

# **CEITEC MU**

## **Gender Equality Plan III**

### **2021-2023**

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# 1. INTRODUCTION

Central European Institute of Technology at Masaryk University (CEITEC MU) presents the institutional **Gender Equality Plan for the period 2021-2023 (GEP III)**. The document is building upon the fact that if we want to build an organisation and research teams capable of innovating, we need diversity and promotion of equal opportunities. **Diversity enhances creativity**. It encourages the search for novel perspectives, leading to better decision making and problem solving. That is the conclusion drawn from decades of research from organisational scientists, psychologists, sociologists, economists, and demographers.

The GEP III builds upon work implemented as a part of GEP I (2016-2019) and GEP II (2019-2020). The first GEP was designed and implemented in the framework of [the LIBRA project](#), in close cooperation and guidance of the ASDO (expert organisation in the area of gender equality). GEP II was prepared as a part of the LIBRA project sustainability. The GEP III also refers to HR Award PhD and Postdoc Survey performed in 2017 as a part of the overall HR Excellence in Research gap analysis; particularly to identified gender-related differences.

The GEP III reacts on challenges in the area of gender equality as identified by the European Union (see box 1) and is designed to be fully in line with the Strategic Plan of CEITEC MU for 2021-2028 and with the HR Strategy of CEITEC MU (2018).

*„Gender equality is not only a matter of concern for women; it must matter to all of us. If we want to take scientific excellence to the next level; if we want to deliver science-based solutions to the many urgent and pressing global challenges, we need all talents in play.“*

Carlos Moedas, European Commissioner for Research, Science and Innovation (2014-2019)

The GEP represents a systematic and coordinated set of actions promoting gender equality and implementing **gender mainstreaming** (the integration of a gender perspective in the preparation and evaluation of policies) at CEITEC MU. The GEP combines actions implemented in three levels:

- (1) **Change of the institutional framework**
- (2) **Change of the internal culture**
- (3) **Direct support of employees**

In comparison to GEP I and GEP II, the GEP III broadens its focus to **GENDER+ approach** (also referred as „**intersectional approach**“) that involves also other potential grounds for discrimination such as age, ethnicity, disability and sexual orientation.

## **Box 1: The European Commission identifies four challenges to be addressed in the area of gender equality:**

- *More women participating in research and innovation programmes*
- *Better integration of the gender dimension in the context of research and innovation projects*
- *More participation of EU widening countries in actions dedicated to gender equality in research and innovation organisations*
- *Broadening gender equality policies in research and innovation to intersections with other potential grounds for discrimination such as ethnicity, disability and sexual orientation*

Source: <https://op.europa.eu/en/web/eu-law-and-publications/publication-detail/-/publication/c0b30b4b-6ce2-11eb-aeb5-01aa75ed71a1>

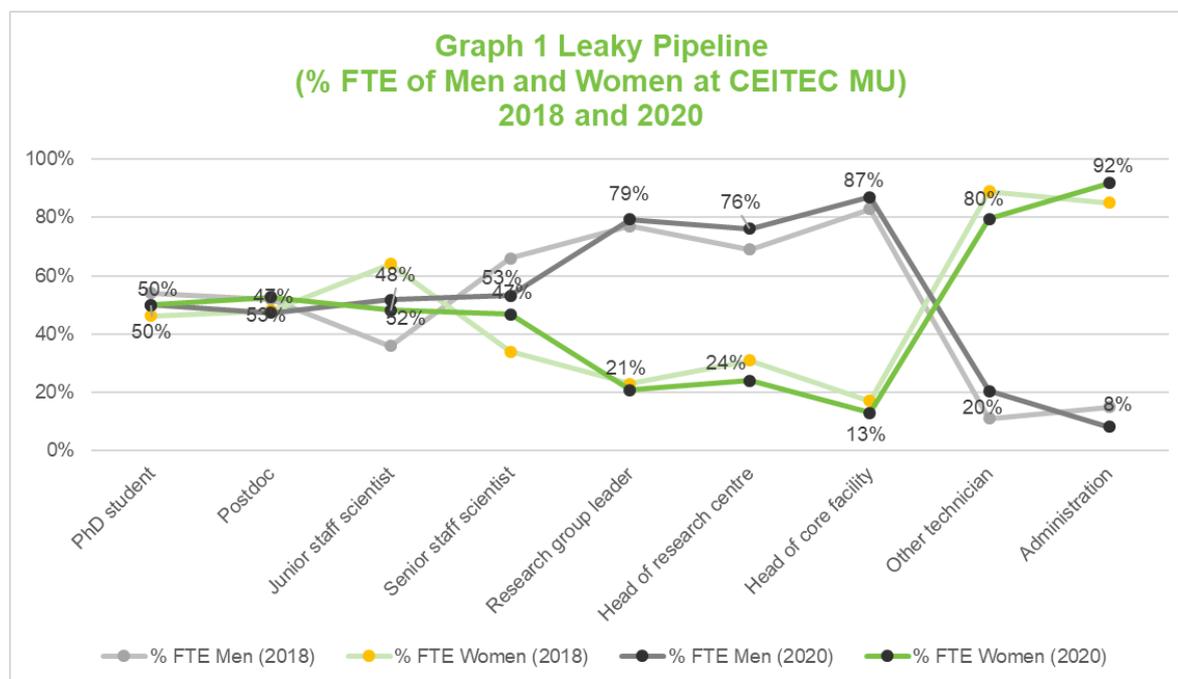
## 2. CEITEC MU “SHE FIGURES”

This chapter presents basic quantitative data disaggregated by gender, offering some areas to be addressed by the GEP actions.

### Employees' structure and leaky pipeline

Women establish 57 % of all staff at the Institute, resp. **46 % of all researchers**, 67 % of core facility staff and 92 % administrative staff. When we have a closer look at individual positions as defined by the career system, we see that:

- » in the group of early-stage researchers (PhD students and postdocs) and staff scientists, the representation of both genders is well balanced;
- » there is a clear leaky pipeline when looking at group leaders, heads of research centre and CF heads;
- » a directly opposite situation emerges in case of technicians and administrative staff, where men represent only 20 % of all technicians and 8 % of administrative staff in 2020.



### Participation in decision-making and leadership

There were two advisory boards (Director's Board and Scientific Board) and three advisory committees (IT, space allocation, strategy) active at CEITEC MU in 2020. The gender balance of the management and Strategy Committee is optimal. A considerable improvement was reached in the gender balance of the Scientific Board in which a representation of women was more than doubled (comparing 2017 and 2020). On the other side, a representation of women (group leaders) in IT and Space Allocation Committees remains absent, and share of women in the Director's Board stagnates last four years.

Tab 1 Representation of women and men in management and advisory bodies (2017-2020)

Advisory Boards / Committees	2017			2018			2019			2020		
	Members (no.)	No. of women	% of women	Members (no.)	No. of women	% of women	Members (no.)	No. of women	% of women	Members (no.)	No. of women	% of women
CEITEC MU Management	4	2	50%	4	2	50%	4	2	50%	5	2	40%
Directors' Board	11	3	27%	11	3	27%	12	3	25%	12	3	25%
CEITEC MU Scientific Board	22	2	9%	23	3	13%	23	3	13%	20	6	30%
Strategy Committee*	5	2	40%	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	8	4	50%
Space Allocation Committee	4	1	25%	4	0	0%	4	0	0%	4	0	0%
IT Committee	8	0	0%	11	0	0%	11	0	0%	10	0	0%

### Contract status

Data show a significant differences in the area of having contract on definite or indefinite period between men and women. It is given by the nature of research environment and available sources of funding that share of employees with indefinite period contract (mostly researchers and facility staff) is lower compared to business or government sphere. When looking at gender-disaggregated data, only 8 % of female researchers have a contract for indefinite period, compared to 16 % of male researchers. In case of technical and administrative staff, the differences are even bigger (see table below). The only position, in which the situation is opposite is in case of group leaders, in which 93 % of female group leaders have indefinite period contract, while only 64 % of men group leaders are at the same position. It is important to note that we have no detailed analysis of correlated factors (causes) of such a state (e.g. in case of group leaders, the difference could be caused by different share of men/women at the position of junior/senior group leader). Therefore it would be needed to prepare such an analysis and come up with corrective measures where relevant.

Position	% Definite Period	% Indefinite Period	% Men with indefinite period	% Women with indefinite period
Researchers	87%	13%	16%	8%
Technicians	85%	15%	41%	4%
Administration	50%	50%	79%	48%

Research Positions	Indefinite Period	
	Men	Women
Head of research centre	100%	100%
Group leader	64%	93%
Senior staff scientist	17%	11%
Junior staff scientist	6%	3%
Postdoc	0%	0%

## Recruitment data

Data on recruitment were collected systematically for the first time in 2020. Data collection at the level of HR Department was launched based on the Recruitment Policy adoption. Still it is important to note that only selection procedures with a participation of HR department are reported and there might be cases of recruitment procedures not being monitored. Only regular participation of HR department in the recruitment process in following years will enable us having complex data in this field and assessing them.

There were 30 selection procedures organised in 2020 (coronavirus epidemic influenced recruitment of new employees heavily), in case of research positions – only postdoc and junior staff researcher positions were opened. **Data show that in case of research positions, women accounted for only 28 % of all candidates, but 41 % of invited for the first round and even 63 % of hired candidates.** Table 2 shows data also for technical and administrative positions, where we can see an opposite trend of having low share of male candidates. Women were hired to technical and administrative positions in majority of cases. In future, we should find out reasons for having low share of female candidates for research positions, and low share of male candidates (and invited for the first round and hired) in case of administrative and technical positions.

Tab 2 Share of women in individual stages of recruitment procedures in 2020

Research Positions	Share of women in different stages of recruitment procedures		
	Research positions	Administrative positions	Technical positions
	%	%	%
Applicants	28	79	42
1st round	41	94	80
Hired	63	100	86

There were three open calls for a group leader position in the period of 2017-2019. Table below presents share of female candidates, invited for the interview and hired. There is an obvious gap in the area of **number of women applying for group leader position** at CEITEC MU, leading to absence of new female group leaders and a decreasing trend of share of women on the position of group leader.

Tab 3 Recruitment procedures for group leaders (2017-2020)

Recruitment procedure (call)	No. of candidates (total)	% of female candidates	% of invited for interview	Hired (no. M/F)
GL 2017	10	20 %	25 %	2 M / 0 F
GL 2018	11	27 %	0 %	1 M / 0 F
GL 2019	13	0 %	-	1 M / 0 F

Taking the data from 2017 and 2019 (only GL and CF Head positions) as a starting point, for the gender **composition of the selection committees**, CEITEC MU starts with having app. **22 % female members of the selection committees for the group leader position**, and more than **57 % female members of the selection committees for the CF head position**. We do not have a data on composition of recruitment committees in case of other research positions.

## Grants

In 2020, women accounted for 31 % of principal investigator of CEITEC MU grants (excluding non-research grants focused on governance and managerial topics). In case of grants coordinated by CEITEC MU, there are female principal investigator in 33 % of cases. Presented data are preliminary and would deserve more in depth analysis.

Tab 4 Share of female principal investigators (2020)

Type of grant	Total number of grants	% of female principal investigators
CEITEC MU as coordinator	33	33 %
CEITEC MU as recipient	67	25 %
CEITEC MU as partner	45	38 %
EU grants	18	44 %

## PR and Communication

*“Seeing is believing” – role models matter, particularly for underrepresented groups in the research environment. Research shows that promoting women in science has a positive impact on bringing more girls and young women on the path leading to career in science.*

CEITEC MU issued 40 press releases in 2020, and there were more than 900 references about CEITEC in media. Table below presents distribution of presence of men and women in our press releases and in media. Even if we consider lower representation of women on group leader position (23 %), the presentation of women in research at CEITEC MU is underrepresented. And still, women count for almost half of all researchers, but are not visible proportionally.

Tab 5 Representation of women and men in press releases (2020)

	Press releases	Press releases	Media presence	Media presence
	No.	%	No.	%
Men	17	43 %	544	59 %
Women	7	18 %	128	14 %
Both or gender-neutral	16	40 %	247	27 %
<b>Total</b>	<b>40</b>	<b>100 %</b>	<b>919</b>	<b>100 %</b>

### 3. QUALITATIVE DATA

This chapter summarizes analysis of qualitative data available, consisting of data from the PhD and Postdoc Survey performed in 2017 and outcomes of the focus group on Equal Opportunities, Diversity and Inclusiveness discussion (held in May 2021). For the future, anonymous staff survey will be performed to receive a complex data.

#### Data from the PhD and Postdoc Survey (2017)

One of the goals of the HR Award gap analysis was to examine whether there are differences between the genders in PhD students' and postdocs' perception of work conditions, work environment, etc. The results showed us that **female PhD students** find the CEITEC environment more motivating and find it easier to find child support. However, we should note that the difference between men and women is quite small. In the **female postdoc group**, the analysis showed women are less satisfied than their male colleagues with their relationship with their supervisor, being given the opportunity to spend some research time in another lab/abroad/company, being sufficiently aware of new job opportunities inside and outside CEITEC and the perception that there are tasks which female postdocs would be interested in (but are not currently a part of their job).

#### Focus Group on Equal Opportunities, Diversity and Inclusiveness discussion

The FG met on 25<sup>th</sup> May 2021 and discussed both current situation (the group was presented with "CEITEC MU She Figures" as stated above), main challenges, and also how to overcome them. There was a general call for members published in the internal newsletter addressed to all employees and PhD students, combined with a direct invitation to the group by the GEP coordinator.

#### Summary of main recommendations, outcomes and their implementation:

1. Equal opportunities should not be limited just to "gender" issues. Members of the WG pointed out that international staff faces structural and cultural obstacles as well. These should be reflected by the GEP.
  - ✓ **Implemented.** The recommendation is in line with the defined intention to use the intersectional approach in the GEP design.
2. An analysis of wages should be performed, including analysis of gender pay gap. The Institute should also publicly declare its wage policy that should set a range of wage at a concrete position (minimum-maximum).
  - ✓ **Implemented.** Goal to analyse wages, including gender pay gap analysis, is included in the GEP. The formulation of wage policy is a part of the overall HR Award Action Plan.
3. Offering on-site child-care facility for children 1+ year old would be a great selling factor for CEITEC and the University as an employer. When planning new building constructions at the campus, the University should consider this demand by employees. This aspect was one of the most emphasised by the FG members.

- ✓ **Delegated.** Implementation of the recommendation is not in competence of the CEITEC MU management. The recommendation will be added to proposal of actions to the university GEP that will be designed by the end of 2021.
- 4. Sexism, stereotypes and unconscious bias are still present and should be addressed. All employees should be trained on unconscious bias, sexual harassment, cultural differences (e.g. as a part of onboarding procedure). That relates to recruitment as well (see point 5).
  - ✓ **Implemented.** Training on unconscious bias and sexual harassment will be organised regularly, as well as internal campaigns aiming to improve internal culture of the institute.
- 5. All people involved in the recruitment interviews must be properly trained in the area of unconscious bias (see point 4), and appropriate/inappropriate questions to be asked during the interview. HR Department should play a control role as HR managers are members of the selection committees as a standard.
  - ✓ **Implemented.** This recommendation will be addressed as a part of the overall implementation of the recruitment policy.
- 6. How information are disseminated should be analysed to ensure open and transparent communication. Members of the WG agreed that using aliases based on position (e.g. mailing list of all group leaders) improved information distribution a lot. However there are still some cases when only some people are informed – without clear clue on which principle they were included into recipients (and others not).
  - ✓ **Postponed** (to be further elaborated/analysed). To be able to react on this recommendation, we need more information. The GEP will be updated based on the analysis results.
- 7. In Czech research environment, there is still a negative trend of having “men’s clubs” – building loyalty and rewarding it and thus breaking “merit-based” approach. While composing decision-making and advisory boards, diversity of such bodies should be taken into account – not only from the gender perspective, but also from the perspective of having international people on board, etc. Some members of the WG supported an idea of quotas for minority gender, e.g. there should always be at least 30-40 % women in decision-making and advisory boards. However this recommendation was not supported unanimously by all members of the group.
  - ✓ **Partly implemented.** Diversity of advisory bodies will be addressed not only from the gender perspective. The quotas will be set as recommended value. The same recommendation is included in recommendations for the university GEP.
- 8. Opening advisory boards and working groups to postdocs should be considered. This can bring more women into these bodies and also it can be a part of their career development.
  - ✓ **Implemented / taken into account.** When appointing new members of the advisory bodies and working groups, senior staff scientists and postdocs will be considered.
- 9. Group leaders and other heads of workplaces should support flexible working hours.
  - ✓ **Implemented.** This recommendation is already implemented. Higher usage of flexible working hours is a decision of head of workplace.
- 10. PR of CEITEC MU researchers should be balanced from the perspective of gender. However we should not point out on gender of presented researchers. We should focus on expertise, position, results. While formulating GEP, and related policies, women should not be reduced to mothers. Gender equality cannot be reduced to supporting women/mothers.

- ✓ **Implemented** into GEP.
11. WG appreciated that some meetings are organised in defined time slots (e.g. Group leaders' meeting starts always at 2 p.m., based on requirements of group leaders who have caring responsibilities), not starting later than in 3 p.m. This policy should be widened as a general principle.
- ✓ **Taken into account.**
12. Parking slots for parents of small children should be offered as it is very demanding to ensure all the logistics related to commuting to work and taking children to/from kindergarten.
- ✓ **Partially implemented.** This recommendation faces to spatial options. The institute will search for all possible options how to make commuting to the campus more convenient by all means of transportation.
13. Monitoring, reporting and regular assessment of gender-disaggregated data should be further broadened.
- ✓ **Implemented.**

## 4. PLAN OF ACTIONS

Following trends and priorities in the area of gender equality and equal opportunities, reflecting presented quantitative data and qualitative inputs, the GEP III defines five areas of intervention that are further developed into goals, specific measures and actions. All actions are specified with key indicators (target values where relevant), deadline, responsibility and budget allocation.

### Aim of the GEP actions are:

1. Institutional and cultural change supporting the best talents in an unbiased way
2. Improving the presence, participation, and progression of women in science
3. Improving gender balance in Institute's leadership and advisory bodies
4. Providing open, fair, transparent, inclusive and safe working environment
5. Bringing intersectional approach to gender mainstreaming at the Institute
6. Addressing sex and gender dimension in research content and training

### Areas of intervention:

1. Governance, internal culture, monitoring and reporting system
2. Recruitment and career progression (development)
3. Working conditions, work-life balance
4. Sexual harassment and bullying
5. Sex/Gender dimension in research

## ACTION PLAN 2021-2023

Area of intervention	Goal	Priority measures and activities	Deadline	Responsibility	Indicator(s) / Outcome(s) / Target(s)	Indicative budget allocation (excl. personnel costs)
Governance, internal culture, monitoring and reporting system	<p><b>1. CEITEC MU will continue in actions aiming to increase the representation of women in decision-making and advisory bodies and will always consider the diversity of such bodies</b></p>	<p>Composition of decision-making and advisory bodies will be monitored and reported. We will focus on evaluation of long-term trends of women participation. A participation of international staff will be monitored and improved as well.</p> <p>An option to appoint senior researchers / postdocs (not only group leaders) as members of institute's committees will be considered to increase a presence of women in advisory bodies.</p> <p>Focus will be put on increase of gender sensitiveness and awareness on equal opportunities of all members of the institute's bodies (both men and women).</p> <p>We aim to use intersectional approach here as well (mostly monitoring representation of international employees and junior/senior group leaders).</p>	<p>Annually</p> <p>4Q 2021 <i>(in the occasion of members' appointment)</i></p> <p>4Q 2023</p> <p>1Q 2022</p>	Head of Director's Office	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>1) share of men and women in the management, Director's Board, Scientific Board, and all advisory committees;</li> <li>2) share of international employees in the Director's Board, Scientific Board and all advisory committees;</li> <li>3) share of junior and senior group leaders in decision-making and advisory bodies.</li> </ol> <p>DESIRED TARGET VALUES:</p> <p>Minority gender is represented at least by 25 % of members in individual bodies.</p> <p>Share of international employees in advisory bodies is at least 25 %.</p>	0 CZK

<p>Governance, internal culture, monitoring and reporting system</p>	<p><b>2. The Institute will further extend amount of gender-disaggregated data that are reported to the management and assessed from the perspective of gender equality.</b></p> <p><b>Data will be used for detailed analysis and formulation of future actions and measures.</b></p>	<p>Annual monitoring of gender-disaggregated data, including analysis of long-term trends. We aim to extend data that are reported and assessed from the perspective of gender equality.</p> <p>All administrative departments will be invited to workshops with the aim to identify data that are worth to be monitored as gender-disaggregated.</p> <p>Monitoring will include also disaggregation based on international staff share/participation.</p>	<p>1Q – data 2Q – analytical report (annually)</p> <p>3Q 2022 (workshop)</p> <p>4Q 2021 (extended data reports)</p>	<p>Head of Director's Office</p> <p><i>In close cooperation and inputs from all admin departments.</i></p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>1) leaky pipeline data;</li> <li>2) data from recruitment procedures;</li> <li>3) pre-award and post-award grants-related data;</li> <li>4) awards;</li> <li>5) training data;</li> <li>6) other HR data;</li> <li>7) research performance data;</li> <li>8) PR data.</li> </ol> <p><i>To be specified after the workshops.</i></p>	<p>0 CZK</p>
<p>Governance, internal culture, monitoring and reporting system</p>	<p><b>3. Gender sensitive communication will be used across the institute to improve working environment and internal culture</b></p> <p>(HR Award, no. 66)</p> <p><b>#PR</b> <b>#recruitment</b> <b>#culture</b></p>	<p>For the upcoming period, we want to define an <b>institutional gender-sensitive communication policy</b> that will serve not only a PR and communication specialist, but all employees of the institute (e. g. grant officers while writing grant applications, HR managers while communicating with employees and with candidates for a position, etc.).</p> <p>Following the policy formulation, a <b>training for employees on gender-sensitive communication</b> principles will be organised. The workshop will be organised regularly on annual basis as a part of institute's training for employees.</p> <p>Website, social media accounts and official documents will be continuously reviewed and edited from the perspective of using gender-sensitive communication.</p>	<p>4Q 2021</p> <p>4Q 2021 (first training)</p> <p>Annually</p> <p>3Q – annually</p>	<p>Director's Office</p> <p><i>In close cooperation with the Communication Department</i></p>	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>1) gender-sensitive communication policy (document);</li> <li>2) training for employees on gender sensitive communication;</li> <li>3) number of participants of the workshop on gender sensitive communication;</li> <li>4) train-the-trainer workshop on gender sensitive communication; at least two persons trained;</li> <li>5) regular analytical report of web and social media presentation/comm</li> </ol>	<p>0 CZK</p> <p><i>We expect the training to be provided by National Contact Centre "Gender and Science" as a part of their expert services. In long run, we aim to be able to perform the training for employees internally, based on organisation of train-the-trainer workshop for at least 2 persons.</i></p>

		While developing and implementing sensitive communication policy, the intersectional approach will be used.			unication (every 1-2 years).	
					<p>DESIRED TARGET VALUES:</p> <p>30 employees will participate in the training</p> <p>2 internal experts on gender sensitive communication</p>	
Governance, internal culture, monitoring and reporting system	<b>4. The Institute will promote positive role models in science in the context of equal opportunities, making minority groups in academia more visible</b>	<p>Presentation of positive “role models” and “family cases” from the perspective of equal opportunities, making minority groups in academia more visible.</p> <p>Communication of topics such as work-life balance, career in research/academia, and mental health issues. Such topics should be presented both while presenting women and men.</p> <p>PR data report will be reviewed from the perspective of gender-disaggregated data.</p> <p>We will use the opportunity of International Day of Women and Girls in Science to perform PR campaign in this area.</p>	<p>Annually</p> <p>Annually</p> <p>2Q 2022</p> <p>Annually</p>	Communications Lead	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>Articles, interviews and other campaigns promoting positive role models;</li> <li>PR data segregated by gender – number of press releases, media appearance.</li> </ol> <p>DESIRED TARGET VALUES:</p> <p>At least three interviews covering also a topic of women in science, work-life balance, equal opportunities, etc. per year.</p>	0 CZK
Recruitment and career progression (development)	<b>5. Increasing the number of female applicants for group leader position and the offer acceptance rate</b>	Gender sensitive communication will be used in the whole process of recruiting new employees. A training will be organised and training guidelines distributed.	<p>Ongoing activity</p> <p><i>(group leader position is opened app.</i></p>	Director's Office, Scientific Secretary, HR Department	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>Share of women/men in individual stages of the recruitment procedure (for positions according</li> </ol>	70 000 CZK ( <i>training</i> )

		<p>Specifically HR managers will participate training on gender sensitive communication.</p> <p>Headhunting methods to find and invite more female candidates for group leader's position will be used.</p> <p>While opening position of group leader, specific campaign supporting women to apply will be launched.</p> <p>Unconscious bias training for recruitment committee members (and other employees) will be repeated.</p> <p>Employees' benefits will be reviewed from the perspective of how to attract candidates with caring responsibilities.</p> <p>Organisations of women in research will be explored and used to find more female candidates and to share our adverts.</p> <p>Dual career opportunities will be explored and potentially used to attract more candidates.</p>	<p>once per 2 years)</p>		<p>to the career system).</p> <ol style="list-style-type: none"> <li>2) Number of HR managers participating training on gender sensitive communication.</li> <li>3) Number of unconscious bias training participants.</li> </ol> <p>DESIRED TARGET VALUES:</p> <p>At least two candidates representing minority gender will be invited to interview for group leader position.</p>	
<p>Recruitment and career progression (development)</p>	<p><b>6. Promote transparency of recruitment practices – website on Career at CEITEC MU will be available, including information on our recruitment procedure and rules</b></p>	<p>Website of CEITEC MU will offer a transparent information regarding how recruitment is organised. Recruitment policy, together with related norms will be published online. A “Career” section will be launched both at consortial and Institutional level, covering these information.</p> <p>A specific attention will be paid to promote CEITEC MU as an employer supporting equal opportunities, inclusiveness and transparency (both in recruiting and evaluating).</p>	<p>3Q 2021</p>	<p>Director's Office in close cooperation with Communications department</p>	<p>DESIRED TARGET VALUES:</p> <p>CEITEC MU Career section on the web launched, including recruitment policy and related documents.</p>	<p><i>Budget for the website facelift is separated from the GEP budget.</i></p>



Recruitment and career progression (development)	<b>8. Information services for applicants for a position at CEITEC MU will be professional, covering also information about work-life balance, childcare facilities, social benefits, etc. Providing these information is not a part of interview and assessment of the candidate.</b>	<p>HR department will prepare an information sheet/brochure about work-life balance aspects of the work, childcare facilities, social benefits to be included when sending out offers or handed to candidates during on-site interviews.</p> <p>HR managers will provide additional information if required by the candidate.</p>	3Q 2023	HR Department	<p>INDICATORS:</p> <p>Information brochure issued.</p>	0 CZK
Working conditions, work-life balance	<b>9. Employees will be offered with a complex and professional information resources and consultation services in the area of working conditions, work-life balance, maternity/parental leave and return to work, etc.</b>	<p>HR department aims to provide employees with an information service, covering areas of working conditions, work-life balance, maternity/parental leave and return to work. Such service contains a basic set of regularly updated information brochures and individual consultations for specific cases not covered by the brochures.</p> <p>Information brochures for employees will be updated on regular basis and will have these thematic focuses: (1) Maternity and parental leave, (2) Grants and parenthood (in cooperation with the Grant Office), (3) Available babysitting options for employees.</p>	3Q 2023	HR Department	<p>INDICATORS:</p> <p>1) Number of information brochures,</p> <p>DESIRED TARGET VALUES:</p> <p>All employees leaving for the maternity/parental leave receive a standardized set of information.</p>	0 CZK
Working conditions, work-life balance	<b>10. We will support our employees before and after leave periods (maternity leave, parental leave, care for close relative leave) to ensure smooth transition between work and leave period</b>	<p>HR department will establish a regular procedure of providing support of employees and heads of workplaces in the situation when employee prepares for his/her maternity/parental leave and returning from it. The check-list already prepared as a part of the WLB Project will be used.</p> <p>Setting a concrete "return plan" is a responsibility of head of workplace in cooperation with leaving employee. Heads of workplaces will be offered</p>	3Q 2022	HR Department	<p>INDICATORS:</p> <p>Heads of workplaces and employees leaving for maternity/parental leave will receive a template of check-list with recommended steps before leave, before return to work and after return to work after maternity/parental</p>	0 CZK

		<p>with a consultation if required how to approach this situation.</p> <p>Promotion of return plans among heads of workplace and employees will be implemented to show mutual benefits of this tool.</p> <p>HR Department will provide individual help to employees returning to work after maternity/parental leave (analysis of individual needs).</p> <p>Preparation of guidelines (brochure) for employees returning to work after maternity/parental leave.</p> <p>We will use a full advantage of the university MUNI Career Restart grant support scheme (GAMU). An active promotion to the target group will be ensured by Grant Office and HR Department.</p>			leave. (Number of cases)	
Working conditions, work-life balance	<b>11. The Institute will continue in promotion and implementation of the institutional WLB policy and raise awareness importance of work-life balance, including mental health issues</b>	<p>WLB policy will be updated/reviewed based on employees' feedback.</p> <p>Heads of workplace will be supported to take a full advantage of using measures such as flexible working hours, home-office (see WLB policy) for their team members.</p> <p>We will use a full potential of university kindergarten Elánek that is available close to the campus Bohunice. HR Department will provide information about the facility to the target group of fresh parents (including employees leaving for the maternity/parental leave).</p>	<p>2022</p> <p>Ongoing <i>(to be specified)</i></p> <p>Ongoing</p>	HR Department  (in cooperation with Communications department)	<p>INDICATORS:</p> <ol style="list-style-type: none"> <li>1) Updated WLB Policy.</li> <li>2) Data on part-time contracts.</li> <li>3) Data on home-office.</li> </ol>	0 CZK



Sexual harassment and bullying	<p><b>14. Sexism, sexual harassment and bullying will be addressed to promote safe and healthy working environment</b></p>	<p>A 2018 report by the National Academies of Sciences (<a href="https://www.ncbi.nlm.nih.gov/books/NBK507206/">https://www.ncbi.nlm.nih.gov/books/NBK507206/</a>) found that sexual harassment is the most common form of bullying and harassment in scientific research settings, and that gender harassment is the most common form of sexual harassment in these situations. Together with our partners in the EU-LIFE consortium (Working Group on Gender Equality), we plan to improve the existing policy/system in place, including preparation of practise guidelines on how to address bullying and harassment.</p> <p>We want (1) to clarify the definition of gender harassment, (2) identify what can be done to raise awareness and prevent its occurrence, and (3) assess how the Institute can effectively respond to stop this type of harassment, as well as any other type of harassment, under the particularly challenging circumstances (high dependence on academic mentor and project for career success) that trainees and junior faculty in academic research institutes face when being bullied or harassed by a colleague.</p> <p>To evaluate current situation, we aim to do an <b>anonymous survey</b> (preferably at the university level) that will be used for formulation of next steps.</p> <p>Appropriate working behaviour <b>course/training for all employees</b> will be included into the onboarding (orientation) of new employees. The training will cover topics of unconscious bias, by stander effect, etc.</p>	<p>1Q 2022 (theoretical research)</p> <p>4Q 2023 (system in place and implemented )</p> <p><i>Specific time-schedule will be formulated by 3Q 2021.</i></p>	<p>Head of Director's Office HR Department</p> <p><i>As a part of the EU-LIFE working group on Gender Equality.</i></p>	<p>INDICATORS/OUTPUT S:</p> <ol style="list-style-type: none"> <li>1) Guidelines on how to address bullying and sexual harassment (code of conduct);</li> <li>2) update of Work@CEITEC_M U (sexual harassment and bullying section);</li> <li>3) update of information brochure for new employees (sexual harassment and bullying topic);</li> <li>4) analysis and action plan (sexual harassment and bullying topic);</li> <li>5) anonymous staff survey focused on sexual harassment and bullying;</li> <li>6) training for employees on sexual harassment and bullying designed;</li> <li>7) number of employees trained in the area of sexual harassment and bullying.</li> </ol>	<p>70 000 CZK (<i>training of employees on bystander effect</i>) in 2021/2022 academic year</p>
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		<p>A <b>contact person</b> will be appointed and trained to help in the case of sexual harassment and/or bullying.</p> <p><b>Raising awareness campaign</b> will be designed and launched as a part of prevention against sexism, sexual harassment and bullying.</p> <p><b>Code of working behaviour</b> (non-scientific) will be formulated and included into materials passed to new employees as a part of onboarding process.</p> <p><b>Web pages</b> will be enriched with a section on sexual harassment and bullying.</p>				
Sex/Gender dimension in research	<b>15. Implementation of sex/gender dimension in research in research content and education</b>	<p>A mix of actions and events will be organized to ensure sex/gender dimension in research implementation:</p> <ol style="list-style-type: none"> <li>1) Seminar on SGD for postdocs</li> <li>2) Finding guarantor of the PhD course for PhD students</li> <li>3) PhD course on SGD</li> <li>4) Presentation on SGD for staff scientists and group leaders</li> </ol> <p><i>We will take advantage of outcomes of the LIBRA project, mainly online web learning module.</i></p>	<p>3Q 2021</p> <p>2021</p> <p>2022</p> <p>2022</p>	Scientific Secretary and Science and Innovations Support Dept.	<p>INDICATORS:</p> <p>Number of seminars for postdocs on SGD (and number of participants)</p> <p>Number of PhD courses on SGD (and number of trained PhD students)</p> <p>Number of group leaders and staff scientists participating event on SGD</p>	0 CZK
Intersectional approach	<b>16. Age management will be explored and established at CEITEC MU</b>	An audit focused on age discrimination / age management issues will be performed. Based on the audit results, an action plan focused on age management will be formulated and added to the GEP.	<p>2Q 2022 (audit)</p> <p>4Q 2022 (action plan)</p>	Deputy Director for Administrative Matters, Head of Director's Office	<p>OUTPUTS:</p> <p>Analysis and Action Plan.</p>	<i>To be specified (and approved by the director).</i>

## 5. RECOMMENDATIONS TO THE UNIVERSITY GEP

<p>Offering on-site child-care facility for children 1+ year old would be a great selling factor for CEITEC and the University as an employer. When planning new building constructions at the campus, the University should consider this demand by employees. This aspect was one of the most emphasised by the FG members (researchers).</p> <p>To ensure on-site campus childcare for children 1-3 years old, including short-term babysitting (e.g. in case of meetings, events). Installation of elements of the playground within the outdoor areas of the Bohunice campus for children aged 0-6 would be also beneficial.</p>	<p>Zajištění zařízení péče o děti od 1 roku pro univerzitní zaměstnance a zaměstnankyně by bylo výborným benefitem (tzv. selling pointem). Při plánování nových budov na kampuse by univerzita měla zvážit tento požadavek zaměstnanců. Toto doporučení bylo jedno z nejvíce zdůrazňovaných v rámci fokusní skupiny vědců a vědkyň.</p> <p>Zajistit školku přímo v prostorách kampusu pro děti od 1 do 3 let, včetně možnosti krátkodobého hlídání (např. po dobu pracovní schůzky či pracovní akce). Přínosné by bylo také instalování prvků dětského hřiště ve venkovních prostorách kampusu Bohunice pro děti od 0 do 6 let.</p>
<p>Establish a complex system for prevention of sexual harassment and bullying and system for handling concrete cases. University should focus not only on a formal procedure and policy, but also on implementing preventive measures, such as <i>active bystander</i> training (or similar) for all employees and students, communication campaigns (raising awareness), and offering a professional services of psychologist (specialised in the area) and/or mediator.</p>	<p>Vytvoření komplexního systému prevence sexuálního obtěžování a dalších forem nevhodného chování a také systému řešení konkrétních případů. Univerzita by se měla zaměřit nejen na formální procedury a politiku, ale také na realizaci preventivních opatření, jako jsou školení zaměstnanců a studujících typu „active bystander“, zvyšování povědomí formou komunikačních kampaní, a nabízení profesionálních expertních psychologických a/nebo mediačních služeb.</p>
<p>Establishment of university ombudsperson for employees and students.</p>	<p>Ustanovení pozice univerzitní ombudsperson (ombudsman/ka) pro všechny zaměstnance a studující.</p>
<p>Invite more women and international staff to university boards, committees and working groups.</p>	<p>Zapojení více žen a zahraničních pracovníků a pracovnic do univerzitních orgánů, komisí a pracovních skupin.</p>

<p>To deepen English working environment – documents, IT systems and internal communication in English. As well as all training workshops and events organised also in English (both internal and external).</p>	<p>Prohloubení anglického pracovního prostředí – dokumenty, IT systémy, interní komunikace v angličtině. Stejně jako veškerá školení a akce v angličtině (a to jak interní, tak externí).</p>
<p>University events for international employees and their family members.</p>	<p>Univerzitní akce pro zahraniční zaměstnance a zaměstnankyně a jejich rodiny.</p>
<p>To increase capacity of BIOSKOP and transform it into university level flagship. BIOSKOP should offer summer camps for children, programmes for spring and fall holidays to help employees with their caring responsibilities when kindergartens and schools are closed.</p>	<p>Navýšení kapacit BIOSKOPu a jeho přesun na univerzitní úroveň (vlajková loď). BIOSKOP by měl dále poskytovat letní příměstské tábory pro děti, programy na jarní a podzimní prázdniny, a pomoci tak rodičům v době, kdy jsou školky a školy uzavřené.</p>

## 6. ANNEX: IMPLEMENTATION DETAILS

<b>Coordination of GE Activities</b>	Eliška Handlířová, Head of Director's Office (HR Award Coordinator, Gender Equality Coordinator/Ambassador)
<b>Dedication of Human Resources</b>	All actions planned in the GEP III are allocated to concrete administrative department. Dedication of human resources is in a responsibility of respective head of department.
<b>Dedication of Financial Resources</b>	<b>100 000 CZK per year (direct costs)</b> ~ 0,4 FTE (composed of work-load by HR Award working group members dedicated to the area of GE)
<b>Members of the HR AWARD Working Group (covering GEP preparation and implementation as well)</b>	<ul style="list-style-type: none"> <li>» Eliška Handlířová (Head of Director's Office)</li> <li>» Nikola Kostlánová (Scientific Secretary)</li> <li>» Andrea Dvořáková (Head of HR Department)</li> <li>» Kateřina Ornerová (Head of Research and Innovations Support Dept.)</li> <li>» Martina Pokorná (Deputy Director for Administrative Matters)</li> <li>» Ester Jarour (Communications Lead, Director's Office)</li> <li>» Jana Otoupalíková (Head of Communication Department)</li> </ul>
<b>Equal Opportunities and Diversity Focus Group</b>	<p>The focus group met on 25. 5. 2021 and composed of representatives of researches at different stage of career, age, gender and country of origin:</p> <ul style="list-style-type: none"> <li>» Mary O'Connell, senior group leader (F, Ireland)</li> <li>» Helene Robert Boisivon, senior group leader (F, France)</li> <li>» Tomasz Nodzynski, junior group leader (M, Poland)</li> <li>» Karel Kubíček, senior staff scientist (M, Czech Republic)</li> <li>» Zdeněk Farka, senior staff scientist (M, Czech Republic)</li> <li>» Pia Yasmine Jurček, postdoc (F, Finland)</li> <li>» Hana Svozilová, PhD student (F, Czech Republic)</li> <li>» Agnieszka Szmitkowska, PhD student (F, Poland)</li> </ul>
<b>Link to CEITEC MU Strategy and Policies</b>	<p>CEITEC MU Strategic Plan 2021-2028 refers to the HR Excellence in Research Award and the implementation of the HR Award action plan, including Gender Equality Plan (priority area "Investing in People – HR Excellence in Research").</p> <p>Gender equality and diversity management is elaborated into detail in the <a href="#">HR Strategy (2018)</a>. Mostly in the chapter 3, priority area V. Diversity, internationalization and gender equality.</p>
<b>Dissemination</b>	<ul style="list-style-type: none"> <li>» Our role is to raise awareness about the importance of equal opportunities both inside and outside the Institute.</li> <li>» We will continue in active participation in sharing best practices at national and international conferences, workshops and networking events.</li> <li>» We will continue in disseminating role models, success stories and other articles and interviews covering topics such as the equal opportunities in academia, work-life balance and sex/gender dimension in research.</li> </ul>