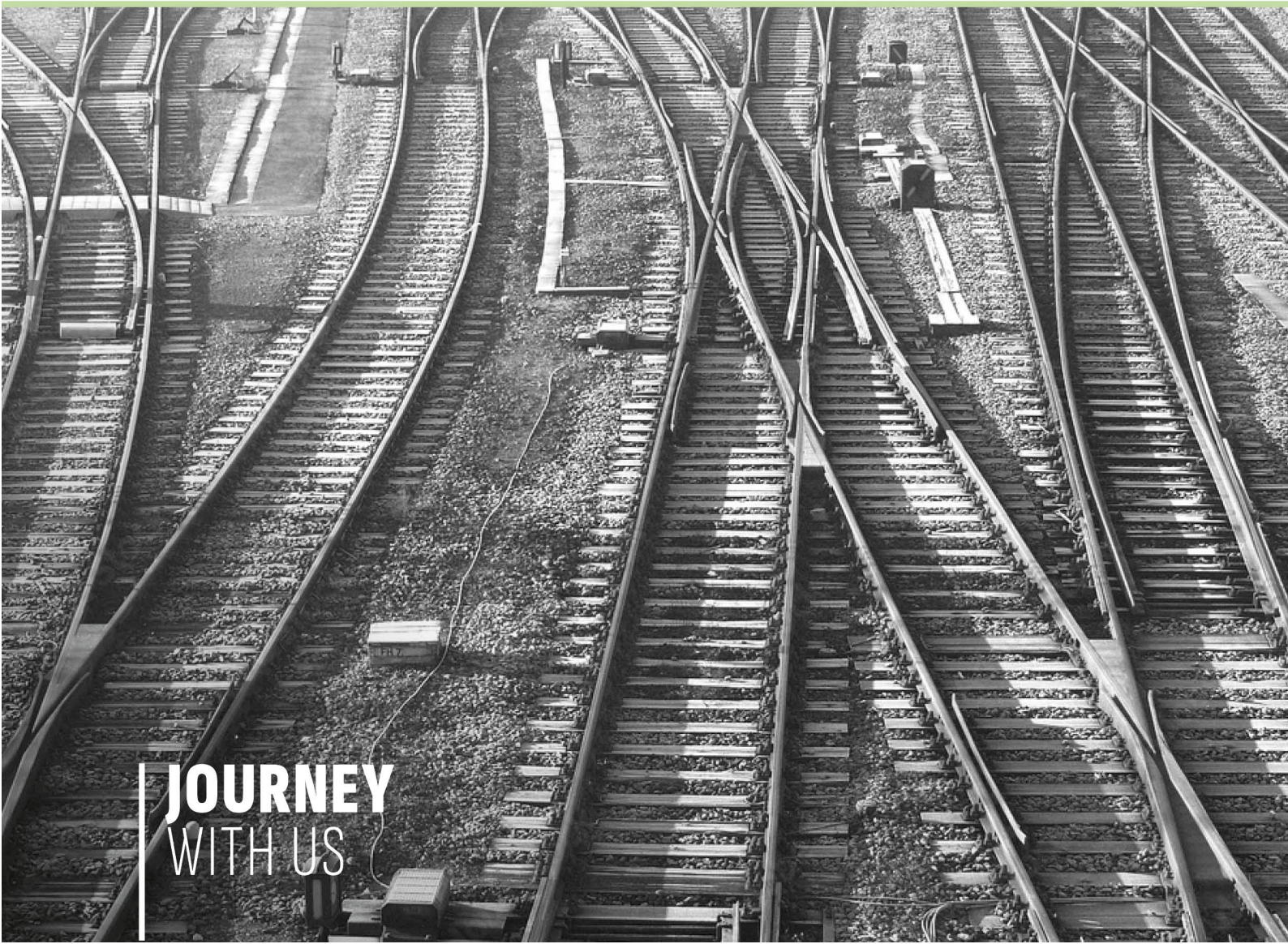
THE **PWI**

ADVISORY COMMITTEE ON **EQUITY, DIVERSITY AND INCLUSION**



Introduction

In the wider sphere of UK engineering, there is a disproportionate under-representation of some groups within the field of engineering. Much research has been undertaken in the UK to understand the factors that lie behind this under-representation such as unconscious and institutional bias, and complacency. The PWI Diversity & Inclusion Committee will be responsible for the development and implementation of a Diversity and Inclusion Framework within the Institution and provide advice to the PWI Board on initiatives and policies to support a vibrant, inclusive PWI community. This will include formulation of ideas that can be put into practice as well as reviewing our progress, year on year against the levels of maturity within the framework.

Terms of Reference

1.0 Purpose of the Committee
The Committee's purpose is to provide advice and guidance to the PWI Board and Executive concerning:

i. the formulation and adoption by the PWI Board of formal policies for diversity and inclusion
ii. the formulation and adoption by the PWI of related plans.
iii. external activity to the PWI to which the PWI should contribute and respond.
iv. the success of the policies and plans to ensure positive progress is underway
v. the position of the PWI D&I using the Royal Academy of Engineering/Science Council Diversity and Inclusion Progression Framework.
vi. the challenges faced by under-represented groups in the railway industry.

2.0 Committee Membership
The Committee will be formed by Members and Fellows of the PWI with a desire to support change. The Committee should draw its membership from a range of organisations so that it reflects the wide variety of bodies working in the railway infrastructure engineering sector and the diversity of those employed.

The Committee will have a maximum of 12 members. An initial core membership will be nominated by the PWI Presidential Chain, thereafter the Committee will nominate and select its own membership, excepting the chair who will be appointed by the PWI Board. All committee members will be appointed for a two-year term but may be reappointed at the Committee's (or, in the case of the chair, the Board's) request and if willing to continue serving.

3.0 Authority of the Committee
Though primarily an advisory body responding to the PWI Board, the PWI Board may, from time to time, authorise the Committee to speak on the PWI's behalf on matters related to diversity and inclusion.

4.0 Meetings
It is anticipated that the Committee will meet on a quarterly basis (four occasions per calendar year).

5.0 Working Groups
The Committee may, without limit establish Working Groups. Working Groups will each include a minimum of 3 Committee members, one of whom will be nominated by the Committee to chair the Working Group. The Committee may co-opt others with relevant knowledge and expertise, whether PWI members or not, to sit on Working Groups.

6.0 Areas for Specific Focus
The Committee is requested to specifically monitor and consider on an ongoing basis:

i. what the PWI as an Institution can do to promote and adopt positive action supporting diversity and inclusion.
ii. encourage PWI members in both their personal and professional lives to support diversity and inclusion.
iii. support PWI members (individual and corporate) to understand and manage diversity and inclusion including seeking and sharing good practice, holding conferences and workshops, and forming special interest groups.
iv. review the PWI demographic: champion the case for members to share diversity data with the PWI, analyse the information to identify target areas and prioritise specific areas and demographics for 'positive action' by the PWI.
v. adopt and annually update the diversity and inclusion 'progression framework' to measure the PWI
organisational D&I maturity.
vi. engagement with corporate partners, including their diversity networks, to promote the society's work on Diversity and Inclusion.
vii. how to encourage and facilitate exchanges of information and experience about diversity and inclusion work in the PWI. This could be in the form of writing articles, blogs, good practice guides and other material to support PWI's Diversity and Inclusion agenda.