

WISE-Network Portfolio descriptions

July 2018

INTRODUCTION

WISE-Network was officially founded on March 30 2007. This was a result of the simultaneously matured top-down and bottom-up initiatives of on the one hand the Executive Board, encouraged by Yvonne van Rooy and supported by the Service for Personnel and Organization (DPO), and on the other hand of the TU/e female researchers dr. Mila Davids and dr. Monique Jansen-Vullers.

Over the years the responsibilities and activities of WISE-Network have grown. To cope with this, Elise van den Hoven (chair) introduced the concept of portfolios in 2009. Each board member is assigned to a portfolio and takes responsibility for all tasks belonging to this portfolio. This was seen as a necessary step for a clear organizational structure, efficiency and manageability of the workload.

The current portfolios are named: Activities, Advice, and Communication. Although each portfolio comes with its own tasks and responsibilities, these tasks are intertwined with each other. Figure 1 illustrates the relation between the different portfolios and between the portfolios and other related parties.

The *Advice* portfolio mainly aims at giving advice to policy makers at the level of our university. Contact with the Executive Board, the Personnel Department, the Diversity Committee (through regular meetings with the chair of the WISE-network board) and the Advisory Board is kept. Information from inside and outside the network is shared with those parties (in collaboration with the *Communication* and *Activities* portfolio). The members of the *Advice* portfolio are preferably senior staff members (UHDs and full professors).

The *Communication* portfolio focuses on informing the members of WISE-Network about relevant information and about our activities through different channels. This portfolio furthermore targets at improving the visibility of the WISE-network. Contact with interested and interesting parties is kept and relevant information is shared with the other three portfolios.

The main focus of the *Activities* portfolio is to organize events for the members of the WISE-Network. The purpose of these events is diverse: networking, personal development, sharing experience, team building, etc. Responsibilities for communication about the events are shared with the *Communication* portfolio.

The current portfolio members are:

- *Advice*: Marion Matters (From September 2018), Patty Stabile, Anne Roc'h and Ana Sobota will be provisional chairs, rotating
- *Communication*: Renata Medeiros de Carvalho, Johanna Melke, Anne Roc'h, Ana Sobota and Patty Stabile
- *Activities*: Ruth Cardinaels, Claudia Chituc, Giulia Mirabello, Nidhi Sinha

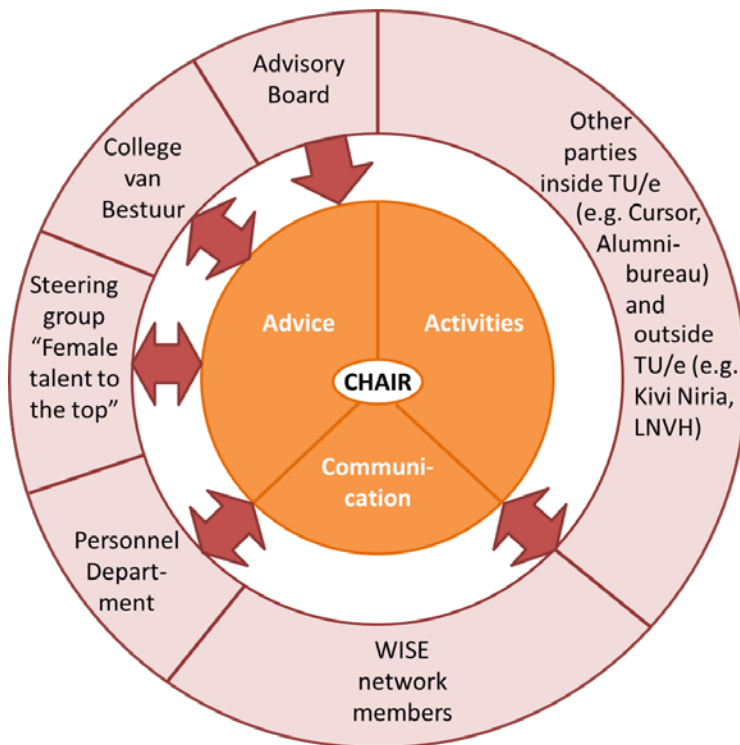


Figure 1: Relationship between the portfolios and between the portfolios and other parties

ADVICE

The general aim of the *Advice* portfolio is to advise and to inform the TU/e Executive Board and the Department of Service for Personnel and Organization on request and on initiative of the network. Relevant advice and information topics include, but are not limited to: position of women at the TU/e, working conditions, well-being of women at the TU/e, support programs, promotion criteria, and scouting of female scientific staff. During meetings with the Rector of the university and the Managing Director of the Service for Personnel and Organization, the current status of WISE-network (number of members, number of activities, etc.) is addressed, as well as questions, needs and requests of WISE-Network.

Responsibilities

- To provide the information necessary to the chair of WISE-Network for the yearly meeting with the Rector of the university, the Managing Director of the Service for Personnel and Organization and the regular meeting of the Diversity Committee TU/e.
- To take initiatives to advise and inform the Executive Board of the university.
- To collect information from WISE-network members.
- Inform members of possibilities of grants, workshops etc.
- Set up, maintain and communicate with the Advisory Board
- Update the BO half-yearly on female related issues

See appendix 1 for the planning of this portfolio.

COMMUNICATION

There are two general aims of the activities in this portfolio: (i) to make members of the WISE-Network aware of our activities for supporting their professional development and the opportunities they have for advancing their career, and (ii) to make the TU/e WISE network and activities visible inside and outside the TU/e.

Responsibilities

- Provide necessary material to make WISE-Network more visible (e.g. brochure/flyer for new TU/e female employees, business cards, banners, stand, etc.).
- Keep up-to-date and easily accessible the WISE-Network website (including updated information with professional skill development courses, seminars, activities, etc.).
- Use other social media to make members and non-members aware of WISE-Network, its activities, and the general opportunities for women in science (e.g. LinkedIn).
- Generate new ideas to make our members aware of WISE-Network goals and activities
- Keep contact with DPO heads at all departments in order to make sure that information about WISE-network is provided within each department and to new employees; invite them personally to special activities like Fall Event or Christmas drink.
- Keep contact with and possibly involve female full professors and associate professors at TU/e for having on-board role models and make the WISE initiative more solid
- Contacts with internal parties that can contribute to increase WISE-Network's visibility (Cursor/Matrix/Studium Generale)
- Contacts with other networks outside the TU/e (female professional networks at companies, female scientists network at TU Delft and UTwente)

See appendix 2 for the planning of this portfolio.

ACTIVITIES

The aim of this portfolio is to organize activities throughout the year for WISE-network members and board members. The main activities of portfolio include workshops and networking events for the WISE-Network members (TU/e female scientific staff) and for all scientific staff of the TU/e. The *Activities* portfolio is also in charge of representing WISE-Network in meetings with other organizations and networks in order to organize joint events.

Responsibilities

- Generate ideas for new activities; gather ideas from WISE-Network members.
- Coordinate the schedule and meetings for the organization of the activities
- Document the events (for the annual report and for subsequent portfolio holders to know what has been done already).
- Make sure the activities are announced on the WISE-Network website and the WISE-Network LinkedIn group.

Activities that are organized throughout the year can be categorized according to the purpose of the activity. These purposes include networking, learning and (personal) development. An example of a networking activity is the New Year's drink. Workshops and the fall event are primarily organized for personal development and learning, but there is also time scheduled for networking during these activities.

Approximately 4-6 events are organized every year to provide continuity of the events organized by the network.

See appendix 3 for the planning of this portfolio.

Appendix 1 – Planning for portfolio Advice for 2018 and further

- Collect information from DPO and Steering Committee.
- Collect information from various sources such as other related networks, reports, etc.
- Give advice to the Diversity Committee, College van Bestuur and personnel department.
- Develop a survey and collect information from WISE-Network members and potential members.
- Plan a meeting with the Advisory Board.

Appendix 2 – Planning for portfolio Communication for 2018 and further

- Revise the brochure (new pictures of the Board).
- Migrate and redesign the website to the new TU/e style, making it available on the internet at the same time
- Update the WISE Presentation for the department-tour
- Keep information on website and LinkedIn group up-to-date and add relevant news items, discussions, opportunities and documents.
- use the departmental newsletters for announcing activities and initiatives of WISE
- Use WISE to sponsor scientific activities like colloquia from international female researcher speakers, or events connected to conferences hosted at TU/e, etc.
- Constantly and effectively review all WISE communications for removing any trigger to criticisms.

Appendix 3 – Planning for portfolio Activities 2018

- New Year's drinks: January 11th, 2018
- Workshop Personal branding for PhD Students and postdocs
- Department lunches
- Organize scientific seminars by (female) professors visiting the TU/e
- Annual event
- Workshop for junior members of the WISE-Network
- Workshop for senior members of the WISE-Network

Appendix 4 – Advisory Board

The advisory board was founded in 2012 in order to reach a more professional level of organization for WISE-Network. An advisory group is a collection of individuals who bring unique knowledge and skills which complement those of the formal board members in order to govern the organization of the network more effectively. An advisory board has the following purposes:

- make recommendations and/or provide key information and materials to the board of the network to focus on fulfilling the network's mission;
- advise the board on the way they execute the principles, goals and policies;
- give supportive feedback on activities, communications, and in reaching out to the target group;
- indicate whether there is a need for improvement in WISE-network.

Specifically, meetings with the advisory board need to be organized in which the advisory board members can give feedback on the issues described above. The advisory group chair should be the contact person between the advisory group and the formal board members.