CIC nanoGUNE's 1st Gender Equality Plan

July 2019

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Director

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Index

CIC nanoGUNE's 1st Gender Equality Plan

CIC nanoGUNE's 1st Gender Equality Plan has been structured in five main key areas that represent the main challenges identified during the audit process:

Key area 1: Organizational culture

Key area 2: Recruitment, retention and career progression

Key area 3: Work-life balance

Key area 4: A safe working environment

Key area 5: Research

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

1. The strategic objectives of the GEP

As we already mentioned the GEP is structured around five main key areas which have been based on the main challenges that arose from the audit report developed at nanoGUNE. Each key area has its own strategic objectives, and each objective has a number of actions proposed as a path to achieve it. nanoGUNE's 1st Gender equality Plan has a total of 5 Key areas, 10 objectives and 39 actions, distributed the following way:

Key area 1: Organizational culture	1.1. Provide the necessary resources to ensure an effective GEP implementation that will aim at creating an inclusive organizational culture.	4 actions
	1.2. Include the gender perspective in all the institutional processes.	7 actions
	1.3. Promote diversity and inclusivity with the institutional communication (written and visual)	5 actions
		16 actions
Key area 2: Recruitment,	2.1. Ensure gender-sensitive and unbiased recruitment and promotion processes.	3 actions

retention and career progression	2.2. Promote initiatives to support the career advancement of the underrepresented gender.	3 actions
		6 actions

Key area 3: Work-life balance	3.1. Create a working environment where the integration of work and private life are possible	7 actions
		7 actions

Key area 4: A safe working environment	4.1. Prevent and combat sexual and gender-based sexist harassment	5 actions
	4.2. Ensure nanoGUNE's health and safety policy includes women's specific needs	1 actions
		6 actions

Key area 5: Research	5.1. Promote gender-aware research at nanoGUNE	2 actions
	5.2. Promote gender diversity and inclusivity at conferences.	2 actions
		4 actions

The GEP will have a duration of 4 natural years, and the implementation will directly start on September 2019, as nanoGUNE does not want to lose the dynamic that was already started for the design of the GEP. However, the implementation planned for 2019 is much lighter than for the following years, and mainly linked to the creation of the right conditions for the following years of implementation.

2019	2020	2021	2022
13 actions	25 actions	23 actions	21 actions

CIC nanoGUNE's 1st Gender Equality Plan

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)**	
		2019	**2020**	**2021**	**2022**		
1.1. Provide the necessary resources to ensure an effective GEP implementation that will aim at creating an inclusive organizational culture	1.1.1. Assign the person who will be responsible for nanoGUNE's GEP and communicating it to all the employees.	■				Direction	
	1.1.2. Arrange regular GEP follow-up meetings with the GEC (making sure the direction, management, group leaders, administrative staff and researchers are included) to create ownership of the GEP and maximize its potential.	■	■	■	■	GEP coordinator	
	1.1.3. Monitor the implementation of the GEP and create a yearly report that includes level of achievement of the foreseen objectives and actions.		■	■	■	Direction	
	1.1.4. Yearly seminar highlighting relevant/useful information about the GEP and the GEC's yearly activities.	■	■	■	■	GEC President	

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	2020	2021	2022	
1.2. Include the gender perspective in all the institutional processes	1.2.1. Include information about the institutional gender equality policies (GEP and harassment protocol) and structures (GEC and GEP responsible) at the useful documents section of the employees intranet.	■				General Manager
	1.2.2. Include the GEP into the next Strategic Plan (2021-2025).			■		Direction
	1.2.3. Include nanoGUNE's commitment towards gender equality in the main documents of the entity (web page, etc.).	■				GEP coordinator
	1.2.4. Include gender equality criteria (equality clauses) for the subcontract of external services.			■	■	General Manager
	1.2.5. Include the sex variable in all the administrative databases and forms used at nanoGUNE. The content will be concretized in collaboration between the GEC and Direction.		■			General Manager
	1.2.6. Make sure all people-related data are disaggregated by sex at the biennial activity reports.		■		■	GEP Coordinator

KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	2020	2021	2022	
	1.2.7. Create a record with the amount of women and men involved in each area (research groups, administration, and services) and update it yearly to monitor the evolution. This data might be published yearly into a "Gender Report" to make sure the whole nanoGUNE community is aware of the situation. The content of this report will be specified in collaboration with the GEC.	■	■	■	■	Direction
1.3. Promote diversity and inclusivity with the institutional communication (written and visual)	1.3.1. Organize a training session about inclusive and gender sensitive communication open to everyone but specially targeted at administration and management staff.		■			GEP Coordinator
	1.3.2. Developing nanoGUNE's guidelines for an inclusive use of language at both external and internal communication, both for written and visual communication.		■			GEP Coordinator
	1.3.3. Review nanoGUNE's most relevant communications from a gender inclusive standing point, in order to check if the agreed guidelines are being followed.			■	■	GEP Coordinator
	1.3.4. Promote the gender-balanced participation of employees in communication actions and dissemination activities.	■	■	■	■	GEP Coordinator

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 1: ORGANIZATIONAL CULTURE						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	**2020**	**2021**	**2022**	
	1.3.5. Develop communication campaigns to enhance women's contributions to research. Official dates such as the 11th of February (WINS) could be used for these initiatives.					GEP Coordinator

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 2:RECRUITMENT, RETENTION AND CAREER PROGRESSION						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	2020	2021	2022	
2.1. Ensure gender sensitive, unbiased recruitment and promotion processes	2.1.1. Organize a training session for the management team and hiring panels on equality and non-bias attitudes.			x		General Manager
	2.1.2. Adapt the hiring protocol to ensure equal opportunities.			█		General Manager
	2.1.3. Create a template to ensure the inclusive writing of job profiles, in order to attract a diverse pool of candidates; nanoGUNE's gender-equality policy and compromise should also be mentioned.		█	█	█	General Manager
2.2. Promote initiatives to support the career advancement of the underrepresented gender	2.2.1. One-to-one mentoring: Identify professionals (both externals and internals) who would be willing to mentor and motivate our young researchers, particularly women. This will be done in collaboration with all senior scientists and the GEC.		█			GEC President
	2.2.2. Collective/group-based mentoring with focus on gender equality: Informal coffee, talks, and seminars given by male/female leading researchers and industry representatives on career issues with the underrepresented gender in order to inspire equality in new generations. This		█	█	█	GEC President

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 2:RECRUITMENT, RETENTION AND CAREER PROGRESSION						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	2020	2021	2022	
	will be done in collaboration with all senior scientists and the GEC.		■	■	■	
	2.2.3. Organize training sessions on team management and problem solving considering the gender perspective.				X	General Manager

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 3: WORK-LIFE BALANCE						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	**2020**	**2021**	**2022**	
3.1. Creating a working environment where the integration of work, family and private life are possible	3.1.1. Promote the scheduling of meetings during the main core working hours, in order to facilitate the integration of work and private life. This information will be available at the useful-documents section of the employees intranet.	■	■			General Manager
	3.1.2. Offer the possibility to telework (if possible, depending on the position) if requested and required due to work-life balance issues. This information will be available at the useful-documents section of the employees intranet.		■	■	■	General Manager
	3.1.3. Encourage the mutual support of employees through the setting-up of a "family club" to be coordinated by volunteers and institutionally supported by the Center. Information about this club would be included at the useful-documents section of the employees intranet.		■	■	■	GEC President Volunteers
	3.1.4. Include information about nearby nursery services at the useful-documents section of the employees intranet.		■	■	■	General Manager
	3.1.5. Analyze whether there are discriminatory effects (specially linked to parental leave gaps) in calls for grants and (in case discriminatory effects are identified) join forces with		■	■	■	Direction

	KEY AREA 3: WORK-LIFE BALANCE					
		TIMELINE				RESPONSIBLE(S)
OBJECTIVES	MEASURES/ACTIONS	2019	2020	2021	2022	
	other research institutes in order to make policy makers aware of existing discriminatory effects and the need of promoting measures to make all calls inclusive.		■	■	■	
	3.1.6. Promote the offer of nursery/chlid-care facilities to attendants of conferences organized or co-organized by nanoGUNE.		■	■	■	Conference organiser GEP Coordinator
	3.1.7. Include in the useful-documents section of the employees intranet a subsection with the existing work-life balance support measures available at the Center.			■		General Manager

KEY AREA 4: A SAFE WORKING ENVIRONMENT						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	**2020**	**2021**	**2022**	
4.1. Prevent and combat sexual and gender-based sexist harassment	4.1.1. Design a protocol for sexual or gender-based sexist harassment, which could be incorporated (partially or totally) in the existing protocol of the University of the Basque Country.	■	■			Direction
	4.1.2. Identify the individuals (confidential counselors) who will be responsible for sexual and gender-based sexist harassment at nanoGUNE and communicate it to all the employees.		■			GEC GEP Coordinator
	4.1.3. Organize a specific training on sexual and gender-based sexist harassment for the confidential counsellors, managers, and senior scientists in order to provide them with the necessary resources and knowledge to face an hypothetical case of harassment.		■			GEC GEP Coordinator
	4.1.4. Organize specific training sessions on sexual and gender-based sexist harassment for the whole staff (mandatory for managers) with the double aim of prevention and detection.			■		GEC GEP Coordinator
	4.1.5. Follow up the protocol for sexual and gender-based sexist harassment, make biennial reports, and send them to Emakunde.		■		■	GEC GEP Coordinator

KEY AREA 4: A SAFE WORKING ENVIRONMENT						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	**2020**	**2021**	**2022**	
4.2. Ensure nanoGUNE's health and safety policy includes women's specific needs	4.2.1. Update nanoGUNE's maternity protocol, make it easily readable, and ensure it will be accessible to everyone.	■				General Manager

CIC nanoGUNE's 1st Gender Equality Plan

KEY AREA 5: RESEARCH						
OBJECTIVES	**MEASURES/ACTIONS**	**TIMELINE**				**RESPONSIBLE(S)**
		2019	2020	2021	2022	
5.1. Promote gender-aware research at nanoGUNE	5.1.1. Organize practical seminars (open to all employees) on the gender dimension in research.				■	GEC President
	5.1.2. Organize periodical specific trainings (open to all employees) on gender equality in research.			■		GEP Coordinator
5.2. Promote gender diversity and inclusivity at congresses and conferences	5.2.1. Promote gender balance among the invited speakers of conferences organized by nanoGUNE, requiring a justification when the representation is not balanced (the proportion of women and men in the field will be used as a reference).	■	■	■	■	Conference organizer GEC
	5.2.2. Promote (when possible) visibility of female researchers (specially junior ones) as invited speakers at conferences. This will be done in collaboration with all senior scientists.	■	■	■	■	GEC President

3. Structures for the development of the GEP

CIC nanoGUNE 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. As there is already a dynamic and motivated Gender Equality Committee, nanoGUNE has no intention of duplicating this structure, and if needed for any specific topic, working groups might be created from the interested GEC members and other people from nanoGUNE's community who could be interested on each of the specific topics. 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

- Organizational knowledge and a global perspective
- Leadership
- Decision-making capacity
- Interested and motivated by the topic
- Communication capacity
- Coordination capacity
- GEP management knowledge[1]

MAIN TASKS

- Coordination and lead of the GEP.
- Definition of the resources to implement the GEP.
- Collection and sharing 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.
- Grappling with the challenges that might arise during implementation.
- Evaluating the GEP.

2. GENDER EQUALITY COMMITTEE

PROFILE

- GEP responsible(s)
- Representation from all the different areas/sections and levels at CIC nanoGUNE

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

2. GENDER EQUALITY COMMITTEE

- Interested and motivated by the topic
- Balanced participation of women and men

TASKS

- General follow-up of the GEP implementation
- Specific participation at some actions (specified in the GEP)
- Creation of working groups for specific initiatives.

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

CIC nanoGUNE will be responsible of CIC nanoGUNE will be responsible for the provision of the resources that will be needed for the implementation of nanoGUNE's 1ˢᵗ Gender Equality Plan each of the years:

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 with the level of achievement of the foreseen yearly objectives and actions, and the tasks that might still be pending. (December 2020, December 2021, December 2022). 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.

nanoGUNE_GEP_190
729_final.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:

der Equality Plan (GEP)

CIC nanoGUNE — nanoscience cooperative research center

elhuyar Aholkularitza

MEASURES/ACTIONS	TIMELINE				RESPONSIBLE(S)	BUDGET (?)	KEY ACTIONS	LEVEL OF IMPLEMENTATION 20:	
	2019	2020	2021	2022				Progress	Comments
1.1.1. Assign the persons who will be responsible for nanoGUNE's GEP and communicate it to all the employees.	x				Jose M. Pitarke Itziar Otegui				
1.1.2. Arrange regular GEP follow-up meetings with the GEC (making sure the direction, management, group leaders, administrative staff, and researchers are included) to create ownership of the GEP and maximize its potential.	x	x	x	x	Jose M. Pitarke Itziar Otegui				
1.1.3. Monitor the implementation of the GEP and create a yearly report that includes the level of achievement of the foreseen objectives and actions		x	x	x	Jose M. Pitarke Uxue Agirrezabala			Completed On track Risk of not achieving the agre Not started	
1.1.4. Yearly seminar highlighting relevant/useful information about the GEP and the GEC's yearly activities.	x	x	x	x	GEC President				
1.2.1. Include information about the institutional gender equality policies (GEP and harassment protocol) and structures (GEC and GEP responsible) at the 'useful documents' section of the employees intranet.	x				Miguel Odriozola Nagore Ibarra		Key action		
1.2.2. Include the GEP into the next Strategic Plan (2021-2025).			x		Jose M. Pitarke				
1.2.3. Include nanoGUNE's commitment towards gender equality in the main documents of the entity (web page, etc.).	x				Itziar Otegui				
1.2.4. Include gender-equality criteria (equality clauses) for the subcontracting of external services.			x	x	Miguel Odriozola				
1.2.5. Include the sex variable in all the administrative databases and forms used at nanoGUNE. The content will be concretized in collaboration between the GEC.		x			Miguel Odriozola				

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.

IMPACT INDICATORS FOR THE GEP MONITORING								
KEY AREAS	**KEY ACTIONS**	**IMPACT INDICATORS**	**2019**		**2020**		**2021**	
KEY AREA 1: ORGANIZATIONAL CULTURE	1.2.1.	Number of visits/downloads of the online brochure						
	1.2.7.	Number women/men at direction	Women	Men	Women	Men	Women	Men
	1.2.7	Number women/men managers						
	1.2.7	Number women/ men Research fellows						
	1.2.7	Number women/ men Post-doctoral researchers						
	1.2.7	Number women/ men Pre-doctoral researchers						
	1.2.7	Number women/ men Specialists						
	1.2.7	Number women/ men Technical staff						
	1.2.7	Number women/ men Secretaries and assistants						
	1.2.7	Number women/ men Maintenance staff						
	1.3.1	% of staff who has received the trainings (disaggregated by sex)	% women	% men	% women	% men	% women	% men
	1.3.4.	% women (publicly/visibly) participating at communication and dissemination actions.						
KEY AREA 2: RECRUITMENT	2.1.1.	% managers and hiring staff who has received the trainings						
	2.1.3.	% of female candidates						

Each year[2] all the monitoring data will be gathered in a dedicated report, and the results will be presented both to the GEC and to CIC nanoGUNE's Director. The analysis of the achievements and main obstacles will help in the definition of the following year's action plan.

6. The evaluation of the GEP

Once the implementation of the GEP is finished, at the end of 2022 or early 2023, 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 analyzing 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 nanoGUNE's community gathered through an online survey.

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[2] Bearing in mind, that the implementation on 2019 will only be of three or four months, the first yearly report is foreseen on December 2020, and it will also include information about the actions that were developed during autumn 2019.

- 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.