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

Gender Equality Plan

IEO

July 2016

Table 1 – GEP template including the actions to and areas of intervention

AREA	LINES OF ACTION	ACTIONS	End
1. REC		1.1.2. Participation of HR representatives in a workshop on best practice for gender inclusive job announcements and recruitment measures	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.	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)	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.	Dec 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.	June 2017
		1.2.7. Promote transparency of recruitment practices internally and externally	June 2017
		1.3.2. Creating institutional policies for recruitment processes by implementing recommendations of the LIBRA recruitment guidelines (see 1.3.1)	May 2018
		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 2018
		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 2018
		1.3.5. Creating interview report forms to be completed by each recruiter for faculty and senior leadership positions.	May 2018
		1.3.6. Creating a communication policy for communication with candidates and communication among hiring committee members	May 2018
	1.4. Data collection and monitoring	1.4.1. Monitoring gender balance at each stage of the recruitment process and for each advertised scientific vacancy.	Dic 2017
		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	Dec 2018
2. CDV		2.1.2. Organising locally 2 workshops on gender bias for staff supervising junior researchers	May 2018
		2.2.2. Participating in the pilot career development program for postdoctoral researchers (see 2.2.1)	Nov 2018
		2.5.2. Consider recommendations of the "LIBRA Gender Handbook" (see 2.7.1) and adjust the internal evaluation policies accordingly	Feb 2019

AREA	LINES OF ACTION	ACTIONS	End
3. WLB		3.1.4. Tailoring the web-based induction module on work-life balance and train all new hires.	Nov 2018
		3.2.2. Participating in the poster campaign promoting the benefits of WLB	Nov 2018
		3.2.4. Publishing on the institute's website a clear policy on work-life balance	Nov 2018
		3.3.2. Providing facilitated access/vouchers to external childcare services	Dec 2018
		3.3.6. Providing rooms for breastfeeding/milk pumping/nappy changing	Dec 2018
		3.3.7. Improving pregnancy safeguard measures	Dec 2018
		3.3.10. Promoting shared leave policies between men and women	Dec 2018
4. SGR	4.1. Increase awareness of the importance of sex and gender aspects of research	4.1.1. Developing case studies / deepening existing case studies in life sciences and biomedicine to demonstrate the importance of gender/sex analysis and understand its related challenges and values.	Oct 2018
		4.1.2. Disseminating developed case studies at the institute and beyond (see 4.1.1.). This will be a lon term action, as several case studies will be prepared one after the other, the first one will be finished Oct 2017.	Feb 2019
		4.1.3. Encourage the formulation of specific research questions that address sex-specific differences for which external (or internal if available) additional funding can be sought.	Feb 2019
	4. Training on the sex/gender dimension of research	4.2.1. Developing lecture material on gender, ethical and societal implications of the HPV vaccine	Dec 2017
		4.2.2. Developing an online teaching modules on gendered aspects of research in the life sciences	Oct 2018
		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	Feb 2019
		4.2.4. Identify national/international groups with experience on gendered research, in the field of the institute's research topic. Organizing visits and working seminars for researchers (in particular young scientists and junior group leaders) to learn how to integrate sex/gender dimension into their project planning.	Dec 2018
		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	Oct 2018
	4.3. Engaging with funding bodies and industry	4.3.1. Organising workshop on the Gender Dimension of Research with representatives from the industrial sector and national funding organizations	Oct 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
		4.3.3. Keep a dialogue with national and local funding bodies and industry about the gendered aspects of research in the life	Jul 2018

AREA	LINES OF ACTION	ACTIONS	End
		sciences and try to influence national research council policy in this direction. Invite them for the workshop (see 4.3.1.).	
	4.4. Promoting exchange with experienced groups in gendered research	4.4.1. Identify national/international groups with experience on gendered research, in the field of the institute's research topic. Organizing visits and working seminars for researchers to learn the practical implementation of the gendered aspect in their research.	Dec 2018
5. MGT	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	Dec 2017
	5.3. Adopting gender-sensitive language	5.3.1. Screening internal documents and communication for gender-unfairness and change them accordingly	Dec 2017

1. REC = Recruitment

2. CDV = Career development

3. WLB = Work Life Balance

4. SGR = Sex and Gender in Research

5. MGT = Management