



R&I PEERS

Horizon 2020 Project

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

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Equality Plan considering the Gender Dimension at CIC nanoGUNE

- 2021 GEP-

1. Introduction

CIC nanoGUNE is a non-profit making Association promoted by the Basque Government in 2006. NanoGUNE's strategy is focused on addressing excellent research and technology-transfer in nanoscience and nanotechnology, fostering high-standard training and education of researchers in this field, and promoting the cooperation among various agents in the Basque Science, Technology, and Innovation Network and between these agents and industry.

Our vision is to achieve an effective gender equality within our organization, by reversing the existing structural factors that trigger inequalities and building up a working environment free of gender bias, sexist attitudes, and sexual harassment. Furthermore, we expect to contribute actively to the construction of a more egalitarian scientific and technological environment that incorporates the perspective of all genders, thus contributing to the development of a society where all people will have equal opportunities.

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. CIC nanoGUNE planned and developed its first Gender Equality Plan (GEP) in the framework of the Horizon 2020 Project "Pilot experiences for improving gender equality in research organisations" (R&I PEERS). To strengthen the implementation of the GEP, in parallel to the adherence to the R&I PEERS project, nanoGUNE has executed two key actions:

- 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, postdocs, 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).

The GEP has been designed considering the results of a diagnosis phase in which shortcomings regarding gender disparities at the institutional level crystallized out. The internal diagnosis was carried out in the framework of the RI-PEERS project in 2018/19. This diagnosis served as a basis for the development of a Gender-Equality Plan to be implemented in the period 2019-2022.

For achieving and consolidating gender equality in various aspects, a variety of actions has been defined. This set of actions to be adopted 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 implementation of nanoGUNE's Gender Equality Plan is led by the Outreach Manager and the Director, in close collaboration with the Gender Equality Committee.

2. The National Context

In Spain, the Organic Law 3/2007 of 22 March 2007 regulates equal treatment of women and men. It defines that the public sector is expected to work towards achievement of gender equality and that equality units should be created in the ministries. Furthermore, private companies with 50 or more employees are suggested to implement gender equality plans, which became compulsory with the Royal Decree RLD 6/2019 of March 1, 2019. This Decree confirms the right of employees to reconcile private and working life and explicitly regulates the right of employees to become remunerated for their work, proposing equal treatment for men and women. This is also required by the Directive 2006/54/EC of the European Parliament and the Council.

The Royal Decree RLD 5/2015 extends the obligation of implementation of gender equality plans from the private sector to all public administrations. In the academic area the Universities Act (Act 4/2007) stipulates the creation of gender equality units in all universities, while in research the Science, Technology, and Innovation Act (Act 14/2011) foresees the inclusion of the gender perspective in science, technology and innovation and a balanced presence of both gender in all areas of the Spanish Science, Technology, and Innovation System.

In the autonomous community of the Basque Country, Act 4/2005 encourages the promotion of the principle of equality, extending it to local public administrative units. All those administrative units are requested to have approved gender equality plans and equality units.

Furthermore, the Basque academic environment is requested to promote education and research with a gender perspective through the inclusion of it into their research. This regulation is defined in the Basque University System Act (Act 3/2005). The act further declares the equality of all gender to access the higher educational system.

In view of this national context, CIC nanoGUNE aims at adopting measures that on the one hand agree with the Spanish and Basque laws, but also result in an equal and respectful environment in which employees of all gender, but also nationalities, races, religious or political orientations enjoy equal treatment and progressing chances.

3. The Institutional Context

The diagnosis of the gender equality and welfare status at CIC nanoGUNE consisted of describing, analysing, and assessing the related sex-disaggregated and job position data, attitudes, procedures, processes, and practices. The data were collected from available

datasets in-house and from a questionnaire for all employees which was launched at CIC nanoGUNE on 10th of August 2018 and lasted until 15th September 2018. The latter was conducted to analyse and prioritise areas for the GEP.

CIC nanoGUNE is a small-medium size research organisation with the staff dedicated either to (i) research or (ii) administrative and support activities. During the period the questionnaire was active the total number of employees at CIC nanoGUNE was 163 (including guest researchers), of which 84% were dedicated to research activities and 16% to administrative and support tasks. The female to male ratio within the organisation was 38% to 62%. When quantifying the gender distribution at the different career stages, a scissor-like trend became apparent, with a greater presence of males when progressing towards higher position levels in the scientific career ladder. Note that most of the positions at CIC nanoGUNE are temporal positions with only the group leaders, technicians and administration being permanent, thus a fluctuation in the composition is natural.

For the GEP, a strategy for gender equality upon recruitment was developed, which should equalize the female to male ratio in the various employee groups. In view of the scissor-like trend along the career stages, an emphasis was put on the awareness of the situation of female researchers in the respective career stages and their promotion. Thus, most defined actions target the integration of the gender dimension into the research at CIC nanoGUNE.

Further areas with needs of action refer to the improvement of the work-life balance and organisational structure, in which attention was given to enabling the employees to bring work and family life under one roof, and to establishing measures against gender-based and sexual harassment.

4. Strategic objectives of the GEP

The GEP is structured around five main key areas which have been based on the main challenges that arose from the audit report developed at nanoGUNE. Each key area has its own strategic objectives, and each objective has several actions proposed as a path to achieve it. The effectiveness of the actions will be monitored using predefined indicators.

The GEP has been discussed in detail and officially approved by the institute's direction on 17. April 2019. The GEP was published on the public CIC nanoGUNE website and disseminated across the organization. The current updated version includes modifications made after the first and second validation workshop of R&I PEERS project and is made consistent with the European Commission format and definition of a GEP.

5. Dedicated Resources

CIC nanoGUNE will be responsible for the provision of the financial resources needed for the implementation of nanoGUNE's Gender Equality Plan. CIC nanoGUNE has defined a responsible for the execution of the GEP, which was the first action implemented upon approval of the GEP.

Before the R&I PEERS Project and the official adoption of the GEP, CIC nanoGUNE already had a dynamic and motivated GEC with specific view on solving existent issues regarding gender balance and equality. Working groups may be created by interested GEC members and co-workers within nanoGUNE's community who are interested in specific topics at any time. These groups can be created on-the-go according to identified needs during the implementation of the GEP.

The following table details the tasks each of these structures would have:

1. GEP RESPONSIBLE(S)
PROFILE
<ul style="list-style-type: none"> ▪ Organizational knowledge and a global perspective ▪ Leadership ▪ Decision-making capacity ▪ Interested and motivated by the topic ▪ Communication capacity ▪ Coordination capacity ▪ GEP management knowledge¹
MAIN TASKS
<ul style="list-style-type: none"> ▪ Coordination and lead of the GEP. ▪ Definition of the resources to implement the GEP. ▪ Collection and sharing of all necessary information for the appropriate development of the GEP. ▪ Monitoring the GEP progress, by following up the level of implementation of the GEP and the impact indicators. ▪ Grappling with the challenges that might arise during implementation. ▪ Evaluating the GEP.
2. GENDER EQUALITY COMMITTEE
PROFILE
<ul style="list-style-type: none"> ▪ GEP responsible(s) ▪ Representation from all the different areas/sections and levels at CIC nanoGUNE ▪ Interested and motivated by the topic ▪ Balanced participation of women and men
TASKS
<ul style="list-style-type: none"> ▪ General follow-up of the GEP implementation ▪ Specific participation at some actions (specified in the GEP) ▪ Creation of working groups for specific initiatives.
3. SPECIFIC WORKING GROUPS
PROFILE
<ul style="list-style-type: none"> ▪ GEC members ▪ Other participants who are either motivated by the topic, or appropriate for the issue that will be developed.
TASKS
<ul style="list-style-type: none"> ▪ Developing specific actions of the GEP. ▪ These groups will be created linked to a specific action or a set of actions and will disappear once the action has been completed.

¹ This knowledge could be obtained by providing specific training, or with external expert aid as a resource for the development of the GEP.

6. Monitoring of the GEP implementation

The responsible(s) of the GEP will perform a constant follow-up of the GEP implementation and will create an annual report with the level of achievement of the foreseen yearly objectives and actions, and the tasks that might still be pending. (December 2020, December 2021, December 2022). Elhuyar has created an Excel tool that will help the GEP responsible(s) doing that work. The tool offers a monitoring panel, that includes the impact indicators. Impact indicators are directly linked to the implementation of the actions that have been identified as “key actions”. Each indicator has the number of the action it applies to as a reference. Through this monitoring panel, we will be able to see the level of achievement we are obtaining towards each of the objectives, and it will help us identifying the need and including corrective measures, if needed.

7. Evaluation of the GEP

Once the implementation of the GEP is finished, an evaluation of the level of achievement of each of the foreseen objectives will be carried out, using the annual reports as reference. The evaluation will help us analysing the overall level of implementation of the GEP, its objectives and the impact the GEP had during the implementation years at the institution. These will be the main sources of information used for the Final evaluation report:

- Main outcomes from annual follow-up reports.
- Subjective opinions and perceptions of nanoGUNE’s community gathered through an online survey.
- The yearly filled-in monitoring panel.

Through the evaluation we will try to describe the following three items:

- The outcomes, the achievements or results gained through the implementation years.
- The impacts (individual/collective; short-/medium-/long-term) achieved resulting from the implementation.
- The lessons learnt, tips and strategies developed throughout the GEP implementing process.

8. Classification of actions (for internal use)

The aspects that the organisation identifies as requiring attention can be grouped into five target areas according to the classification as suggested by the Horizon European Guidance on Gender Equality Plans (Table 1).

Table 1. Target areas of the GEP at CIC nanoGUNE.

Equality target areas with a gender perspective at CIC nanoGUNE	
1	Work-life balance and organisational culture
2	Gender balance in leadership and decision-making
3	Gender equality in recruitment and career progression
4	Integration of the gender dimension into research and teaching content
5	Measures against gender-based violence, including sexual harassment

9. Abbreviations and acronyms

Table 2. Abbreviations, acronyms.

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

10. Action plan

Preparatory Actions					
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates	
Hiring of a Consultant (Elhuyar Aholkularitza)	Yes/No	D: All employees I: NR/NA	Director	May 2018	
Creation of a Gender Equality Committee (GEC)	Approval by Direction	D: All employees I: NR/NA	GEC founders Direction	March 2018 – May 2018	
	Publication of GEC constitution				
	Number of members				
	Female/Male member ratio				
Gender Equality Committee activity	Number of general meetings per year (leaving aside work groups)	D: All employees I: NR/NA	GEC President	May 2018 - 2022	
Formal presentation of the 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.	Number of attendees (no gender disaggregated)	D: All employees I: NR/NA	R&I PEERS team	May 2018	
Formal presentation of the GEC as an instrumental tool for gender equality and welfare at nanoGUNE.	Number of attendees (no gender disaggregated)	D: All employees I: NR/NA	GEC President	March 2019	
Questionnaire (google form) to the staff for the prioritisation of welfare &	Number of respondents	D: All employees I: NR/NA	R&I PEERS team Direction	March 2019	

equality actions to be carried out at nanoGUNE.				
Presentation of the GEP by Direction to nanoGUNE.	Number of attendees (no gender disaggregated)	D: All employees I: NR/NA	Direction	July 2019

Area I: Work-life balance and organisational culture

Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Assign the person who will be responsible for nanoGUNE's GEP and communicating it to all the employees.	Yes/No (Done)	D: All employees I: NR/NA	Director, Outreach Manager	Jan. 2019
Arrange regular GEP follow-up meetings with the GEC (making sure the direction, management, group leaders, administrative staff and researchers are included) to create ownership of the GEP and maximize its potential.	Yes/No (Done)	D: All employees I: NR/NA	Director, Outreach Manager	Jan. 2019 – Dec. 2022
Monitor the implementation of the GEP and create a yearly report that includes level of achievement of the foreseen objectives and actions.	Annual Report generated Yes/No (Done)	D: All employees I: NR/NA	Director	Jan. 2020 – Dec. 2022
Include information about the institutional gender equality policies (GEP and harassment protocol) and structures (GEC and GEP responsible) at the useful documents section of the employee's intranet.	Yes/No (Done)	D: Employees I: Their families	Finance Director	2019
Include the GEP into the next Strategic Plan (2021-2025)	Yes/No (Done)	D: Employees I: NR/NA	Director	2021
Include nanoGUNE's commitment towards gender equality in the main documents of the entity (web page, etc.).	Document approval	D: Employees I: NR/NA	Outreach Manager	2019
Include gender equality criteria (equality clauses) for the subcontract of external services.	Document approval	D: Employees I: NR/NA	Finance Director	2021-2022

Include the sex variable in all the administrative databases and forms used at nanoGUNE. The content will be concretized in collaboration between the GEC and Direction.	Yes/No (Done)	D: Employees I: NR/NA	Finance Director	2020
Make sure all people-related data are disaggregated by sex at the biennial activity reports.	Document approval	D: Employees I: NR/NA	Outreach Manager	2020, 2022
Organize a training session about inclusive and gender sensitive communication open to everyone but specially targeted at administration and management staff.	Yes/No (Done)	D: All employees I: Society	Outreach Manager	2020
	Number of attendees			
Developing nanoGUNE's guidelines for an inclusive use of language at both external and internal communication, both for written and visual communication.	Guidelines provided Yes/No (Done)	D: All employees I: Society	Outreach Manager	2020
	Documents of the organisation released following the guidelines			
Review nanoGUNE's most relevant communications from a gender inclusive standing point, to verify that the guidelines are being followed.	Yes/No	D: All employees I: Society	Outreach Manager	2021, 2022
Develop communication campaigns to enhance women's contributions to research. Official dates such as the 11th of February (WINS) could be used for these initiatives.	Number of campaigns per year	D: All employees I: Society	Outreach Manager	Jan. 2019- Dec. 2022
Analyse potential discriminatory effects (specially linked to parental leave gaps) in calls for grants and (in case discriminatory effects are identified) join forces with other research institutes to make policy makers aware of existing discriminatory effects and the need of promoting measures to make all calls inclusive.	Number of reports to policy makers	D: All employees I: Society	Director, Project Manager	Jan. 2019- Dec. 2022
Promote the offer of nursery/child-care facilities to attendants of	Yes/No	D: Employees I: Their families	Conference Organizers,	Jan. 2020 – Dec. 2022

conferences organized or co-organized by nanoGUNE.			Outreach Manager	
Include in the useful-documents section of the intranet a subsection with existing work-life balance support measures available at the Centre.	Yes/No	D: Employees I: Their families	Finance Director	2021
Revision and update of documents of Pregnancy protocol	Document approval	D: Female employees I: Their families	Finance Director	2019
Offer the possibility to telework (if possible, depending on the position) if requested and required due to work-life balance issues. This information will be available at the useful-documents section of the intranet.	Approval of decision Yes/No (Done)	D: Employees I: Their families	Finance Director	Jan. 2020
	Number of employees benefiting			2020-2022
Promote the scheduling of meetings during the main core working hours (9-17), to facilitate the integration of work and private life. This information will be available in the useful-documents section of the intranet.	Approval of decision Yes/No (Done)	D: Employees with families I: Their families	Finance Director	Jan. 2020
	Annual e-mail as reminder			2020 - 2022
Agreement with nursery nearby for better rates (10% discount) and including information about the nearby nursery services in the useful-documents section of the intranet.	Yes/No (Done)	D: Employees with families I: Their families	Finance Director	Jan. 2020 – Dec. 2022
Encourage the mutual support of employees through the setting-up of a “family club” to be coordinated by volunteers and institutionally supported by the center. Information about this club will be included in the useful-documents section of the intranet.	Yes/No (Done)	D: Employees with families I: Their families	GEC	Jan. 2020 – Dec. 2022

Area 2: Gender balance in leadership and decision-making				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person charge in & role	Start & end dates
Organize training sessions on team management and	Number of attendees	D: All employees I: NR/NA	Human Resources	2022

problem solving considering the gender perspective.				
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Area 3: Gender equality in recruitment and career progression				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Organize a training session for the management team and hiring panels on equality and non-bias attitudes.	Number of participants	D: Staff scientists, group leaders, managers, directors I: Future employees	Human Resources	2021
Adapt the hiring protocol to ensure equal opportunities.	Protocol communicated to employees.	D: employees I: NA/NR	Human Resources	2021
Create a template to ensure the inclusive writing of job profiles and attract a diverse pool of candidates. nanoGUNE's gender-equality policy and compromise should be stated in the template.	Template for job offers defined and deposited in the documentation in the intranet.	D: future employees I: NA/NR	Human Resources	Jan. 2020- Dec. 2022

Area 4: Integration of the gender dimension into research and teaching content				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
Annual seminar highlighting relevant/useful information about the GEP and the Gender Equality Committee (GEC)	Number of attendees (no gender disaggregated)	D: All employees I: NR/NA	Direction	2019 - 2022
Create a record with the number of women and men involved in each area (research groups, administration, and services) and update it yearly to monitor the evolution. This data will be published annually in a "Gender Report" to make sure the whole nanoGUNE community is aware of the situation. The content of this report will be specified in collaboration with the GEC.	Yes/No (Done)	D: All employees I: NR/NA	Director, Assistant	2018 - 2022

Promote the gender-balanced participation of employees in communication actions and dissemination activities.	Gender distribution among the total of the events.	D: All employees I: NR/NA	Outreach manager	2019 - 2022
Collective/group-based mentoring with focus on gender equality: Informal coffee, talks, and seminars given by male/female leading researchers and industry representatives on career issues with the underrepresented gender to inspire equality in new generations. This will be done in collaboration with all senior scientists and the GEC.	Number of events per year	D: PhD students, post-docs, fellows, and employees interested I: NR/NA	Research Director	Jan. 2020 – Dec. 2022
One-to-one mentoring: Identify professionals (both externals and internals) who would be willing to mentor and motivate our young researchers, particularly women. This will be done in collaboration with all senior scientists and the GEC.	Number of participants per year	D: PhD students, post-docs, fellows, and employees interested I: NR/NA	Research Director	2021 - 2022
Organize practical seminars (open to all employees) on the gender dimension in research.	Yes/No (Done)	D: Research staff I: Society	Research Director	2022
One-to-one mentoring: Identify professionals (both externals and internals) who would be willing to mentor and motivate our young researchers, particularly women. This will be done in collaboration with all senior scientists and the GEC.	Number of attendees	D: PhD students, post-docs, fellows, and employees interested I: NR/NA	Research Director	2021 - 2022
Organize periodic specific trainings (open to all employees) on gender equality in research.	Yes/No (Done)	D: Research staff I: Society	Outreach manager	2021
	Number of attendees			

<p>Promote gender balance among invited speakers of conferences organized by nanoGUNE, requiring a justification when the gender distribution representation is not balanced (the proportion of women and men in the research field will be used as a reference).</p> <p>Promote the visibility of female researchers (especially junior researchers) as invited speakers at conferences. This will be done in collaboration with all senior scientists.</p>	<p>Gender distribution among the invited speakers per organized conference.</p>	<p>D: Research staff I: Society</p> <p>D: Research staff I: Society</p>	<p>Conference Organizers, GEC Research Director</p>	<p>Jan. 2019 – Dec. 2022 Jan. 2019 – Dec. 2022</p>
	<p>Number of promotional activities (social media, abstract books, etc.)</p>			

Area 5: Measures against gender-based violence, including sexual harassment				
Strategies (Activities)	Indicators	Target group direct (D)/indirect (I)	Person in charge & role	Start & end dates
<p>Definition of a protocol to protect from abuse harassment/sexual harassment.</p>	<p>Existence of protocol Yes/No (Done)</p>	<p>D: All employees I: Society</p>	<p>Director</p>	<p>Jan. 2020 – Dec. 2022</p>
	<p>Training of senior scientists, confidential counsellors, managers.</p>			
<p>Identify individuals (confidential counsellors) who will be responsible for sexual and gender-based sexist harassment at nanoGUNE and communicate the names to all the employees.</p>	<p>Communication to employees and deposit of information in the intranet.</p>	<p>D: All employees I: Society</p>	<p>Outreach Manager, GEC</p>	<p>2020</p>
<p>Organize a specific training on sexual and gender-based sexist harassment for the confidential counsellors, managers, and senior scientists to provide them with the necessary resources and knowledge to face cases of harassment.</p>	<p>Number of Attendees</p>	<p>D: Senior Scientists, managers, directors I: Employees</p>	<p>Outreach Manager, GEC</p>	<p>2020</p>

Organize specific training sessions on sexual and gender-based sexist harassment for the whole staff (mandatory for managers) with the aim of prevention and detection of harassment cases.	Number of Attendees	D: All employees I: Society	Outreach Manager, GEC	2021
Follow up the protocol for sexual and gender-based sexist harassment, make biennial reports, and send them to The Basque Institute for Women (Emakunde).	Yes/No	D: All employees I: Society	Outreach Manager, GEC	2020, 2022