 2013. The full report has been published on the University webpages. Cardiff University will participate in CROS 2015. July 2016: Cardiff participated in the CROS Survey in 2015; data was compared with feedback against comparable questions in the 2015 University Staff Survey and presented to University Executive Board in Feb 2016. Cardiff University will participate in CROS in 2017.	

	Completed		Partially completed (significant progress)		Ongoing task		Action carried forward		New action