

European Project

“R&I PEERS - Pilot experiences for improving gender equality in research organisations”

(Grant Agreement number 788171)

Object: Formal adoption of the Gender Equality Plan

In the framework of the project R&I PEERS - Piloting experiences for improving gender equality in research organisations (Grant Agreement n. 788171), financed by the European Commission under Horizon 2020 programme (Call: Science with and for Society, H2020-SwafS-2017-1)¹, Asociación - Centro de Investigación Cooperativa en Nanociencias - CIC NANOGUNE has set-up a Gender Equality Plan (GEP).

The GEP is a fundamental action of the above-mentioned project and a key tool for encouraging the improvement of gender balance in the organisation.

With this letter the (approving body) declares that the GEP (here included as annex) has been approved and will be implemented within the organisation.

Date and Place:

Signature:

FULL NAME

¹ The Project is coordinated by the University of Salerno in partnership with Cyprus Neuroscience and Technology Institute (Cyprus), National Research Council – CNR (Italy), Association of the Industrialists of the Province of Salerno (Italy); Centro de Investigación Cooperativa en Nanociencias – CIC NANOGUNE (Spain), MIGAL Galilee Research Institute, LTD (Israel), Digital Leadership Institute (Belgium), ZRC SAZU Institute of Culture and Memory Studies (Slovenia), National Agency for Scientific Research Promotion – ANPR (Tunisia), Hellenic Republic Ministry of Interior – GSSE (Greece).

Welfare and Equality Plan considering the Gender Dimension at CIC nanoGUNE

- 2019 GEP (first part) –

Introduction

CIC nanoGUNE is very committed with the implementation of a welfare and equality plan taking into consideration the gender dimension (GEP). With the aim of ensuring a credible, sustainable, realistic and responsible GEP, nanoGUNE is consolidating a transparent, inclusive and participatory process together with its workforce. To strengthen the implementation of the GEP, in parallel to the adhesion to the R&I PEERS project, nanoGUNE has executed two key actions so far:

- The establishment of a Gender Equality Committee (GEC) which consists of 10 members representing the different “areas of work” within the organisation, and taking into consideration the gender balance: (i) PhD students, post-docs and fellows from different research groups, (ii) groups leaders, (iii) technicians, (iv) administration and (v) Direction.
- The hiring of a Consultant expert in the implementation of Gender Equality Plans within the Basque Country (Elhuyar Aholkularitza).

As a consequence of the more complex nature and longer timeframe demanded by the strategy set at nanoGUNE, the 2019 GEP will be delivered in two stages. The first set of actions is delivered in this document. The list encompasses both actions which are necessary to ensure the success of the horizontal strategy set at nanoGUNE, and actions which have been recently started and require monitoring. The second set of actions, which will be delivered in summer 2019, will be a selection of the proposals made by CIC nanoGUNE workforce through the online questionnaire carried out between August and September 2018. The prioritisation will be done after a staff consultation and a subsequent viability study carried out by Direction.

Classification of listed actions (for internal use)

The aspects that the organisation identifies as requiring attention can be grouped into eight target areas (Table 1). In turn, the actions can be further classified into 4 more types (Table 2) which attend to 4 different strategies which could be adopted to maximise the use of in-house capabilities and resources, with the aim of accomplishing the largest number of possible actions successfully.

Table 1. GEP target areas at CIC nanoGUNE.

Equality target areas with a gender perspective at CIC nanoGUNE	
1	Raising awareness on welfare and equality
2	Management and decision-making
3	Access to jobs and career advancement (supporting training, mentoring, promotion and excellence)
4	Conciliation (work/life balance)
5	Working environment
6	Health and safety at work
7	Research content (raising awareness on gender dimension in research)
8	Working further towards equality

Table 2. A proposal of strategies which could be applied to materialise the different actions identified (for internal use).

Strategies	
Type I	Actions which may not need extra-allocation of funds and may require minimum workforce effort (e.g. volunteering tasks).
Type II	Actions which could be accomplishable taking advantage of nanoGUNE workforce (skills & knowledge) with a relatively small allocation of funds. The extra-effort of employees could be acknowledged with economic incentives/free time – which could be economically more sustainable than an external service and will contribute to build a positive company culture.
Type III	Actions which may require certain/significant allocation of funds.
Type IV	Actions which could have higher impact and/or be accomplishable if collaborating with neighbouring research centres and/or the University of the Basque Country (UPV), and which may require certain/significant allocation of funds.

Abbreviations and acronyms

Table 3. Abbreviations, acronyms.

Abbreviations, acronyms	
GEC	Gender Equality Committee
GEP	Gender Equality Plan
D	Direct
I	Indirect
NA	Not applicable
NR	Not relevant

GEP target area I. Raising awareness on equality

GEP TARGET AREA I: RAISING AWARENESS ON EQUALITY				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I				
Creation of a Gender Equality Committee	<ul style="list-style-type: none"> Approval by Direction 	D: All employees I: NR/NA	GEC founders Direction	March to May 2018
Gender Equality Committee activity	<ul style="list-style-type: none"> Number of meetings per year Type, number & impact actions per year 	D: All employees I: NR/NA	GEC President	May 2018 onwards
Informal and relax chats about gender equality during coffee, lunch, etc.	Not measurable	D: All employees I: NR/NA	GEC President R&I PEERS team	May 2018 onwards
Formal presentation about equality (with a gender perspective) status at nanoGUNE for awareness & information based on data gathered, together with information about related issues & how to easily address some of them.	<ul style="list-style-type: none"> Type & number of questions arising from the audience to measure interest Short satisfaction questionnaire 	D: All employees I: NR/NA	R&I PEERS team	March 2019
Questionnaire (google form) to the staff for the prioritisation of welfare & equality actions to be carried out at nanoGUNE.	<ul style="list-style-type: none"> Number of participants (collecting sex disaggregated data) 	D: All employees I: NR/NA	R&I PEERS team Direction	March 2019
Formal presentation of the GEC as an instrumental tool for gender equality and welfare at nanoGUNE.	<ul style="list-style-type: none"> Type and number of questions arising from the audience to measure interest (gender disaggregated) 	D: All employees I: NR/NA	GEC President	March 2019
Presentation of the GEP by Direction to nanoGUNE.	<ul style="list-style-type: none"> Type and number of questions arising from the audience to measure interest (gender disaggregated) 	D: All employees I: NR/NA	Direction	Summer 2019

GEP TARGET AREA I: RAISING AWARENESS ON EQUALITY

Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type IV				
Promote talks and seminars by females (scientists, industry) to inspire new generations	<ul style="list-style-type: none"> • Number of talks, seminars given by females vs. total 	D: PhD students, post-docs, fellows, and employees interested I: NR/NA	GEC Group leader, staff scientist hosting the seminar	Ongoing
Yearly activities to celebrate the International day of girls and women in Science for the promotion of women in science: <ul style="list-style-type: none"> ▪ Outreach talks given by women scientists. ▪ Specialised scientific talks given by women scientist. ▪ Discussion panels about “women in science”. ▪ Experiments for kids (boys and girls) ran by female scientists ▪ Experiments in the lab for teenage girls. The objective is to inspire the future generations, empower them and give teenagers the opportunity to ask questions about the scientific career and solve them possible doubts, etc. Appetisers are served at the end for socialising. ▪ Visit to the labs and “hands on” “experiments to take home” for women over 55. Appetisers are served for socialising. 	<ul style="list-style-type: none"> • Activities per year on the week of 11 February 	D: Girls & women I: NR/NA	Outreach Manager	Ongoing

GEP target area 2. Management and decision-making

GEP TARGET AREA 2: MANAGEMENT AND DECISION MAKING				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I				
Taking the gender issue into account in future hiring of staff scientists, group leaders and directors	<ul style="list-style-type: none"> Historic evolution of numbers considering the gender aspect 	D: Staff scientists, group leaders, managers, directors I: Future employees	Direction	Ongoing
Promote the inclusiveness of more women in the international advisory committee and board partners when the opportunity arises	<ul style="list-style-type: none"> Monitoring the evolution of number of female members 	D: Body for the selection of the Advisory Board I: Future International Advisory Board members	Direction	Ongoing

GEP target area 3

Access to jobs and career advancement (supporting training, mentoring, promotion and excellence)

GEP TARGET AREA 3: ACCESS TO JOBS AND CAREER ADVANCEMENT (supporting training, mentoring, promotion and excellence)				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
MENTORING				
Type I				
Group based mentoring sessions through informal round table coffees, dynamic seminar/talks given/provided by external & internal male/female directors and group leaders, etc. to discuss about career issues and inspire new generations.	<ul style="list-style-type: none"> • Number of events per year • Female and male ratio (speakers) • Satisfaction questionnaire 	D: PhD students, post-docs, fellows, and employees interested I: NR/NA	GEC Group leader, staff scientist hosting the seminar	Ongoing
PROMOTION				
Type I				
Promotion of employees (considering gender diversity and staff role): <ul style="list-style-type: none"> ▪ Appearance in the media (press, radio, tv) ▪ Attendance to conference ▪ Applying for awards for equal opportunities (when possible and applicable).	<ul style="list-style-type: none"> • Statistics (disaggregated according to gender, staff role) 	D: All employees I: Society	Outreach Manager, Group Leaders	Ongoing

GEP TARGET AREA 3: ACCESS TO JOBS AND CAREER ADVANCEMENT (supporting training, mentoring, promotion and excellence)				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
TRAINING				
Type II, Type III or Type IV				
Provision of trainings, workshops for obtaining skills crucial for professional success depending on the envisioned career path: <ul style="list-style-type: none"> ▪ Spanish and Basque classes ▪ Specific software ▪ Workshops on academic writing ▪ Workshops on CV writing and interview preparation ▪ Workshops on improving presentations-related skills 	<ul style="list-style-type: none"> • Course list • Attendees per course (gender disaggregated data) • Satisfaction questionnaire (to measure impact and utility) • 1 seminar of each type per year 	D: All employees I: Their family, society	Outreach Manager	March 2019, onwards
Type III				
Support on grant and project application writing from a specialised external company	<ul style="list-style-type: none"> • Grant success rate • Number of females and male applicants and their success rate as a function of application month 	D: Research staff I: Their families, nanoGUNE	External company	Ongoing

GEP target area 4. Conciliation (work/life balance)

GEP TARGET AREA 4: CONCILIATION (WORK/LIFE BALANCE)				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I				
Flexible working hours (in agreement with direct responsible person)	<ul style="list-style-type: none"> Number of employees benefiting from it (gender disaggregated data, period) 	D: Employees I: Their families	Direction	Ongoing
Considering the possibility to telework, if required owing to family care responsibilities (e.g. childcare, etc.)	<ul style="list-style-type: none"> Number of employees benefiting from it (gender disaggregated data, period) 	D: Employees I: Their families	Direction	April 2019 onwards
Type I, Type III or Type IV				
Creation of a “family club” at nanoGUNE which could be coordinated, so employees with families can support each other (also for aiding the inclusion of non-locals)	<ul style="list-style-type: none"> Number of events organised yearly 	D: Employees with families I: Their families	Volunteer of the staff	April 2019 onwards

GEP target area 5. Working environment

GEP TARGET AREA 5: WORKING ENVIRONMENT				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I. Actions which may not need extra-allocation of funds and may require minimum workforce effort				
Definition of a protocol to protect from abuse harassment/sexual harassment.	<ul style="list-style-type: none"> Existence of the protocol 	D: All employees I: Society	To be decided	In progress, before 2020

GEP target area 6. Health & safety at work

GEP TARGET AREA 6: HEALTH AND SAFETY				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I				
Revision and update of documents of Pregnancy protocol	<ul style="list-style-type: none"> Document approval 	D: Female employees I: Their families	Coordinators of Prevention of Occupational Hazards	In progress, before 2020
Increasing preventive measures at laboratories for protecting pregnant women: avoiding entrance, etc.	<ul style="list-style-type: none"> Registry of actions taken 			

GEP target area 7

Research content (raising awareness on gender dimension in research)

GEP TARGET AREA 7: RESEARCH CONTENT (RAISING AWARENESS ON GENDER DIMENSIONS IN RESEARCH)				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I. Actions which may not need extra-allocation of funds and may require minimum workforce effort				
Seminar/talk about the meaning of “considering gender dimension in research” (most employees not aware of), inviting to reflection and inspiring with practical examples. (R&I PEERS team at nanoGUNE will be trained on this in April by partners from the Consortium)	<ul style="list-style-type: none">1 per year (first year for all, onwards for new comers only)	D: Research staff I: Society	Person from the staff to be decided	June 2019, onwards

GEP target area 8. Working further towards equality

GEP TARGET AREA 8: WORKING FURTHER TOWARDS EQUALITY				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Type I. Actions which may not need allocation of funds and may require minimum workforce effort				
Use of inclusive and gender-sensitive language (oral, visual, written)	<ul style="list-style-type: none"> The products generated 	D: All employees I: Society	Outreach Manager	Ongoing