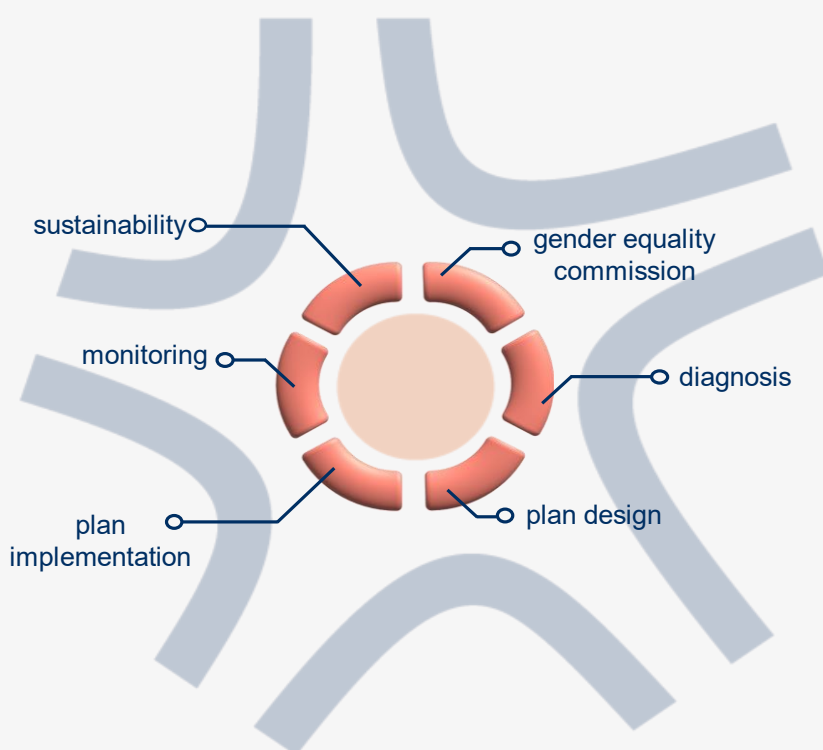




nencki institute
of experimental biology

GENDER EQUALITY PLAN AT THE NENCKI INSTITUTE OF EXPERIMENTAL BIOLOGY POLISH ACADEMY OF SCIENCES



Tasks for 2022-2026

COMMISSION FOR IMPLEMENTATION OF GENDER EQUALITY PLAN AND ANTI-DISCRIMINATION HANDBOOK



DR. MARTA GAWOR

CHAIR OF COMMISSION;
CHAIR OF NETWORKING COMMITTEE
WOMEN IN SCIENCE AT NENCKI



PROF. KATARZYNA ŁUKASIUŁ

OMBUDSMAN



PROF. KRZYSZTOF ZABŁOCKI

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YOUNG INVESTIGATORS'
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M.SC. ŁUKASZ BIJOCH
PHD STUDENTS' REPRESENTATIVE

GRAPHICS

MGR PALOMA ALVAREZ SUAREZ
CHAIR OF PhD COUNCIL
NENCKI INSTITUTE PAS (2021- FEBRUARY 2022)
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The COMMISSION wishes to thank the community of the Nencki Institute of Experimental Biology Polish Academy of Sciences for participating in the survey on gender equality, and representatives of employee groups for their comments and suggestions, which contributed to the development of the gender equality plan.

INTRODUCTION

The presented **Gender Equality Plan (GEP)** at the **Nencki Institute of Experimental Biology Polish Academy of Sciences**, hereinafter referred to as the "Institute", is in line with the objectives of the **European Commission's gender equality strategy "Equality Union: a strategy for gender equality for 2020-2025"**. It is a continuation of the activities contained in the "Council of Europe Strategy for Gender Equality" first adopted in 2014.

By developing and implementing the GEP, the Institute is **fulfilling an eligibility criterion** introduced from 2022 for public bodies and research institutions that want to apply for funding under Horizon Europe.

The goal of the Institute's **Gender Equality Plan** is to implement, develop, support and monitor **good practices to create a diverse and safe working environment and conditions for equal treatment of the Institute's employees and to counteract gender discrimination**. The introduction and improvement of the aforementioned practices is closely related to the Institute's overarching goal of pursuing **scientific excellence**, which is achieved through a policy of equal opportunities for scientific development and the realization of individual potential. In addition, in accordance with the Labor Code and Labor Regulations in force at the Institute, the employer has an obligation to prevent discrimination, following the principle of equal treatment of employees.

Diversity in research teams contributes to improving the innovation and competitiveness of research institutions at the national and international level, and serves to attract and retain qualified academic staff. Moreover, the implementation of solutions that support equal treatment leads to the creation of transparent staffing procedures, fosters communication between employees and managers, and helps to create a better and more efficient work environment.

Among other things, the tasks outlined in this plan complement and develop the practices already implemented at the Institute in connection with the **HR Excellence in Research** award, and are in line with the **European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers**, to which the Institute has been a signatory since 2010. The measures implemented as part of **HR Excellence in Research** include a transparent process for the appointment of selection committees, and the recruitment and selection of candidates, based on clearly defined criteria that apply to all applicants.

INTRODUCTION

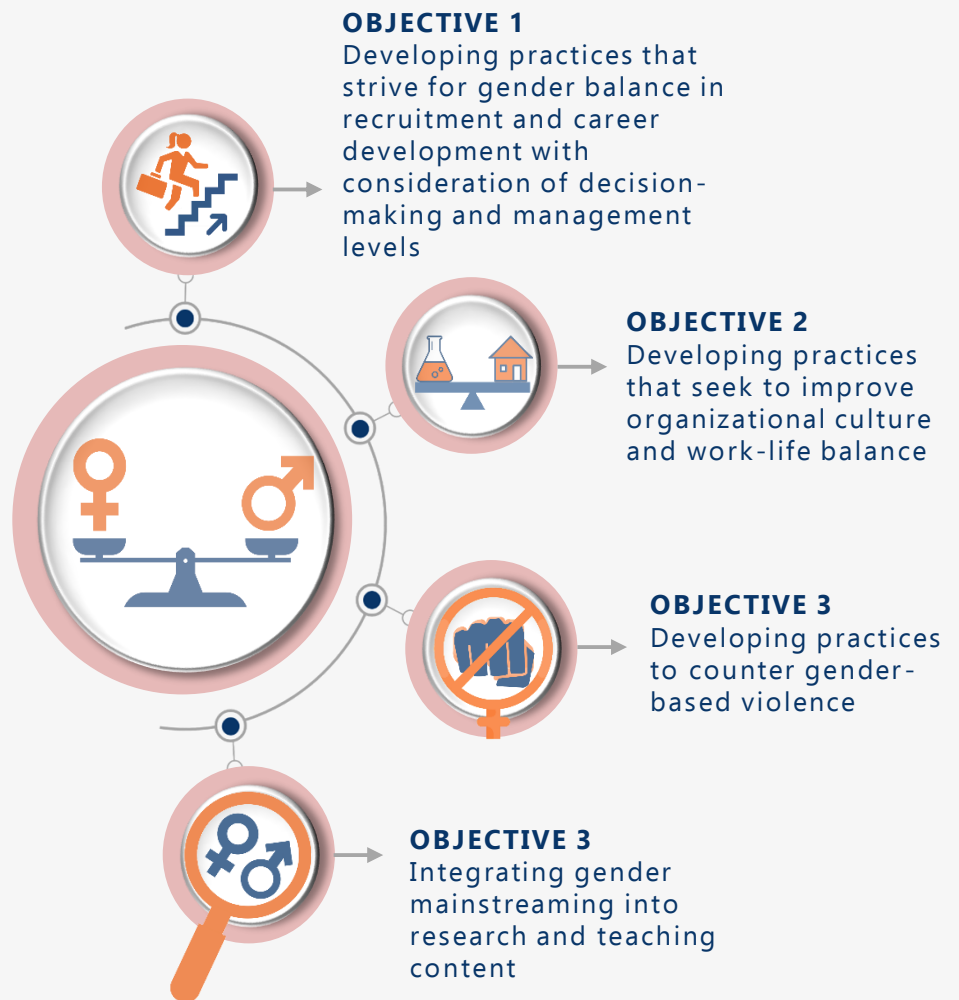
The course of the recruitment process is described regularly in reports, taking into account the possibility of appeal against the decision of the recruitment committee. In the adopted procedures, the principle of non-discrimination is implemented, ensuring equal access to development opportunities and creating working conditions that allow reconciliation of career and private life.

The rules adopted in connection with the HR Excellence in Research award also take into account a representative gender balance at all stages of a career.

In addition to continuing good recruitment and staffing practices and developing new ones, the tasks set out in the gender equality plan are a tool for expanding the Institute's potential through the implementation of trainings that allow for the development of competencies in the identified priority areas. These initiatives continue and complement the anti-discrimination measures already undertaken at the Institute, such as the appointment of the Disciplinary Representative, the Ombudsman, and anti-mobbing training.

The Gender Equality Plan was developed by the Commission for the Implementation of the Gender Equality Plan and Anti-Discrimination Handbook (AH) appointed by the Director of the Nencki Institute Polish Academy of Sciences, Prof. Agnieszka Dobrzyń, by Order No. 32/2021 of October 6, 2021. The work of the commission is supervised by the Director of the Nencki Institute, Polish Academy of Sciences.

GEP OBJECTIVES



DIAGNOSIS AND IMPLEMENTATION OF ACTIONS



METHODOLOGY

The following tools were used in developing the Gender Equality Plan at the Nencki Institute, Polish Academy of Sciences:

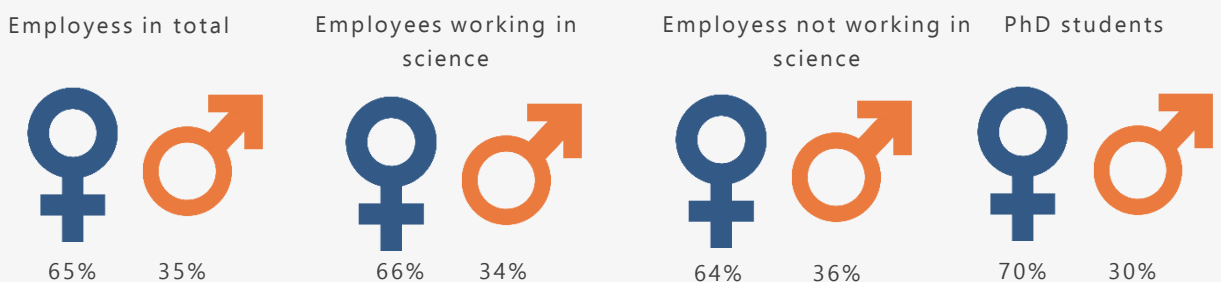
- o desk research of administrative data on the gender structure of employees and PhD students in such areas as individual employee groups, scientific and managerial positions, decision-making structures, stages of scientific careers, candidates for positions, etc.;
- o survey of employees and PhD students on gender equality and discrimination;
- o consultations with representatives of employees and PhD students;
- o previously conducted surveys on working conditions.

Analyses were conducted depending on the available data, and data were compared where substantively justified, such as with the same scope of employees' duties or type of recruitment. Further in-depth analyses will be conducted during GEP implementation.

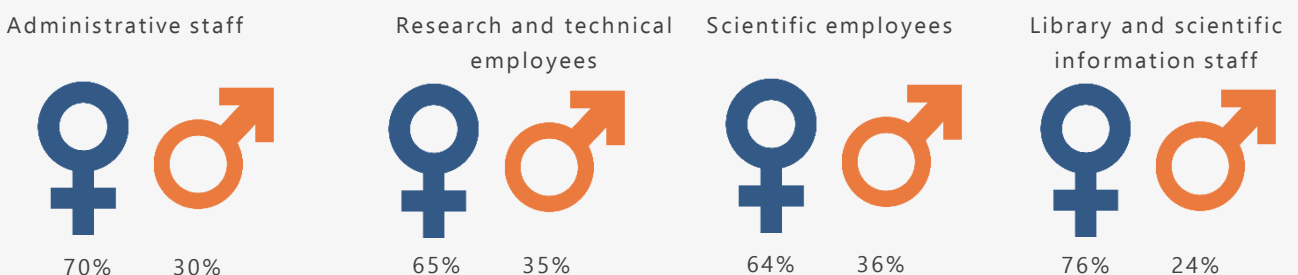
GENDER DISTRIBUTION IN THE RECRUITMENT AND CAREER DEVELOPMENT

GENDER DISTRIBUTION AMONG EMPLOYEES AND PhD STUDENTS

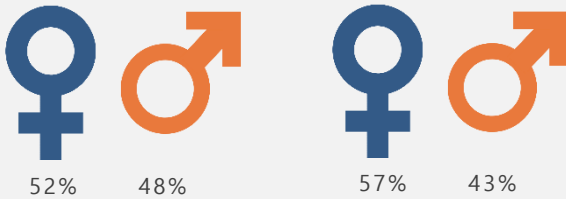
Among the Institute's **employees**, there are **65% women** and **35% men**. There are **70% women** and **30% men** in **PhD studies**.



The gender distribution of the various employee groups is characterized by a **predominance of women**.

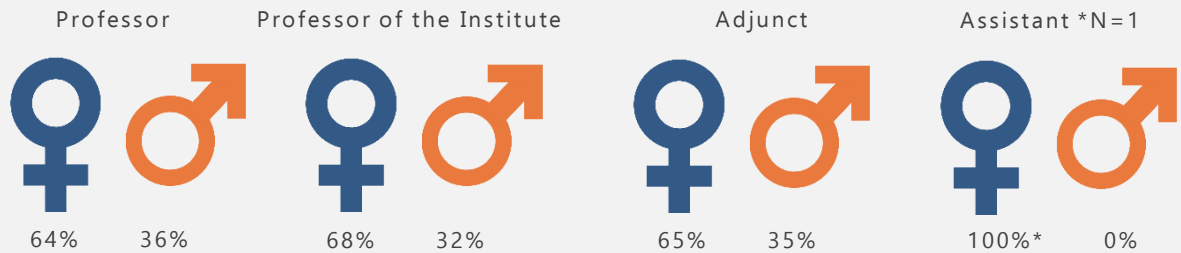


Service employees Technical employees



GENDER DISTRIBUTION IN SCIENTIFIC POSITIONS

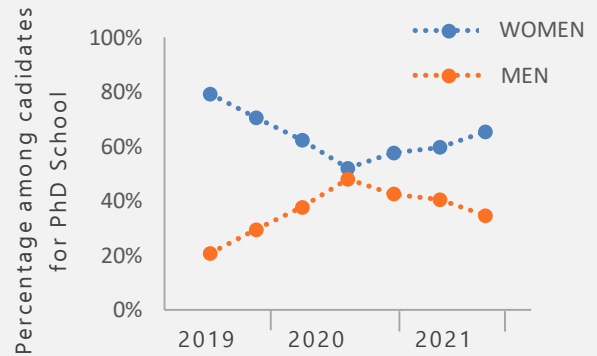
In scientific positions, **women** account for **64% to 100%**, depending on the position, and **men** for **0 to 37%**.



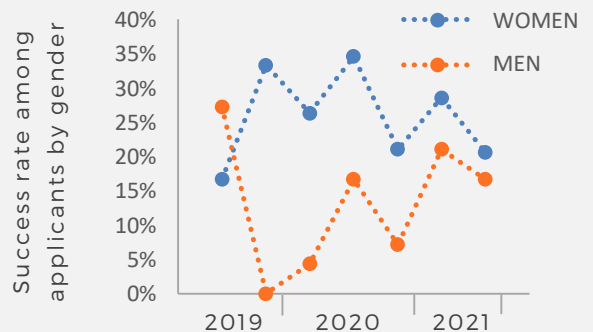
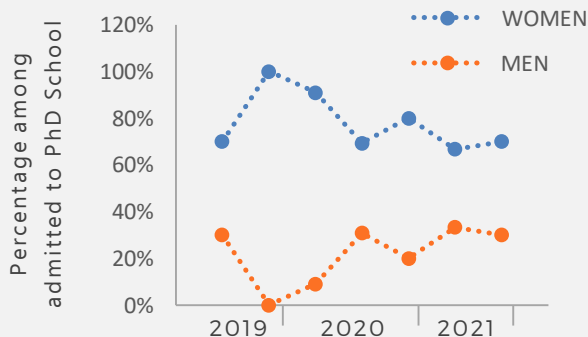
GENDER DISTRIBUTION AMONG PhD SCHOOL APPLICANTS DURING ADMISSIONS SINCE 2019

Among both applicants and accepted, the **majority were women (64% and 75%, respectively)**. The proportion of **men was 36% among applicants and 25% among those admitted**.

Average among candidates Average among admitted

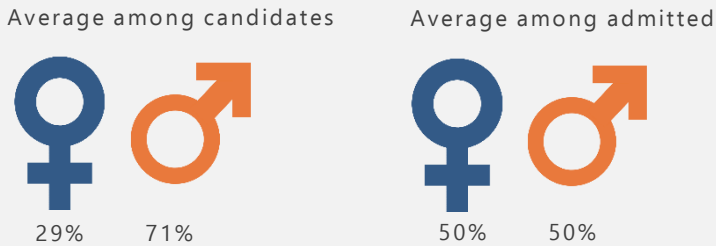


Despite the differences in the number of male and female candidates in consecutive calls, the trend of a **predominance of women** among applicants and admitted **continues**.



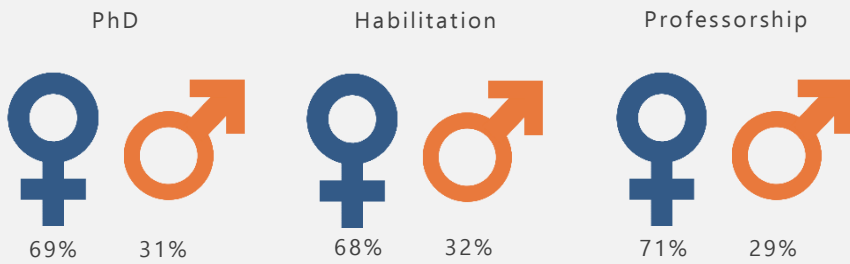
GENDER DISTRIBUTION AMONG CANDIDATES FOR HEAD OF LABORATORY

In 2018 and 2020, there were **29% women and 71% men** among those **competing for the position** of head of the laboratory. The average **percentage of women and men accepted** for the position was **equal**.



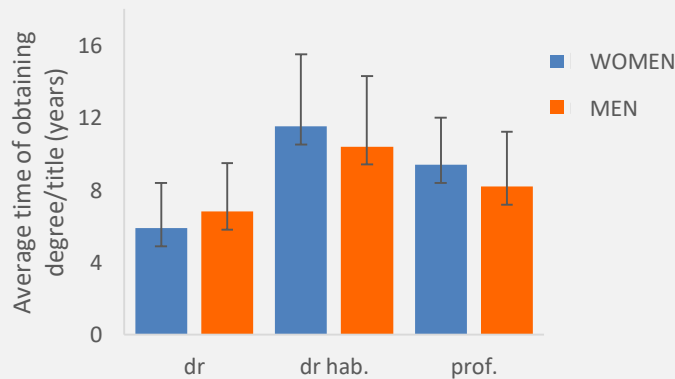
GENDER DISTRIBUTION AMONG PhD, HABILITATION OR PROFESSORSHIP RECIPIENTS

In 2016-2020, among those who received PhD, habilitation or professorship, **nearly 70% were women and 30% were men**.



AVERAGE TIME TO OBTAIN PhD, HABILITATION OR PROFESSORSHIP BY GENDER

The analysis was conducted for the years 2016-2020. The average time to obtain PhD was **0.9 years longer for men**. For a **habilitation**, the time was on average **1.1 years longer for women**. Women also obtained their **professorships** on average **1.2 years later than men**. However, the significance of gender differences requires further analysis falling over a longer period.



GENDER DISTRIBUTION AMONG PROMOTED EMPLOYEES OF THE ADMINISTRATIVE DIVISION, USING THE EXAMPLE OF TECHNICAL EMPLOYEES AND DURING THE RECRUITMENT FOR A TECHNICAL POSITION FOR THE YEARS 2019 - 2021

During the period analyzed, among the promoted technical employees, **71% were women and 29% were men**. **Women outnumbered** men among applicants and those accepted for technical positions.

DIAGNOSIS AND IMPLEMENTATION – RECRUITMENT AND CAREER DEVELOPMENT/MANAGEMENT AND DECISION-MAKING STRUCTURES

Technical employees in total
in analyzed period



Candidates



Admitted

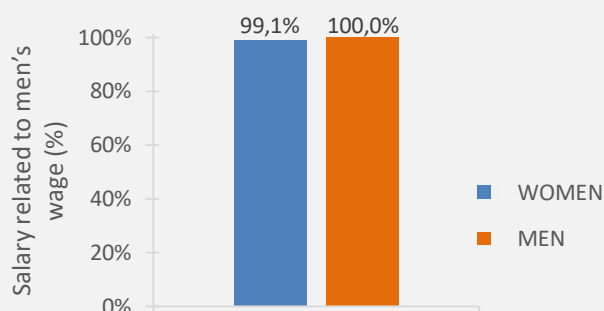


Promoted



ANALYSIS OF SALARIES OF EMPLOYEES (2021) WITH THE SAME RESPONSIBILITIES, BY GENDER, USING THE EXAMPLE OF ADJUNCTS

Analysis of the salaries of employees with the same responsibilities in different employee groups **showed no significant differences by gender**. Further analysis will be introduced to monitor and counteract the gender pay gap.



GENDER DISTRIBUTION AT MANAGEMENT AND DECISION-MAKING LEVELS

An analysis of the gender distribution in the Institute's decision-making structures, such as committees, councils, advisory panels, etc., and in prestigious appointed positions showed that **women make up more than half**. They also hold the position of chairperson more often.

Decision-making structures
in total



Administrative



Scientific



Commissions

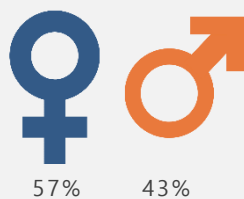


Chairperson

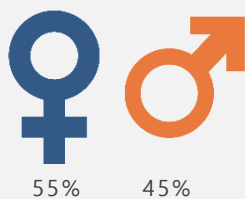


A similar trend is evident after analyzing managerial positions and is particularly marked in the case of managers of supporting units, where the **share of women reaches 80% and men 20%**. In the case of administrative managers, there is a gender balance.

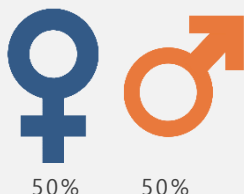
Management positions in total



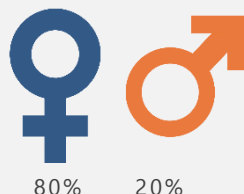
Laboratory Heads



Administration managers

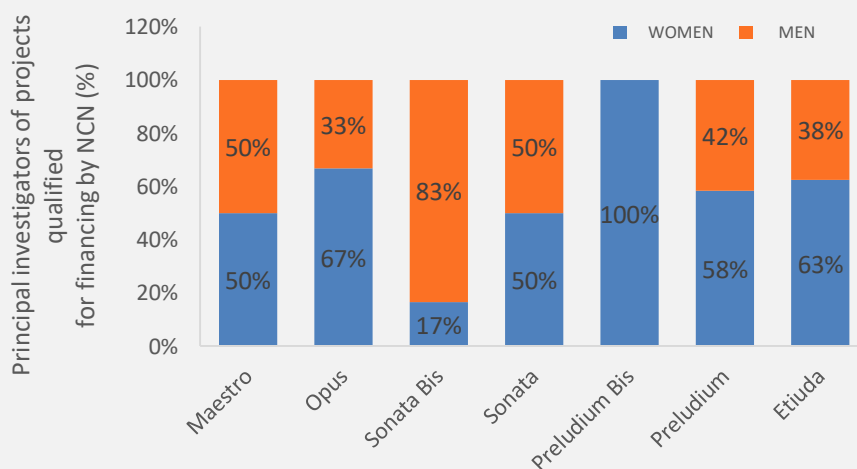


Supporting unit managers



GENDER DISTRIBUTION AMONG PRINCIPAL INVESTIGATORS IN PROJECTS SELECTED FOR FUNDING BY THE NCN (NOVEMBER 2017-NOVEMBER 2021)

The most significant difference can be seen in the **Sonata Bis** competition for the establishment of a new research team, where **83% of qualified** project principal investigators **were men** and **only 17% were women**. In the **Preludium Bis** competition for PhD student supervisors, **only women participated**.



ANALYSIS OF THE SURVEY ON GENDER EQUALITY AND DISCRIMINATION

The gender distribution among respondents mirrored that of employees and PhD students and was characterized by a higher percentage of women. The influence of the gender structure of respondents (the sample) on the final conclusions was taken into account when analyzing the results. The majority of respondents were employees engaged in research work (48%) and PhD students (31%). Administrative staff accounted for 12% and technical staff for 9%.

RECRUITMENT AND CAREER DEVELOPMENT

CONCLUSIONS OF THE SURVEY ON GENDER EQUALITY AND DISCRIMINATION

- ❖ **Men are 17 percentage points more likely** than women to **rate** their **career opportunities well**.
- ❖ **Women are 3 times more likely** than men to cite a **negative personal evaluation of academic achievements** as a reason for **not applying for a grant**, fellowship, position or award.

- ❖ Lack of time is indicated as the second most common reason, which both women and men mention with similar frequency. **Only women** indicate a **fear of being judged** or a **hindered opportunity to go**.

RECOMMENDATIONS

OBJECTIVE 1: DEVELOPING PRACTICES THAT STRIVE FOR GENDER BALANCE IN RECRUITMENT AND CAREER DEVELOPMENT WITH CONSIDERATION OF DECISION-MAKING AND MANAGEMENT LEVELS

TARGET GROUP: JOB APPLICANTS, PhD STUDENTS, EMPLOYEES
RESPONSIBLE BODY: INSTITUTE'S DIRECTOR, HUMAN RESOURCES AND RECRUITMENT DEPARTMENT, OFFICE OF INTERNATIONAL RELATIONS AND PROJECT MANAGEMENT, HR EXCELLENCE COMMISSION, GEP AND AH IMPLEMENTATION COMMISSION, WISAN

OBJECTIVE 1.1	TASK	TIME	INDICATOR
DEVELOPING PRACTICES THAT SUPPORT EQUAL OPPORTUNITIES IN RECRUITMENT AND PROMOTION OF EMPLOYEES	UNIFICATION OF RECRUITMENT DOCUMENTS AND JOB OFFERS WITH INFORMATION ON ANTI-DISCRIMINATION PRACTICES HIGHLIGHTED	FROM 2022	IMPLEMENTATION IN ALL JOB OFFERS AND COMPETITIONS BY THE END OF 2022
	RECOMMENDATION OF A UNIFORM RESUME FORM	FROM 2022	PUBLICATION WITH JOB OPENINGS BY THE END OF 2022
	TRAINING FOR RECRUITERS ON BEST PRACTICES (IN ADDITION TO THE TRAINING CONDUCTED IN 2021).	FROM 2024	A MINIMUM OF 50% OF RECRUITERS TRAINED BY 2024
	FOR CANDIDATES WITH IDENTICAL COMPETENCIES, RECOMMENDING THE PRINCIPLE OF STRIVING FOR GENDER BALANCE	FROM 2022	RECOMMENDATION OF THE DIRECTOR OF THE INSTITUTE

DIAGNOSIS AND IMPLEMENTATION – RECRUITMENT AND CAREER DEVELOPMENT/MANAGEMENT AND DECISION-MAKING STRUCTURES

OBJECTIVE 1.1 CONTINUED	TASK	TIME	INDICATOR
	DISSEMINATING INFORMATION ABOUT JOB OPPORTUNITIES/CONTRACTS	FROM 2022	NETWORKING WITH NEW INSTITUTIONS THAT HELP IN THE DISSEMINATION OF JOB OFFERS
	DEVELOPING GUIDELINES AND IMPLEMENTING DATA COLLECTION AND MONITORING STATISTICS ON GENDER DISTRIBUTION DURING RECRUITMENT AND COMPETITIONS	FROM 2022	IMPLEMENTATION OF GUIDELINES AND CREATION OF DATABASES
	STRIVING FOR GENDER BALANCE AMONG PANELISTS AND INVITED GUESTS WHEN ORGANIZING CONFERENCES, PANELS AND DISCUSSIONS	FROM 2022	RECOMMENDATION OF THE DIRECTOR OF THE INSTITUTE, CREATION OF DATABASE

OBJECTIVE 1.2	TASK	TIME	INDICATOR
CONDUCTING GENDER DISTRIBUTION ANALYSIS AT DIFFERENT STAGES OF CAREERS	DEVELOPING GUIDELINES AND IMPLEMENTING DATA COLLECTION AND MONITORING STATISTICS ON GENDER DISTRIBUTION AT DIFFERENT CAREER STAGES	FROM 2023	IMPLEMENTATION OF GUIDELINES AND CREATION OF DATABASES

OBJECTIVE 1.3	TASK	TIME	INDICATOR
RAISING COMPETENCE IN APPLYING FOR AND MANAGING GRANT PROJECTS	DISSEMINATING INFORMATION ABOUT TRAININGS ON PREPARATION OF GRANT PROJECTS AND THEIR MANAGEMENT	FROM 2022	INTRODUCTION OF A NEWSLETTER SENT TO EMPLOYEES AND PhD STUDENTS

OBJECTIVE 1.3 CONTINUED	TASK	TIME	INDICATOR
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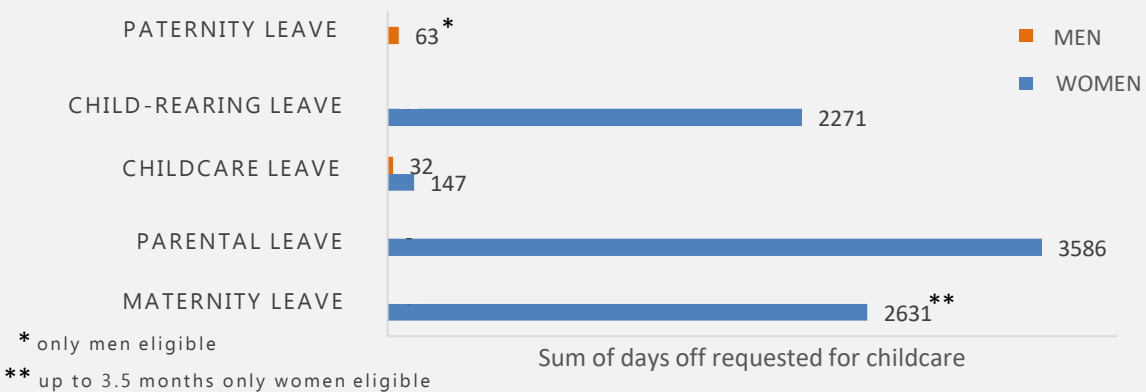
TRAINING ON THE PREPARATION FOR JOB INTERVIEWS

FROM 2023

NUMBER OF TRAINED BY THE END OF 2023

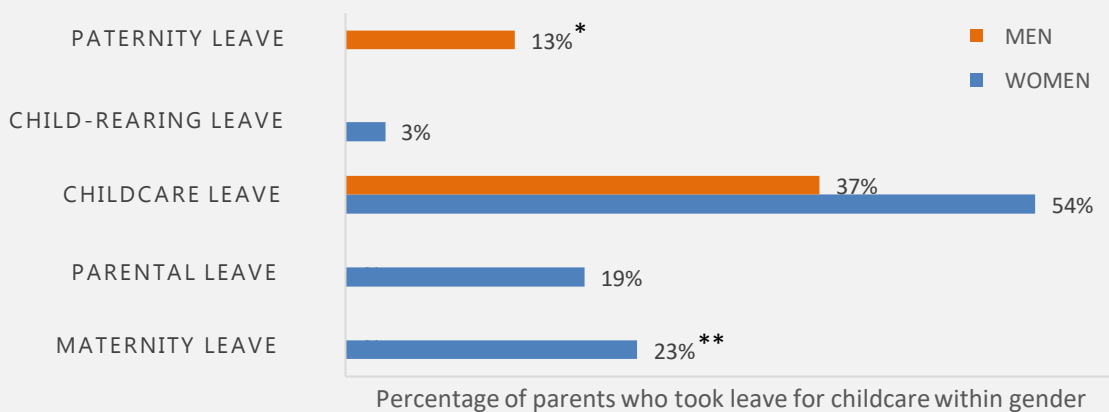
ASSESSING ORGANIZATIONAL CULTURE AND WORK-LIFE BALANCE DEPENDING ON GENDER

NUMBER OF REQUESTED DAYS OFF FOR CHILDCARE BY GENDER IN 2020-2021



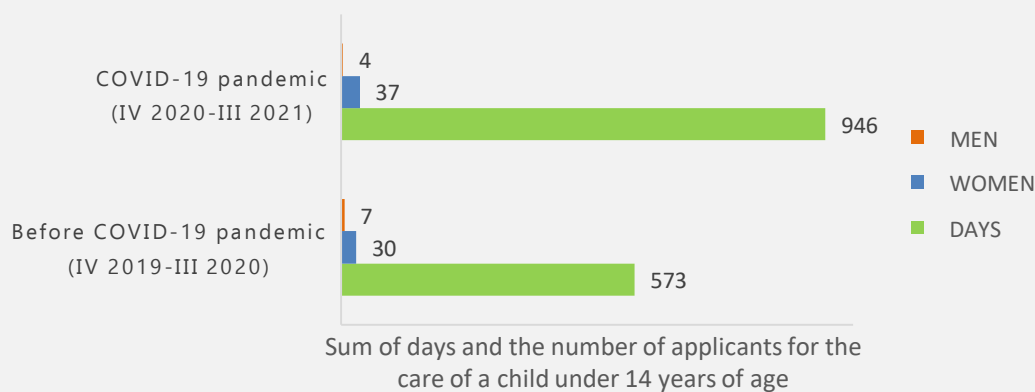
PERCENTAGE OF PARENTS TAKING DAYS OFF FOR CHILDCARE BY GENDER IN 2020-2021

The analysis showed that **women** are **more likely** to perform **caregiving duties**.



IMPACT OF COVID-19 PANDEMIC ON THE NUMBER OF DAYS OFF CLAIMED FOR CHILDCARE (UNDER 14 YEARS OLD) AND THE NUMBER OF CLAIMANTS BY GENDER

During the **COVID-19 pandemic**, the number of **days off for childcare (under 14 years old)** nearly **doubled**, with an **increase** in the number of **women** requesting them and a **decrease** in the number of **men** requesting them.



CONCLUSIONS OF THE SURVEY ON GENDER EQUALITY AND DISCRIMINATION

ORGANIZATIONAL CULTURE

- ❖ **Most** respondents (89%) **rate** the organizational culture **well**. **Women's and men's** ratings are **similar**.
- ❖ The **majority** of respondents (79%) declare that they have **not experienced** gender discrimination, but about **one-fifth** admit that they have **witnessed it**. Experience of **gender discrimination** is declared by **7%** of respondents.
- ❖ Among the elements of the work environment that respondents say **need to be improved** to counter discrimination, **organizational culture** is mentioned **in second place**.
- ❖ **Among** the **7%** of respondents who are **critical** of organizational culture, **early career professionals and women predominate**. These **two groups** are **more likely** to report **experiencing gender discrimination**.
- ❖ **11%** of respondents **cannot say** whether they have experienced discrimination.
- ❖ The **most common** forms of discrimination are **verbal discrimination** and **mobbing**, related to **intellectual contributions, career development and having a family**.
- ❖ A **quarter** of respondents were **afraid** or would be afraid **to respond** to discrimination. **Most** of them are **women**.
- ❖ **The most common** reason for this fear is the **fear of the reaction of superiors and co-workers**, as well as **the negative impact on careers**. At the same time, **most respondents** positively assess their **relations with the supervisor**.

WORK-LIFE BALANCE

- ❖ **74%** of employees and PhD students **rate work-life balance well**. The evaluation of this aspect by **women and men** is **similar**.
- ❖ The **positive impact** of having a **family on a career** is declared by **women and men** with **similar frequency**.
- ❖ The **negative impact** of having a family on a scientific career is **more often** indicated by **women**, mainly under the age of 30.
- ❖ **Mainly women** have **caring responsibilities** and are **more likely** to **express** concerns about **informing** their **supervisor** about the possibility of having a child or taking time off due to family responsibilities. They **most often** cite **fear of the supervisor's reaction** and the **negative impact on their careers** as the reason for this concern.
- ❖ The **main** manifestation of the declared **negative impact** of having a **family** on one's career is the **time limitation** for professional duties and rest. **Women** are **more likely** than men to **indicate such a limitation**.

- ❖ Facilities enabling **work-life balance** are **most often** cited as a tool for creating conditions for equal treatment of employees. **Women indicate** them **more** often than men.
- ❖ **Men** are **more likely** than women to say they have experienced **overwork** or **burnout**.
- ❖ The **overall assessment** of the impact of the **COVID-19 pandemic** on careers is **similar** for both genders and more often negative.

RECOMMENDATIONS

OBJECTIVE2: DEVELOPING PRACTICES THAT SEEK TO IMPROVE ORGANIZATIONAL CULTURE AND WORK-LIFE BALANCE

TARGET GROUP: EMPLOYEES, PhD STUDENTS

RESPONSIBLE BODY: INSTITUTE’S DIRECTOR, HUMAN RESOURCES AND RECRUITMENT DEPARTMENT, GEP AND AH IMPLEMENTATION COMMISSION, WISAN

OBJECTIVE 2.1	TASK	TIME	INDICATOR
INCREASE AWARENESS REGARDING THE PHENOMENON OF DISCRIMINATION AND BULLYING	INTRODUCING MANDATORY TRAINING ON THE PHENOMENON OF DISCRIMINATION AND RESPONSE METHODS FOR EMPLOYEES AND MANAGERS	BY 2024	NUMBER OF TRAINED BY 2024
	CONTINUING MANDATORY TRAINING ON BULLYING FOR EMPLOYEES AND MANAGERS	BY 2025	NUMBER OF TRAINED BY 2025
	INTRODUCING TRAINING FOR MANAGERS IN TEAM MANAGEMENT INCLUDING COMMUNICATION AND CONFLICT SOLVING	BY 2024	NUMBER OF TRAINED BY 2024
	RECOMMENDING TO CHANGE THE NAME OF OMBUDSMAN TO OMBUDSPERSON	BY 2022	DIRECTOR’S DECREE
	DISSEMINATING OF KNOWLEDGE ABOUT THE INSTITUTION OF THE OMBUDSPERSON	BY 2023	DEVELOPMENT OF INFORMATION PACKAGES AND MAKING THEM AVAILABLE TO EMPLOYEES AND PhD STUDENTS

OBJECTIVE 2.1 CONTINUED	TASK	TIME	INDICATOR
	APPOINT A SECOND OMBUDSPERSON	BY 2023	ELECTIONS BY 2023
	INTRODUCE ADDITIONAL COMMUNICATION TOOL WITH OMBUDSPERSONS	BY 2023	ACCESS FOR EMPLOYEES AND PhD STUDENTS
	DEVELOP ANTI-DISCRIMINATION HANDBOOK	BY 2023	HANDBOOK PUBLICATION
	INTRODUCTION OF QUESTIONNAIRE FOR THOSE LEAVING THE INSTITUTE	BY 2023	DEVELOPMENT OF QUESTIONNAIRE AND SHARING WITH EMPLOYEES

OBJECTIVE 2.2	TASK	TIME	INDICATOR
DEVELOPMENT OF COMPETENCIES IN WORK ORGANIZATION AND TIME MANAGEMENT	INTRODUCTION OF WORKSHOPS ON ORGANIZATION AND TIME MANAGEMENT FOR EMPLOYEES AND PhD STUDENTS	BY 2025	NUMBER OF TRAINED BY 2025

OBJECTIVE 2.3	TASK	TIME	INDICATOR
EXPANSION OF INSTITUTIONAL TOOLS SUPPORTING WORK-LIFE BALANCE	INTRODUCE FLEXIBLE WORKING HOURS FOR PARENTS (HYBRID WORK, ETC.) INTO THE WORK REGULATIONS	BY 2023	NEW POINT IN THE WORK REGULATIONS
	SPREADING AWARENESS OF PARENT-FRIENDLY SOLUTIONS	BY 2024	INFORMATION PACKAGES AVAILABLE TO EMPLOYEES AND PhD STUDENTS
	POSSIBILITY TO MARK INFORMATION ABOUT FULFILLMENT OF CARE RESPONSIBILITIES DURING THE EVALUATION OF EMPLOYEES	BY 2024	INTRODUCTION OF THIS OPTION INTO THE EVALUATION FORM

COUNTERING GENDER-BASED VIOLENCE

CONCLUSIONS OF THE SURVEY ON GENDER EQUALITY AND DISCRIMINATION

- ❖ The results of the survey indicate individual cases of experiencing or observing **gender-based violence**, including sexual harassment.
- ❖ Such experiences were reported primarily by women, regardless of **career stage** and **age group**.

RECOMMENDATIONS

OBJECTIVE3: DEVELOPING PRACTICES TO COUNTER GENDER-BASED VIOLENCE

TARGET GROUP: PhD STUDENTS, EMPLOYEES

RESPONSIBLE BODY: INSTITUTE'S DIRECTOR, GEP AND AH IMPLEMENTATION COMMISSION, SEE OBJECTIVE 2.1

OBJECTIVE 3.1	TASK	TIME	INDICATOR
INCREASE AWARENESS REGARDING THE PHENOMENON OF GENDER-BASED VIOLENCE	INTRODUCING MANDATORY TRAININGS COVERING THE PHENOMENON OF GENDER-BASED VIOLENCE AND HARASSMENT	BY 2025	NUMBER OF PEOPLE TRAINED
	TASKS INCLUDED IN OBJECTIVE 2.1	SEE OBJECTIVE 2.1	

INCLUDE GENDER ASPECT IN RESEARCH AND TEACHING CONTENT

CONCLUSIONS FROM THE ANALYSIS OF DATA ON GENDER MAINSTREAMING IN RESEARCH CONTENT

The results of the analysis conducted indicate that there is a lack of reliable data on the presence of the gender dimension in the research content.

OBJECTIVE4: INTEGRATING GENDER MAINSTREAMING INTO RESEARCH AND TEACHING CONTENT

TARGET GROUP: PhD STUDENTS, EMPLOYEES

RESPONSIBLE BODY: INSTITUTE'S DIRECTOR, HUMAN RESOURCES AND RECRUITMENT DEPARTMENT, GEP AND AH IMPLEMENTATION COMMITTEE, WISAN

OBJECTIVE 4.1	TASK	TIME	INDICATOR
CONSIDER GENDER ASPECT AS ONE OF THE FACTORS TO BE TAKEN INTO ACCOUNT IN THE RESEARCH DESIGN	INCLUDING GENDER ASPECT AS ONE OF THE FACTORS TO BE TAKEN INTO ACCOUNT IN THE DESIGN OF THE RESEARCH	BY 2023	DIRECTOR'S RECOMMENDATION
	DEVELOPING SURVEY ON GENDER INCLUSION IN RESEARCH CONTENT, ANALYSIS OF RESULTS AND DEVELOPMENT OF GUIDELINES	BY 2023	CONDUCTING THE SURVEY, IMPLEMENTING GUIDELINES
	TRAINING ON INCLUDING GENDER ASPECT IN GRANT PROJECTS, DISCUSSING THE IMPORTANCE OF THE GENDER DIMENSION IN RESEARCH DESIGN	BY 2024	NUMBER OF TRAINED BY 2024



SUMMARY OF OBJECTIVES AND TASKS OF GEP RESPONSIBLE BODIES

	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT	HR EXCELLENCE COMMISSION	OFFICE OF INTERNATIONAL RELATIONS AND PROJECT MANAGEMENT	GEP AND AH COMMISSION	WOMEN IN SCIENCE AT NENCKI	DIRECTOR OF NENCKI INSTITUTE PAS
OBJECTIVE 1.1	DEVELOPMENT AND SHARING OF INFORMATION/FORMS, DEVELOPING AND IMPLEMENTING GUIDELINES, MONITORING STATISTICS TRAINING ON GOOD PRACTICES DURING RECRUITMENT			COORDINATION, SHARING, MONITORING	MONITORING STATISTICS ON GENDER DISTRIBUTION DURING CONFERENCES AT THE INSTITUTE	RECOMMENDATIONS, SUPERVISION
OBJECTIVE 1.2	DEVELOPMENT AND SHARING OF INFORMATION, DEVELOPMENT AND IMPLEMENTATION OF GUIDELINES, MONITORING OF STATISTICS			COORDINATION, SHARING, MONITORING		SUPERVISION
OBJECTIVE 1.3	DEVELOPMENT AND SHARING OF INFORMATION			COORDINATION, SHARING, MONITORING	TRAINING ON PREPARATION FOR INTERVIEWS	SUPERVISION
OBJECTIVE 2.1	DISSEMINATION OF INFORMATION ABOUT OMBUDSPERSON AND DEVELOPMENT OF TOOLS FOR CONTACTING OMBUDSPERSON DEVELOPMENT OF EXIT INTERVIEWS ANTI-MOBING TRAINING (INCLUDING COUNTERING VIOLENCE) TRAINING ON TEAM MANAGEMENT ANTI-DISCRIMINATION TRAINING			COORDINATION, SHARING, MONITORING DEVELOPMENT OF ANTI-DISCRIMINATION HANDBOOK		ORDER TO CHANGE „OMBUDSMAN“ TO „OMBUDSPERSON“ AND ORGANIZE ELECTIONS OF THE SECOND OMBUDSPERSON SUPERVISION

SUMMARY OF OBJECTIVES AND TASKS OF GEP RESPONSIBLE BODIES

	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT	HR EXCELLENCE COMMISSION	OFFICE OF INTERNATIONAL RELATIONS AND PROJECT MANAGEMENT	GEP AND AH COMMISSION	WOMEN IN SCIENCE AT NENCKI	DIRECTOR OF NENCKI INSTITUTE PAS
OBJECTIVE 2.2	ORGANIZATION OF TRAINING ON TIME MANAGEMENT			COORDINATION, SHARING, MONITORING	ORGANIZATION OF TRAINING ON TIME MANAGEMENT	SUPERVISION
OBJECTIVE 2.3	DISSEMINATION OF KNOWLEDGE ABOUT FAMILY-FRIENDLY SOLUTIONS			COORDINATION, SHARING, MONITORING		INTRODUCTION OF AMENDMENTS TO THE WORKING REGULATIONS AND IN THE EVALUATION FORM, SUPERVISION
OBJECTIVE 3.1				COORDINATION, SHARING, MONITORING SEE OBJECTIVE 2.1		SUPERVISION
OBJECTIVE 4.1	DEVELOPMENT AND SHARING OF INFORMATION, DEVELOPING AND IMPLEMENTING GUIDELINES, MONITORING STATISTICS ORGANIZATION OF TRAINING ON GENDER MAINSTREAMING IN RESEARCH PROJECTS			COORDINATION, SHARING, MONITORING DEVELOPMENT OF SURVEY ON GENDER MAINSTREAMING IN RESEARCH	ORGANIZATION OF TRAINING ON GENDER MAINSTREAMING IN RESEARCH PROJECTS	RECOMMENDATIONS SUPERVISION

DEVELOPMENT OF THE INSTITUTE'S POTENTIAL- TRAININGS AND WORKSHOPS

TRAINING	ORGANIZER	TIME	TARGET GROUP	SUCCESS INDICATOR
TRAINING ON GOOD PRACTICES DURING RECRUITMENT	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT/HR EXCELLENCE COMMISSION	BY 2024 EVERY 3 YEARS	MANAGERS, EMPLOYEES	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
TRAINING ON GENDER MAINSTREAMING IN RESEARCH RPOJECTS	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT /WOMEN IN SCIENCE	BY 2024	EMPLOYEES, PhD STUDENTS	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
ANTI-MOBGING TRAINING, INCLUDING COUNTERING VIOLENCE	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT	BY 2025 EVERY 3 YEARS	EMPLOYEES, PhD STUDENTS (OBLIGATORY)	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
TRAINING ON TEAM MANAGEMENT, INCLUDING CONFLICT SOLVING	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT	BY 2024	HEADS OF LABORATORIES, GRANT PRINCIPAL INVESTIGATORS	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
TIME MANAGEMENT WORKSHOP	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT /WOMEN IN SCIENCE	BY 2025	EMPLOYEES, PhD STUDENTS	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
ANTI-DISCRIMINATION TRAINING	HUMAN RESOURCES AND RECRUITMENT DEPARTMENT /HR EXCELLENCE COMMISSION/GEP AND AH COMMISISON	BY 2024 EVERY 3 YEARS	EMPLOYEES, PhD STUDENTS (OBLIGATORY)	POST-TRAINING SURVEY, STATISTICAL ANALYSIS
TRAINING ON PREPARATION FOR INTERVIEWS	WOMEN IN SCIENCE AT NENCKI	BY 2023	EMPLOYEES, PhD STUDENTS	POST-TRAINING SURVEY, STATISTICAL ANALYSIS

DEDICATED RESOURCES

The Nencki Institute of Experimental Biology Polish Academy of Sciences has dedicated staff resources for development and implementation of the Gender Equality Plan by establishing **the Commission for the Implementation of the Gender Equality Plan and Anti-Discrimination Handbook**.

The following executive bodies will also be involved in the implementation of the GEP:

- ❖ Department of Human Resources and Recruitment
- ❖ Commission for the implementation of the principles set forth in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (HR Excellence)
- ❖ Office of International Relations and Project Management
- ❖ Women in Science at Nencki (WISAN) Group.

Dissemination of information on the implementation of GEP will be carried out in cooperation with the Institute's Public Relations Department.

The Director of the Institute will supervise the work of all implementing bodies. Additional staff resources for the implementation of the GEP will be appointed by the Director of the Institute as needed.

Also involved in anti-discrimination at the Nencki Institute of the Polish Academy of Sciences are the **Ombudsman** and the **Disciplinary Representative**,

The Institute will allocate funds at its disposal for the implementation of the goals contained in the GEP and intends to raise further funds, if possible, for the implementation of future anti-discrimination initiatives.

MONITORING



THE GOALS, OBJECTIVES AND INDICATORS OF THE GENDER EQUALITY PLAN WILL BE REGULARLY MONITORED BY THE BODIES RESPONSIBLE FOR EACH TASK, AND THEIR TIMELY IMPLEMENTATION WILL BE MONITORED BY THE DIRECTOR OF THE INSTITUTE. MONITORING OF THE PROGRESS OF THE GEP WILL BE BASED ON INDICATORS AND DATA COLLECTION PROCEDURES DEVELOPED ACCORDING TO THE GUIDELINES IN THE INITIAL PHASE OF GEP IMPLEMENTATION.

THE PRIMARY GENDER BALANCE INDICATORS TO BE MONITORED WILL INCLUDE:

- ✓ GENDER DISTRIBUTION AMONG PhD STUDENTS AND EMPLOYEES IN VARIOUS POSITIONS, CAREER STAGES, ETC., WITH PARTICULAR EMPHASIS ON MANAGEMENT AND DECISION-MAKING POSITIONS
- ✓ THE LEVEL OF THE WAGE GAP BETWEEN MEN AND WOMEN
- ✓ GENDER DISTRIBUTION DURING RECRUITMENT OF EMPLOYEES AND PhD STUDENTS (APPLICANTS, ACCEPTED)
- ✓ GENDER DISTRIBUTION AMONG PROMOTERS IN DIFFERENT EMPLOYEE GROUPS
- ✓ GENDER DISTRIBUTION AMONG PANELISTS AND GUESTS INVITED TO PARTICIPATE IN ORGANIZED CONFERENCES
- ✓ GENDER DISTRIBUTION AMONG THOSE REQUESTING DAYS OFF FOR CHILDCARE
- ✓ GENDER DISTRIBUTION AMONG GRANT PRINCIPAL INVESTIGATORS IN DIFFERENT TYPES OF COMPETITIONS

EVALUATION OF THE PLAN WILL BE CARRIED OUT IN 2025. THE EFFECTIVENESS OF ACHIEVING THE PLANNED GOALS WILL BE DETERMINED ON THE BASIS OF THE INDICATORS DESCRIBED IN THE GEP AND SURVEYS AND ANALYSIS OF ADMINISTRATIVE DATA. THEN, BASED ON THE RESULTS OF THE EVALUATION, RECOMMENDATIONS WILL BE DEVELOPED AND GOALS AND OBJECTIVES FOR SUBSEQUENT YEARS WILL BE FORMULATED. BODIES APPOINTED BY THE DIRECTOR OF THE NENCKI INSTITUTE OF EXPERIMENTAL BIOLOGY PAS WILL BE RESPONSIBLE FOR IMPLEMENTING THE GENDER EQUALITY PLAN IN SUBSEQUENT YEARS.

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