



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

Gender Equality Plan design tool

Part 1 – GEP as a whole

BRIC

18th July 2016

Table 1 – GEP template including the inventory of actions to be chosen from. Start and End indicate the timeframe for action implementation.

GEP for BRIC										
AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***		
1. REC	1.1. Improving job announcements equally attractive for women and men	1.1.1. Organization of a workshop on best practice for gender inclusive job announcements and recruitment measures addressing HR staff (including gender experts)		CeMM	LPA		Jan 2017			
		1.1.2. Participation of HR representatives in a workshop on best practice for gender inclusive job announcements and recruitment measures		All IOs	LPP	Jan 17	Jan 2017	X		
		1.1.3. Compiling job announcement guidelines		CeMM , MDC	LPA		Feb 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.		All IOs	CA	March 17	Oct 17	X		
	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)			All IOs	CA	Nov 17	May 18	X	
		1.2.2. Creating a section on institutional website describing social benefits and measurements improving work-life balance (e.g. family friendly workplace)				CA				
		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.)				CA				
		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.					CA			
		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.				All IOs	CA	Nov 17	Jan 19	

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***	
		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.			CA				
		1.2.7. Promote transparency of recruitment practices internally and externally		All IOs	CA	Nov 17	May 18	X	
		1.2.8. Supporting dual-career options and using local networks to identify suitable jobs for the partner of new hires			CA				
	1.3. Introducing rules/standards/guidelines for candidate selection/appointment	1.3.1. Assembling LIBRA recruitment guidelines recommending an unbiased and fair recruitment processes.		CeMM , MDC	LPA		April 2017		
		1.3.2. Creating institutional policies for recruitment processes by implementing recommendations of the LIBRA recruitment guidelines (see 1.3.1)		All IOs	CA	May 17	May 18	X	
		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)	Receiving an important unqualified application, we will applying a standard ratio depending on the ratio in shortlisted applicants. At BRIC, we don't have any gender issue among PhD and postdocs applicants. We are not planning to apply a standard ratio for those positions		All IOs	CA	May 17	May 18	X
		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).				CA			

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***
		1.3.5. Creating interview report forms to be completed by each recruiter for faculty and senior leadership positions.			CA			
		1.3.6. Creating a communication policy for communication with candidates and communication among hiring committee members		All IOs	CA	May 17	May 18	X
		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			CA			
	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.		All IOs	CA	Dec 2016	Oct 18	X
		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		All IOs	CA	Oct 18	Jan 19	X
		1.4.3. Present statistics about gender relevant recruitment data to the Faculty of the institution			IT			
	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)			CA			
		1.5.2. Organizing Gender Bias (and other biases) awareness-raising initiatives (e.g. LIBRA Gender Bias test)			IT			
	1.6. Ensuring gender balance in recruitment committees	1.6.1. Negotiating guidelines about the proportionate presence of women in committees deciding on faculty and senior leadership appointments			CA			
		1.6.2. Providing support for administrative tasks to senior women sitting in many committees (to fulfil gender balance requirements of committees) to compensate for overload			CA			
2. CDV	2.1. Training supervisors	2.1.1. Conceptualising a workshop on gender bias for staff supervising junior researchers		BRIC	LPA	Oct 16	Feb 17	X
		2.1.2. Organising locally 2 workshops on gender bias for staff supervising junior researchers		All IOs	CA	March 17	May 18	X
		2.2.1. Establishing a pilot career development program for postdoctoral researchers across all IOs		IC	LPA		Dec 2016	

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***
	2.2. Postdoc career development scheme	2.2.2. Participating in the pilot career development program for postdoctoral researchers (see 2.2.1)		All IOs	CA	Jan 2017	Nov 2018	X
		2.2.3. Conceptualise career development workshops for post-docs		IC	LPA	Oct 2016	Feb 2017	
		2.2.4. Organise two career development workshops (see 2.2.3.) at two selected IOs		IC	CA		April 2017 Oct 2018	
	2.3. Providing mentoring schemes	2.3.1. Conceptualise a peer mentoring program for young PIs		CRG	LPA		Oct 2016	
		2.3.2. Adopt the CRG peer mentoring program for young PIs and tailor it for the specific needs/circumstances of the institute						
		2.3.3. Conceptualise a mentoring program across EU-LIFE institutes for young female PIs		CRG	LPA	Oct 2016	Feb 17	
		2.3.4. Participate in the mentoring program for young female PIs			CA			
	2.4. Providing career development and networking opportunities	2.4.1. Develop platform for career network on the LIBRA website		IC	LPA		Aug 2016	
		2.4.2. Organise two Career Network meetings as satellite events of the career workshops		IC	CA		April 2017, Oct 2018	
		2.4.3. Organise seminars for PhD students and postdocs about available opportunities in non-academic scientific sectors			CA			
	2.5. Unbiased Evaluation of faculty members	2.5.1. Writing the "LIBRA Gender Handbook" to give recommendations on how to evaluate faculty members		IC	LPA		Oct 2018	
		2.5.2. Consider recommendations of the "LIBRA Gender Handbook" (see 2.7.1) and adjust the internal evaluation policies accordingly		All IOs	CA	Nov 18	Jan 19	X
	3. WLB	3.1. Training in work-life balance awareness related	3.1.1. Providing training on work-life balance awareness for leaders of HR departments.		CEITEC	LPA		Dec 2016
3.1.2. Participating in the work-life balance awareness training program for leaders of HR departments.				All IOs	LPP	Dec 16	Dec 2016	X

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***
	to the work of HR departments	3.1.3. Conceptualising the web-based induction module on work-life balance for all new staff		CEITEC	LPA		April 2017	
		3.1.4. Tailoring the web-based induction module on work-life balance and train all new hires.		All IOs	CA	Sept 17	Sept 18	X
	3.2. Increasing work-life balance awareness for scientists	3.2.1. Conceptualising the poster campaign promoting the benefits of WLB		BI	LPA		Oct 2017	
		3.2.2. Participating in the poster campaign promoting the benefits of WLB		All IOs	CA	Nov 17	Nov 18	X
		3.2.3. Hosting lectures of seminar series “My life in science” highlighting challenges and benefits of maintaining a good WLB	We had the first seminar in January 2016 during LIBRA Kick-off event		CA	Jan 16	Jan 18	X
		3.2.4. Publishing on the institute’s website a clear policy on work-life balance		All IOs	CA	Nov 17	Nov 18	X
		3.3.1. Creating/extending on-site childcare services			CA			
	3.3.2. Providing facilitated access/vouchers to external childcare services			CA				
	3.3.3. Providing (or providing access to external) childcare during school holidays			CA				
	3.3.4. Offering leave days in the case the child is sick			CA				
	3.3.5. Providing (or providing access to external) after-school services			CA				
	3.3.6. Providing rooms for breastfeeding/milk pumping/nappy changing			CA				
	3.3.7. Improving pregnancy safeguard measures			CA				
3.3.8. Promoting institute family networks			CA					
3.3.9. Providing access to services for elder and disabled relatives			CA					
3.3.10. Promoting shared leave policies between men and women			CA					
3.3.11. Making funds available to cover research projects during parental leave			CA					
3.3.12. Providing emergency leaves for family responsibilities			CA					
3.3.13. Promoting personal return plans to be arranged before leave			CA					

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***
		3.3.14. Promoting re-entry support after leave periods			CA			
		3.3.15. Relieving staff returning after leave from administrative duties			CA			
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.		IEO	LPA		Oct 2018	
		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.		All IOs	CA	Oct 17	Oct 18	X
		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.			CA			
	4.2. Training on the sex/gender dimension of research	4.2.1. Developing lecture material on gender, ethical and societal implications of the HPV vaccine		IEO	LPA		Oct 18	
		4.2.2. Developing an online teaching modules on gendered aspects of research in the life sciences		IEO	LPA		Oct 18	
		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		All IOs	CA	Nov 18	Jan 19	X
		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.			CA			
		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		All IOs	CA	Jan 18	Jan 19	X
		4.2.6. Integration of a sex/gender dimension assessment in internal pre-publication reviews of manuscripts (if the institutional policy was followed)			CA			

GEP for BRIC

AREA	LINES OF ACTION	ACTIONS	COMMENTS by IO*	IO	COORD. LEVEL**	Start	End	Select (X)***
	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		BI	LPA		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)		All IOs	LPP	Oct 2018	Oct 2018	X
		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.).		All IOs	CA	Nov 17	Jul 2018	X
	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.			CA			
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		All IOs	CA	Jan 18	Jan 19	X
		5.1.2. Introducing new gender-sensitive indicators to be regularly collected		All IOs	CA	Feb 17	Jan 18	X
	5.2. Identifying the reasons of employees for leaving the institute	5.2.1. Introducing the administration of exit interviews as standard procedure			CA			
	5.3. Adopting gender-sensitive language	5.3.1. Screening internal documents and communication for gender-unfairness and change them accordingly		All IOs	CA	Sept 17	Sept 18	X

* 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"