

# Technician **Commitment**

## Technician Commitment: Stage Two Self-Assessment & Action Plan Guidance

Please note: This guidance and template is for institutions who have already submitted their Stage One Self-Assessment & Action Plan, 12-13 months after becoming an official signatory of the Technician Commitment. This guidance and template refers to the second stage of self-assessment and action planning to be submitted 2 years after the submission of the original submission.

The Technician Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. The second stage of self-assessment and action planning process asks for reflection on past action plans, progress and engagement and a further 36 month action plan. The self-assessment includes a 'RAG' analysis of previous action plans - a 'Red, Amber & Green' status report.

The Technician Commitment Steering Board does not seek to dictate how organisations promote a positive culture for the technician community. This is a matter for autonomous institutions and the technician, research and academic community to agree. It is expected that as a minimum, signatories publicly state their Technician Commitment signatory status and institutional action plans on a dedicated and discoverable webpage, along with their named point of contact. The Steering Board asks signatories to evidence that the 'technician voice' is present in the development and formation of institutional action plans. The Technician Commitment is a collaborative endeavour and the Steering Board will support and facilitate the establishment and sharing of best practice demonstrated in the self-assessments and action plans. A vibrant community of Institutional Leads tasked with implementing the Technician Commitment has developed since the Commitment's inception and the Steering Board aims to ensure a range of forums are available to enable peers to share expertise, good practice and experiences.

To continue to support institutional action planning, please see Appendix A for examples of activities and initiatives that have been successfully implemented in a range of universities and research institutes. Additional details are available on the Technician Commitment's dedicated online resource, available at <http://technicians.org.uk/techniciancommitment/>. Cross referencing to other sector institutional reviews relevant to technicians is welcomed; for example, the Steering Board are keen to learn how signatories are advancing equality, diversity and inclusion for the technical community and institutions may wish to reference Athena SWAN and Race Equality Charter submissions. The Steering Board are also keen to learn of Teaching Excellence Framework (TEF) submissions and Research Excellence Framework (REF) environment statements where technicians have been explicitly mentioned. Please note that finalised Action Plans should be signed off at an institutional leadership level (e.g. Vice-Chancellor/President/Director level).

For any additional queries, please contact [k.ver@sciencecouncil.org](mailto:k.ver@sciencecouncil.org)

Please note that finalised 3-year Action Plans also should be signed off at an institutional leadership level (e.g. Vice-Chancellor/President/Director level).

## **Evaluating Impact through Self-Assessment & Future Action Planning**

**Organisation:**

**Name of Institutional Lead:**

**E-mail:**

**Contact Number:**

**Please provide an overview of technical staff structures in your organisation.**

**Please tell us about your institution's approach to the Technician Commitment since becoming a signatory. Comments on governance and reporting lines, resources and wider community engagement are welcomed.**

**Please provide a RAG analysis on your institutional 24-month action plan indicating which activities you have undertaken and completed (green), which are in progress (amber) and which are still to be carried out (red). Please provide an explanation for those categorised as red. This may be detailed here or attached to this document as an appendix.**

**Please tell us how you evidence that your action plan has had/is having impact?**

**Please provide details of any additional initiatives/programmes/activities aligned to your Technician Commitment that are not covered in your original action plan.**

**Please provide a 36-month action plan; detailing plans to ensure your organisation continues to address the themes of the Technician Commitment and details of how impact will be evidenced: (this may be detailed here or attached to this document as an appendix). Please evidence how the ‘technician voice’ was present in the development and formation of the 36-month action plan.**

**Please confirm that your Technician Commitment status and 3-year action plan is published on your organisation's website and provide the relevant URL here:**

**Technician Commitment Nominated Institutional Lead**

**Signed:**

**Date:**

**Technician Commitment Signatory – Leader of Institution**

**Signed:**

**Date:**