

GENDER EQUALITY PLAN 2022-2025

for the *National Research and Development Institute
for Industrial Ecology – ECOIND*



NATIONAL RESEARCH AND DEVELOPMENT INSTITUTE
FOR INDUSTRIAL ECOLOGY

ECOIND

EXCELLENCE IN RESEARCH AND ENVIRONMENTAL SERVICES

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Abbreviations and definitions

ECOIND	National Research and Development Institute for Industrial Ecology – ECOIND / INCD-ECOIND
GE	Gender equality
GEP	Gender Equality Plan
HoD	Head of Department, or other organizational structures
HR	Human Resources
GD	General Director
SD	Scientific Director
SC	Steering Committee
BoD	Board of Directors
Sex	Either of the two major forms of individuals that occur in many species and that are distinguished respectively as female or male especially based on their reproductive organs and structures (https://www.merriam-webster.com/dictionary/).
Gender	The behavioural, cultural, or psychological traits typically associated with one sex (https://www.merriam-webster.com/dictionary/).
Sex vs Gender	A clear delineation between sex and gender is typically prescribed, with sex as the preferred term for biological forms, and gender limited to its meanings involving behavioural, cultural, and psychological traits. In this dichotomy, the terms male and female relate only to biological forms (sex), while the terms masculine/masculinity, feminine/femininity, woman/girl, and man/boy relate only to psychological and sociocultural traits (gender) (https://www.merriam-webster.com/dictionary/).



Foreword

The National Research and Development Institute for Industrial Ecology (which will be referred as research institute INCD-ECOIND) is fully committed to achieving equality of opportunity for all staff, irrespective of their gender, and has put in place key action measures to work toward achievement of gender equality. Gender equality is a fundamental value of the European Union and is one of the UN's sustainable development goals (SDGs). It benefits research and innovation (R&I) by improving the quality and relevance of R&I, attracting, and retaining more talent, and ensuring that everyone can maximise their potential.

We have made strides in recent years, and we recognise that we are still at an early stage in this important journey. We all, as members of our research organisations community, have a responsibility in this regard.

Introduction

Based on the internal review and the national and European policies and requirements, the Board of Directors and the General Director of INCD-ECOIND committed to developing the research institute Strategy for Gender Equality for 2022-2025, and the corresponding Gender Equality Plan.

INCD-ECOIND decided on creating the function of GE officer at the institute level, plus one GE delegate in each department. The GE officer has a proactive role, while the GE delegates have a consultant role in implementing the GE plan and monitoring the GE strategy.

Specifically, the GE officer and GE delegates contribute to setting up, implement, monitor and evaluate the GEP; provide practical support and tools to the actors involved in the GEP implementation; cooperate with and engage stakeholders at all levels in order to ensure the implementation of the GEP's actions; raise awareness about the benefits of gender equality in the research institute; assess the progress towards gender equality in the institute. Among the main topics, the GEP and the Strategy will also focus and raise awareness on concepts such as equality, gender, disability, interculturalism.

The institute management mandated the GE functions (officer and delegates) at the institute level and a dedicated Gender Equality working group to develop the GE strategy and the GEP for the period 2022-2025. The GE working group included men and women representatives of research institute leadership and researchers, representatives of research institute administration and support services etc.



Areas of intervention and objectives

The GE Strategy comprises the following areas of intervention and associated objectives for 2022-2025:

Area of intervention	Objective(s)
1. Work-life balance and organizational culture	<i>Promoting integration of work with family and personal life</i>
2. Gender balance in leadership and decision-making	<i>Promoting gender equality in the institutional culture, processes, and practice</i>
3. Gender equality in recruitment and career progression	<i>Promoting processes to favour and support gender-sensitive recruitment, career and appointments</i>
4. Integration of the gender dimension into research content	<i>Promoting a gender and sex perspective Promoting the integration of a sex and gender perspective</i>
5. Measures against gender-based violence, including sexual harassment	<i>Raising awareness about the importance of equality issues and strengthening positive attitudes towards diversity</i>

Gender equality plan

The GE Plan at INCD-ECOIND comprises areas of intervention, objectives, key measures, target audience, timeline, responsible persons, and indicators to measure progress as follows:

- ✚ Work-life balance and organisational culture,
- ✚ Gender balance in leadership and decision-making,
- ✚ Gender equality in recruitment and career progression,
- ✚ Integration of the gender dimension into research content,
- ✚ Measures against gender-based violence, including sexual harassment.



Work-life balance and organisational culture

Objective	Promoting integration of work with family and personal life
Actions/Measures	<ol style="list-style-type: none"> 1. Availability of policies, procedures and structures at the research institute for promoting integration of work with family and personal life 2. Parenthood: assistance in enabling both female and male employees to combine employment and parenthood by creating working conditions that enable women and men –employees at all levels – to share responsibility for children and the home 3. Implementation of ICT-based systems for enhancing flexibility and improving a better planning of working meetings accordingly to work life balance needs (e.g., management and communications of the meeting schedule/timing) 4. Availability of flexible working times arrangements, from part-time to remote working
Target audience	Researchers, technical and administrative staff.
Timeline	2022-2025
Indicators	<ul style="list-style-type: none"> ▪ Policies, procedures and services for work and personal life integration, ▪ Standard procedure for ICT-based systems promoting work and personal life integration,
Responsible	GD, HR, HoDs, GE officer, IT services



Gender balance in leadership and decision-making

Objective	Promoting gender equality in the institutional culture, processes, and practice
Actions/Measures	<ol style="list-style-type: none"> 1. Appointing delegates in departments/centres, with a proactive and/or consultant role to be responsible for monitoring and ensuring that workplace procedures and practices respect gender equality 2. Routine revision of any text, communication, images, from a gender equality and diversity standing point 3. Promotion of initiatives to facilitate a widespread gender competence at all levels of the organization with provision of training to staff and researchers, such as: Equality and Diversity LEAD online trainings for all staff, Unconscious Bias training for senior staff etc.
Target audience	Researchers, technical and administrative staff.
Timeline	2022-2025
Indicators	<ul style="list-style-type: none"> ▪ Gender equality policy and structures, ▪ Policies, procedures and services for work and personal life integration, ▪ Awareness training on gender equality issues, ▪ LEAD Equality and Diversity Awareness Training for all staff – once/year, ▪ Unconscious Bias Awareness Training for senior staff - once/year.
Responsible	GD, HR, HoDs, GE officer, GE delegates.



Gender equality in recruitment and career progression

Objective:	Promoting processes to facilitate and support gender-sensitive recruitment, career, and appointments
Actions/Measures:	<ol style="list-style-type: none">1. Carrying out gender awareness initiatives, briefings and creating guidelines for gender-sensitive recruitment, career, and appointments2. Carrying out performance reviews where issues relating to the work environment in general, and sexual harassment, should be raised3. When advertising a vacancy, encourage people of the underrepresented sex in the category to apply for the position4. Courses and training on gender equality5. Disseminate and communicate career good practices - role models for women (scientists, researchers, and academics)
Target audience:	Research institute management, technical and administrative staff.
Timeline:	2022-2025
Indicators:	<ul style="list-style-type: none">▪ Gender awareness initiatives and guidelines,▪ Courses and training for recruitment,▪ Courses and training for career progression,▪ Courses and training for leadership,▪ Initiatives for raising awareness on female role models,▪ Initiatives for raising awareness on gender diversity in research teams,▪ LEAD Training recommended for all members of recruitment and selection panels – once/year.
Responsible:	GD, HR, HoDs, GE officer, GE delegates.



Integration of the gender dimension into research content

Objective:	<ul style="list-style-type: none">▪ Promoting a gender and sex perspective in research process,▪ Promoting the integration of a sex and gender perspective in research activity.
Action/Measures:	<ol style="list-style-type: none">1. Internal training seminars on the use of sex and gender perspective in research, to foster the acknowledgment of its economic, social and innovation value2. Development, communication and implementation of standards for the incorporation of the sex and gender variables into research3. Institutional recognition within the research institute of those projects that have taken the gender dimension into account. (e.g., prizes)4. Disseminate and communicate career good practices - role models for women (scientists, researchers and academics)5. Workshops on the integration of gender equality and diversity issues in research activity, as support for research staff6. Courses and training tools in all departments and at all levels (experienced or early researchers) on sex and gender variables7. Discussions about gender distribution among researchers and how the gender perspective is integrated (in connection with annual updates of the research content, activity etc). Observe how the gender perspective is integrated in each research activity/process
Target audience:	Researchers, scientific community, technical and administrative staff.
Timeline:	2022-2025



Indicators:

- Participation in training seminars on integrating sex/gender analysis methods, by gender and field of research,
- Participation in training seminars on integrating sex/gender analysis methods, by gender and field of research,
- Perception of the gender/sex variables in research contents,
- Awarded projects,
- Initiatives for raising awareness on female role models,
- Initiatives for raising awareness on gender diversity in research teams,
- Training seminars or guidelines on integrating sex/gender in research activity,
- Courses on specific gender dimensions, per research activity (department).

Responsible:

GD, HR, HoDs, GE officer, GE delegates, Researchers.



Measures against gender-based violence, including sexual harassment

Objective:	Raising awareness about the importance of equality issues and strengthening positive attitudes towards diversity
Actions/Measures:	<ol style="list-style-type: none">1. Training on discrimination phenomena (including discriminatory language), violence (including that based on prejudice or gender), harassment, and sexual harassment2. Develop internal (institute) tool supporting information and education, as well as allowing the reporting of sexual harassment and discrimination3. Reinforce de Code of Ethics of the institute with provisions against gender-based violence, including sexual harassment4. Awareness campaign highlighting diversity and inclusiveness in the scientific community and encouraging prevention of discrimination in various areas
Target audience:	Researchers, technical and administrative staff.
Timeline:	2022-2025
Indicators:	<ul style="list-style-type: none">▪ Participation in training, per categories,▪ Skills acquired in relation to identifying and responding to discrimination and violence phenomena,▪ Dedicated research institute tool, number of real-case situations reported and solved,▪ Initiatives for raising awareness on female role models,▪ Initiatives for raising awareness on gender diversity in research teams,▪ Awareness campaign.
Responsible:	GD, HR, HoDs, GE officer, GE delegates.



Monitoring and evaluation of the GEP

The implementation of the GEP at the research institute INCD-ECOIND and its progress against the GE strategy aims and objectives are regularly assessed, through periodic meetings and reports. The implementation of the GEP will be permanently monitored by the GE functions (officer and delegates) at the institute level. The GE officer together with the GE delegates within each department are responsible for collecting data and input. They will perform a first analysis of the progress of the GEP (against the indicators), gather knowledge and feedback and draft regular reports.

It is the responsibility of the General Director and of the Board of Directors to ensure that the goal of an equal workplace is achieved, and that the work to promote gender equality is given sufficient resources. An annual follow-up of implemented measures is reported within the annual progress report(s).

The GE functions at the institute will conclude findings reports (once a year), which are then presented to the research institute management (GD, HoDs) and discussed. These meetings will provide valuable conclusions on the implementation of the GEP. These meetings will also provide comments and recommendations that will enable adjustments and improvements to interventions on the GEP for the following year.

The periodic reports allow the continuous review and update of the equality policy and of the impact of the GEP as well as keeping the wider community informed and engaged in the progress towards gender equality. The review of progress reports includes qualitative information as well as quantitative data, such as updates on human resource data disaggregated by sex, monitoring data to keep track of the implementation of key actions.

After their conclusion and adoption by the research institute management (Board of Directors, GD, HoDs), the periodic (annual) GE progress report is published on the research institute website and communicated to the entire scientific community.

