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.

The original 2 year action plan was extended to cover 3 years, with the approval of the Technician Commitment board.

Key

█ Complete   █ In Progress, near completion   █ Not begun, limited progress.

Theme	Aims	Activities	Activity Number	Action	Time Scale	Measure of Success	Lead Person(s)
Visibility	Ensure that technicians within Lancaster University are identifiable and that the contribution of technicians is visible within and beyond the institution. Ensure that LU technicians are 'visible' externally.	Where appropriate: Ensure that technical staff are named on grant applications. Ensure that technical staff are named on papers.	V1	Present a Technician's Commitment paper to the Faculty Research Committees to raise these two issues with faculty research committee chairs and make committees aware of 'Technical Commitment'. Establish a system for determining which technicians are named on	Year 1	Increased number of technicians on research proposals and academic papers.	Chair of Technician's Commitment Steering Group.

				papers and grant applications. Review technician involvement in grants and publications annually.			
				NB. Activity on V1 – this has been exceeded and cuts across the Recognition theme through the introduction of the document "Recognising Technicians' Contributions to Research" available on the Technician's website.			TG
		Technician roles have clear job descriptions	V2	Map existing roles in FST as a pilot for the other faculties	Year 2 Priority - high	All JDs for technical roles to have been collated	HR lead with FST Technical Director
		Technicians to sit on decision making	V3	Map university wide committee structure	Year 1 (May '20)	Committee structure to be clearly visible.	FHM Faculty Superintendent.

		committees where appropriate		& Identify technical representation existing and where needed.	Year 2	Needs analysis completed.	FST Technical Director
		Ensure that University Senior management are aware of the contribution that technical workforce make by celebrating 'Technicians Make it Happen' news.	V4	Lead technicians in departments to take the responsibility of highlighting team member's achievements to faculty, university and external communications teams.	Year 2	Increased number of news features involving technicians to be evident in 'LU Comms'.	Senior technicians in departments.
		Case studies of technician's careers to be highlighted.	V5	New webpage to be developed and case studies of technician's careers present.	Year 1	Webpage to be up and running.	Engineering Department Chemistry Technician + ISS Senior Technician.
		Technicians to attend external technical conferences such as 'HEATED' events and conferences within Lancaster University.	V6	All LU technicians to be notified by email of relevant conferences and their attendance recorded.	Year 1	Attendance records to be monitored.	FST Technical Director, FHM Faculty Superintendent and OED.

		Increase the profile of technicians within individual departments and sections.	V7	Photographs of technicians to be displayed on departmental noticeboards and webpages	Year 3	Photographs of technicians visible in departments and departmental webpages.	Senior technicians in each department.
		Evaluate Impact and Electiveness of all Activities	V8	A team from the steering group to meet bimonthly to review past actions and consider future ones.	ongoing		Chair of Technician's Commitment Steering Group.

Theme	Aims	Activities	Activity Number	Action	Time Scale	Measure of Success	Lead Person(s)
Recognition	LU to have a coherent people, teaching and research strategy that recognises the role and value of technical staff. To raise the level of recognition of technicians in the university.	Support technicians to gain recognition through professional registration and relevant professional qualifications. Develop new funding models to help technicians gain and continue registration.	R1	Establish a 'baseline' of how many technicians received ex gratia payments or were nominated for staff awards in 2017/18. Undertake pilot in FST to encourage the use of existing recognition processes (ex-gratia payments, staff awards) for technicians.	Year 1	Increased number of technicians being considered for these awards.	FST Technical Director.
		Explore Lancaster University's need for the Science Council's 'Employer Champions' scheme	R2	Aims of this scheme to be made clear to the steering group.	Year 3	Review of need for the scheme at Lancaster University completed.	FHM Faculty Superintendent.
		Technical staff to be addressed in Athena SWAN applications.	R3	Ensure that all AS submissions have technical staff included where appropriate.	Year 2	Technicians included on AS submissions.	LU Athena SWAN team.

		Technicians to be nominated to external award schemes that recognise the contribution of technical staff.	R4	Map existing external award possibility and publicise across LU technical community.	Year 1 / ongoing	LU Technicians to be nominated for some external awards.	FHM Faculty Superintendent.
		Develop an Internal award scheme to recognise the contribution of technical staff.	R5	Technical Forum to incorporate annual technical conference with poster sessions and prizes. Invite rep(s) from the University senior management team to judge the posters. Explore the possibility of designated technical awards at Faculty and University levels.	Year 2 Year 2	Poster session to be in place. Review completed.	LEC Chemistry Technician + OED Senior technician from each Faculty/Division.
		Evaluate Impact and Electiveness of all Activities	R6	A team from the steering group to meet bimonthly to review past actions and consider future ones.	ongoing		Chair of Technician's Commitment Steering Group.

Theme	Aims	Activities	Activity Number	Action	Time Scale	Measure of Success	Lead Person(s)
Career Development	Enable career progression opportunities for technicians through the provision of clear, documented career pathways.	Appropriate, induction, training development and CPD activities available. Ensuring sufficient funding is available to enable this.	CD1	Training needs analysis pilot scheme to be undertaken in FST. Funding models for staff development investigated and promoted.	Year 3	Training Needs Analysis and funding review completed for FST.	OED and FST Technical Director.
		Accreditation of Teaching practice to Higher Education Academy to be investigated	CD2	If appropriate FST to include relevant teaching qualifications in existing staff development model.	Year 3	Staff development model to be in place.	OED and FST Technical Director.
		Map career pathways and ensure they are visible.	CD3	Highlight career paths of senior technicians on webpage. Investigate secondment schemes both within Lancaster University and externally for technicians.	Year 2	LU website (Technician's webpage) will contain relevant information.	Technician's Commitment Steering Group.

Theme	Aims	Activities	Activity Number	Action	Time Scale	Measure of Success	Lead Person(s)
		Map career pathways and ensure they are visible – **Additional Activity**	CD3 + V2	Career Pathways Project - A project team to identify, clarify and map possible career pathways for Technical staff at Lancaster University (Further details on page 32 of Stage 2 Report)		Career Pathways Framework evaluated and established.	Career Pathways Project Team
		Ensure that Faculty structures have appropriate technical representation.	CD4	FST to pilot technical representation on regrading committees.	Year 1	Senior technician to be part of Job Evaluation Review Group (JERG) in FST.	FST Technical Director.
		Utilisation of the Apprenticeship Levy to train and upskill existing staff	CD5	A workshop on apprentice schemes to be programmed into a forthcoming Technical Forum.	Year 1	Workshop to have taken place.	Chemistry Department Superintendent, HR/OED partners
		Publicise current faculty funding opportunities for staff development to	CD6	Opportunities for attending relevant courses and conferences to be promoted to LU	Year 3	Funding model to be in place.	Technician's Commitment Steering Group.

		enhance take up by technical staff.		technicians. Monitoring scheme to be developed.		
		Evaluate Impact and Electiveness of all Activities	CD7	A team from the steering group to meet bimonthly to review past actions and consider future ones.	ongoing	Chair of Technician's Commitment Steering Group.

Theme	Aims	Activities	Activity Number	Action	Time Scale	Measure of Success	Lead Person(s)
Sustainability	Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised.	Secondment, placement and work shadowing programmes for technical staff to develop new skills to be investigated.	S1	Undertake a review of programmes in place at other institutions.	Year 3	Report outlining proposals for a secondment, placement and shadowing scheme produced.	OED + HR Partner.
		Departments to be encouraged to consider succession planning for their technical teams.	S2	Share good practice from ISS on succession planning across other technical groups in the university.	Year 2 Discussion in meeting	Succession plans in place.	ISS senior technical staff.
		Clarify which roles across the university are 'technician' roles. Collate technical job descriptions.	S3	FST to develop a model for who is a 'technician'.	Year 2	Technical roles in FST mapped.	FST Technical Director.
		Technical commitment Group to remain in place and active.	S4	Bimonthly group meetings established	Year 1	Minutes of meetings produced.	Chair of Technician's Commitment Steering Group.

		Evaluate Impact and Effectiveness of all Activities	S5	A team from the steering group to meet bimonthly to review past actions and consider future ones.	ongoing		Chair of Technician's Commitment Steering Group.