# ISB Diversity Subcommittee Meeting Minutes

[Notes](https://docs.google.com/document/d/1JRswtNiNZ7uMt2pLBfhW1YhC4qAsHTgqFOQfpsAFGRE/edit) from the ISB Diversity workshop 04/09/19

[Committee members](https://docs.google.com/spreadsheets/d/1R8Fed5kDcMHligY-Z2XXU5-HOMxN9O3gQaU3mGrFYOU/edit#gid=0)

**Attendees:** Nicole, Shashi, Rachael, Marc, Mary Ann

**06/07/19 Agenda:**

1. Housekeeping
	1. Is everyone able to access the google drive?
	2. Is everyone receiving the group emails (ISB-EDI@googlegroups.com)
	3. Preferred communication (email, Slack, etc.)
		1. ACTION (NV): Create a Slack channel - *done*
	4. Post these meeting minutes on the ISB website
2. Chose a chair (and co-chair) - send out nominations (or self-nominations) via email over the next 2 weeks
3. Should we revise our goals (as noted on the website): <https://www.biocuration.org/equality-diversity-and-inclusion-committee/>
	1. Our aim is to promote Equality, Diversity and Inclusion across the Society and the broader community.
	2. Keep it short, within the Code of Conduct, discuss more specific issues
4. Budget - the ISB EC set an initial budget of $1000. Discuss how we could use this budget. Ideas below:
	1. Microgrants
	2. Outreach
	3. Conferences that are attended by underrepresented participants
	4. renew workshop at each Biocuration meeting, with a bit of budget for invited speaker
		1. Potential speaker: EDI person from Jax?
	5. Legal review of the Code of Conduct?
	6. Video recording or live streaming at ISB conference
5. Create a code of conduct for the ISB/ISB conferences
	1. Marc Robinson-Rechavi sent an email exchange re: codes of conduct, pasted below
	2. Include information about how to chair workshops and allow everyone to speak, etc.
	3. Draft (from Shashi): <https://docs.google.com/document/d/1e99t74JG3vJmPHvCht8YqnSra-w-VmjlF0bSA5QYNXg/edit>
	4. ACTION (all): Read through draft and comment by next meeting
6. Address accessibility issues at conferences - in the workshop someone raised the issue that the poster rooms are not accessible for people with mobility issues. Would like to add this to the next agenda on how to incorporate this into instructions to local organizers (if it's not already there).
	1. Also should address accessibility issues for hearing/visual impairments (ie with Powerpoint slides, etc.)
		1. Ie high contrast slides
	2. Once we have the code of conduct in place, ask community for feedback, particularly around accessibility at the conference
7. ACTION (Rachael): We should do a retrospective analysis of diversity among invited and selected speakers
	1. We should collect stats on diversity in all areas of ISB, i.e. conference poster/talk winners (and attendees?), speakers, ISB microgrant awardees, ISB committee/working group members, ISB members - any others?
	2. On conference registration form, collect info about diversity
	3. Membership registration
	4. At UCL, Rachael was working towards Aethna Swan award - good to collect this info prospectively, in case we need it
	5. These stats could be biased by country
	6. Workshop in Cambridge was biased towards UK perspective
	7. How to collect the diversity info in a standardized way?
		1. ACTION: look for a standardized terminology for gender, race, ethnicity, nationality, etc.
	8. If we are under-represented by certain groups, we could perform further outreach
	9. This info could give us an overall picture
	10. Part of the problem is where events are conducted
	11. Possible solution - based on experience at Curating the Clinical Genome - webcast the meeting. Is this something ISB could do?
		1. Shashi will inquire to see how it went at CCG
		2. Could record speakers and make videos available later
		3. Including closed captioning is an additional cost
		4. ACTION (NV): add to EC agenda
8. Do we want to write a white paper about our workshop? (We have a blog post [here](https://www.biocuration.org/equality-diversity-and-inclusion-edi-at-biocuration-2019/))
	1. Consider doing this after the next conference - the outcomes of this committee work over the next year
9. ACTION (NV): Create a webpage with resources on the main page (<https://www.biocuration.org/equality-diversity-and-inclusion-committee/>), need to curate the resources: assertions and main references to back them up?
	1. Include interesting articles, like: Male researchers’ ‘vague’ language more likely to win grants <https://www.nature.com/articles/d41586-019-01402-4>
	2. Inclusive conferences? We can and must do better – here’s how: <https://blogs.lse.ac.uk/impactofsocialsciences/2019/06/06/inclusive-conferences-we-can-and-must-do-better-heres-how/?utm_source=feedburner&utm_medium=feed&utm_campaign=Feed%3A+ImpactOfSocialSciences+%28Impact+of+Social+Sciences%29>
	3. Information on Conference Accessibility tools from World Institute on Disability (WID): <https://wid.org/consulting/conference-accessibility/> - ACTION: ask conference organizers to include a link on the website for speakers/email when their talk is acceptance (speaker guidelines)
	4. ACTION (all): look for references and share with the group to be added to webpage
	5. ACTION (NV): can we give others editing access to the website?
	6. ACTION (all): identify list of focused issues to start collecting resources
	7. ACTION (NV or MAT): Tweet about resources that we find, tweet that we had this meeting (post the minutes, tweet about that)
	8. ACTION (NV or MAT): Email highlights from this meeting to the ISB list
10. Add something to the ISB website about the ISB being inclusive

 (Shashi) What would this entail? Perhaps get some stats about the composition of ISB membership wrt race, gender, ethnicity, nationality etc? Is this data collected in the membership application?

ACTION (NV): Include a standard statement and as a footer in the signature

1. Celebrate pride month
	1. ACTION (NV): consider changing Twitter logo to rainbow flag - would this cause issues with members in China?
		1. ACTION (NV): Ask Zhang Zhang if this would be an issue
2. Schedule regular monthly meetings
	1. ACTION: One time doodle poll (no Tuesday morning PT) - *done*
	2. Ask on doodle poll how often to meet
	3. Keep meetings to half an hour
3. Record meetings in the future
4. Take turns with note keeping, decide in advance
	1. Marc can take notes if he is available