

Progress Report on Action Plan 2021 – The Concordat to Support the Career Development of Researchers

Imperial College London signed up to the [Concordat for the career development of researchers](#) in March 2020 and published its Concordat Action Plan in March 2021. The action plan is monitored and maintained by the [Researcher Development Committee](#) (Chair: Prof Julie McCann, Reports to: [College Research Committee](#)). This progress report was shared with [Provost Board](#) during March 2022 as part of the Colleges internal review process for ratification.

The initial gap analysis pointed to five themes that the College has set actions against to ensure that it creates the best culture for its researchers to thrive. Although not all actions are complete, progress has been made against all the actions that were put forward under each theme. Progress is as follows:

1. Wellbeing of early career researchers (ECRs)

Online ECR wellbeing resources were produced (action 1.2) and have been accessed by approximately 10% of the ECR population since going live in Spring 21. The PFDC has increase its signposting to relevant services that are available to ECRs (actions 1.5 and 1.6) through its monthly newsletter and twitter account. People and Organisational Development recruited a Wellbeing Manager. They will oversee and steer the wellbeing provision at the College (action 1.1). The use of fixed term contracts is under review by a College-wide working group as part of a larger project to review the terms and conditions of researchers (action 1.4).

2. PI support to deliver the Concordat principles

The recommendations from the evaluation into the support offered to PIs by the College (action 2.1) have been shared with Provost Board (Nov 21) and will be incorporated into future action plans. Materials for a tailored PI induction were commissioned early 2022 (action 2.2) and will form part of a dedicated web platform for PIs. This platform will include a competency framework that clearly sets out what the expectations are for PIs (generated by action 2.4) and a good practice guide for supporting and managing staff.

3. Leadership development for ECRs

Most of the actions to enhance the leadership development for ECRs have been completed. Highlights included; an increase in ECRs taking part in the second round of reverse mentoring senior College leaders (action 3.6); a rise in ECRs participating in IMPACT, Imperial's bespoke BAME development programme (action 3.4); a leadership development programme, Leadership in Action, successful piloted and now being run in-house (action 3.3). For independent research fellows, a leadership developmental series was piloted (action 3.2) and is to be rolled out 2022/23. The postdoc collaborative fund in the Faculty of Engineering will be extended during 2022 to include areas of the Faculty of Medicine (action 3.1).

4. The Personal Review and Development Plan (PRDP) process

Both a review into the PRDP process (action 4.1) and how it can be recorded to give meaningful data (action 4.3) are underway. It is anticipated that initiatives will be in place by 2023. Guidance for the postdoc PRDP form is now live on the Imperial website (action 4.2).

5. How postdocs utilise their 10 Days development days

The PFDC has worked tirelessly to increase the awareness of the “Pathways for Postdocs” initiatives amongst the ECR community (action 5.4), this will culminate in a re-launch of “Pathways for Postdocs” during March 2022. Actions 5.1 and 5.2 will form a major PFDC project to be undertaken during 2022/23. The College has taken the step to make six Imperial Essentials courses mandatory for all staff, including the EDI course indicated in action 5.5.

The [Researcher Development Committee](#) will continue to ensure that the Concordat action plan complements other key initiatives, such as Race Equality Charter and Athena Swan, and will continue to oversee the completion of the on-going actions set out below.

1. Wellbeing of early career researchers (ECRs)

Intended outcome	Action	Lead	Timeline	Action Progress	Update on action success
College-wide evaluation of the provision for mental health and wellbeing	<p>1.1 Mental health and wellbeing provision evaluation</p> <p>The College has an extensive online provision for health and wellbeing.</p> <p>A small project group, including those already working on wellbeing across HR, is meeting to coordinate and consolidate work on wellbeing, so it is comprehensive and easier to access.</p> <p>The goal is to produce a centralised resource for all staff including researchers.</p>	Director (HR)/ POD/Occupational Health/PFDC	2021	Ongoing	A new Wellbeing Manager role has been recruited to POD. Their role will be to oversee and steer the wellbeing provision at the College - this aligns with a more strategic approach to wellbeing which is being led by a POD Senior OD consultant. The Wellbeing Manager will review existing provision and creating a more coherent programme of support. The launch of this programme of support will take place during Mental Health Awareness Week, May 2022.
Generate ECRs-specific wellbeing resources	<p>1.2 ECR wellbeing resources</p> <p>The external review into postdoc provision at the College identified a gap in the PFDC provision around 'wellbeing, mental health and resilience'.</p> <p>The PFDC has already taken steps to fill this gap by introducing new course provision such as Wellbeing in Research and Resilience in a Research Environment.</p>	PFDC/EDIC/ POD		Completed	<p>The following work that has been undertaken to increase ECR specific wellbeing resources:</p> <p>a) Wellbeing resources for Researchers have been live since January 21. They have been accessed 195 times to date.</p> <p>b) the PFDC has developed a Comms plan which it has had in place since Feb 21. This is to ensure that relevant resources for ECRs, including wellbeing resources, are</p>

	<p>To further increase resources, the PFDC intends to:</p> <ul style="list-style-type: none"> a) Commission a suite of video resources on wellbeing, mental health and resilience b) Increase signposting of existing wellbeing services, providing clarity about what services postdocs are eligible for and the processes they need to follow to access them. c) Pilot: Mind your Mate? which is run at the University of Glasgow and covers basic mental health awareness and suicide prevention skills so that ECRs have increased awareness of warning signs. d) Establish better links with EDIC and other services across the College such as the Chaplaincy, ETHOS, Learning and OD and Occupational Health. e) Promote existing staff diversity networks who aim to represent different staff groups at Imperial. Ask the chair of each network to provide a blurb as to why ECRs should be involved, and highlight this in the PFDC Newsletter. 		<ul style="list-style-type: none"> a - Website live - winter 2021 b - Infographic to be generated by autumn 2021 c - summer 2021 d - 2021 e - spring 2021 		<p>promoted frequently via its channels such as the monthly newsletter (~2000 recipients) and twitter (1,542 followers).</p> <p>The wellbeing resources were initially spotlighted on Twitter during Feb 21 and then there is a monthly wellbeing feature since the Mar 21 PFDC Newsletter.</p> <p>c) Successful pilot during mental health awareness week 2021. This has now been incorporated into the PFDC core course provision.</p> <p>A programme of wellbeing course has been established. These courses include: Wellbeing in Research Resilience in a Research Environment The researcher survival kit Mind your mate</p> <p>The PFDC also run ad hoc events throughout the year, e.g., 'Taming your inner critic' during postdoc appreciation week.</p> <p>d) Regular monthly contact has been established between the groups. Signposting to the ECRs has been included in the Comms plan.</p>
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					e) All diversity networks are referred to on the PFDC website and are featured in PFDC newsletter since Feb 21.
Increase awareness of Report and Support	<p>1.3 Communications plan for Report and Support</p> <p>The College has launched a new online reporting tool called Report and Support, which will help build a picture of problems across Imperial.</p> <p>a) Decide how best to promote this to both ECRs and PIs b) Communications plan in place</p>	DD(ODI) DD(ODI)/PFDC	a – spring 2021 b - summer 2021	Completed	<p>Report and Support started with a soft launch to staff in October 2020. Since early 2021 a communications plan has been in place to increase awareness around the College.</p> <p>A working group has been established to oversee Report and Support and to review metrics. It has been incorporated into the core College provision.</p>
Review the use of open-ended contracts for long-serving ECRs to ensure the College adheres to employment practices.	<p>1.4 Open-ended contracts use for ECRs</p> <ul style="list-style-type: none"> Undertake a review of fixed-term contract (FTCs) employment practices of postdoc staff with a view to reducing the use of FTCs wherever possible. The review to have a focus on employees with over four years' service on two or more successive contracts, to ensure that all eligible staff are offered an open-ended contract in accordance with UK legislation. 	Head (Reward, Engagement and Policy)	2021	Ongoing	A cross-College working group has been established to review the Learning and Teaching and Research terms and conditions and the use of fixed term contracts. Their review will be shared with Provost Board.

<p>A strategy in place to support ECRs with hidden disabilities</p>	<p>1.5 How to best support ECRs with hidden disabilities</p> <p>Building on the work already carried out by EDIC and through consultation with advocates, such as Professor Sara Rankin, generate a strategy of how to best support ECRs with hidden disabilities, so that they feel supported by the College.</p>	<p>EDIC/PFDC</p>	<p>2021</p>	<p>Completed</p>	<p>To better support ECRs with hidden disabilities, EDIC developed a short briefing that was delivered to: the PFDC Reps Network, Postdoc Champions, and during Departmental meetings.</p>
<p>Promote the support that the College offers to ECRs who have a declared disability.</p>	<p>1.6 Promote resources and support available to any ECR who has a declared disability</p> <p>The College has a wide range of support in place for those with declared disabilities. However, these may not be known to ECRs.</p>	<p>EDIC/PFDC</p>	<p>2021</p>	<p>Completed</p>	<p>Since April 21, a document containing the College's key disability support information is sent to all new ECR starters when they join the College. Regularly signposting to the support that is available is done through the PFDC Comms plan.</p>

2. PI support to deliver the Concordat principles

Intended outcome	Action	Lead	Timeline	Action progress	Update on action success
An evaluation into the support that is offered to PIs by the College, with an emphasis on delivering the Concordat principles.	<p>2.1 Tender to evaluate current provision and scope new provision for PIs</p> <p>Ensure that the tender covers:</p> <ul style="list-style-type: none"> • equality, diversity and inclusion, in particular drawing in the recommendations from the Race Equality Charter • wellbeing and mental health • how to be an effective manager and fulfil their duty of care • sharing best practice in regard to group management, particularly examples from senior management as to how they support their PIs to support their ECRs in turn. 	POD/PFDC	2021-22	Completed	External evaluation completed – actions to be drawn up against the perceived gaps and incorporated into the 2022/23 action plan
Establish a PI induction so that all new PIs who employ researchers are made aware of the support that is available to them at the College, as well as relevant employment legislation and codes of practice, institutional policies, and the terms and conditions of grant funding.	<p>2.2 PI induction</p> <p>Working with the recommendations from 2.1 and those from the recent evaluation into the provision for probationary lecturers, establish a PI-specific induction for all new PIs, ensuring that the Concordat is at the heart of the induction.</p>	POD	2022/23	Ongoing	<p>A tailored induction is in development with a focus on equipping PIs to create a positive working environment for their teams.</p> <p>To complement this work an external consultant, as part of the Research England funding, has been commissioned to create of a web-based platform to support PIs at Imperial. This will include:</p>

					<ul style="list-style-type: none"> • Guidance on how to navigate the probation process • A competency framework that sets out clearly what the expectations are for PIs (generated by action 2.4) • A good practice guide for supporting and managing staff
Provide PFDC Postdoc Champions with additional training to facilitate constructive career conversation with their departmental ECRs.	<p>2.3 PFDC Postdoc Champions – Careers training</p> <p>Offer the PFDC Postdoc Champions training on career guidance to enable them to give an honest appraisal of an ECR’s CV and point them in the direction of where to find career resources. This would potentially help to remove the PI/Postdoc conflict that can happen when discussing career objectives.</p>	PFDC/PFDC Champions/ Careers Service	2021	Ongoing	Thanks to Research England funding, the Careers Service is developing materials to enable the PFDC Postdoc Champions to have career guidance conversations with postdocs. This training will take place during 2022.
Develop a code of practice for PIs, postdocs and departments at Imperial.	<p>2.4 PI/Postdoc roles and responsibilities</p> <p>These expectations should:</p> <ul style="list-style-type: none"> • Outline their respective roles and responsibilities in the domains of the research project, working relationship and career development • Be based on examples of best practice, such as those developed by Civil and Environmental Engineering or at other Russell Group Universities • Be complemented with guidance, best practice examples and case 	PFDC/RD Committee	Expectations to be generated by winter 2021 Best practice examples – 2022	Ongoing	<p>Examples from other Russell Group universities were collected and, together with the findings from the PI scoping project (Action 2.1) PI expectations have been generated following consultation with the PFDC Reps Network and the RDC Committee.</p> <p>The PI expectations will be sent to Heads of Departments to distribute to all academic staff. They will also</p>

	<p>studies, and links to further information about the provision for postdocs and training/support available for PI management development.</p>				<p>be incorporated into PI Induction materials (Action 2.2).</p> <p>The PFDC will develop a similar code of practice for postdocs and independently funded fellows in 2022/23.</p>
<p>Department-specific induction for postdocs which can be shared with their PIs before they join their group.</p>	<p>2.5 Departmental postdoc induction packs</p> <p>The PFDC have an extensive induction for ECRs in place, including: welcome email, welcome booklet, welcome webpage and termly inductions, which complement the HR induction materials.</p> <p>All PFDC Reps and Champions are now made aware of any new starters who join their department each month. Some departments have developed ECR-tailored welcome packs/induction materials, but not all.</p> <p>Through the Postdoc Champions sharing examples of best practice, all departments to generate a postdoc-specific induction pack to complement those that are already available. These will provide a valuable resource for PIs when they are inducting new ECRs into their group.</p>	<p>Deans/HoDs PFDC/PFDC Champions/ POD</p>	<p>2021/22</p>	<p>Completed</p>	<p>Existing packs were collected, and a focus group was held with the Postdoc Reps Network. Using this information, a best practice template was created by the PFDC and PFDC Postdoc Reps. The template has been circulated to the Reps Network and the PFDC team will review whether each department has a postdoc induction pack throughout 2022.</p>

Increase the representation of underrepresented researchers at the College	<p>2.6 Bias training for the recruitment of research staff</p> <p>Working with the data that has been generated for the Race Equality Charter, the College needs to boost the number of BAME staff. An initiative put in place to do this is to introduce bias training for all recruitment panels, with an initial focus on the recruitment of research staff such as postdocs.</p>	DD(ODI)/ EDIC/POD/ Head (Recruitment and Promotions)	2021	Ongoing	A customised e-learning module is currently being developed by the College.
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3. Leadership development for ECRs

Intended outcome	Action	Lead	Timeline	Action Progress	Update on action success
Extend the postdoc collaborative funding model in the Faculty of Engineering to other faculties to provide opportunities for ECRs to form new cross-faculty research networks and collaborations, and bid for research funding separate from their main project so that they can start to show research independence.	<p>3.1 Postdoc collaborative funds</p> <p>The Dame Julia Higgins Postdoc Collaborative Research Fund in the Faculty of Engineering allows postdocs to start building their evidence of independence by working on their own research ideas.</p> <p>Roll out this model to offer the same opportunity in all faculties.</p>	PFDC/ Faculty RD Champion	2022	Ongoing	<p>The postdoc collaborative fund in 2022/23 will now include all the Faculty of Engineering departments and the following six Faculty of Medicine departments:</p> <ul style="list-style-type: none"> • Brain Sciences • Infectious Diseases • Metabolism, Digestion and Reproduction • NHLI • Surgery and Cancer • Institute of Clinical Sciences

<p>Leadership and management training for the next generation of fellows</p>	<p>3.2 Tailored induction and leadership programme for independently funded fellows</p> <p>Building on the successful initiatives developed by the PFDC fellows consultant, the following will be undertaken:</p> <ul style="list-style-type: none"> a) Convert the face-to-face induction to a digital format, in consultation with POD. b) Generate a tailored welcome pack for fellows like that which has been developed for the postdocs. c) Devise a leadership and management programme which utilised action learning sets to help develop cohorts within the fellows community. 	<p>PFDC</p>	<p>a - spring 2021</p> <p>b - summer 2021</p> <p>c - spring 2021</p>	<p>Ongoing</p>	<p>Thanks to Research England funding, the PFDC now has a dedicated consultant who is overseeing the provision for independently funded fellows until Jul 22.</p> <p>Action progress:</p> <ul style="list-style-type: none"> a) ongoing b) Will be completed by Jul 2022 c) A pilot virtual developmental series (6 session in total, running from Feb-Aug 21) for the Round 1-4 Future Leader Fellows (16 Fellows total) was undertaken. Topic covered included: recruitment; budget; working with students; publicising your research; the translation journey and next step. The sessions were run in a “fishbowl” format where two guests had a conversation about the topic moderated a host, followed by questions. Action learning sets then took place. <p>Next Steps:</p> <ul style="list-style-type: none"> • The recorded sessions to be put on the PFDC Website • Development series to be run in 22/23 and open to all
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					transition to independence Fellows
Identify what the College needs to put in place to equip ECRs to fully realise their potential as managers in their chosen field (academic or otherwise)	<p>3.3 Scoping project into leadership development of ECRs</p> <p>Although the PFDC does offer some leadership and management training, it is currently oriented towards a research career.</p> <p>The PFDC will carry out a review of what is currently offered by the College through the PFDC and POD, and also by the wider sector, for example the Managing at Manchester Programme, to devise a programme that will equip ECRs to become the best managers in their chosen field.</p> <p>A goal of this project is to ensure that there is an integrated development journey from PGR to PI.</p>	POD/PFDC	2021	Completed	<p>After reviewing the different leadership training options, the PFDC successfully piloted an online Leadership Development Programme (Leadership in Action) for Early Career Researchers in May 21.</p> <p>Next to hands-on leadership experience for researchers, this programme provides excellent networking opportunities as it is a joint programme with KCL, UCL, Cambridge, Bristol, Bath, Dublin and others. Building on the success of the pilot, a further two cohorts were run during 2021/early 22. An in-house programme will commence April 2022, which will be open to postdocs, fellows, and probationary lecturers.</p> <p>Leadership in Action will be embedded in the broader Leadership Development programme at Imperial in coordination between PFDC and POD.</p>
Increase awareness and engagement with Imperial's IMPACT	3.4 Introduction to IMPACT for ECRs	EDIC/PFDC	Spring 2021	Completed	The "Introduction to IMPACT" was postponed due to low sign up (5 individuals). The course coordinator

<p>(Imperial Positive About Cultural Talent) development programme amongst ECRs.</p>	<p>Imperial hosted the fourth National Conference for BAME Early Career Researchers in September 2020. A part of this conference was to run an abridged version of Imperial's IMPACT development programme tailored to ECRs.</p> <p>Building on this success, this taster session to IMPACT will be offered to ECRs at the College to encourage more participants from the researcher community.</p>				<p>had individual conversations with each candidate.</p> <p>Overall, there has been an increase in ECRs taking part in the development programme.</p> <p>The PFDC will continue to promote this opportunity to the ECR community.</p>
<p>Increase representation of underrepresented groups amongst the fellows community</p>	<p>3.5 Review into the Imperial College Research Fellowship (ICRF) to increase the diversity of underrepresented groups</p> <p>The 2021 ICRF was suspended and is now undergoing a review, including how the fellowship could best be used to increase the diversity of underrepresented groups.</p>	<p>RD Committee (Chair) /Research Office/PFDC</p>	<p>Spring 2021</p>	<p>Completed</p>	<p>For the 2022 cohort, changes were made to the way the scheme was run and how it was advertised.</p> <p>A full report into the review will be given to the RDC in May 2022.</p>
<p>Increase the number of ECRs from underrepresented groups who are reverse mentors, for when the scheme is extended to all senior College leaders.</p>	<p>3.6 ECRs reverse mentoring senior College leaders</p> <p>Building on the success of the reverse mentoring scheme for the senior leadership team, ensure that underrepresented ECRs are aware of the scheme and encouraged to become reverse mentors. This will allow the ECRs to interact directly with senior leaders.</p>	<p>EDIC/ POD/ RD Champion/ PFDC</p>	<p>Recruitment of ECRs - summer 2021</p>	<p>Completed</p>	<p>Reverse mentoring is now in its second year at the College and there was a marked increase in the number of ECRs who engaged with process and who became mentors.</p>

4. The Personal Review and Development Plan (PRDP) process

Intended outcome	Action	Lead	Timeline	Action Progress	Update on action success
Full review of the PRDP process for researchers at the College	<p>4.1 PRDP review</p> <p>A comprehensive review of the PRDP process for researchers will be undertaken to ensure that the PRDP is fit for purpose and is implemented consistently across all departments.</p> <p>Concordat principles and the recommendations for the PI support tender (Action 2.1) will be incorporated into the reformed process.</p> <p>This review will consider all PRDP forms for the research community: ECRs through to senior management.</p>	DD(ODI)/POD/ PFDC	2021-23	Ongoing	A College-wide PRDP review is underway to improve the process and experience for all staff at Imperial. A steering group has been established and they are in the process of appointing an external supplier to conduct the review. It is anticipated that key changes will be implemented by the end of 2022.
Postdoc PRDP form guidance documents for both the postdocs and the PIs to be generated.	<p>4.2 Postdoc PRDP guidance notes</p> <p>The postdoc PRDP form was revised in 2018 following consultation with the community.</p> <p>Guidance documents need to be produced to enable both postdocs and PIs to gain the full potential of the PRDP process. This guidance will include a clear definition of the responsibilities that each party has in the process and will also include further information on how ECRs can utilise their 10 days.</p>	PFDC/POD	Summer 2021	Completed	Guidance notes are now available on the PRDP webpage .

An evaluation of how best to log the PRDP process at the College so that meaningful data can be later extracted for evaluation.	<p>4.3 PRDP reporting system</p> <p>The way in which PRDPs are logged at the College needs to be evaluated to identify a way in which the College can ensure that quality conversations are taking place. This is also to ensure that key data are being recorded, such as discussion around how ECRs utilise their 10 days or how PIs are supporting their group member development.</p> <p>It would also be desirable to have recall from the previous years' PRDP for comparison and to gauge progress.</p>	Director (HR)	2022	Ongoing	The business case for procuring a new Enterprise Resource Planning (ERP) system has been approved by the College. It is now in the process of engaging with providers to find the best solution. This new ERP system will record the PRDP process and Tracking uptake of the 10 development days (action 5.3).

5. How postdocs utilise their 10 development days

Intended outcome	Action	Lead	Timeline	Action progress	Update on action success
A better understanding as to how Imperial ECRs use their 10 development days	<p>5.1 Postdoc-10: How do Imperial postdocs use their 10 development days</p> <p>Over the course of seven months, 20 postdocs from across the College will be interviewed monthly to see how they utilise their 10 development days to achieve their career goals.</p> <p>The aim of this study is to get past the idea that the 10 days can be used just for courses, and to identify other ways in which the days could be utilised to allow the ECRs to achieve their career goals.</p>	PFDC	Concluded spring 2021	Ongoing	<p>This project was started but due to unforeseen changes in personnel, was not completed.</p> <p>The PFDC will be tendering for an external consultant to conduct a project which will cover actions 5.1 and 5.2. This work will be carried out during 2022/23</p>
Increase awareness of the 10 development days in all postdoc contracts: resources made available to both postdocs and PIs to inform discussions on how to use the 10 development days.	<p>5.2 Postdoc-10: evidence-based examples</p> <p>a) Building on the work carried out in Action 5.1, develop web-based guidance about the wide range of activities that postdocs can spend their professional development entitlement on, that goes beyond workshops and courses.</p> <p>Include real-life case studies (e.g. brief video interviews or profile stories) of Imperial postdocs discussing the benefits they have taken from engaging with their professional development, particularly those that highlight using additional</p>	PFDC	Spring to autumn 2021	Ongoing	Please see action 5.1.

	<p>resources other than courses provided by the College.</p> <p>The case studies to be a regular feature in the monthly PFDC newsletter.</p> <p>b) '10 development day' resources to be incorporated into all PFDC welcome information and an email to be sent to all ECRs who have been at the College for six months, with additional information about how to utilise their day as a resource for their development.</p> <p>c) A resource for PIs to help with the 10 days section in the PRDP form to be generated (Action 4.2).</p> <p>d) Through the study (5.1), identify areas of good practice within each faculty/department, to generate department-specific case studies.</p>	PFDC/ Faculty RD Champion	2022		
Track how many postdocs utilise their 10 development days so that the College is able to generate data to better understand what activities they engage in, and also identify areas within the College where	<p>5.3 Tracking uptake of 10 development days</p> <p>HR to develop a standard approach for postdocs to log their professional development activity/days in a similar way to booking annual leave. This system to be monitored at department-/College-level so that individuals, via their PIs, can be encouraged to regularly engage with their development.</p>	Director (HR)	2021/22	Ongoing	Please see action 4.3.

development isn't being undertaken.					
By highlighting the different career paths that postdocs at Imperial take, there is the potential to inspire postdocs to use their 10 days to fill any perceived skills gaps to enable them to enter their next career.	<p>5.4 Increase awareness of Pathways for Postdocs</p> <p>Pathways for Postdocs has been in place since 2016. However, more could be done to promote it to postdocs. To do this, the PFDC will:</p> <ul style="list-style-type: none"> a) Introduce brand colours and a logo so that any provision publicised under Pathways will be easily identified. b) Develop a new landing page so that it is clear how the PFDC can help postdocs with their career. c) Showcase career paths available to ECRs through careers events and a dedicated webpage. d) Encourage the PFDC postdoc reps to host an annual departmental alumni event to showcase where their postdocs go. 	<p>PFDC</p> <p>PFDC</p> <p>PFDC</p> <p>PFDC/ Postdoc reps</p>	<p>a - winter 2021</p> <p>b - spring 2021</p> <p>c - summer 2021</p> <p>2021</p>	<p>Completed</p>	<p>The following has been done against each action:</p> <ul style="list-style-type: none"> a) Completed. b) A new landing page has been developed and a relaunch of the Pathways for Postdocs is taking place During March 2022. This weeklong re-launch includes courses, Twitter chats, a panel event and CV clinics. c) Monthly speaker events take place. These are attended by 15-30 ECRs. Speakers have been from roles such as: Medical Science Liaison, Senior Editor (journal), Software Engineer, Data analyst, Senior regulatory Affairs consultant, Medical Communications and Patent law Attorney. d) Will continue into 2022/23.
ECRs to be better aware of the EDI provision at the College.	<p>5.5 ECRs to be encouraged to take part in the EDI at Imperial online courses as part of their 10 development days</p> <p>To increase awareness of the EDI provision at the College, all ECRs to be encouraged to undertake the EDI at Imperial online course. The aim would be to promote online unconscious bias training at the same time.</p>	<p>EDIC/PFDC/ PFDC Champions</p>	<p>2021</p>	<p>Completed</p>	<p>As part of Imperial Essential training, all staff are required to complete six Imperial Essentials courses to ensure College compliance with statutory and regulatory requirements. One of these six courses is the EDI at Imperial online course so will now be completed by all ECRs.</p>

6. Researcher Development Committee responsibilities

Intended outcome	Action	Lead	Timeline	Action progress	Update on action success
Increase awareness of the Concordat amongst all staff at the College.	<p>6.1 Communications plan:</p> <p>a) Announcement in the College's Staff Briefing: article by Professor Nick Jennings to announce the Researcher Development (RD) Committee, its remit and Concordat action plan</p> <p>b) Concordat webpage to be developed</p> <p>c) RD Committee webpage to be developed and hosted under the Vice-Provost (Research and Enterprise) webpages to signpost to the Concordat</p> <p>d) Researcher Development Champion: Part of their role will be to champion the Concordat within their faculty</p> <p>e) Briefing paper of the Concordat and action plan to be sent to all HoDs to distribute to all staff</p> <p>f) Concordat and action plan to be referenced in academic job family PRDP forms</p>	<p>RD Committee (Secretary)</p> <p>PFDC</p> <p>RD Committee (Secretary)</p> <p>RD Committee (Faculty)</p> <p>RD Committee (Secretary)</p> <p>POD/PFDC</p>	<p>a - spring 2021</p> <p>b - winter 2021</p> <p>c - winter 2021</p> <p>d - In place by spring 2021</p> <p>e - spring 2021</p> <p>f - 2022</p>	Completed	<p>a) Completed February 2021 - Staff briefing 248.</p> <p>b and c) both are completed and now live. The Concordat webpage and the RDC webpage can be found on the PFDC website.</p> <p>d) this role has been reviewed and adapted to better fit the needs of the RDC</p> <p>e) Completed mid 2021</p> <p>f) will be incorporated into the PRDP review.</p>
Ensure that the Researcher Development Committee is truly	6.2 RD Committee structure			Completed	All posts were filled by May 2021.

representative of all the researchers it covers.	<p>For recruitment to the RD Committee, ensure that diversity of view/experience is considered and encouraged.</p> <p>Recruit:</p> <ul style="list-style-type: none"> • PGRs and ECRs representatives as full committee members • Faculty Researcher Development Champions, ideally from lecturer/senior lecturer level, to champion the Concordat and lead on faculty specific actions 	RD Committee (Chair)	All in post - summer 2021		
Ensure there is adequate representation of ECRs on departmental decision-making committees.	<p>6.3 Which departmental committees have ECR representation</p> <p>Gather information, through consultation with the PFDC Reps Network and Postdoc Champions, on ECR representation on departmental committees, to ascertain the proportion of ECR on decision making bodies at department-level.</p>	PFDC	Summer 2021	Ongoing	Although there has been feedback from several departments, the list is not yet complete. Once all departments have responded, the results will be shared with the Provost and may form part of a larger review into representation on committees.
Centralised list of all policies that are relevant to PIs and ECRs	<p>6.4 Policies and how they are communicated</p> <ul style="list-style-type: none"> a) Compile a list of which policies are most relevant to researchers. Use the PFDC Reps Network as a focus group to help generate the list. b) Identify a centralised webpage to store and promote these policies. c) Identify which are the most effective ways to communicate 	Head (Employee relations)/ PFDC	<p>a - summer 2021</p> <p>b - autumn 2021</p>	Completed	<p>a) Through consultation with the PFDC Reps Network, a list of relevant policies has been compiled and will be added to the PFDC website once the College-wide content freeze has been lifted.</p> <p>c) To aid communication of these policies, they will be incorporated into the PI web-based platform (action 2.2).</p>

	these policies to PIs and Researchers.		c - autumn 2021		
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Reporting schedule:

Internal progress monitoring	Termly RD Committee meetings and full report submitted annually each January to Provost Board
External reporting	Progress report published annually each February

Key:

DD(ODI)	Deputy Director (Organisational Development and Inclusion)
ECRs	Early Career Researchers (postdocs and fellows)
EDIC	Equality, Diversity and Inclusion Centre
HoDs	Heads of Department
IMPACT	Imperial Positive About Cultural Talent
PFDC	Postdoc and Fellows Development Centre
PGRs	Post-graduate researchers
POD	People and Organisational Development
PRDP	Personal Review and Development Plan
RD Champion	Researcher Development Champion
RD Committee	Researcher Development Committee
REC	Race Equality Charter