

This proposal is for a: Policy Procedure Guidelines



DODD-WALLS CENTRE
for Photonic and Quantum Technologies

Caregiver Fund Guidelines LPG7

Category or Type	Legal and Personal
Originally approved by, and date	Executive Committee (28 February 2017)
Date Policy will take effect	28 February 2017
Last approved revision	3 October 2017
Responsible Team	Executive Committee
Author of Policy	Programme Manager
Review date	July 2019

Purpose

The Dodd Walls Centre (DWC) is committed to the principles of equity and diversity. These principles are integral to our desire to promote excellence science and effectively engage with society.

This fund is intended to help caregivers attend conferences that they might not otherwise be able to attend.

Organisational Scope

All DWC members.

Definitions

DWC = Dodd-Walls Centre

Caregivers = persons responsible for the care of a family member such as a small child.

Content

The DWC guidelines follow the Institute of Physics (IOP) Carers' Fund guidelines
http://www.iop.org/about/grants/carers/page_56789.html

DWC Caregiver Fund

As a DWC member you can apply for a grant to help you attend DWC-related events or conferences that you might not otherwise be able to go to because you care for someone else.

We appreciate that the arrangements that you will put in place will be many and varied, and therefore do not wish to place restrictions on how the grant will be used.

Example uses of the grant could include:

- Extended hours for a child-minder/care worker to cover time when arriving home later than normal
- Babysitter costs
- Travel expenses for friends or relatives to come to you to look after dependents
- After school activities, clubs or play-schemes

We have designed the process to be straightforward and ask you to provide brief details of the event and a description of how the grant will be used.

Eligibility

- Applicant is a DWC member
- Used towards the costs associated with additional care
- A scientific conference, meeting or event related to DWC research

To apply for a grant from the fund please send a short application letter detailing costs involved.

Background on IOP carers' fund:

The carers' fund was introduced following a survey conducted by the Women in Physics Group with the IOP's membership to analyse the major issues that its members face in accessing childcare and the effect that becoming a parent has on their career.

Around 80 percent of respondents to the Institute's survey on childcare, both men and women, reported that they found it difficult to make additional childcare arrangements outside of working hours. As a result, almost three-quarters of all respondents reported attending fewer conferences and events once they had caring responsibilities for children and over half reported that they thought their career progression might have been affected by childcare issues. Both men and women were affected although women were affected to a much larger extent than men.

Related Policies, Procedures and Forms

Diversity Policy LPP6

Consultation

DWC Programme Manager wrote the policy and strategy in consultation with the Executive Committee, DWC Director and Deputy Director.

Contact for further information about this Policy

If you have any queries regarding the content of this procedure or need further clarification, contact the Programme Manager, AJ Woodhouse aj.woodhouse@otago.ac.nz.

Implementation Process

Person responsible	Programme Manager
Communication strategy	Guidelines distributed by e-mail and posted in common area such as DWC wiki or other electronic database accessible by all investigators and students
Other Actions/tasks	N/A
Resources	N/A
Completion Date	Fund approved in principle by Executive Committee June 2016 Guidelines approved by Executive Committee by 17 April 2017 Revision (highlighted) approved by Director 3 October 2017 Guidelines distributed to staff and students and posted internally 5 October 2017