Attachment A

Terms of Reference: Gender Research Network

Commencement Date: 1 January 2021

1. **Establishment and Role**

   The Gender Research Network was established under the provisions of the Curtin Athena SWAN Action Plan in October 2019.

   The principal role of the Gender Research Network is to share best practice, raise awareness and influence change in gender equity policy and practice at Curtin University.

2. **Aims**

   To:

   - Contribute directly to Curtin University's own strategic goals, activities and initiatives around gender equity;
   - Leverage and build on Curtin University's strengths in gender research;
   - Contribute evidence needed for the design and evaluation of gender aware policies, strategies and practices and thus contribute to a more gender equal world; and
   - Establish Curtin University as a centre for thought leaders in gender research.

3. **Functions and Responsibilities**

   The Gender Research Network will:

   - Provide a mechanism for the sharing of good practice, promotion and raising awareness of gender research at Curtin University;
   - Provide research insight, as requested, to assist Curtin University organisational units meet the elements of the University's strategic plans related to research and gender equity in consultation with the DVC-R;
   - Assist the Offices of the Associate Provost and the DVC-R (as needed) in fulfilling their responsibilities and accountabilities in relation to the Athena SWAN Action Plan;
   - Facilitate and develop external gender research grant proposals, data sets, demand-driven projects, publications, and media engagements; and
   - Maintain and develop relationships with industry stakeholders and other relevant organisations, including the ANU Gender Institute, the US Advance Program, SAGE Athena SWAN, and related research programs.

4. **Membership and Governance Structure**

   Composition

   - The Gender Research Network will have a broad membership of Curtin University researchers.
   - The GRN will be coordinated by two Academic Leads with responsibility for and expertise in specific areas of gender research. They will be supported by Gender Research Champions.

- Gender Research Champions will be appointed by the Academic Leads to help drive the achievement of the Network's aims/objectives.

- The Academic Leads will be appointed through nominations submitted to the GRN Advisory Group and agreement with the Associate Provost in consultation with the DVC-R for a term of two years.

- The GRN will have appropriate representation that includes (as far as is possible):
  - gender diversity;
  - cultural and background diversity;
  - campus, school and discipline mix; and
  - student representation.

- The GRN will initiate calls for new members as required.

Governance

- The GRN Advisory Group will be the GRN governance body, and the Associate Provost will be Chair.

- The GRN Advisory Group composition will be at the discretion of the Associate Provost but will include:
  - Associate Provost
  - DVC-R
  - A minimum of two Curtin University research leaders
  - A minimum of two external partners

- Support for the GRN Advisory Group will be provided by the Administration or Research Assistants for the GRN.

5. Meetings and Reporting

- The GRN Academic Lead(s) will meet bi-annually – or as often as needed – with the Advisory Group and formally report on progress with principal tasks and future directions once per year.

- The GRN Research Champions will meet as often as required but at a minimum of two (2) times per year.

- The GRN may also host and offer to sponsor events, conferences, colloquia as able and required.

- The GRN may form working groups to advance GRN aims. These will be appointed, and dissolved, as and when required.

- The GRN framework and Terms of Reference will be reviewed after 2 years.

REVISION HISTORY:

Date	Approved/Amended/Rescinded