

Donostia International Physics Center's 1st Gender Equality Plan

April 2020





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DIPC's 1st Gender Equality Plan

Donostia International Physics Center's (DIPC) 1st Gender Equality Plan (GEP) has been structured in four main key areas that represent the main challenges identified during the diagnosis process:

Key area 1: Organizational culture

Key area 2: A diverse workforce

Key area 3: Sexual harassment at the working environment

Key area 4: Work-life balance

In the following pages we will present the specific contents of the GEP more deeply. We will specially focus on the actions DIPC will develop in order to cope with those main challenges as well as all the details linked to the Gender Equality Plan: timeline, responsible people, resources, as well as the structures and resources that will be in place for the implementation. Finally, the excel tool proposed for the monitoring and evaluation of the GEP will also be described.

1. The strategic objectives of the GEP

As we already mentioned the GEP is structured around four main key areas which have been based on the main challenges that arose from the audit report developed at DIPC from autumn 2018 to March 2019 . Each key area has its own strategic objectives, and each objective has a number of actions proposed as a path to achieve it. DIPC's 1st Gender equality Plan has a total of 4 Key areas, 6 objectives and 35 actions, distributed the following way:

Key area 1: Organizational culture	1.1. Create an inclusive organizational culture, with a gender-and diversity- aware leadership, and transparency at its core.	10 actions
	1.2. Promote diversity and inclusivity with the institutional use of language (written and visual).	2 actions
		12 actions



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Key area 2: A diverse workforce	2.1. Ensuring a wide pool of diverse candidates is reached in all vacant positions for administrative and research staff (gender, ethnic background, sexual orientation, etc.)	6 actions
	2.2. Raising awareness and enhancing visibility of underrepresented researcher collectives (gender, ethnic background, etc.) as role models in local community events.	4 actions
		10 actions
Key area 3- Sexual harassment at the working environment	3.1. Prevent and combat sexual and gender-based sexist harassment at DIPC.	6 actions
		6 actions
Key area 4: Work-life balance	4.1. Develop a working environment that facilitates the integration of work, family and private life for women and men.	7 actions
		7 actions

The GEP will have a duration of 4 academic years, and the implementation will directly start on September 2019, as DIPC doesn't want to lose the dynamic that was already started for the design of the GEP. During its first AY of implementation, DIPC's work will be specially linked to the creation of the right conditions for the following years of implementation.

2020-21	2021-22	2022-23	2023-24
21 actions	19 actions	19 actions	16 actions



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2. The Action Plan

At this section we have included the whole action plan (GEP) divided by key areas, with the specific actions, timeline and responsible(s) linked to each of the objectives. We identified a number of actions as “Key actions” to achieve each objective, and we have mark those **in bold** to recognize them easier.

KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
1.1. Creating an inclusive organizational culture, with a gender- and diversity-aware leadership, and transparency at its core.	1.1.1. Appointing the person who will be responsible for DIPC's GEP and informing about it to all the community.					Direction
	1.1.2. Arranging regular GEP follow-up meetings with the GEC; guarantee the presence of representatives of senior management, leaders, administrative staff, to create ownership of the GEP, strengthen the potential of the plan, and maximize its impact.					Gender Equality Responsible
	1.1.3. Registering DIPC's GEP at Emakunde's database of gender equality plans.					Gender Equality Responsible



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KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
	1.1.4. Monitoring the implementation of the GEP, and creating a Gender equality yearly report that includes level of achievement of the foreseen objectives, and informing the senior management about it.					Gender Equality Responsible
	1.1.5. Developing a communication plan to communicate the initiatives linked to the gender equality and diversity policy of the institution.					Communication Outreach department
	1.1.6. Designing a Welcome Policy that will include: the gender equality and sexual and gender-based harassment policies which are in place; the center's internal norms and all relevant policies; a map with all the members of staff and the functions each one has; training options, etc.					Administration and services
	1.1.7. Organizing training initiatives for a gender sensitive and diversity competent leadership.					Gender Equality Committee



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KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
	1.1.8. Including the sex variable (women, men or non-binary) in all the administrative databases and forms.					Administration
	1.1.9. Including sex disaggregated data at the yearly activity report.					
	1.1.10. Analysing the European Charter for Researchers and deciding if it is worth for DIPC to ratify it.					
1.2. Promoting diversity and inclusivity with the institutional use of language (written and visual)	1.2.1. Providing the DIPC community with useful tools and guidelines, to help them doing an inclusive use of language. (For example, providing them with UPV/EHU's guidelines as a reference for their internal and external communications).					Gender Equality Responsible
	1.2.2. Organizing targeted training sessions on the inclusive use of language and images for outreach staff.					Gender Equality Responsible



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KEY AREA 2: A DIVERSE WORKFORCE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
2.1. Ensuring a wide pool of diverse candidates is reached in all vacant positions for administrative and research staff (gender, ethnic background, sexual orientation, etc.)	2.1.1. Training Direction and the members of the Hiring Committee regarding gender bias, inclusive recruitment and promotion procedures.					Gender Equality Committee
	2.1.2. Developing an explicit, transparent, unbiased and public criteria for the recruitment and promotion processes.					Direction
	2.1.3. Including gender balance and diversity as a criterion, every other conditions being equal, for selection, promotion and research funding allocation.					Direction
	2.1.4. Taking maternity , paternity and parental leave periods into consideration when assessing and evaluating Research output for internal recruitment and promotion decisions.					Direction
	2.1.5. Positive action to encourage under-represented groups to apply for jobs as scientific personnel and supporting staff. For example, we will make a special effort to recruit female PhD students and male administration workers, disability, etc					Direction



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KEY AREA 2: A DIVERSE WORKFORCE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
	2.1.6. Developing an exit questionnaire for staff, in order to understand the reasons behind leaving the organization (had a better offer from another research organization, left research career, etc.) and monitor the career paths of researchers from a gender perspective.					Gender Equality Committee
2.2. Raising awareness and enhancing visibility of underrepresented researcher collectives (gender,	2.2.1. Developing communication campaigns to enhance women's contribution to research. Official dates such as the 11th February, 8th March, 17th May, 5th July, 25th November... could be used for this initiatives.					Communication
	2.2.2. Enhancing visibility of female role-models and under-represented groups (for representation, chairing meetings, keynote speaking at conferences, sharing career good practices, etc.)					Direction Workshop, seminar and colloquium organizers



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KEY AREA 2: A DIVERSE WORKFORCE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
ethnic background, etc.) as role models in local community events.	2.2.3. Organising gender-sensitive empowering activities for early career researchers and offering them training to increase their leadership skills.					Transferable skills responsible
	2.2.4. Promoting incentive systems for gender equality and diversity efforts and results. (Such as for example, pintxos being provided at specific events...)					Direction



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KEY AREA 3: SEXUAL HARASSMENT AT THE WORKING ENVIRONMENT						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
3.1. Prevent and combat sexual and gender-based sexist harassment* at DIPC (*harassment directed against a person because of that person's gender, gender identity or gender expression, or which affects persons of a	3.1.1. Endorsing UPV's existing protocol for preventing and combating sexual and gender-based harassment protocol.					Legal advisor
	3.1.2. Identifying the person who will be responsible for this issue at DIPC, the confidential counsellor; and communicating it to all the DIPC community.					Direction
	3.1.3. Offering specific training on sexual and gender-based harassment to the confidential counsellor.					GEP Responsible Confidential Counsellor
	3.1.4. Communicating DIPC's protocol to prevent and face sexual or gender-based harassment.					Communication
	3.1.5. Ensuring that the sexual and gender-based prevention and support protocol is well-communicated and easily accessible for all the DIPC community: for example, including it as part as DIPC's Welcoming Policy; putting self-explanatory stickers with the main information in the toilets; regularly communicating where you can access the protocol;					Communication



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KEY AREA 3: SEXUAL HARASSMENT AT THE WORKING ENVIRONMENT						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
particular gender disproportionately.)	having paper versions of the protocol available at the most transited DIPC spaces, etc.					
	3.1.6. Anonymously monitoring the implementation of the protocol, and sending the bi-annual memories to Emakunde.					Confidential counsellor



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KEY AREA 4: WORK-LIFE BALANCE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
4.1. Develop a working environment that facilitates the integration of work, family and private life for women and men.	4.1.1. Scheduling work related meetings, or seminars within core hours. To make sure, people with caring responsibilities has the same options to attend.					Group leaders Seminar and colloquium organizers
	4.1.2. Budgeting for temporary replacement of employees who e.g. have requested parental leave, or have reduced their working hours, to make sure their workload corresponds to the amount of hours they work.					Direction
	4.1.3. Developing campaigns to encourage men to take parental leaves.					Gender Equality Committee
	4.1.4. Gathering the existing work-life balance measures, and creating an informative leaflet that includes all the measures and the conditions to use each of them.					Administration



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KEY AREA 4: WORK-LIFE BALANCE						
OBJECTIVES	MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)
		2020-21	2021-22	2022-23	2023-24	
	4.1.5. Analysing if the existing (from action 4.1.4) measures correspond with the specific needs of research and non-research staff.					Administration
	4.1.6. Developing feasibility plans for the creation of new welfare services. For example, arrangements with service suppliers for kindergarten, child-care in case of a conference or congress, contacts for baby-sitting/day-care, etc.					Management
	4.1.7. Providing institutional support programs for researchers after parental leaves, such as providing teaching relief support for new parents; stablishing get-in-touch days during the parental leave, to keep the researcher updated on specific projects, etc.					Management



3. Structures for the development of the GEP

DIPC will identify a person or a group of two people as responsible of the GEP, this will be the first action implemented once the GEP is approved. The Gender Equality Committee (GEC) that was created for the process of designing the GEP, has shown a big commitment and motivation with the topic. Therefore, DIPC is planning to review the committee's composition: open it, in case anyone is interested to join; and let actual members decide if they want to follow-on or leave it. The GEC will be the main structure that will be participating at the GEP implementation. And if needed for any specific topic, DIPC will create working groups with participation from the interested GEC members and other people from DIPC's community. These groups would be created on-the-go according to the needs they identify during the implementation. We have however briefly foreseen the different 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 GEC.▪ Definition of the resources to implement the GEP, with the help of the GEC.▪ Collection and sharing, to the GEC, 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.

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



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2. GENDER EQUALITY COMMITTEE

PROFILE

- GEP responsible(s)
- Representation from all the different areas/sections and levels at DIPC
- Interested and motivated by the topic
- Balanced participation of women and men

TASKS

- General follow-up of the GEP implementation
- Support given to the GEP responsible(s) in the Definition of the resources to implement and monitoring the progress of the GEP
- Creation of working groups for specific initiatives.
- Grappling with the challenges that might arise during implementation.
- Evaluating the GEP.

3. SPECIFIC WORKING GROUPS

PROFILE

- GEC members
- Other participants who are either motivated by the topic, or appropriate for the issue that will be developed.

TASKS

- Developing specific actions of the GEP.
- These groups will be created linked to an specific action or a set of actions, and will disappear once the action has been completed.



4. Resources for the development of the GEP

DIPC will be responsible of providing and anticipate the resources that will be needed for the implementation of DIPC's 1st Gender Equality Plan each of the implementation years:

- A **yearly budget** should be envisioned.

5. 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 the level of achievement** of the foreseen yearly objectives and actions, and the tasks that might still be pending. (July/August 2021, July/August r 2022, July/August 2023 and July/August 2024). Elhuyar has created an Excel tool that will help the GEP responsible(s) doing that work. In the following lines, we will describe briefly the way it is proposed to do the monitoring with this tool.



DIPC_GEP.xlsx

The Excel file is composed of three TABs or pages: a general overview of the GEP, the complete GEP and a monitoring panel. **The follow-up of the specific actions will be done on the page with the complete GEP.** As you can see in the following picture, the document gives the option to choose the level of implementation (completed, on track, risk of not achieving the agreed timeline or not started) of an action from a menu, and write the relevant comments on the side. The level of implementation will be represented visually with different colours, giving us a visual description of the GEP development:



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onal Physics Centre's (DIPC) 1st Gender Equality Plan (GEP)



MEASURES/ ACTIONS	Timeline				RESPONSIBLE	KEY ACTIONS	LEVEL OF IMPLEMENTATION 2019	
	20-21	21-22	22-23	23-24			Progress	Comments
1.1.1. Appointing the person who will be responsible for DIPC's GEP and informing about it to all the community.	x				Direction			
1.1.2. Arranging regular GEP follow-up meetings with representatives of senior management, leaders, administrative staff, to create ownership of the GEP, strengthen the potential of the plan, and maximize its impact.	x	x	x	x	Gender Equality Responsible			
1.1.3. Registering DIPC's GEP at Emakunde's database of gender equality plans.	x				Gender Equality Responsible		Completed On track Risk of not achiev Not started	
1.1.4. Monitoring the implementation of the GEP, and creating a Gender equality yearly report that includes level of achievement of the foreseen objectives, and informing the senior management about it.	x	x	x	x	Gender Equality Responsible			

onal Physics Centre's (DIPC) 1st Gender Equality Plan (GEP)



MEASURES/ ACTIONS	Timeline				RESPONSIBLE	KEY ACTIONS	LEVEL OF IMPLEMENTATION 2019	
	20-21	21-22	22-23	23-24			Progress	Comments
1.1.1. Appointing the person who will be responsible for DIPC's GEP and informing about it to all the community.	x				Direction		Completed	
1.1.2. Arranging regular GEP follow-up meetings with representatives of senior management, leaders, administrative staff, to create ownership of the GEP, strengthen the potential of the plan, and maximize its impact.	x	x	x	x	Gender Equality Responsible		On track	
1.1.3. Registering DIPC's GEP at Emakunde's database of gender equality plans.	x				Gender Equality Responsible		Risk of not achieving the agreed timeline	
1.1.4. Monitoring the implementation of the GEP, and creating a Gender equality yearly report that includes level of achievement of the foreseen objectives, and informing the senior management about it.	x	x	x	x	Gender Equality Responsible		Not started	



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As already explained, apart from the level of implementation we will also pay attention to the **impact achieved through the GEP implementation**. The tool offers a **monitoring panel, that includes the impact indicators** we will measure with this aim. 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.

KEY AREAS	OBJECTIVES	KEY ACTIONS	IMPACT INDICATORS FOR THE GEP MONITORING			
			IMPACT INDICATORS			
			2020-21		2021	
KEY AREA 1: ORGANISATIONAL CULTURE	1.1.	1.1.6.	Number of visits/downloads of the (online) Welcome Policy pack			
		1.1.7.	% of senior researchers who have received the training, disaggregated by sex	Women	Men	Women
		1.1.8.	% of administrative databases that have been adapted to include the sex-variable (women, men or non-binary)			
	1.2.	1.2.1.	% documents in which the guidelines for an inclusive use of the language have been integrated			
KEY AREA 2: RECRUITMENT, RETENTION AND CAREER PROGRESSION	2.1.	2.1.1.	% members of selection committees/senior researchers who have received the training	Women	Men	Women
		2.1.3.	% of succesful female candidates			
	2.2.	2.2.1.	Number of campaigns developed per year			
		2.2.3.	Number of participants dissagregated by sex	Women	Men	Women
KEY AREA 3: SEXUAL HARASSMENT AT THE WORKING ENVIRONMENT	3.1.	3.1.3.	Amount of training hours offered to the confidential coucellor(s)			
		3.1.6.	Amount of identified cases			
KEY AREA 4: WORK-LIFE BALANCE	4.1.	4.1.3.	Number of people who use the work-life balance measures/supports	Women	Men	Women
		4.1.4.	Number of visits/downloads of the online document			

Each year² all the **monitoring data will be gathered in a dedicated report**, and the results will be presented both to the GEC and to DIPC's Direction Board. The **analysis of the achievements and main obstacles** will help in the definition of the following year's action plan.

² At the end of each academic year, by September.



6. The evaluation of the GEP

Once the implementation of the GEP is finished, September 2024, an evaluation of the **level of achievement of each of the foreseen objectives** will be carried out, using the yearly reports as a reference, but in much higher detail.

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 yearly follow-up reports.
- Subjective opinions and perceptions of DIPC'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 as a consequence of the implementation.
- **The lessons learnt**, tips and strategies developed throughout the GEP implementing process.