**INSITUTE OF PUBLIC HEALTH, TIRANA**

**GENDER EQUALITY PLAN**

**2023-2024**

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# Introduction

Gender equality (GE) is recognized as a fundamental value of the European Union; GE improves the quality and relevance of research and innovation, it contributes to attracting and retaining talent and ensures that everyone can maximize their potential.[[1]](#footnote-1) All public bodies, public and private higher education establishments and research organizations, from EU Member States or Associated countries, that are part of Horizon Europe are required to have a Gender Equity Plan (GEP).[[2]](#footnote-2)

A GEP is a set of commitments and actions that aim to promote gender equity and gender balance policies as the first step towards absolute equality in an organization through structural change. A GEP must contain four mandatory process-related requirements (institutional commitment to gender equality, dedicated resources, data collection and monitoring, training) and some recommended content-related (thematic) areas (work-life balance and organizational culture, gender balance in leadership and decision-making , gender equality in recruitment and career progression, integration of the gender dimension into research and teaching content, and measures against gender-based violence, including sexual harassment). [[3]](#footnote-3)

The National Strategy for Gender Equality 2021-2030 of Albania envisages that all individuals in Albania are provided with equal opportunities to develop their potential, in line with national legal and institutional framework, other national strategic documents, the European Union’s Gender Equality Strategy 2020-2025 and Gender Action Plan 2021-2025 and other international standards and obligations as well.[[4]](#footnote-4)

In this context, we present this Gender Equality Plan for the Institute of Public Health (IPH) of Albania, aiming to reveal our true identity as well as our commitment and efforts to achieve gender equality in full accordance with the national and international legislation, directives and recommendations.

The Gender Equality Plan (GEP) of the Institute of Public Health, Tirana is a policy document covering 2023-2024 in the framework of which the IPH aims to implement actions and projects to reduce gender inequalities, promote gender equality and to enhance diversity.

This document identifies key areas of intervention, according to the contents requested by the European Commission and it should be considered a dynamic plan that will adapt to the needs of the Institute of Public Health and society.

# Statement of Commitment

As a research and higher education institution, The Institute of Public Health is actively committed to gender equality in the workplace. IPH is committed to expand and enhance the full participation of IPH’s every employee in the life and activities of the Institute of Public Health as well as to recognize the contribution of individuals and teams in the implementation of research. This will be achieved by encouraging and promoting a culture of respect for diversity and inclusion, fighting against gender discrimination, and promoting gender equality.

For the Institute of Public Health removing obstacles to workplace equality is a strategic objective. We understand that gender equality promotes research and educational performance, meet employees’ requirements, and helps us to attract and retain talent. As a result, we provide employees the chance to advance in their careers and realize their professional goals based on their skill, drive and motivation rather than their gender identity, gender expression, or sexual orientation.

The IPH’s commitment to the gender equality in the workplace, expressed through this Gender Equality Plan, is now in full compliance with the European Commission guidelines and the Albanian National Strategy for Gender Equality 2021-2030.

# The process

In order to achieve gender equality in the workplace, the IPH conducted a series of evaluations, assessments and analysis, followed by the development of specific objectives and their respective measures and actions, that are foreseen to be implemented during 2023-2024.

The assessment of the current situation involved a multidisciplinary team from the IPH. This team was responsible for providing a comprehensive picture of the situation from a gender perspective, exploiting the assessment and evaluation of quantitative and qualitative data. Data were generated from a survey and interviews being carried out with researchers and employees of the IPH in order to highlight their opinions on gender equality. The findings were summarized and then were discussed with the IPH dedicated multidisciplinary team in order to identify the priority measures that the upcoming GEP needs to address.

The team came to the conclusion that the Gender Equality Plan needs to comprise multi-level interventions and a systemic approach in order to promote gender equality, accompanied by a detailed communication plan.

The Institute of Public Health’s Gender Equality Plan is formally approved by the Director of IPH. Its renewal in 2025 will be anticipated by its evaluation by the end of 2024.

# Key points

In accordance with the Horizon Europe Guidance on Gender Equality Plans (GEPs), the IPH’s GEP meets all four mandatory process-related requirements:

**1. Public document**

The IPH’s GEP is a formal document published on the website of the Institute of Public Health, signed by the IPH Director. The IPH’s GEP demonstrates the commitment of the Institute of Public Health to gender equality.

**2. Dedicated resources**

The Director of the Institute of Public Health will appoint a quality coordinator who will oversee, coordinate and monitor the implementation of the Gender Equality Plan, ensuring that all IPH employees are actively participating in GEP measures.

**3. Data collection and monitoring**

The Institute of Public Health supports, encourages and promotes clear and transparent data collection with regard to all processes involved with internal staff recruitment, in line with the European General Data Protection Regulation (GDPR). The IPH collects sex/ gender disaggregated data on personnel.

**4. Training**

The Institute of Public Health encourages, promotes and runs training and capacity building sessions for all employees with regard to areas tackled by the Gender Equality Plan. The IPH involves all its staff in the implementation of GEP and promotes gender equality awareness raising among staff members.

# The Institute of Public Health - background

The Institute of Public Health is a public research institution with a relatively long history. Its foundation dates back in 1935 when the National Laboratory for the production of Anti-Rabies Vaccine was established, followed by the establishment of the Central Laboratory of Medical Microbiology in 1946, the Central Laboratory of Medical Hygiene in 1954; the merging of the later two created the Institute of Hygiene and Epidemiology in 1969, the today’s Institute of Public Health.

The mission of IPH, as the National Center in the field of public health, is to prevent and control diseases, injuries, disabilities, and environmental health-damaging factors, and to develop and apply health promotion, in close cooperation with national and international agencies and organizations, through:

* Scientific research to provide innovative solutions to health problems and to establish effective strategies for disease control and prevention.
* Monitoring the health status of the population.
* Continuous training and education of public health workers and professional support to them.
* Undertaking and increasing the level of population information, education and awareness on health problems.
* Stimulation and support of draft laws and regulations aimed at protecting the health of the population and its health insurance.
* Assessing the effectiveness, accessibility and quality of both population-based and patient-based health services.

The strengths of the Institute of Public Health include the high quality of its staff, the vast experience in the field of public health research and interventions, the appropriate research skills and infrastructure, and relatively large potential of IPH through its subordinate structures scattered throughout the country’s territory.

The Institute of Public Health is a central player in the field of public health research in Albania.

The structure of IPH is as follows:

* Unit (Department) of Epidemiology and Control of Infectious Diseases
* Unit (Department) of National Reference Laboratories
* Unit (Department) of Assessment and Treatment of Public Health Risks
* Unit (Department) of Public Health Performance and Chronic Diseases
* Directory of Support Services
* Directorate of Radiation Protection
* Office of the National Drug Data System

 The human resources of the Institute of Public Health are as follows:

Total employees: 191, of which 141 females (73.8%) and 50 males (26.2%) [Figure 1[.

Figure 1. Total employees of IPH, by gender

Total number of employees with various titles (researcher, first researcher, doctor, associated professor, full professor): 63, of which 48 (76.2%) females and 15 (23.8%) males (Figure 2).

Figure 3. Total IPH employees with a title, by gender

Total number of employees in leading positions, starting from head of sector: 29, of which 20 (69.0%) females and 9 (31.0%) males (Figure 3).

Figure 3. Total IPH employees in leading positions, by gender

# Objectives of the Gender Equality Plan of IPH

Based on the requirements of the Horizon Europe Guidance on Gender Equality Plans[[5]](#footnote-5), the IPH has identified six specific objectives in the recommended areas:

1. Improve work-life balance and organizational balance
2. Improve gender balance in leadership and decision-making
3. Raise awareness of gender equality
4. Gender equality in recruitment and career progression
5. Encourage, support and promote the integration of the gender dimension into research and innovation
6. Actively and firmly address gender-based violence, abusive or sexist behavior.

The implementation of a gender equality policy in the field of research and innovation requires that departments and researchers must be enabled to address any gender inequality and structural changes that promote gender equality must be supported.

The Institute of Public Health is committed to fully eliminate barriers to gender equality and enhancing and ensuring diversity, inclusion and fairness.

## Improve work-life balance and organizational balance

### 1.1 Promoting the advantages of work-life balance

*Measures/Actions*

* Scheduling of work events (meetings, workshops, seminars, consultations, etc.) at appropriate times (between 10 am and 3 pm)
* Considering working from home whenever appropriate
* Lectures and awareness raising sessions with IPH staff on the benefits of work-life balance approach

*Indicators*

* Number of work events scheduled at working hours that enable a good work-life balance
* Number of staff working from home
* Number of work-life balance awareness lectures held.

### 1.2 Promoting and facilitating parenthood

*Measures/Actions*

* Creating and circulating a document on parenthood and the equal sharing of career breaks between mothers and fathers
* Organizing parenthood support meetings.
* Allowing mothers to leave the institution for some time in order to breastfeed their baby
* Creation of lactation rooms for mothers

*Indicators*

* Creation of a document on parenthood
* Number of male staff taking paternity leave
* Number of parenthood support meetings held
* Number of mothers using lactation rooms

### 1.3 Integrate gender equality issues in internal regulations and procedures

*Measures/Actions*

* Detailed evaluation, assessment and analysis of internal procedures from the perspective of gender equality
* Revisioning the code of ethics
* Revisioning the staff recruitment procedures

*Indicators*

* Highlighting the intention of the Institute of Public Health to encourage gender equality
* Code of ethics revised in line with gender equality principles
* Staff recruitment procedures revised in line with gender equality principles

## Improve gender balance in leadership and decision-making

### 2.1 Addressing gender disparity in governing levels and bodies

*Measures/Actions*

* Ensuring equal gender ratio in governing or decision-making bodies.
* Creating a guide to orient the member of recruitment committee towards gender unbiased recruitment.
* Training the members of recruitment committee towards gender unbiased recruitment of staff.
* Monitoring the gender equality selection of the recruitment committee.
* Lectures and awareness raising sessions on advantages and benefits of gender equality.

*Indicators*

* Number of women in governing or decision-making bodies and male:female ration in these entities.
* The guide to orient the member of recruitment committee towards gender unbiased recruitment created.
* Number of trainings of the members of recruitment committee regarding gender unbiased recruitment of staff.
* Number of lectures held on advantages and benefits of gender equality

## Raise awareness of gender equality

### 3.1 Sharing the IPH’s GEP with all existing IPH staff and to the newly recruited staff

*Measures/Actions*

* Presenting and communicating the IPH’s GEP to all IPH staff.
* Equipping each IPH employee with a copy of IPH’s GEP (and to newly recruited staff upon their joining).
* Equipping each IPH employee with a copy of IPH’s code of ethics (and to newly recruited staff upon their joining).

*Indicators*

* Number of copies of IPH’s GEP and code of ethics distributed.
* Number of employees having received a copy of of IPH’s GEP and code of ethics.

### 3.2 Mandatory training of IPH staff about implicit gender bias

*Measures/Actions*

* Holding mandatory training sessions on unconscious tendency to prefer one gender over another (gender bias).
* Adopting and implementing feasible ideas that came out of actual training sessions or those held by other institutions.
* Strengthening skills to empathetically and unbiasedly manage individuals.

*Indicators*

* Number of training sessions held.
* Number of staff trained.

### 3.3 Create and hold discussion events on justice, diversity and participation for all IPH staff

*Measures/Actions*

* Organizing of dedicated events to justice, fairness, diversity, participation and inclusion in a certain agreed day of the year.
* Organizing lectures, training and awareness-raising sessions on these topics.

*Indicators*

* Number of events held.
* Number of staff participating in these events.

### 3.4 Create a dedicated space for justice, diversity and participation in the webpage of the IPH

*Measures/Actions*

* Creating and building and accessible space in the webpage of IPH dedicated to justice, fairness, diversity, participation and inclusion, containing all appropriate information and including guidelines, policies, events, latest developments, instruments, etc.
* Appointing the responsible staff for updating the information in this dedicated online space.

*Indicators*

* The dedicated space in the IPH’s webpage is created.
* Number of visitors accessing the dedicated online space (within the IPH webpage).
* Number of materials downloaded or viewed.
* A person is appointed to update the information in this dedicated space.

## Enhance and improve gender equality in recruitment and career progression

### 4.1 Continuously evaluate and monitor the data and indicators related to gender

*Measures/Actions*

* Creating and operating a database that enables to summarize recruitment data and to assess this information disaggregated by gender and staff categories.
* Day-to-day updating the database.
* Monitoring the relevant indicators.

*Indicators*

* The database is created and operational.
* Number of gender-related indicators monitored.

### 4.2 Improve and support the recruitment of females

*Measures/Actions*

* Setting a quota for females during recruitment process.

*Indicators*

* The total number of new staff employed during a given period of time.
* The number of new female staff recruited during a given period of time and the male/female ratio of new recruitments.

### 4.3 Improve and support the promotion of females

*Measures/Actions*

* Determining a minimal number of promotion requests by female staff, with a particular attention to scientists and researchers.
* Determining and presenting unbiased and transparent criteria for promotion.
* Monitoring the process of promotion requests’ assessment.
* Establishing a dedicated training program for female staff on promotion issues.
* Offering the female staff specific support with promotion requests.
* Encouraging the establishment of a female professional network within the IPH.
* Using internal interviews to identify actual barriers that impede the female staff to make promotion requests.

*Indicators*

* The dedicated space in the IPH’s webpage is created.
* Number of visitors accessing the dedicated online space (within the IPH webpage).
* Number of materials downloaded or viewed.

## Encourage, support and promote the integration of the gender dimension into research and innovation

### 5.1 Establishing a team of experts for setting objectives, exchange ideas, identify requirements and challenges ahead

*Measures/Actions*

* Establishing of an expert team with the participation of scientist, researchers and administrative staff for setting objectives, exchange ideas, identify requirements and challenges ahead.
* Collectively working and engaging on various gender-related themes in order to identify best practices and areas for action.

*Indicators*

* The team of experts is created.
* Best practices on gender-related themes are identified and encouraged with the IPH.
* Adoption of justice, fairness, diversity, participation and inclusion is improved.

### 5.2 Improving, enhancing and promoting gender equality among assessment and promotion committees

*Measures/Actions*

* Agreeing on a document that makes gender equality mandatory for assessment committees.
* Training of assessment committees’ members on implicit gender bias, how to detect it, what are its consequences and ways to manage this bias.

*Indicators*

* The document containing all relevant information on implicit gender bias in research is produced.
* Members of assessment committees are trained.

### 5.3 Integrating gender dimension in research projects

*Measures/Actions*

* Introducing a specific reference to gender in research activities (design, analysis).
* Training of researchers and scientists on gender dimension in research.
* Raising the awareness of researchers and scientists on gender dimension in research and innovation.

*Indicators*

* Number of training sessions carried out.
* Number of researchers and scientists trained.
* Assessment of gender-related issues in research activities is carried out.
* Number of research activities that sensitive to gender dimension.

## Actively and firmly address gender-based violence, abusive or sexist behavior

### 6.1 Establishing specific awareness-raising measures to address abusive or sexist behavior

*Measures/Actions*

* Training and awareness-raising events for all IPH staff on sexist behavior in everyday settings and sexual harassment.
* Providing IPH staff with information about law, punishments, penalties or other disciplinary measures for those being engaged in these behaviors.
* Providing IPH staff with information about instruments in place and persons/entities to be contacted in case of victims of such behavior.
* Presenting the way of reporting such forms of harassment for victims and witnesses.
* Providing victims of abusive or sexist behavior with psychological support.

*Indicators*

* Number of training sessions carried out.
* Number of staff participating in these sessions.
* Number of measures taken.
* Number of reports issued.

# ANNEXES

## ANNEX 1: THE FIRST KEY AREA: Improve work-life balance and organizational balance

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **1. Work–life balance and organizational balance** | 1.1 Promoting the advantages of work-life balance | Scheduling of work events (meetings, workshops, seminars, consultations, etc.) at appropriate times (between 10 am and 3 pm) | Scientists, researchers, technical and administrative staff | Jan 2023, Jan 2024 | General direction, HR, Gender equality working group | Number of work events scheduled at working hours that enable a good work-life balance;  |
| Considering working from home whenever appropriate | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of staff working from home |
| Lectures and awareness raising sessions with IPH staff on the benefits of work-life balance approach | Scientists, researchers, technical and administrative staff | 2023-2024 | Gender equality working group | Number of work-life balance awareness lectures held. |
| 1.2 Promoting and facilitating parenthood | Creating and circulating a document on parenthood and the equal sharing of career breaks between mothers and fathers | Scientists, researchers, technical and administrative staff | 2023-2024 | Gender equality working group | Policies on work and personal life integration, changes in regulations and manuals that enable flexibility in the work place,surveys |
| Organizing parenthood support meetings | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Creation of a document on parenthood |
| Allowing mothers to leave the institution for some time in order to breastfeed their baby | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of male staff taking paternity leave |
| Creation of lactation rooms for mothers | Female IPH staff | 2023-2024 | Director, General direction, HR, Gender equality working group | Number of parenthood support meetings held |
| 1.3 Integrate gender equality issues in internal regulations and procedures | Detailed evaluation, assessment and analysis of internal procedures from the perspective of gender equality | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Highlighting the intention of the Institute of Public Health to encourage gender equality |
| Revisioning the code of ethics | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Code of ethics revised in line with gender equality principles |
| Revisioning the staff recruitment procedures | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Staff recruitment procedures revised in line with gender equality principles |

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## ANNEX 2: THE SECOND KEY AREA: Improve gender balance in leadership and decision-making

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **2. Improve gender balance in leadership and decision-making** | 2.1 Addressing gender disparity in governing levels and bodies | Ensuring equal gender ratio in governing or decision-making bodies. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group, Key managers, Head of departments | Number of women in governing or decision-making bodies and male:female ration in these entities. |
| Creating a guide to orient the member of recruitment committee towards gender unbiased recruitment. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | The guide to orient the member of recruitment committee towards gender unbiased recruitment created. |
| Training the members of recruitment committee towards gender unbiased recruitment of staff. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of trainings of the members of recruitment committee regarding gender unbiased recruitment of staff. |
| Monitoring the gender equality selection of the recruitment committee. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of lectures held on advantages and benefits of gender equality |
|  Lectures and awareness raising sessions on advantages and benefits of gender equality. | Scientists, researchers, technical and administrative staff | 2023-2024 | Gender equality working group |

## ANNEX 3: THE THIRD KEY AREA: Raise awareness of gender equality

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **3. Raise awareness of gender equality** | 3.1 Sharing the IPH’s GEP with all existing IPH staff and to the newly recruited staff | Presenting and communicating the IPH’s GEP to all IPH staff. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group, Key managers, Head of departments | Number of copies of IPH’s GEP and code of ethics distributed. |
| Equipping each IPH employee with a copy of IPH’s GEP (and to newly recruited staff upon their joining). | Scientists, researchers, technical and administrative staff | 2023-2024 | HR | Number of employees having received a copy of of IPH’s GEP and code of ethics. |
| Equipping each IPH employee with a copy of IPH’s code of ethics (and to newly recruited staff upon their joining). | Scientists, researchers, technical and administrative staff | 2023-2024 | HR |
| 3.2 Mandatory training of IPH staff about implicit gender bias | Holding mandatory training sessions on unconscious tendency to prefer one gender over another (gender bias). | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of training sessions held. |
| Adopting and implementing feasible ideas that came out of actual training sessions or those held by other institutions. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of staff trained. |
| Strengthening skills to empathetically and unbiasedly manage individuals. | Scientists, researchers, technical and administrative staff | 2023-2024 | Gender equality working group |
| 3.3 Create and hold discussion events on justice, diversity and participation for all IPH staff  | Organizing of dedicated events to justice, fairness, diversity, participation and inclusion in a certain agreed day of the year. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of events held. |
| Organizing lectures, training and awareness-raising sessions on these topics. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of staff participating in these events. |
| 3.4 Create a dedicated space for justice, diversity and participation in the webpage of the IPH  |  Creating and building and accessible space in the webpage of IPH dedicated to justice, fairness, diversity, participation and inclusion, containing all appropriate information and including guidelines, policies, events, latest developments, instruments, etc. | Scientists, researchers, technical and administrative staff | 2023-2024 | IT, HR, Gender equality working group | The dedicated space in the IPH’s webpage is created. |
| Appointing the responsible staff for updating the information in this dedicated online space. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of visitors accessing the dedicated online space (within the IPH webpage). |
| 2023-2024 | Number of materials downloaded or viewed. |
| 2023-2024 | A person is appointed to update the information in this dedicated space. |

## ANNEX 4: THE FOURTH KEY AREA: Gender equality in recruitment and career progression

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **4. Enhance and improve gender equality in recruitment and career progression** | 4.1 Continuously evaluate and monitor the data and indicators related to gender | Creating and operating a database that enables to summarize recruitment data and to assess this information disaggregated by gender and staff categories. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group |  The database is created and operational. |
| Day-to-day updating the database. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of gender-related indicators monitored. |
| Monitoring the relevant indicators. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group |   |
| 4.2 Improve and support the recruitment of females  | Setting a quota for females during recruitment process. | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, HR, Gender equality working group | The total number of new staff employed during a given period of time. |
| 2023-2024 | The number of new female staff recruited during a given period of time and the male/female ratio of new recruitments. |
| 4.3 Improve and support the promotion of females  | Determining a minimal number of promotion requests by female staff, with a particular attention to scientists and researchers. | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, HR, Gender equality working group | The dedicated space in the IPH’s webpage is created. |
| Determining and presenting unbiased and transparent criteria for promotion. | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, HR, Gender equality working group | Number of visitors accessing the dedicated online space (within the IPH webpage). |
| Monitoring the process of promotion requests’ assessment | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group | Number of materials downloaded or viewed. |
| Establishing a dedicated training program for female staff on promotion issues. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group |   |
| Offering the female staff specific support with promotion requests | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group, Key managers, Head of departments |   |
| Encouraging the establishment of a female professional network within the IPH | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, HR, Gender equality working group |   |
| Using internal interviews to identify actual barriers that impede the female staff to make promotion requests. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group, Key managers, Head of departments |   |

## ANNEX 5: THE FIFTH KEY AREA: Encourage, support and promote the integration of the gender dimension into research and innovation

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| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **5. Encourage, support and promote the integration of the gender dimension into research and innovation** | 5.1 Establishing a team of experts for setting objectives, exchange ideas, identify requirements and challenges ahead | Establishing of an expert team with the participation of scientist, researchers and administrative staff for setting objectives, exchange ideas, identify requirements and challenges ahead. | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, Key managers, Head of departments | The team of experts is created. |
| Collectively working and engaging on various gender-related themes in order to identify best practices and areas for action. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group, Key managers, Head of departments | Best practices on gender-related themes are identified and encouraged with the IPH. |
| 2023-2024 | Adoption of justice, fairness, diversity, participation and inclusion is improved. |
| 5.2 Improving, enhancing and promoting gender equality among assessment and promotion committees  | Agreeing on a document that makes gender equality mandatory for assessment committees. | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, Key managers, Head of departments | The document containing all relevant information on implicit gender bias in research is produced. |
| Training of assessment committees’ members on implicit gender bias, how to detect it, what are its consequences and ways to manage this bias. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Members of assessment committees are trained. |
| 5.3 Integrating gender dimension in research projects  | Introducing a specific reference to gender in research activities (design, analysis). | Scientists, researchers, technical and administrative staff | 2023-2024 | Director, General direction, HR, Gender equality working group | Number of training sessions carried out. |
| Training of researchers and scientists on gender dimension in research. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of researchers and scientists trained. |
| Raising the awareness of researchers and scientists on gender dimension in research and innovation. | Scientists, researchers, technical and administrative staff | 2023-2024 | General direction, Key managers, Head of departments | Assessment of gender-related issues in research activities is carried out. |
| 2023-2024 | Number of research activities that sensitive to gender dimension. |

## ANNEX 6: THE SIXTH KEY AREA: Actively and firmly address gender-based violence, abusive or sexist behavior

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| --- | --- | --- | --- | --- | --- | --- |
| **Key Area**  | **Objective**  | **Measures** | **Target /Recipients**  | **Timeline** | **Responsible for observation and implementation**  | **Indicators**  |
| **6. Actively and firmly address gender-based violence, abusive or sexist behavior**  | 6.1 Establishing specific awareness-raising measures to address abusive or sexist behavior | Training and awareness-raising events for all IPH staff on sexist behavior in everyday settings and sexual harassment. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of training sessions carried out. |
| Providing IPH staff with information about law, punishments, penalties or other disciplinary measures for those being engaged in these behaviors. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of staff participating in these sessions. |
| Providing IPH staff with information about instruments in place and persons/entities to be contacted in case of victims of such behavior. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR, Gender equality working group | Number of measures taken. |
| Presenting the way of reporting such forms of harassment for victims and witnesses. | Scientists, researchers, technical and administrative staff | 2023-2024 | Gender equality working group | Number of reports issued. |
| Providing victims of abusive or sexist behavior with psychological support. | Scientists, researchers, technical and administrative staff | 2023-2024 | HR |   |

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