



Leading Innovative measures to reach gender **B**alance in **R**esearch **A**ctivities

Gender Equality Plan

Part 1 – GEP as a whole

Version 1



CRG

July 2016

AREA	LINES OF ACTION	ACTIONS	Start	End
1. RECRUITMENT	1.1. Improving job announcements equally attractive for women and men	1.1.2. Participation of HR representatives in a workshop on best practice for gender inclusive job announcements and recruitment measures	Jan 2017	Jan 2017
		1.1.4. Applying job announcement guidelines (see 1.1.3) to prepare gender-inclusive requirement profile templates which will be used for all subsequent job announcements.	March 2017	Oct 2017
	1.2. Increasing the percentage of female applicants and the offer acceptance rate	1.2.1. Institutional website revision (in collaboration with PR department) to demonstrate diversity-inclusive work environment (e.g. including pictures of both male and female role models in non-traditional roles)	Oct 2016	Dec 2017
		1.2.2. Creating a section on institutional website describing social benefits and measurements improving work-life balance (e.g. family friendly workplace)	June 2016	Dec 2016
		1.2.3. Developing and presenting at least one “family case” on institutional website, introducing a family of which one parent is working at the institute. (E.g. interview with the parents describing how they handle their family and business life.)	March 2017	March 2018
		1.2.4. Developing gender inclusive PR material (e.g. posters, brochures (see 1.3.7)) to present a more diversity-inclusive environment. Make sure that contracted companies (graphics & design) understand the purpose.	Oct 2016	Dec 2017
		1.2.5. Proactively identify and contact potential female candidates for leading positions (faculty and senior leadership positions). E.g. by searching female expert profile databases (e.g. EMBO, AcademiaNet), browsing the EULIFE website, and via personal contacts.	Sept 2016	March 2018
		1.2.6. Review internal and external vacancy advertisement tools (e.g. advertisement platforms concerning reach and accessibility, language use, etc.) and improve them to reach more women.	Oct 2016	April 2017
		1.2.7. Promote transparency of recruitment practices internally and externally	Oct 2016	April 2017
	1.3. Introducing rules/standards/guidelines for candidate selection/appointment	1.3.2. Creating institutional policies for recruitment processes by implementing recommendations of the LIBRA recruitment guidelines (see 1.3.1)	May 2017	Dec 2017
		1.3.3. Applying a standard ratio of male to female candidates invited to the final interview for a vacancy (depending on the ratio in applications). Recommendations will be provided by the LIBRA recruitment guidelines (see 1.3.1)	May 2017	Dec 2017
		1.3.4. Agreeing on a list of interview questions to be asked to each candidate among members of the recruitment committee (specified for each vacancy).	May 2017	Dec 2017
		1.3.5. Creating interview report forms to be completed by each recruiter for faculty and senior leadership positions.	Sept 2016	Dec 2016
		1.3.6. Creating a communication policy for communication with candidates and communication among hiring committee members	Oct 2016	March 2017

AREA	LINES OF ACTION	ACTIONS	Start	End
		1.3.7. Prepare an information sheet/brochure about work-life balance aspects of the work, childcare facilities, social benefits, dual career opportunities etc. (see also 1.2.4) to be included when sending out offers or handed to candidates during on-site interviews	Jun 2016	Dec 2016
	1.4. Data collection and monitoring	1.4.2 Providing ASDO (gender expert organization) with gender balance data collected throughout the recruitment procedures (see 1.4.1) for evaluating the effectiveness of recruitment strategies	Sept 2016	Dec 2018
		1.4.3. Present statistics about gender relevant recruitment data to the Faculty of the institution	Sept 2016	Dec 2018
	1.5. Training hiring committees' members	1.5.1. Training recruitment committees' members in responsible and fair selection process (including gender-aware evaluation), e.g. by seminars, web-based-training, video)	Jun 2016	Dec 2018
		1.5.2. Organizing Gender Bias (and other biases) awareness-raising initiatives (e.g. LIBRA Gender Bias test)	Jan 2016	Dec 2018
2. Career Development	2.1. Training supervisors	2.1.2. Organising locally 2 workshops on gender bias for staff supervising junior researchers	March 2017	Dec 2018
	2.2. Postdoc career development scheme	2.2.2. Participating in the pilot career development program for postdoctoral researchers (see 2.2.1)	Jan 2017	Nov 2018
	2.3. Providing mentoring schemes	2.3.1. Conceptualise a peer mentoring program for young PIs	July 2016	Oct 2016
		2.3.3. Conceptualise a mentoring program across EU-LIFE institutes for young female PIs	Oct 2016	Feb 2017
		2.3.4. Participate in the mentoring program for young female PIs	March 2017	Dec 2018
	2.5. Unbiased Evaluation of faculty members	2.5.2. Consider recommendations of the "LIBRA Gender Handbook" (see 2.7.1) and adjust the internal evaluation policies accordingly	Nov 2018	March 2019

AREA	LINES OF ACTION	ACTIONS	Start	End	
2. Work-Life-Balance	3.1. Training in work-life balance awareness related to the work of HR departments	3.1.2. Participating in the work-life balance awareness training program for leaders of HR departments and senior scientific staff		Dec 2016	
		3.1.4. Tailoring the web-based induction module on work-life balance and train all new hires.	May 2017	May 2018	
	3.2. Increasing work-life balance awareness for scientists	3.2.2. Participating in the poster campaign promoting the benefits of WLB	Nov 2017	Nov 2018	
		3.2.4. Publishing on the institute's website a clear policy on work-life balance	May 2017	May 2018	
	3.3. Promoting employees with family responsibilities	3.3.7. Improving pregnancy safeguard measures	Sept 2016	March 2017	
		3.3.8. Promoting institute family networks	Sept 2016	Dec 2016	
		3.3.13. Promoting personal return plans to be arranged before leave	Jan 2017	Jan 2018	
	4. SGR	4.1. Increase awareness of the importance of sex and gender aspects of research	4.1.2. Disseminating developed case studies at the institute and beyond (see 4.1.1.). This will be a long term action, as several case studies will be prepared one after the other, the first one will be finished Oct 2017.	Nov 2017	March 2019
		4.2. Training on the sex/gender dimension of research	4.2.3. Incorporating the teaching modules on gendered aspects of research in the life sciences (see 4.2.1. and 4.2.2.) in the institute's PhD programme and more advanced courses	Dec 2018	March 2019
4.2.5. Develop an internal best practices on how to consider sex and gender dimension in experimental setup and data analysis (tailored for the institute's research). Seeking help from WP6 leader (IEO) and consulting deliverable D6.2			Jan 2017	Jan 2018	
	4.3.2. Participating in the workshop on the Gender Dimension of Research with representatives from the industrial sector and national funding organizations (taking place latest Oct 2018)	Oct 2018	Oct 2018		

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	4.3. Engaging with funding bodies and industry	4.3.3. Keep a dialogue with national and local funding bodies and industry about the gendered aspects of research in the life sciences and try to influence national research council policy in this direction. Invite them for the workshop (see 4.3.1.).	Jan 2018 Jan 2017	Jul 2018 March 2019
5. Management	5.1. Regularly collecting gender-disaggregated data	5.1.1. Modifying data analysis tools to have gender-disaggregated data on all the indicators currently in use for reporting	Jan 2017	March 2019
		5.1.2. Introducing new gender-sensitive indicators to be regularly collected	July 2016	Jan 2017
	5.2. Identifying the reasons of employees for leaving the institute	5.2.1. Introducing the administration of exit interviews as standard procedure	Sept 2016	April 2017
		5.3. Adopting gender-sensitive language	5.3.1. Screening internal documents and communication for gender-unfairness and change them accordingly	March 2017

* IO = Implementing Organisation (organisation in charge of the activity)

** LIBRA Project Active action (**LPA**), LIBRA Projects Passive action (**LPP**), Internal institutional action (**IT**), Coordinated internal Action (**CA**)

*** Each IO has to choose the activities they are planning to implement in their organisation; choose additional actions by labelling them with "X"

Start and End indicate the timeframe for action planning and implementation.