

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

Relevant Consent Framework Outcome	Action No.	Action	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
1. Institutional Culture						
<i>A member of HEI senior management team will have responsibility for the implementation of the Framework.</i>	1a	Assign responsibility for work in this area to a member of the university's Senior management.	Responsibility to be assigned	President or President's nominee (s)	March 2020 Started	Responsibility assigned.
	1b	Create a publicly accessible webpage on the university's approach to preventing sexual violence and harassment in an easy-to-find area of the university's website This webpage will formally state senior management support for, and leadership of, work in this area.	Started development	EDI Officer Cork campus, Student Engagement and Retention Officer Kerry campus	March 2021- July 2021	Webpage launched and announced to all staff & students by member of senior management responsible. URLs: www.cit.ie/edi/activeconsent/ - under construction https://www.ittralee.ie/en/InformationFor/CurrentStudents/StudentLife/ All content to be unified within www.MTU.ie

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	1c	Review this webpage at least once per semester and updated to reflect any noteworthy developments.		As above 1b.	Mid-term each semester	Webpage checks and updates logged on agreed dates.
<i>HEIs will establish an Institutional Working Group to coordinate Framework implementation. This will be comprised of key stakeholders including academics, support services, administration, and student's unions, and will ensure due regard to balanced representation, in particular, representation of groups especially at risk of experiencing sexual violence and harassment; women, those with disabilities, ethnic minorities, and LGBT+.</i>	2a	Form an MTU Working Group, achieving balanced representation.	<p>Cork and Kerry campus working groups already established.</p> <p>A new MTU Steering Group to be established to coordinate and oversee the implementation of the Framework. Campus based working groups to continue to operationalise the implementation of the relevant actions detailed in the action plan. The establishment of the new unified MTU Steering group to reflect student population.</p>	President's nominees	First meeting of MTU Steering Group to take place by June 2021.	Measure success in achieving balanced representation, comparing targets against baseline

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

Relevant Consent Framework Outcome	Action No.	Action	Progress to Date/ Milestones achieved	Person Responsible	Timeframe (start/end)	Success Indicator
	2b	Agree Terms of Reference with Working Group members.		MTU Steering Group	Reviewing Annually	Terms of Reference agreed & timeline for review set.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

<p><i>Liaison and partnership with external specialist agencies to ensure effective engagement with external structures.</i></p>	<p>3a</p>	<p>Collate, design & disseminate information for staff & students on external and internal services & the roles that they fulfil in responding to sexual violence. This will include on-campus posters, website download, orientation packs, induction slides, student-accommodation welcome packs, social-media advertising, induction pack for new staff, etc.</p>	<p>Already done on an annual basis and will be refreshed in Sept 2021.</p> <p>Cork campus - 5 online Active* Consent workshops delivered 956 students this academic year.</p> <p>Cork Campus has employed external experts to deliver consent, sexual harassment, and sexual violent training to staff during the current academic year.</p> <p>Kerry campus– 5 workshops delivered to 351 students this academic year.</p> <p>MTU Cork SU -Include consent information annually in First Year Handbook -Include material and merchandise in First Year Welcome Pack</p>	<p>EDI unit Cork campus. Student Retention and Engagement officer Kerry campus. MTU Students' Unions. Collaborating with HR staff on Cork and Kerry campus for staff induction material.</p>	<p>To be refreshed before Sept 2021.</p>	<p>Logged date(s) of dissemination to staff & students.</p> <p>Workshops were delivered across the academic year.</p>
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MTU Initial Action Plan to Tackle Sexual Violence and Harassment

			<ul style="list-style-type: none">-Include information on support services but this must be given more prominence-Have Consent Bunting installed in MTU Bishopstown Campus. <p>MTU Kerry SU</p> <ul style="list-style-type: none">-Some SU Officers have consent facilitator training completed and have assisted in giving consent class to all incoming first-year students.-Information is provided in the SU Handbook-Information placed in freshers' packs-During SHAG and Well Being Campaigns, consent is also highlighted, rather than a once-off offering.-specific consent mandate under welfare to ensure that consent is promoted continuously.			
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MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	3b	Check/update this information annually in advance of the start of the academic year.	EDI Office Cork campus -Comply and distribute Consent material and information for staff. -Liaise with HR to include Consent material and information in Staff Induction Packs.	EDI Offices/Registrars Offices/ HR offices	Before the start of Academic Year	Logged date(s) of information being checked & disseminated to all staff & students.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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2. Institutional Processes: Recording						
<i>HEIs will create an easy-to-use system for students and staff to disclose and report incidents, which would be reflected in a high level of awareness and understanding among both students and staff.</i>	4a	Map processes for formal reporting on flowcharts (one for disclosures about staff, and one for disclosures in relation to students), clearly illustrating all potential response pathways.	MTU Dignity and Respect Policy. Formal reporting procedure includes: Contact persons (in each department – new initiative with training on offer) Staff – Line Manager Student – Head of Department.	HR offices/ Student Affairs Managers	Complete by May 2021	For actions 4a-4c, indicators are: Web content launched and announced to all staff & students by member of senior management responsible URLs: www.cit.ie/edi/activeconsent/ - under construction; https://www.ittralee.ie/en/InformationFor/CurrentStudents/StudentLife/ All content to be unified within www.MTU.ie

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	4b	Launch and monitor the PCHEI Report and Support tool for anonymous reporting .	MTU Investigating PCHEI tool.	Counselling Services	Subsequent of national roll-out	Extract metrics on awareness and understanding from staff & student surveys.
	4c	Outline all response pathways on the university's website, including differences between available methods of reporting (anonymous reporting)		EDI Officer Cork campus and Student Engagement and Retention Officer Kerry campus in	1 month after all response pathways have been established.	Include baseline, if this has already been measured, and target(s); otherwise, set baseline in first survey year.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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<i>The reporting system is compatible with reporting party/survivor rights, cognisant of the needs of vulnerable groups, and has the confidence of the higher education community.</i>	5a	Recruit a wide-ranging MTU Steering Group, including Counselling Service & representatives of relevant external specialist agencies. These members will be assigned responsibility to provide feedback on reporting mechanisms.	A new MTU Steering Group to be established to coordinate and oversee the implementation of the Framework.	MTU Steering Group		Measure success in achieving balanced representation, comparing targets against baseline.
	5b	Put in place comprehensive disability adaptations for in-person and digital reporting and support.	Initiating collaboration with Access office.	As above. Collaborating with Access Office & Disability Support Offices.	March 2021 – August 2021	The chosen data source. Include baseline, if this has already been measured, and target(s); otherwise, set baseline in first survey year

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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<i>Institutions shall record statistics on harassment, assault, and rape and report them in the context of their strategic dialogue with the HEA.</i>	6	<p>Analyse 6-monthly data from the anonymous Report and Support tool.</p> <p>Add relevant questions to any existing annual EDI or other surveys of students/staff.</p> <p>Summarise high-level data on formal disclosures/reports made.</p> <p>Monitor the number of contacts made to designated contact-people.]</p>	MTU investigating the launch of PCHEI Report and Support tool.	HR Offices/ EDI Offices/ Registrars Offices	6 months after the tool has been set up.	Extract metrics on the extent and nature of sexual violence and harassment from
3. Institutional Processes: Policy						
<i>Dedicated policies of breadth and depth consistent with the Framework aims referencing IUA/THEA guidelines and policies where appropriate.</i>	7a	Review existing policies in light of THEA, IUA and other good-practice guidelines to ensure that policies clearly addressing sexual violence and harassment are available and published.	<p>New MTU Dignity and Respect policy published recently. Have consulted with THEA and feedback to be reviewed.</p> <p>EDI policy currently under review</p>	MTU Steering Group	Semester 2 AY 2021/2022	Updated policy announced and published. www.mtu.ie -URL under construction

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	7b	When new or significantly amended policies and procedures are introduced, monitor these annually.		HR offices in consultation with Student Unions		Annual review of new/amended policy logged.
<i>Policies are explicitly linked to clear lines of responsibility, active responses, institutional reporting, and regular review.</i>	8	Identify who is responsible for responding to disclosures of sexual violence and harassment, for reporting, and for review of policies. Map reporting line(s) between the Working Group's Chair and membership, the University's President and senior management team, and the Governing Body.	The MTU Dignity and Respect Procedure clearly delineates the disclosure and reporting procedures relating to incidents of sexual violence and harassment.	As per reporting Procedure: Appointed and trained contact persons. Line Managers. Heads of Departments. HR Offices.	Already established.	Map of reporting lines published on institute website www.mtu.ie -URL under construction

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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<i>Policies include guidelines for addressing student complaints, including transparency for all involved.</i>	9a	Map and publish processes for formal reporting on flowcharts (one for disclosures about staff, and one for disclosures in relation to students), clearly illustrating all potential response pathways.	As per 4a and 4c MTU Dignity and Respect Policy. Formal reporting procedure includes: Contact persons (in each department – new initiative with training on offer) Staff – Line Manager Student – Head of Department.	HR Offices	Before Sept 2021	For actions 9a and 9b, indicators are: Web content launched and announced to all staff & students by member of senior management responsible www.mtu.ie - URL under construction
	9b	On the university website, outline the purpose of anonymous information gathered through the PCHEI Report and Support tool, linking to a Privacy Notice, explaining how this information will be analysed and used institutionally.	As per 4b, MTU currently Investigating PCHEI tool.	Counselling Services and MTU Steering Group	6 months after the tool has been set up in MTU.	Extract metrics on awareness and understanding from staff & student surveys. Include baseline, if this has already been measured, and target(s); otherwise, set baseline in first survey year.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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<i>Policy implementation is supported by compiling relevant information, leadership of high level HEI officer, and through the appropriate structures, an annual report on institutional initiatives and data to the Governing Authority.</i>	10a	Introduce annual reporting to the Governing Body on preventative and response measures to sexual violence and harassment.		MTU Steering Group prepares template and report. Sign off: To be decided	Annually	Report presented to Governing Body, as scheduled, with feedback sought on next steps.
	10b	Prepare an agreed template for reporting to the Governing Body, noting data collated and initiatives proposed and/or implemented.	To be initiated	MTU Steering Group	Annually	Template agreed.
4. Targeted Initiatives						

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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<i>HEIs will provide direct student-facing activities including workshops/classes that promote an understanding of consent; student understanding and skills for speaking up and calling out unacceptable behaviour.</i>	11a	Continue to make Active* Consent Workshops available to all first-year students, embedding initial training into orientation programmes, & to all later-year students.	Active* Consent was offered to first years in AY 2020/2021 both in Kerry and Cork campuses. Cork Campus actively providing consent workshops for staff. In the last 6 years, Kerry campus offered the training on an ongoing basis as part of orientation.	MTU Cork SU and EDI Office Cork campus Registrar's Office Kerry Campus/ Student Engagement and Retention Officer-Kerry/ NUIG delivered Active Consent training with staff from Cork campus.	Before Semester 1 Midterm each year	Set targets to build annually on current baseline attendance rate, identifying and addressing any imbalances.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	11b	Collaborate with the university's Students' Union to conduct student polls to ascertain satisfaction levels and effectiveness of these workshops (e.g. in awareness-raising of existing supports).	Initial Survey. Follow up Survey. Publish findings.	As Above 11a. Collaborating Students' Union	Initial Survey May 2021 Follow up Survey in November 2021 Publish Findings ongoing.	Create targets for satisfaction levels and effectiveness of these workshops (e.g. in awareness-raising of existing supports).

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

<p><i>Ongoing messaging to disseminate information consistent with the Framework aims for cultural change and awareness.</i></p>	<p>12</p>	<p>Prepare an annual plan for communications and awareness-raising activities, linking these to institutional (e.g. announcement of student workshops), national (e.g. USI Sexual Health Awareness and Guidance campaign) or worldwide events, campaigns, and milestones (e.g. 16 Days of Activism against Gender-Based Violence).</p>	<p>Student Unions</p> <p>Well -Being Campaigns – held throughout the year at various times all include consent</p> <p>-SHIFT Day –Sexual Health in First Term</p> <p>-SHAG Week.</p> <p>Campaigns providing awareness around consent offered at various stages.</p> <p>– SHAG Packs with consent information, IT Stops now toolkit, Ask Angela Campaign, Bystander Intervention Training – links with consent.</p> <p>Consent is promoted much as possible, through both Student Unions, and across social media campaigns year-round</p> <p>MTU Kerry LIVE ITT Health and Wellbeing initiative previously hosted NUIG Consent Drama on campus as well as annual</p>	<p>EDI units in collaboration with Students’ Unions and external specialist agencies.</p>	<p>Annual student campaigns- September & April (linked with EDI Awareness Month)</p> <p>Annual staff consent training- January to March</p> <p>Annual Consent national & international awareness programmes- ongoing</p>	<p>Set frequency of events, etc. during academic year.</p>
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MTU Initial Action Plan to Tackle Sexual Violence and Harassment

			<p>Consent Workshops for all incoming students. These events were communicated to students and staff via email and social media as well as poster campaigns. LIVE ITT also promotes USI, NUIG and HSE consent campaigns year-round on social media.</p> <p>MTU Cork SU -Run Sexual Health and Guidance Campaigns including promotional material raising awareness on consent and internal and external supports. -Run consent workshops and activities such as Consent Tea Party in conjunction with external support agencies in the SVC, SHC and An Gardai. -Campus Bunting, Sexual Health and Guidance Campaigns,</p>			
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MTU Initial Action Plan to Tackle Sexual Violence and Harassment

			<p>Be Safe Days, Ask for Angela campaign. The Students' Union will continue to highlight the issues in the student magazine, ExpliCIT, and through information dissemination and referral from the Students' Union Office.</p> <p>-EDI Offices- Run Annual staff consent, disclosure & activism training in collaboration with external specialist agencies.</p> <p>-Link in Consent activities and talks within the annual EDI Awareness Month.</p> <p>-Create awareness and encourage participation of MTU staff in national and international global campaigns.</p> <p>-Create international links & partnerships</p>			
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MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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			with leading Consent institutions (e.g University of New Hampshire UK, University of Windsor, Canada).			
<i>HEIs will create and implement an education plan to ensure all staff and relevant students have at least a minimal, agreed understanding and capacity to support students; create and implement a training plan for staff and students who contribute to initiatives and services. HEIs will create and implement a system for measuring effectiveness of initiatives.</i>	13a	Implement Disclosure Training for key staff and student leaders.	MTU Cork: Two Disclosure Staff workshops provided on 15 and 21 January 2021. Roll out on Kerry Campus	Athena SWAN Administrator	Annually January	Monitor attendance & satisfaction levels, similar to student-workshop metrics.
	13b	On the introduction of any new sexual violence and harassment policies, offer information sessions for all staff, and supply straightforward “how-to” guidance on how to receive a disclosure.	“How-to” guidance already provided during Disclosure training.	Athena SWAN Administrator		
	14a	Include a dedicated section on sexual violence and harassment in the EDI staff/student survey and monitor results.	Joint surveys between EDI offices and SU.	EDI offices in collaboration with SU.	As per 11a and 11b timeline	Extract metrics on awareness and understanding from staff & student surveys.

MTU Initial Action Plan to Tackle Sexual Violence and Harassment

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	14b	As noted, include post-workshop surveys to monitor effectiveness and satisfaction levels in relation to all student and staff training and education initiatives.		EDI offices in collaboration with SU.	As per 11a and 11b timeline	Include baseline, if this has already been measured, and target(s); otherwise, set baseline in first survey year.
<i>HEIs will provide accessible, trauma-informed services; for supporting student disclosure, reporting and complaints, and for counselling and advocacy.</i>	15a	Work with the institute's Human Resources team to monitor staff awareness of and satisfaction with the Employee Assistance Programme annually.	HR ongoing	HR Managers	Ongoing	Include baseline and target metrics from EDI or other staff survey.
	15b	Conduct a survey of members of the institutional Counselling Service to identify needs & repeat to track progress re. any issues raised.	Investigating	Counselling Services	End of Oct 2021	Devise metrics for this specialised survey.