

CIC nanoGUNE Gender Equality Committee (v2 – 11.04.2022)

This document contains the mission statement, goals, duties and regulations of the Gender Equality Committee (GEC) at CIC nanoGUNE. This is an organic document; it will be accordingly reviewed and updated as the committee evolves.

Mission Statement

The mission of the Gender Equality Committee is to achieve a working environment free of gender bias and inequalities at CIC nanoGUNE.

Specifically, the Committee aims to

- identify and monitor gender related problems
- promote the implementation of specific measures to support the career progression of all female employees. A particular emphasis will be made to support female researchers, especially those in the early stages of their career
- be an initial point of contact for cases of hostile work environments, including situations of sexual harassment and sexual discrimination
- project nanoGUNE's commitment to gender equality, with the aim of driving our partners towards the same goal and project an image of the research world in general, and nanoGUNE in particular, that is professionally attractive to women.

Duties

The duties of the Gender Equality Committee include to:

- promote the creation of an institutional Gender Equality Plan and monitor its implementation. The Gender Equality Plan will be a tool to fulfill the committee's mission by identifying problems (through a diagnosis phase) and proposing actions (through an action plan)
- assist the direction of the centre in the development, coordination and implementation of gender equality policies, practices and action plans throughout nanoGUNE
- advise the direction on national and EU policy developments
- report to the direction and to the UGIDI on equality matters, and to the group leaders meeting and the nanoGUNE community on the Committee's activities; with regard to internal communication, staff will be informed of all the actions and measures implemented concerning the principle of equality
- encourage/ensure the use of inclusive language (non-sexist and non-discriminatory) in internal and external communications
- share information and coordinate actions with similar committees in the region
- handle responses to internal requests for information.

Membership rules

(i) Membership is open to all nanoGUNE team members (for the purpose of the Gender Equality Committee (GEC), nanoGUNE team members have an employment contract with nanoGUNE and spend the majority of their work week at nanoGUNE).

(ii) The Committee should represent different staff groups at nanoGUNE, with a minimum of 1 each of the following groups: direction and group leaders; management, services, and technical staff; fellows; postdocs; PhD students.

(iii) The GEC must have at least 30% female and 30% male representation.

(iv) Minimum and maximum members per group:

- Minimum 1 member per group
- Maximum:
 - 2 people from “Direction / Group Leaders”
 - 3 people from “Management, services and administration”
 - 4 people from “PhD”, “Postdocs”, “fellows”

(v) In addition to regular committee members, up to 2 guest members can be appointed by the Committee President that do not have to fulfill the nanoGUNE team membership conditions in (i). Guest members can participate in all GEC activities, but do not have the right to vote.

(vi) at the present time (27.3.2020), the committee members are:

Franz Peter Herling (PhD student)

Nerea Ontoso (PhD student)

Ramon Weber (PhD student)

Naëmi Leo (Postdoc)

Sara Catalano (Postdoc)

Aitziber Eleta (Management, Services and Technical Staff)

Itziar Otegui (Management, Services and Technical Staff)

Ainara Garcia (Management, Services and Technical Staff)

Luis Hueso (Direction and Group leaders)

Nacho Pascual (Direction and Group leaders)

(vii) All new members of the GEC are expected to serve for at least 6 months, so that they have to fulfill the nanoGUNE Team membership requirement (according to (i)) for at least the same period of time.

(viii) Members can be removed from the Committee by a vote of at least 2/3 of the Committee members. Requests for such a removal vote must be made by at least 3 members. The vote is administered by the Committee president, or the Committee secretary in case the person in question is the Committee president.

Rules for membership renewal

(ix) After completion of the Committee's constituting phase, the following membership rules apply:

- All members have to resign after a maximum of 24 months of membership
- New members have to commit to at least 6 months of Committee membership
- The nanoGUNE community will be informed by the Committee secretary about any vacancies. All members of nanoGUNE can nominate themselves by filling out the appropriate form in nanoPeople and sending it via e-mail to the Committee secretary or to the GEC contact e-mail gec@nanogune.eu (prior to the next committee meeting, whose date is also being communicated by the Committee secretary). The right to nominate oneself includes also members that recently resigned due to term limits.
- In case that new nominations exceed the number of available Committee membership spots, new members are chosen in the following order of priority:
 - 1st: the group representation (ii) needs to be fulfilled
 - 2nd: gender quotas (iii) need to be fulfilled
 - 3rd: new members are preferred
 - 4th: drawing lots
 - in case of conflicting priorities, the president decides on the process order

Committee structure and duties

a) Committeestructure

(i) The committee is formed by 1 president, 1 secretary, regular members and a maximum of 2 special guests.

(ii) Roles within the Committee will be self-nominated and election of chair and secretary will be made by simple majority vote. Every calendar year, or whenever it is vacant.

(iii) At present time (27.3.2020), Aitziber Eleta and Ainara Garcia share the responsibilities of the Committee President, while Itziar Otegui serves as the Committee Secretary.

b) Specific duties for members and guests

(i) Duties for members.

- All members of the committee should attend to the meetings announced by the chair and secretary of the Committee.
- They should be active part of at least one core activity of the GEC.

(ii) Specific duties for the secretary.

- The secretary should support in the coordination of the meetings and the Agenda preparation.
- Record minutes of meetings and communicate them within one week after the meeting has been held, by email to the rest of the members of the committee.
- Responsible of updating documents on the online sharepoint.

(iii) Specific duties for the president.

- Coordinate and chair the meetings and the Agenda. The president should administer a voting system to assure a broad consensus on decisions taken by the Committee.
- Administer the rules for Committee renewal.
- Invite guests to come to GEC meetings.
- Communicate GEC decisions to nanoGUNE's direction and staff, and to other institutes.

(iv) Duties for guests.

- Guests can participate in all GEC activities and workgroups, but they do not have the right to vote.
- Guests can provide external advice to the Committee.

Committee Meetings

(i) Calls for committee meetings will be announced by the Secretary or President of the Committee.

(ii) All members all the Committee are committed to attend the meetings. The repetitive unjustified absence to the meetings of a member of the Committee can be a reason for exclusion.

(iii) The committee will meet at least two times annually, or as often as necessary.

(iv) Suggestions of items for discussion should be made more than 48 hours in advance to the committee chair. The chair and secretary will prepare the agenda of the meeting including those suggestions, giving priority to remaining items from previous meetings and prioritizing the effectiveness of the discussion.

(v) Meetings should aim for 1 hour duration, maximum 2 hours. Further discussions will be diverted to work meeting for sub-groups as needed.

(vi) Minutes will be taken and distributed by the secretary within a week after the meeting, collect corrections or comments and re-distribute a revised version together with the agenda of the following meeting.