

APPENDIX

TSL TECHNICIAN COMMITMENT ACTION PLAN OCTOBER 2019 - SEPTEMBER 2021

Action	TC Key Area	Target Date	Person responsible	Key outcome/success criteria
1. Steering Group to continue to meet bimonthly to agree and review actions designed to meet the aims of this Action Plan. Given the small size of the technical staff cohort at TSL, the Steering Group will be open to all to ensure meetings are as fully attended as possible.	Visibility	Ongoing	TCLead	Regular bimonthly meetings to agree and review actions designed to meet the aims of this Action Plan.
2. Ensure visibility of technician/support teams on new TSL website; The TSL website is shortly to be redeveloped and will continue to feature clearly identifiable sections for Technicians/Support Staff. The website redevelopment Working Group will include a representative from the Technician/Support cohort.	Visibility	May-20	Website Working Group	Impact will be evidenced by tracking web page analytics for the relevant pages.
3. Regularly publish blog articles featuring members of TSL technical staff to drive web traffic to sections of the website promoting both the Technical/Support Team pages and the Technician Commitment.	Visibility	December-20	TC Lead/Comms & Engagement Team	At least 2 blog articles featuring members of our technical/support staff to be published online in next 12 months
4. Representation on SMG; The TSL Staff Management Group (SMG) currently includes representatives from senior and junior staff cohorts, including the Executive Director, Project Leaders, Laboratory Manager, Head of Administration together with representatives from the postdoctoral and postgraduate student bodies. There is currently no representation from the technical/support teams. We will propose that the committee include a representative from the technical/support staff body.	Visibility	May-20	Executive Director	Inclusion of technician/support group member on SMG
5. Athena Swan; TSL is working towards applying for Athena Swan accreditation. Members of the Technical/Support staff group are included on the Athena Swan Steering Group and will continue to ensure that the Technicians' voice is represented in the Athena Swan resubmission.	Visibility	Ongoing	Head of Administration	Inclusion of metrics for technical/support staff in Athena Swan submission
6. Work together with the other local Technician Commitment signatories. The John Innes Centre (with whom we share a site) and UEA are Technician Commitment signatories and we will endeavour to forge joint initiatives. Combined activities will enhance the value to the Technical cohorts of all institutes.	Visibility	May-20	TC Lead	Joint programme of events arranged by May 2020.
7. Support for professional registration; TSL will support individual applications for professional membership, for example RSciTech & HEaTED membership. More experienced staff will provide mentorship to junior staff if required. The institute will financially support applicants by funding the initial membership application costs.	Recognition / Career Development		TC Lead, TSL HR Team, Executive Director	TSL currently has no technical staff with professional membership and so impact will be evidenced by an increase in this.
8. TSL to become member of HEaTED (Higher Education and Technician's Educational Development) enabling TSL technicians to benefit from their range of courses, events and networking opportunities.	Career Development	May-20	TC Lead, Head of Administration	Become member and advertise courses to technical/support staff

9. Acknowledgement of technician contributions to publications; TSL has a good track record for inclusion of technical staff as authors on academic papers where contributions warrant it. This is reinforced by our Scientific Integrity Policy which includes clear guidance on recognition of contributions. We will continue to actively publicise contributions of our technical staff to publications and will monitor publications to ensure that contributions are adequately acknowledged. Many of the support teams themselves develop new techniques and protocols which could be published in appropriate journals and we will support staff who wish to explore these options with guidance and training on article writing.	Recognition	December-20	Support Team Leaders	At least one technical publication by a support team.
10. Establish a central budget for training accessible to technical/support staff.	Career Development	May-20	Laboratory Manager, Executive Director, TSL Finance	Awareness and use of training budget by technical/support staff cohort
11. Establish a defined % of time to be allocated to training for technical/support staff, agreed with line managers. Training to also include non-technical (e.g. well-being).	Career Development	May-20	Support Team Leaders, TSL HR Team	Increased uptake of training opportunities by technical/support staff
12. Innovation; ringfence time for technicians/support staff to innovate, develop new methods & techniques.	Career Development / Recognition	May-20	Support Team Leaders, TSL HR Team	Development of new techniques that benefit TSL science. Technical publications (see 8.)
13. Establish an intranet training resource for support/technical staff to provide links to training providers, courses (internal & external) and publish individual experiences of training etc.	Career Development	August-20	TC Lead, TSL HR Team	Increased uptake of training opportunities by technical/support staff
14. Establish a series of bimonthly technical workshops. To be given by TSL staff and technical staff from neighbouring institutes (John Innes, Earlham Institute, Quadram Institute, UEA) or external speakers.	Career Development	July-20	TC Lead, TC Steering Group	Establishment of, and increasing attendance at technical workshops
15. Establish inter-institute exchange programme with neighbouring institutes to give the opportunity for technical staff to experience varying roles across the Norwich Bioscience Institutes and enable sharing of best practices/new ideas/work methods.	Career Development / Sustainability	July-20	TC Lead, TC Steering Group	Aim to have at least 2 TSL technical staff members spend time on an inter-institute exchange with reciprocal arrangements to host staff from other institutes.
16. Advocate for inclusion of a technical/support staff session at the JIC/TSL Annual Science Meeting (ASM). To be open to all staff at the institutes but speakers to come from the technical staff cohort across both institutes.	Visibility / Sustainability	October-21	TC Lead, JIC Tech Commitment lead, ASM organising committee	At least one tech talk from each institute at ASM by October 2021. Exposure of science staff to the roles played by technicians at TSL & JIC.
17. Apprenticeships and work experience - offer placements to encourage future technician into roles and ensure continuity of technical skills within the institute.	Sustainability	October-20	TC Lead, TSL HR Manager	Apprenticeship position within tech support team in TSL. Regular placements for work experience students (school leavers, 6th form, undergraduate students).
18. Audit of skill complement of our technical staff cohort. Use to both inform continuity efforts (succession planning) and to advertise range of available skills to research group scientists, and ensure that technical expertise available is fully utilised.	Visibility / Sustainability	June-20	TC Lead, HR Manager	Full inventory of skills present within the current technical teams.