



UK Centre for the Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET)

COMET EDI Action Group

Terms of Reference

The UK Centre for the Observation and Modelling of Earthquakes, Volcanoes and Tectonics (COMET) is committed to delivering practical changes that help increase equity, diversity, and inclusion within our community. Building on existing suggestions for change from COMET members, the Equity, Diversity and Inclusion (EDI) Action Group will develop and oversee the EDI Action Plan and work alongside the COMET Directorate to ensure relevant actions are taken.

Membership

The COMET EDI Action Group will consist of:

- COMET Centre Manager
- COMET Research and Events Officer
- COMET Senior Impact and Engagement Officer
- COMET Communications Officer
- Co-Director of COMET
- Representative from the COMET Women's Network
- 6-12 COMET members across different partner HEIs

The minimum term of membership is 1 year. At the end of a term of membership, members will be given the opportunity to serve another term or step down from the Group. Requests for new members will be circulated to all COMET members. Members (excluding standing members) may sit up to 5 consecutive terms.

Members will be expected to commit to attending at least 2 COMET EDI Action Group meetings per year.

The Chair and Secretary will serve a one year term, up to a maximum of two consecutive terms. At the end of a term, a call for expressions of interest in the positions will be circulated to all COMET members. The COMET EDI Action Group will then consider all applications in January each year and vote to appoint the Chair and Secretary for the following term. If the committee is unable to appoint a new Chair or Secretary at this point, the existing post-holders may retain their positions for another two terms before re-advertising.

Meetings

Meetings will ordinarily be held 4 times per year, but additional meetings may be organised in exceptional circumstances.

Meetings will be arranged by the group secretary. They will normally be held online but meetings may be arranged in-person (where appropriate) at the COMET annual meetings or student meetings, with the option to join remotely. These meetings will be spread throughout the year where possible.

At least half of the Group, including the Chair or Secretary or a designated representative, need to present to constitute a quorum.

Aims

The COMET EDI Action Group aims to:

- Act as the first point of contact within COMET for members with EDI concerns or complaints.
- Engage with COMET members to inform equality, diversity and inclusion priorities.
- Identify opportunities to develop an increasingly supportive and inclusive environment for COMET members and external collaborators.
- Oversee the continuing development and application of the EDI action plan and support the COMET Executive Committee to ensure that EDI initiatives are carried out.
- Assess and respond promptly and appropriately to any COMET EDI feedback.
- Share EDI best practice with the COMET community.
- Raise awareness of equality and diversity obligations, initiatives and progress.
- Act as a point of contact for and advocate for minority communities within the COMET community.
- Ensure that communication about equality and diversity is appropriate and inclusive.
- Organise events and campaigns that raise the profile of equality and diversity issues.
- Collect and analyse appropriate monitoring data.
- Report back to COMET members at the annual meeting and in the annual report.