

**CITY UNIVERSITY OF HONG KONG  
JOCKEY CLUB COLLEGE OF VETERINARY MEDICINE AND LIFE SCIENCES (JCC)  
Bachelor of Veterinary Medicine (BVM)  
DIVERSITY, EQUITY AND INCLUSION (DEI) SUBCOMMITTEE**

**5<sup>th</sup> Meeting - Minutes**

Date: 12 September 2023 (Tuesday)  
Time: 1 p.m. – 2 p.m.  
Venue: Room 1B-503, 5/F, Block 1, To Yuen Building & via Zoom  
<https://cityu.zoom.us/j/95842407091> (ID 958 4240 7091)

**Present**

**Chair and Members**

Prof Alan McELLIGOTT (Chair)  
Prof CAI Wenlong  
Prof CHOW Kwan Ting  
Prof Priscilla GERBER  
Prof Eloi GUARNIERI  
Mr. Khizar HAYAT (Early Career Researcher Representative)  
Dr. Cherry LEE  
Mr. Richard SHAH  
Prof Olivier SPARAGANO

**Secretary:**

Mr. Gary LEE  
Supervisory Executive Officer (JCC)

**Apologies:**

Prof Vanessa BARRS  
Prof Pawel BECZKOWSKI  
Ms. Devika SURESH, BVM student representative (JCC)

Item #		Assigned to
<b>Welcome New Sub-Committee Member</b>		
M1	<ol style="list-style-type: none"> <li>1. The Chair welcomed all Members and Dr. GERBER and Mr. SHAH as new Members from PH to the 5<sup>th</sup> Meeting of DEI Sub-Committee.</li> <li>2. Dr. GERBER and Mr. SHAH gave a short self-introduction to all Sub-Committee members.</li> <li>3. The Chair, on behalf of Sub-Committee, expressed appreciation to Professor SPARAGANO for all his dedicated contribution and enthusiasm supporting the Sub-Committee DEI for the past years particularly dealing with the subsection of special education needs for students.</li> </ol>	
<b>Review Agreed Action from the Meeting 2 Minutes</b>		
M2	<ol style="list-style-type: none"> <li>1. The Subcommittee reviewed the agreed actions from the meeting 4 minutes.</li> <li>2. It was suggested that one session for each cohort of the academic year could be proposed if the training could be mandatory to students.</li> <li>3. Mr. SHAH to deliver DEI training (unconscious bias training) for all cohorts except BVM Year 6, because they are on fulltime work placements.</li> <li>4. New training and workshops included: Dr. Lisa GREENHILL from the AAVMC to deliver the workshop and training (Unconscious Bias) on 26 September 2023 (Semester A); Dr. Larry NG from SDS to assist in providing DEI training by Hong Kong organisation (Semester B); and the workshop on promoting culturally inclusive in the workplace to be conducted by the Equal Opportunities Commission in March 2024. One additional seminar by Dr. Jane HOPE at the Roslin Institute (with the background of Athena Swan Program) would be in next semester.</li> <li>5. Professor SPARAGANO reported that a meeting with two SEN members and a SDS representative regarding the special education need (physical and mental issues) was held on 13 July 2023.</li> <li>6. Regular DEI training event and activities annually for BVM staff and students to promote the awareness was shared.</li> </ol>	
<b>DEI Training from Human Resources Office, CityU</b>		
M3		

	1. The Secretary reported that training workshops conducted by EOC via HRO would be launched shortly.	
<b>Revision of the JCC BVM DEI website</b>		
M4	1. The categorization of the topics, suggestion of sub-sessions/categories and possible ways for people to find the information easier at JCC BVM DEI website was in progress.	Profs CHOW and GUARNIERI
<b>Report from Early Career Researcher Rep</b>		
M5	<ol style="list-style-type: none"> <li>1. Mr. HAYAT indicated that there is no orientation for ECRs particularly PhDs when arriving.</li> <li>2. Mr. HAYAT would combine the guidance from PH Department and the guide book from SGS so that he would send it to the students.</li> <li>3. Suggestion to make one unified document at College level from all the departments' inputs was discussed.</li> </ol>	<p>Mr. HAYAT</p> <p>Mr. Frankie WONG/JCC</p> <p>Issues to be addressed by the new JCC Postgrad Committee</p>
<b>Report from BVM Student Reps</b>		
M6	<ol style="list-style-type: none"> <li>1. Mr. Darrian LEUNG (former BVM student reps) is now BVM Year 6 and is stepping away from his DEI role.</li> <li>2. Ms. SURESH would be the ideal person to assist in finding a student reps replacement as she could share her work and committee experience from the start.</li> <li>3. For language problems occurring on some field trips, Dr. LEE said that Professor PAUDEL would follow as he was responsible for husbandry EMS.</li> </ol>	<p>Ms. SURESH</p> <p>Prof PAUDEL</p>
<b>Guidance on Religious Clothing and Beliefs, the Royal College of Veterinary Surgeons (RCVS)</b>		
M7	1. Topic moved to the next JCC BVM DEI meeting.	Prof BECZKOWSKI.
<b>Review of DEI Action Plan</b>		
M8	1. The exit interview or questionnaire is important to access the reasons why staff leave while it is noted that the prevailing arrangement adopted by CityU is optional.	

	<ol style="list-style-type: none"> <li>To raise the awareness and understanding of major cultural and religious events, the DEI website would be used and served the purpose (e.g. Dr. LEE’s article on mid-autumn festival).</li> <li>A new action plan in place would be ratified at the next meeting in December.</li> </ol>	
<b>Training for JCC ECRs (PhD/Postdoc/Masters)</b>		
M9	<ol style="list-style-type: none"> <li>To empower JCC students, communication with Veterinary Medicine (student) Society (VMS) and starting an alumni society for PhD students were discussed.</li> <li>An unconscious bias training offered for ECRs /Post-docs) was discussed and it was expected that not many ECRs would be able to come while there might be some from the 1<sup>st</sup> year PhD instead. Mr. HAYAT would ask ECRs for their interests if there was a session for PhDs and post-docs.</li> </ol>	To be followed up by Mr. HAYAT to check how many ECRs would come for a session for PhDs and postdocs.
<b>Resources from Census and Statistics Department/Women’s Commission/EOC</b>		
M10	<ol style="list-style-type: none"> <li>“Women and Men in Hong Kong – Key Statistics (Census and Statistics Department 2023); Hong Kong Woman in Figures 2021 (Women’s Commission); Gender Equality in Hong Kong (Equal Opportunities Commission, August 2021)” which were recently received would be put on the website as the DEI resources.</li> </ol>	
<b>Any other business</b>		
M11	<ol style="list-style-type: none"> <li>In view of insufficient information about the research grant application for junior faculty, establishing more structured mentoring and better research advice were raised.</li> <li>One of the suggestions was to invite researchers (with their successful grant application experience) to share with the faculty and college as a kind of research information/support.</li> </ol>	JCC
M12	<ol style="list-style-type: none"> <li>The meeting was finished around 2 p.m.</li> </ol>	
<b>Date and Time of Next Meeting</b>		
M13	<ol style="list-style-type: none"> <li>Date of the next meeting will be announced in due course.</li> <li>The next JCC BVM DEI 6<sup>th</sup> meeting (hybrid meeting) will be held in December 2023 (after BVM examinations).</li> </ol>	