**Technician Commitment: Renewal Self-Assessment & Action Plan Guidance**

*Please note: This guidance and template is intended for institutions who have already submitted their Initial Self-Assessment & Action Plan 12-18 months after becoming an official signatory of the Technician Commitment. This guidance and template is for* ***renewal*** *of ongoing self-assessment and action plans which are submitted every three years.*

The Technician Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines.

The renewal stage of self-assessment and action planning process asks for reflection on past action plans, evidence of 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 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 Technician Commitment 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 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 is continually developing and the Steering Board aims to ensure a range of forums are available to enable peers to share expertise, good practice and experiences.

Cross referencing to other sector institutional reviews relevant to technicians is welcomed; for example, the Technician Commitment 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 Technician Commitment are also keen to learn of Teaching Excellence Framework (TEF), Knowledge Exchange Framework (KEF) submissions and Research Excellence Framework (REF) environment/People, Culture and Environment statements where technicians have been explicitly mentioned. The Steering Board are particularly keen to see activity and plans to enact the recommendations of the TALENT Commission embedded in renewed self-assessments and action plans.

Please note that finalised Action Plans should be signed off at an institutional leadership level (e.g. Vice-Chancellor/President/Director level). Kindly export this completed form (and any appendices) as a single .pdf file titled **Institution Name/Month/Year of Submission**. There are two submission windows per year – end of January and end of July every year.

For any additional queries, please contact tc@itss.org.uk.

Once your form has been submitted to the above email address, you will receive a confirmation email from the Technician Commitment team.

**Technician Commitment Renewal Self-Assessment & Action Plan**

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

**Organisation:**

**Name of Institutional Lead:**

**E-mail:**

**Date joined:**

1. Please provide an overview of technical staff structures in your organisation, along with details of any changes since signing the Technician Commitment.
2. Please provide an overview of the governance, leadership and reporting lines of the Technician Commitment at your institution, along with details on how it is resourced, and information on how your organisation has engaged with the wider community within and beyond your institution. How has this developed since you became a signatory?
3. Please provide a Red, Amber, Green (RAG) analysis on your institutional 36-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.
4. Please provide evidence that your previous action plans are having impact. (For example, you may wish to provide links to initiatives, websites, testimonials, articles/blogs).
5. Please provide details of how your institution is enacting the recommendations of the TALENT Commission (<https://www.mitalent.ac.uk/theTALENTcommission>).
6. 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 and initiatives resourced. This may be detailed here or attached to this document as an appendix.
7. Please evidence how the ‘technician voice’ was present in the development and formation of the 36-month action plan.
8. 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:

Signed…………………………………… (Technician Commitment Nominated Institutional Lead)

Date:

Signed………….……….………………… (Technician Commitment Signatory – Leader of Institution)

Date: