Equality Impact Assessment

Question	Response
1. Name of policy/funding activity/event being assessed	SPF Clean Air Programme – Annual Conference
2. Summary of aims and objectives of the policy/funding activity/event	- To enable the projects in Wave 1 and 2 and the consortia to network - To enable the projects in Wave 1 and 2 to showcase their research - To build collaborations in the programme and with key stakeholders.
3. What involvement and consultation has been done in relation to this policy? *(e.g. with relevant groups and stakeholders)*	Consultation with UKRI- NERC and Met Office, the Programme Board and the Steering Committee of the SPF Clean Air Programme.
4. Who is affected by the policy/funding activity/event?	Delegates and speaker and the Programme.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy/funding activity/event?	Research Project Manager, Clean Air Team and Facilitators will monitor and review the event for EDI compliance.

Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability	Yes	This is an online event so adjustments will be made for visually or hearing-impaired participants.	
Gender reassignment	N/A	This is an online meeting with no issues.	
Marriage or civil partnership	N/A		
Pregnancy and maternity	N/A	There are frequent breaks built into the programme.	Delegates can take breaks if needed. The meeting is being recorded and be able to catch up.
Race	N/A	The meeting coordination group includes diversity. We are inclusive and ensure our meeting is ethnically diverse with engagement from all.	
Religion or belief	N/A	Religion and belief is not a subject matter for discussion at the meeting.	
Sexual orientation	N/A	Sexual orientation is not a subject matter for discussion at the meeting.	
Sex (gender)	Yes	It is possible there may be a gender imbalance within delegates however this is beyond our control – registration is open to all in the programme and we have provided guidance in speaker briefings to ensure this is considered by research groups. Speakers are equally represented.	
Age	Yes	We have requested that early and mid-career researchers are given the opportunity to represent their teams where possible, to be inclusive and to provide an opportunity to	

		encourage this sector of researchers. This may include young and old. We do not limit age in our conference.	
Other (caring responsibilities)	N/A	Caring responsibilities have been addressed – we are holding the meeting over two days so that the hours are manageable with school days. We have members of our committee with a range of caring responsibilities and we are considerate to their needs throughout the process of planning and considerate to delegates with difficulties on the day. We have recorded material that will be available at the meeting (should any one be un able to attend at short notice) but they will still have the opportunity to have their work presented. Dates for submission of abstracts are before half term break.	

Evaluation:

Question	Explanation / justification
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	No

Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will **proceed**.	✔	
2. You can decide to **stop** the policy or practice at some point because the data shows bias towards one or more groups		
3. You can **adapt or change** the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.		

Will this EIA be published* Yes/Not required (*EIA's should be published alongside relevant funding activities e.g. calls and events:	Completed form will be posted on CAP website
Date completed:	**26 May 2021**
Review date (if applicable):	26 June 2021
Review date (if applicable):	**20 July 2021** EDI was further reviewed at completion of delegate feedback survey, points of note were: Of the 30 who completed the survey ethnicity was 28 x White; 1 x Chinese/Asian; 1 x other. No specific EDI issues were raised, however it was commented that some of the instructions were unclear at first.

Change log

Name	Date	Version	Change
Lynn Reeves	20 July 2021	1.1	EDI relevant information from feedback survey results added.

Change log

Name	Date	Version	Change
Lynn Reeves	20 July 2021	1.1	EDI relevant information from feedback survey results added.