**Gender Equality Plan**

**[Year(s)]**

*[Name/logo of your ERIC]*

Document info

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| **Status** |  |
| **Written by** |  |
| **Approved by** |  |
| **Date** |  |
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**Disclaimer**

**This Gender Equality Plan template has been jointly developed by staff members of various ERICs as part of the ERIC Forum Project (GA no.** **823798). This template is provided for guidance only and should not be regarded as professional or legal advice from the ERIC Forum or ERICs involved in developing this template. The ERIC Forum Coordinator and partners cannot be held responsible for any loss or damages arising from using this material.**

Version history

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| **Version** | **Date** | **Revised by** |
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**INTRODUCTION**

*[Describe what the GEP is about, what is the GEP based on, who contributed to its preparation]*

**CHALLENGES**

**Methodology**

*[Describe the process you followed (e.g. gender audit) to identify (a selection of) challenges faced by your ERIC. You may also want to include a general description of the situation in the host country of the ERIC (e.g. legal requirements, general statistics, etc.)]*

**List of challenges**

*[For each, explain the identified challenge and provide data from your gender audit, if applicable]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Challenge No.** | **Description of the challenge identified** | **Brief description of the data collected from gender audit** | **Related Goals** | **Additional remarks** |
| 1 | *[Example] Underrepresented gender at the ERIC* | *[Example] The current staff is composed of 70% men and 30% women; for certain positions, the ERIC receives twice more applications from men than women candidates* | *Goal 1* |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| … |  |  |  |  |
| … |  |  |  |  |

***Note:*** *Challenges, goals and measures provided in this template are for guidance only. Number of measures foreseen should be defined by the ERIC based on the outcome of its gender equality audit and resources available. At the minimum, the ERIC should ensure that measures adequately cover all 5 areas recommended by the EC.*

**ACTION PLAN**

Goal 1: [NAME OF THE GOAL]

*Example: Improve gender balance of the ERIC team*

**Measures**

*[name and describe the measure in a short paragraph or do so using the table below]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Measure No.** | **Measure**  *[Describe the concrete measure you will implement to reach your goal]* | **Timelines**  *[Indicate starting and/or ending time for the action]* | **Targets**  *[Indicate your operational target for this action]* | **Indicators\***  *[Specify the indicator you will use to monitor and assess progress of this action]* | **Responsibilities/Resources\***  *[Indicate the amount of human and/or financial resources available for this action]*  *[Identify one or several staff members responsible for the action]* |
| **1.1** | *Disseminate vacancies across at least x platforms and websites in order to attract more qualified women candidates* | *Continuous from GEP adoption and when vacancies are available* | *Vacancies systematically disseminated in x platforms* | *% women candidates applying for each vacancy* | *Communications Manager*  *1,000 euros yearly budget set aside for subscription to platforms/websites.* |
| **1.2** | *Use gender-neutral language in vacancy advertisements* | *Continuous from GEP adoption and when vacancies are available* | *Usage of non-binary pronouns in all vacancy advertisements* | *Number of vacancy advertisements using non-binary pronouns* | *Communications Manager and Head of the Department recruiting* |
| **1.3** | *Update recruitment guidelines to include gender balance perspective* | *Sept-Dec 2022* | *Revised guidelines drafted and implemented by HR team* | *Number of changes carried out in procedures supporting GE* | *HR Manager* |

*\*these sections are considered mandatory blocks of the GEP by the European Commission*

Goal 2: [NAME OF THE GOAL]

**Measures**

*[name and describe the measure in a short paragraph or do so using the table below]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Measure No.** | **Measure**  *[Describe the concrete measure you will implement to reach your goal]* | **Timelines**  *[Indicate starting and/or ending time for the action]* | **Targets**  *[Indicate your operational target for this action]* | **Indicators\***  *[Specify the indicator you will use to monitor and assess progress of this action]* | **Responsibilities/Resources\***  *[Indicate the amount of human and/or financial resources available for this action]*  *[Identify one or several staff members responsible for the action]* |
| **2.1** |  |  |  |  |  |
| **2.2** |  |  |  |  |  |
| **2.3** |  |  |  |  |  |

*\*these sections are considered mandatory blocks of the GEP by the European Commission*

**Overview of measures and targets per recommended area**

***[****Your GEP must cover all five recommendation areas listed below]*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure No** | **Measures** | 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 and/or teaching content | Measures against gender-based violence including sexual harassment |
| 1.1 | *Disseminate vacancies across at least x platforms and websites in order to attract more qualified women candidates* |  |  | X |  |  |
| 1.2 | *Use gender-neutral language in vacancy advertisements* |  |  | X |  |  |
| 1.3 | *Update recruitment guidelines to include gender balance perspective* | X |  | X |  |  |
| 2.1 |  |  |  |  |  |  |
| … |  |  |  |  |  |  |

**Monitoring and Evaluation**

*[Describe what/how/ how often you will be monitoring and evaluating the implementation of the plan (e.g. responsibility of the Management Board, GEP Working Group), as well preparing the next iteration of the GEP]*