Gender Equality Plan at LISER (2022 –2025)

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Preface by CEO/President of CA

LISER is a research community of approximately 180 staff members from all over the world. We all bring our individual talents, skills, expertise and perspectives that have grown and been shaped by our own personal, cultural and educational backgrounds. Together we are the diversity that characterizes and strengthens our LISER research community and learning organisation.

At LISER, we deeply believe in the power of diversity: a diverse population of researchers enriches the quality of our scientific work and the power of its societal impact. LISER stands for its social responsibility to contribute to equal opportunities for all and wholeheartedly commits to be a research institute where everyone feels safe, recognized and valued.

Inspired by our shared vision of being an inclusive, diverse, caring and sustainable research institution, this ambitious gender equality plan has been drawn up by an internal working group in spring 2022. It is an important step in our social responsibility journey to contribute to equal opportunities for all. At the same time, we would like to stress that this is not a static document. Following a diagnostic and baseline definition stage, our aim is to make our plan evolve, develop and thrive. Its implementation will take time, but let us invest the energy of our profound shared commitment to accelerate this process.

Professor Aline Muller, CEO

Introduction

The Luxembourg Institute of Socio-Economic Research (LISER) is the successor of CEPS-INSTEAD founded in 1989. It was established through the Law of December 3rd 2014 that defines the mission, role, organization and functioning of all three independent Public Research Centers in Luxembourg. LISER's specific mission is to undertake both fundamental and applied research in social sciences that aim to advance knowledge, inform society and support public policy at the national and European level.

LISER contributes to the advancement of social and economic research and generates societal impact through the activities of its three research departments "Living Conditions", "Labour Market" and "Urban Development and Mobility" and fosters inter- and multi-disciplinary collaborations across departments and institutions through its research programmes on "Crossing Borders" and "Health and Health Systems".

LISER aims to be an internationally recognised socio-economic research institute specialising in the analysis of societal changes. Through its inter-and-multidisciplinary research, it makes a proactive and targeted contribution to the sustainable and inclusive development of societies at the national and international level. In order to address societal challenges, such as climate change, digitalisation, migration, social inclusion and gender equality, LISER is developing two competence centres to strengthen the adoption of advanced methodologies in research: the *Data Science and Simulations* competence centre and the *Experimental and Participatory Research* competence centre. These two competence centres will work organically and in co-creation with the Information Systems Platform (ISP) on methodological innovations and technical applications to position LISER at the forefront of international methodological developments in socially relevant and scientifically robust research.

LISER will take advantage of these developments to implement its Gender Equality Plan (GEP). A GEP is "a set of commitments and actions that aim to promote gender equality in an organisation through institutional and cultural change" (Horizon Europe Guidance on Gender Equality Plans).
This GEP puts forward a strategy to achieve gender equality at LISER in accordance with its key performance indicators in *the Strategic Plan 2022-2025*. The GEP, while identifying LISER's strengths and weaknesses, will help the Institute adopt a systematic approach to advance gender equality. The GEP encourages to get a comprehensive picture of the current situation in order to define and decide on ambitious yet realistic objectives for the coming years. The assessment of the existing conditions will be at the centre of this first GEP; future versions of the GEP will focus on implementing policies that will bring us closer to our objectives. To prepare the Gender Equality Plan, LISER followed the guidelines of the Gender Equality in Academia and Research (GEAR) tool developed by the European Commission and the European Institute of Gender Equality (EIGE).

1. Requirements for Research Institutions from the European Commission

Gender equality is a fundamental value of the European Union to be present in all domains of society (gender mainstreaming). The European Commission is committed to promoting gender equality in research and innovation as outlined in the Gender Equality Strategy 2020-2025.[1]

The research domain requires particular attention in terms of gender equality due to many remaining structural barriers in the field. Thus, the European Commission has introduced the GEP as a cross-cutting priority and as an eligibility criterion to strengthen the effort of implementing gender equality in the field.

In Luxembourg, the situation of women in science confirms that targeted actions are needed, as shown by the numbers below:

- Although, the percentage of female scientists and engineers in Luxembourg increased from 21% in 2009 to 28% in 2019, Luxembourg is still behind other EU countries, at the very end (cf. Eurostat map in Annex 1).
- The lack of women is particularly apparent in decision-making positions in research: only 18% of women reach the Full Professor level (EU average: 24%) (SHE figures, 2018)
- On the other hand, 40% of graduates at the doctoral level were female in Luxembourg in 2016 (EU average: 48%) suggesting the existence of a "leaky pipeline" in research.

Since 2022, an institutional GEP is a precondition for receiving funding by research or higher education institutions from Horizon Europe, the EU framework program for research and innovation. A GEP has to satisfy four mandatory requirements:

1. It must be a formal document signed by the management of the institute, communicated and available in the institution and published on the institution's website;
2. It must have dedicated resources and expertise in gender equality to implement it;
3. Organisations must collect sex/gender disaggregated data on personnel with annual reporting based on indicators;
4. It must include awareness-training and training actions on gender equality.

In addition, it is recommended that institutions consider actions in the following five recommended areas: work-life-balance and organisational culture; gender balance in leadership and decision-making; gender equality in recruitment and career progression; integration of gender dimension into research and teaching content; and measures against gender-based violence, including sexual harassment. Last but not least. A GEP should engage the whole organisation, from senior leaders to staff and student assistants.

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[1] https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

2. Objectives and Approach at LISER

Through the Gender Equality Plan, LISER is implementing a set of actions that will

1. Conduct impact assessment of procedures and practices to identify gender biases;
2. Identify and implement innovative strategies to correct any existing biases;
3. Set targets and monitor progress via indicators.

The purpose of these <u>concrete</u> actions is to develop a <u>strategy</u> aimed at achieving <u>gender equality</u>.

In order to make the GEP effective, LISER will implement three interdisciplinary approaches called "Gendered Innovations,"[2] (Schiebinger & Schraudner, 2011[3]) adapted to the specific context as a public research institute. The three approaches are meant to be implemented simultaneously and aim at

- **fixing the numbers** by finding a balance between women and men at all levels at LISER
- **fixing research institutions** by removing barriers and transforming the structures at LISER
- **fixing knowledge** by incorporating gender analysis into research and societal impact at LISER.

LISER's GEP is divided into the 4 phases described in the toolkit of the European Institute for Gender Equality (EIGE):

- An **analysis** phase, in which gender-disaggregated data is collected, procedures, processes and practices are critically assessed with a view to detect gender inequalities and gender bias.
- A **planning** phase, in which the baseline is defined, objectives are formulated, targets are set, actions and measures to remedy the identified problems are decided, resources and responsibilities are attributed and timelines are agreed upon;
- An **implementation** phase, in which activities are implemented and outreach efforts are undertaken so as to gradually expand the network of stakeholders;
- A **monitoring** phase, in which the process and the progress are regularly followed through and assessed. Findings from the monitoring exercise(s) allow to adjust and to improve interventions, so that their results can be optimised.

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[2] **'Gendered Innovations'** is defined as the process that integrates sex and gender analysis into all phases of basic and applied research to assure excellence and quality in outcomes. Gendered Innovations enhance excellence in science, medicine, and engineering both in terms of knowledge and personnel; they lead to gender-responsible science and technology, and seek to enhance the lives of women and men globally. These approaches include: 1) fixing the numbers; 2) fixing research institutions; 3) fixing knowledge. Source : https://www.genderportal.eu/

[3] Schiebinger & Schraudner Interdisciplinary Approaches to Achieving Gendered Innovations in Science, Medicine, and Engineering, Interdisciplinary Science Reviews, Vol. 36 No. 2, June, 2011, 154–67. https://genderedinnovations.stanford.edu/ISR_07_Schiebinger.pdf

3. LISER's strategy to implement the GEP

This section covers the strategy of LISER to execute the four phases of its Gender Equity Plan: the analysis and planning phase and the implementation and monitoring steps resulting from it.

3.1. Analysis and planning phase

For the analysis phase, LISER will cooperate with a neutral partner that will lead the process. A natural candidate is the Ministry of Equality between Women and Men (MEGA). The ministry coordinates the "Programme d'Actions Positives,"[4] a voluntary program that accompanies entities in developing and strengthening their good practices. MEGA is the reference point for developing good practices that ensure gender equality at work in Luxembourg.

The program is meant to:
- reinforce equality mechanisms and action plans
- enhance sustainable development commitments
- support the retention of talent
- promote recognition as a dynamic and exemplary employer
- prove commitment through indicators and reporting solutions

A preliminary analysis of the existing situation at the institute is conducted at the request of the ministry by an external consulting firm. This is followed by an in-depth study of the well-being of women and men at LISER. The situation is assessed in terms of 3 pillars of the program:
- equal treatment
- equality in decision-making
- equality in the reconciliation of professional and private life

Based on the inventory, which can serve as the baseline, LISER will establish its action plan, with concrete actions spread over the 3 pillars of the program. The actions will be planned by the Management in collaboration with the concerned Research Support Services, the Staff Delegation and the Conseil de concertation, an advisory council to the Board. The Board of Directors will be informed and the plan will be presented to the board.

a. Fixing the numbers

The objective is finding a balance between women and men at all levels at LISER. The gender balance is a medium term objective and has to be achieved step by step. The first step is an analysis of the existing situation, which will have to be complemented by a systematic screening and actions (in recruitment and promotion, for example). An initial overview of LISER's numbers are provided below. Additional indicator proposals developed by the Gender Working Groups (MESR, Sec 3.2) and the Staff Delegation are outlined in the Appendix.

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[4] Source : https://actionspositives.lu/

Board of Directors:

- The Board of Directors' composition: In accordance with the previous coalition programme (2013-2018), which required 40% female members on the boards of directors in public establishments, LISER's Board of Directors is composed by 4 female and 5 male members. The board of Directors is led by a chairwoman. Deputy chair is a man.
- The Government Commissioner attending (observer) Board of Directors' meetings is a woman.
- The Chair of the Staff Delegation attending (observer) Board of Directors' meetings is a woman.
- The advisory body of the Board of Directors, the Consultation Council is composed of 5 men and 3 women.

Leadership :

- LISER's CEO is a woman. She is the only female CEO in the public research sector in Luxembourg.
- LISER's highest leadership body, LISER's Executive Committee, is composed of two women and two men.
- LISER's departments are hierarchically and scientifically led by two men (departments '*Living Conditions*', '*Urban Development and Mobility*') and one woman (department '*Labour Market*');
- LISER's two interdisciplinary programmes '*Crossing Borders*' and '*Health and Health Systems*' are scientifically led by two men;
- LISER's '*Information Systems*' platform is hierarchically and technically led by a man;
- LISER's research support is led in Human Resources and Quality and Process Management by two women
- LISER's department management boards: Living Conditions consists of 5 women and 3 men; Urban Development and Mobility consists of 1 woman and 3 men; Labor Market does not have a management board.

Additional numbers:

- LISER's 3 *joint professorships* with the University of Luxembourg are held by men.
- LISER's Staff delegation is composed 4 female effective delegates (including president and secretary) and 1 male. The substitute delegates include 3 males and 2 females (including the gender equality delegate)
- LISER's Conseil the Concertation includes 5 men (including the president) and 3 women.
- LISER's seminar speakers: in 2021 6 women, 8 men; in 2020 5 women, 5 men, 2019 22 women, 43 men
- Out of LISER's current PIs – 39% are women and manage 22% of received funding. The average funding is 207 000 euros for women and 470 000 euros for men.

- LISER's **staff composition** has a good gender balance (see Annex 2). *The situation is less gender balanced if the total number are split by position. To plan and decide the actions to be undertaken additional indicators will be collected such as:*
  - o *Advancement opportunities for female/male staff*
  - o *Share of females in leadership positions at LISER*
  - o *Share of women requesting a leave*

Concerning the **working conditions** at LISER, a survey run by the Staff Delegation in 2021 shows that there are some differences between female and male staff members when it comes to their assessment of their working conditions and also similarities when it comes to assessing the occupancy guidelines during the pandemic.

<u>Recommendations: Fixing the numbers</u>

In the framework of the GEP, our goal will be to improve the situation and aim in parity in such areas as: leadership, seminar speakers, professorships, management boards and decision-makers in research based on the developed indicators.

b. Fixing the institutions

The objective is to transform the structures in order to remove any existing barriers to gender equality at LISER.

This section provides a brief overview of the key inclusion policies at LISER to foster gender equality.

- **Collection of legal provisions**:
  - Constitution: Art 11 § 2 **"**Women and men have equal rights and duties. The State shall actively promote the elimination of any obstacles to equality between women and men".
  - Labour Code
    - Equality of treatment (Loi du 28 novembre 2006 portant création d'un cadre général en faveur de l'égalité de traitement en matière d'emploi et de travail (Directive 2000/78/CE) ;
    - Equality in the access to employment and promotion, in training, in working conditions and in membership to a professional organisation (Article L. 251-2)
    - No discrimination based on gender (Art. L. 241-1)
    - Pregnancy and Maternity protection (Art L. 241-4)
    - Equal pay : Article L. 225-1 ; Article L. 241-1
    - Gender Equality Delegate (SD) (art L.414-15)
    -

- **Agreements negotiated with the social partners**:
  - Framework agreement
    - Gender balance (art 3.2)

> 3.2. Gender balance
>
> During recruitment, with a view to gradually establishing the balance between female and male employees, and to maintain it thereafter, the Centre undertakes, with its equivalent profile, diploma, qualities and skills, to give priority to the application of the under-represented sex.

    - Prohibition of dismissal of pregnant or breastfeeding women (art 4.4.)
    - Breastfeeding break (art 8)
    - Leave (including parental leave, family leave, etc. and social approach) (art 12)
    - Prevention of harassment and violence (art 19)

- Respect for personal and family life (art 24)

> Article 24. Respect for personal and family life
>
> The Centre undertakes to ensure respect for rest and leave periods, as well as the employee's personal and family life. Failure to respond to calls or emails outside of working hours - with the exception of possible on-call periods – can in no case lead to disciplinary consequences for the employee.

- Implementation of the principle of equality between women and men (art 7.1)

o Collective Labour Agreement

> The ACT applies to full-time staff, part-time staff, as well as staff hired on both open-ended and on fixed-term contracts. The ACT enshrines the principle of equal treatment between women, men and transgender people regarding access to employment, to training and professional development and regarding working conditions as well as the principle of equal pay for men, women and transgender people. In conformity with the rules of the Labour Code, it is forbidden to discriminate directly or indirectly on the basis of religion or beliefs, disability, age, sexual orientation, or the belonging or non-belonging, real or supposed, to a race or ethnicity. The principle of equal treatment does not prevent the maintenance or adoption of specific measures aimed at preventing or compensating disadvantages linked to one of the above-mentioned categories in order to insure full equality in practice. With regards to disabled persons or people and employees with reduced working capacity, mechanisms aimed at protecting health and security in the work place and measures aimed at creating or maintaining these provisions or facilities in view of safeguarding or encouraging their introduction into the world of work will not constitute an act of direct or indirect discrimination.

During the analysis phase, the GEP will assess LISER's internal policies and procedures in order to check if they promote gender equality formally and in practice along the following dimensions:
  o research and research management policies
  o recruitment policies
  o training and career development policy
  o other HR policies (leave policies, work-life-balance policies, etc)
  o career development frame (career development, pay gap, salary and career progression) positions)
  o personal development (soft skills, diversity training, conflict management, leadership)
  o corporate communication and marketing policy
  o internal communication policy
  o anti-harassment, - violence and – discrimination policy

LISER has already implemented gender-conscious steps to ensure gender equality among academic and non-academic staff in the following areas:

- **Recruitment :**
    - Publish neutral job advertisements, which include the following wording: "m/f" referring to males and females job offers (mandatory in Luxembourg);
    - Job advertisements contain the sentence: "LISER and the University of Luxembourg are Equal Opportunity Employers" ; "Toutes les candidatures seront traitées avec égalité et confidentialité." "LISER particularly encourages female students to apply"
    - In addition, LISER uses inclusive writing, such as: "Chargé.e de Communication" or Salarié" / "Salariée" in the working contracts, for example.

- **Advancement :** LISER's Collective Labour Agreement contains a procedure allowing employees to advance in their careers (art 26 and 27)

Article 26. Promotion and professional development

Within a career stream, the employee has the possibility of developing within a level, or through promotion, developing to another level. Professional development within the same career stream is achieved through the recognition of accumulated experience and the valorisation of individual performance (as decided in the "People Review" committee.) Moving from one level to another, in career path A (researchers) and career path B1 (experts in valorisation), is achieved through promotion following the submission of an individual case file to the positioning committee. Moving from one level to another in career stream B2 (Data Centre) and career C (indirect research support services) is achieved through applying for a vacancy.

Article 27. Moving between career streams A, B1, B2 and C

Within the limit of available posts, the needs of the Centre and respect for career opportunities, moving career streams is possible according to the needs of the respective career streams. Exceptionally, a career move is possible without there being a vacancy, for example when an employee successfully completes a PhD. Following the award of a doctorate, the employee must submit a case file in order to be positioned in career A according to the procedure defined thereon.

The positioning committee consists of the following members:

- For career stream A-B1:
  - Three confirmed researchers with a fundamental/empirical research profile (career stream A)
  - One researcher with an "applied research" profile (career stream A)
  - One expert in valorisation/analysis or data management (career stream B1).

- For career stream B2/C:
  · Head of Data Centre (career B2)
  · Head of Quality Assurance and Processes (career C)
  · Head of Human Resources (career C)
  · One representative of the Data Centre (career B2)
  · At least two representatives from the following respective services/departments: IT, PMO, Finance, Communications, Quality Assurance and Processes, Human Resources, Facilities Management (career C)

- **Attraction and retention of academics (and administrative staff)**
  For the time being, no gender-specific internal policy or procedure exists.

- **Visibility of academic and admin staff (female and male)**
  For the time being, no gender-specific internal policy or procedure exists.

LISER's goal is to increase gender equality in the dimensions listed above. Special attention will be paid to the issues of attracting talents and retaining staff and the visibility of both female and male staff members. LISER's various communication channels will be assessed and baselines will be established. The analysis phase will clarify what specific measures need to be implemented to ensure equal advancement for female and male employees (both academic and non-academic staff).

Recommendations: Fixing the institutions
- A Gender Equality Officer will be one concrete measure to accompany and monitor the progress of the GEP's advancement and provide a contact point for staff members and management alike.
- Monitoring the ratio of female and male candidates applying for each position during the recruitment process.

c. Fixing the knowledge

The objective here is to produce research which can contribute to building a more gender-equal and inclusive society.

- Gender equality is **a cross-cutting research topic** at LISER (not a priority research topic)**.** Nevertheless, research on this topic is prevalent throughout the institute. Examples, of current research topics include:
  - Evaluation of Family Policies:
    - Parental leave in Luxembourg (Valentova)
    - Free public childcare & home care subsidy in Germany (Gathmann)
  - Women in the Labour Market:
    - Skills in female-dominated sectors (Bourgeon, Hauret, Martin)
    - Working conditions, employees in the cleaning sector (Hauret, Lejealle)
    - Labour market integration of male and female immigrants (Gathmann)
    - Health spillovers of job loss in couples (Gathmann)
  - Gender-specific choices:
    - Field of study choices among women and men (Sierminska)
    - Wealth differences between women and men (Sierminska)
    - Gender role attitudes (Valentova)
  - Gender and Covid (Van Kerm, Verheyden, Menta)
  - Gender stereotypes (Blond-Hanten)

- A **Reading Group on gender topics** which brings together researchers at all levels has been re-launched in January, 2022,

- In the framework of the promotion of science to a wider audience, a **Gender Game** (GG) has been designed by researchers at LISER. The aim, besides public outreach, is to raise awareness about gender stereotypes.

<u>Recommendations: Fixing the knowledge</u>

Collect comprehensive information on current work done over 2018-2021 on gender issues. In addition, in the framework of the GEP, research on gender will be encouraged at LISER. A key initiative could be a focused seminar series. We will assess our PhD capacity by gender. In order to foster societal impact and gender, initiatives like "Girls' and Boys' Days", inviting young people to discover the different professions, academic and non-academic, of a research institute.

3.2. Implementation phase

The implementation of the Gender Action Plan lasts 12 months. The action plan is completed by specific actions that achieve gender equality at LISER with defined targets and objectively measured baselines.

In parallel, in order to improve the gender balance in research in Luxembourg, the Ministry of Higher Education and Research (MESR) has mandated the National Research Fund (FNR) to establish a public research-infrastructure-wide action plan. A working group was created, the Gender Working Group (GWG), bringing together representatives of the Luxembourg Institute of Health (LIH), the Luxembourg Institute of Socio-Economic Research (LISER), the Luxembourg Institute of Science and Technology (LIST), the University of Luxembourg (UL), Max Planck Institute (MPI) and the Luxembourg National Research Fund (FNR).

The GWG aims to identify the main issues of gender inequality in research in Luxembourg and propose a plan of initiatives to address them. The action plan of the GWG provides:

- *gender data monitoring and publishing* to ensure that data on gender are collected and made public regularly by each research performing and funding organisation in Luxembourg
- *a gender diversity survey* to ensure that the perception and experiences of employees in the context of gender inequalities are measured, monitored, and made public regularly by each research performing and funding organisation.
- *a gender-fair recruitment process* to guarantee inclusiveness by adopting a gender fair recruitment process for all administrative and academic positions in all research performing and funding organizations in Luxembourg.
- *a gender-fair internal promotion process* to guarantee inclusiveness by adopting a gender fair promotion process across all institutes, as well as generally inclusive working conditions.

These actions, as part of the GWG action plan, are supported by the managements of the research performing institutes and the National Research Funding Agency. A practical guide for collecting and monitoring gender-disaggregated data is under construction.

In order to implement the fourth mandatory requirement of the EU framework program for research and innovation, **LISER's training plan** will include additional awareness-training and training actions

on gender equality. This training plan is aligned with LISER's strategic orientations defined by the Board, and its structure is elaborated by the management team in collaboration with the Staff Delegation.

3.3. Monitoring phase

The process and the progress are regularly followed through and assessed.

Annexes 3 and 4 show indicators developed by the Gender Working Group mandated by MESR (see section 3.2) and the Staff delegation; they are to be considered as inspiration to define LISER's indicators.

Summary and Perspectives

This figure summarizes LISER's strategy outlined above to execute the four phases of its Gender Equity Plan (the analysis and planning phase, the implementation phase and the monitoring phase) based on the three approaches meant to be implemented simultaneously (fixing the numbers, fixing institutions, fixing knowledge) and the people in charge for each of the processes.
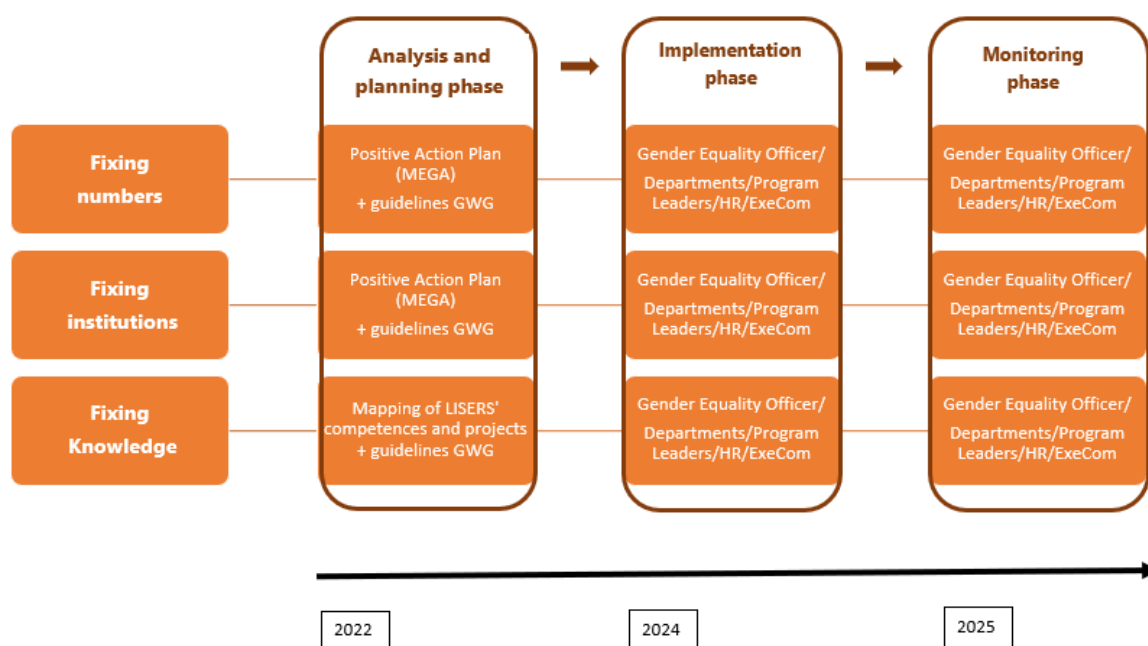
Annex 1 Proportion of women scientists and engineers in the EU

Proportion of women scientists and engineers in the EU, 2019

(%, by NUTS 1 regions)

Legend:
- < 30%
- 30% – < 35%
- 35% – < 40%
- 40% – < 45%
- 45% – < 50%
- 50% > =
- Data not available

Inset maps: Canarias (ES), Guadelupe (FR), Martinique (FR), Guyane (FR), Réunion (FR), Mayotte (FR), Malta, Açores (PT), Madeira (PT), Liechtenstein

Mesurement unit not yet entered
0 200 400 600 800 km

Administrative boundaries: © EuroGeographics © UN–FAO © Turkstat
Cartography: Eurostat – IMAGE, 01/2021
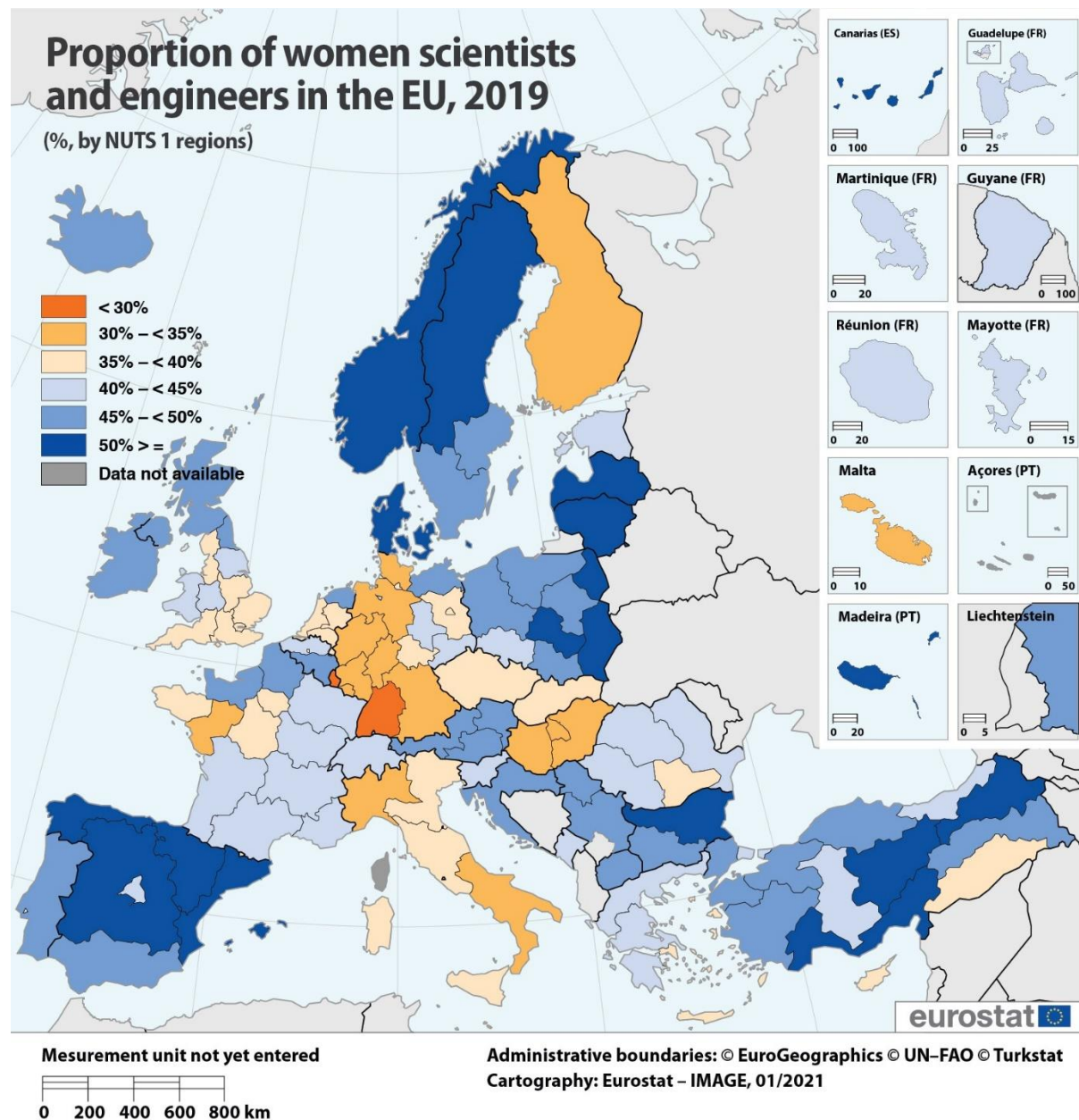
Regional data for Croatia, Cyprus, Czechia, Denmark, Estonia, Ireland, Lithuania, Luxembourg, Latvia, Malta, Slovenia and Slovakia: single regions at this level of detail.
Corsica (FRM), Azores (PT2) and Åland Islands (FI2): data not available due to low reliability.

eurostat

ec.europa.eu/eurostat

https://ec.europa.eu/eurostat/documents/4187653/11571495/Proportion+of+women+scientists.jpg/5da50b29-774e-137a-272a-4ef40f4abc56?t=1612857285750>

Annex 2 Employees at LISER by gender

GENDER	2018	2019	2020	2021
Woman	72	88	82	95
Man	75	84	90	92
TOTAL	**147**	**172**	**172**	**187**

Source: LISER Self-Assessment Report 2022 Institute Level

Annex 3 Indicators developed by the Gender Working Group mandated by MESR[5]

- average numbers of years needed for women and men to make career advancements (per grade)
- salary pay gaps by gender and job position;

Broken down according to the following indicators:
- scientific field
- academic position
- temporary or permanent position
- part-time or full-time position
- age
- academic age (number of years since obtaining the PhD; if available, the academic age is to replace the age)
- staff numbers by gender at all levels, by disciplines, function (including administrative and support staff) and by contractual relation to the organisation; Broken down according to the following indicators:
- number of female and male candidates applying and succeeding for distinct job positions, including the success rates;
- number of female and male candidates applying and succeeding for promotion, including the success rates;
- numbers of women and men in academic and administrative decision-making positions (e.g. boards, committees, juries);
- numbers of women and men among heads in academic and administrative decision-making positions (e.g. boards, committees, juries);
- numbers of women and men having left the organisation in past years, specifying the numbers of years spent in the organisation;
- numbers of staff by gender applying for/taking parental leave, for how long
- number of absence days taken by women and men according to absence motive;
- number of training hours/credits attended by women and men;
- number of female and male students at all levels and for all disciplines.

If you decide to collect more detailed information about employees' profiles (role descriptions etc.), be aware to collect these data sensibly and re-evaluate potential introduction of bias based on those skills. Brief your personnel on what standardized skills (social and professional) should be added to reduce any potential bias or inequalities.

More specifically to Research Funding Organisations (RFOs), data to be analysed include but are not limited to:

Applicants' information:
Broken down according to the four indicators:
- scientific field
- funding scheme
- age
- academic age (number of years since obtaining the PhD; if available, the academic age is to replace the age)

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[5] See section 3.2

- percentage of men and women principal investigators in submitted and selected projects and their respective success rates;
- percentage of men and women in the research teams of submitted and selected projects, and the distribution of tasks and roles among each team;
- the average grants' amounts allocated to research projects conducted by men and women;

Integration of gender aspects:
Broken down according to the two indicators:
- scientific field
- funding scheme
- the integration of the gender perspective in research funding schemes;
- the integration of the gender perspective in submitted and funded projects;
- the amounts allocated to research projects primarily devoted to gender aspects.

Review process and international expert panels:
Broken down according to the two indicators:
- scientific field
- funding scheme
- percentage of men and women in expert panels
- percentage of men and women among heads of expert panels
- percentage of men and women among reviewers

Organisational:
- salary pay gaps by gender and job position;
- percentage of men and women in decision-making bodies
- percentage of men and women in scientific and administrative councils
- average numbers of years needed for women and men to make career advancements (per grade)

Annex 4 Indicators developed by the Staff Delegation (2019)

Request for statistics disaggregated by sex, anonymized (Art. 3.4. of the CC) (biannually)

Category	Indicator	Description	Year
Recruitments	Breakdown by sex according to the type of contract	People recruited; CDI, CDD, Research assistants, PhD, trainees, student contract, summer job Experts, others	period, ex. 2014-2020
Departures & end of contract	Breakdown by sex according to the type of contract	Parties and end of contract; CDI, CDD, Research assistants, PhD, trainees, student contract, summer job, research experts, consultants, others	period, ex. 2014-2020
Transfers	Breakdown by sex according to the type of contract	Persons changing function and department	period, ex. 2014-2020
structure of work	Breakdown by gender	all employees	current situation
	Breakdown by sex according to age categories	< 30 years 31-40 years old 41-50 years old >51 years old	current situation
Work organization	Breakdown by sex according to the type of contract	CDI, CDD Research assistants, PhD interns, student contract, summer job research experts, consultants, others	current situation
	Breakdown by sex according to working time	full time, part time	current situation
Positioning and career	Breakdown by sex	Change from CDD to CDI	period, ex. 2014-2020
	Breakdown by sex according to careers	According to the new career grid (A, B, C) and according to the sub-categories	current situation
	Breakdown by sex according to decision-making power	Include the heads of the different units (departments, research programs, data centre, behavioral and experimental economics, project management, quality assurance, accounting, communication, facility management, IT, people management, national policy coordinator, international development coordinator, etc.)	current situation
	Breakdown by gender according to decision-making power and career (A, B, C)	Include the heads of the different units; women managers positioned respectively in career A, B, and C	current situation

	Distribution of project IPs by gender	Distinction between competitive and contractual projects; distinction between projects obtained and projects in progress	current situation
Remuneration	Breakdown by gender and earnings quintile	1st and 5th earnings quintile	current situation
	Breakdown by gender, pay quintile, career	1st and 5th salary quintiles according to career (A, B, C)	current situation
	Breakdown by sex	Bonuses (function bonuses) on-call, overtime	period, ex. 2014-2020
career development	Breakdown by sex according to training		current situation
	Breakdown by sex according to career (A, B, C) and training		current situation
	Breakdown by gender according to scientific leave taken		period, ex. 2014-2020
Leave data	Breakdown by sex according to parental leave		period, ex. 2014-2020
Other	Breakdown of "visiting researchers" by gender		period, ex. 2014-2020
	Breakdown of guests at LISER seminars by gender	RECOM	Start (09.'18)-2020

References:

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- **Gender Equality Plan in Academia and Research** :
  https://eige.europa.eu/gender-mainstreaming/toolkits/gear/what-gender-equality-plan-gep

- **Gendered innovations**
  https://genderedinnovations.stanford.edu/ISR_07_Schiebinger.pdf;
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