



Gender Equality Plan for Local AI

April 3, 2023





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FOREWORD

This document is based on the **Template for adopting a Gender Equality Plan**, to provide a common working scheme for all partners and offer minimum homogeneity across institutions.

This template has been a result of Our GEP template is based on Equal4Europe, a project received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 872499.

Nevertheless, following is the most relevant information regarding the adoption of a Gender Equality Plan.

Content of the Gender Equality Plan

Our company is committed to follow the Horizon 2020 requirements, which are:

- **Publish the Gender Equality Plan** in the institution's website. The Gender Equality Plan should be a public document signed by high management and disseminated within the institution. It should include a commitment to gender equality, set clear objectives and detailed measures to achieve them.
- Provide **dedicated resources** for the design, implementation, and monitoring of the Gender Equality Plan. These resources may include funding for specific positions, such as Equality Officers or Gender Equality Teams, or dedicated working time for academic, management and administrative staff.
- **Collect sex or gender-disaggregated data** as an evidence-base for the Gender Equality Plan. This data should inform the Gender Equality Plan's objectives, indicators, and evaluation of progress.
- Include arrangements for **monitoring the GEP implementation**.
- Organize **training and capacity-building** aimed, in particular, at developing gender competence and tackling unconscious gender bias among staff, leaders and decision-makers, establishing working groups dedicated to specific topics, and raising awareness through workshops and communication activities.
- Include measures addressing **some recommended thematic areas**: (i) work-life balance and organisational culture; (ii) gender balance in leadership and decision-making; (iii) gender equality in recruitment and career progression; (iv) integration of the gender dimension into research and teaching content; (v) measures against gender-based violence, including sexual harassment. Find a list of **best practices and recommendations** for thematic areas (ii), (iii) and (iv) in section 4 of the EQUAL4EUROPE Toolkit for adopting a Gender Equality Plan in AHMSSBL research institutions.

Furthermore, we review applicable **national regulations** to guarantee that all legal requirements are met in the Gender Equality Plan.

Procedure for the adoption of the Gender Equality Plan



The elaboration of the Gender Equality Plan should include a participatory approach where all relevant actors and stakeholders should participate in the elaboration of the Gender Equality Plan, including high management, middle management, academic staff, administrative staff, workers' representatives and students.

An important preliminary step essential for the adoption of the Gender Equality Plan, is to **set-up an Equality Commission or Team**, identified as a temporary working group which coordinates the process of adopting a Gender Equality Plan.

The following checklist summarizes the most common steps that, under different levels of formality, are common to most institutions:

1. Inform all relevant decision-making bodies and relevant actors of the initiation of the process for the adoption of the Gender Equality Plan, including existing regulations or time restrictions, if any.
2. Set-up the Equality Committee or Team involved in the negotiations or process for adopting the Gender Equality Plan, formally registering its constitution, if necessary.
3. Elaborate a planification and schedule of the proceedings of the Equality Committee or Team and inform all members. In this sense, it is advisable to plan the following:
 - a. Formally constituting the committee.
 - b. Identify the main lines of action and main objectives of the Gender Equality Plan.
 - c. Fix an approximate end date for the adoption of the Gender Equality Plan.
 - d. Plan regular meetings of the committee, including meetings with decision-making bodies and stakeholders relevant to the adoption of the Gender Equality Plan.
 - e. Distribute tasks among the different members of the committee.
4. Register the minutes of each meeting, identifying all relevant agreements and decisions adopted.
5. Adopt the necessary measures to guarantee that the negotiation or adoption process of the Gender Equality Plan follows the established time frame.

See section 2 of the EQUAL4EUROPE Toolkit for adopting Gender Equality Plans in AHMSSBL research institutions for more information.



1. INTRODUCTION

Our strategy on gender equality originates from Equal4Europe, a project received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 872499.

This Gender Equality Plan (GEP) spells out the Local AI's plan to achieve this goal, its scope and the strategic objectives we want to achieve over the next three years. It is intended to be a living document that will be updated regularly to accommodate new actions and developments.

We adhere and comply to the relevant national and/or regional legal framework.

Date of entry into force of the Gender Equality Plan and period of application: April 3, 2023

We express our commitment towards gender equality, the integration of gender equality in the organisation and other relevant institutional forms of support of gender equality, including existing measures related with gender equality.



2. MAIN CONCLUSIONS OF THE GENDER EQUALITY ANALYSIS

The promotion of gender equality and equal opportunities has been an important topic for Local AI, since the beginning, guaranteeing a gender balance both at the organisational level and within the activities promoted. Indeed, gender considerations are crucial both to Local AI vision and to the achievement of its mission. We consider equality to be 'part of the day job' and an essential part of building a fair and sustainable future for the social economy. Currently, around 75% of our staff, 66% of the management and 43% of our board of directors are women. To progress gender equality further we must also continue to challenge the beliefs and attitudes that are undermining progress. We must expand our focus on workplace flexibility and be more innovative in how we overcome the barriers that gender diverse individuals face. This equality plan acknowledges that "gender equality is about non-discrimination and the protection of fundamental human rights". With that in mind, we also recognise that gender is non-binary and that various gender identities apart from men and women exist, including LGBTI+, and that people with many of these gender identities face systematic discrimination and violence. Local AI stands in support of equal rights and fair treatment of all members of the LGBTI+ community.



3. OBJECTIVES OF THE GENDER EQUALITY PLAN

The primary objective of this GEP is to serve as a tool and framework for enhancing gender equality in our workplace and to enable the integration of gender into organisational practices. In parallel, this GEP also aims to contribute to the achievement of gender equality in the development of the social economy through research, project design, and programmes that pay due attention to gender differences in labour market participation, and actively promote equality between gender diverse individuals. Local AI aims to proactively hold itself up as an example to promote organisational changes in other social economy enterprises, federations and support networks.

SCOPE

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Local AI aims to proactively hold itself up as an example to promote organisational changes in other social economy enterprises, federations, and support networks. This Plan applies to all work throughout the Organization. An Equality Officer has been appointed to oversee the implementation of the gender equality plan. Effective implementation of the plan will require commitment from all staff and organizational support for activities to advance the knowledge and skills of staff to enable efficient gender mainstreaming in their areas of work. The equality officer will monitor and report on the progress of implementation to the executive team and will provide an annual report to all Local AI staff. The equality officer will also set up mechanisms for building capacity among the staff, information, training, and technical support needed to assure the plan's implementation.



4. ACTION PLAN REGARDING GENDER EQUALITY IN LOCAL AI

When designing the action plans, we bear in mind the following:

1. Measures are structured around the **thematic areas identified by the HORIZON EUROPE criteria** (Section 3.4.1 of the EQUAL4EUROPE Toolkit for adopting a Gender Equality Plans for AHMSSBL research institutions), as well as the **general objective of raising gender awareness**:
 - Removing barriers to recruitment, retention, and career progression for female researchers.
 - Addressing gender imbalances in leadership and decision-making processes.
 - Integrating the gender dimension in research and innovation content.
 - Measures against sexual misconduct, gender-based violence and sexual harassment.
 - Raising gender awareness and engagement with stakeholders.
1. Particular attention is paid to indicate the **link between the SMART objectives and the measures adopted**. It is important to indicate how measures are the instrument designed to achieve such objectives within the organization.
2. The design of the different **measures is SMART** (specific, measurable, achievable, relevant, and time-oriented), indicating the content of the measure, target group, indicators to assess its impact, department responsible and available resources, implementation timeframe, etc.

Equal access to and balanced participation of gender diverse individuals in decision-making structures (formal and informal) and ensuring equal chances to develop and advance their careers.

Strategies:

- Representation of gender diverse individuals in senior positions and in leadership domains
- Review the workforce planning process to ensure gender equality objectives are included
- Promote key stakeholders', Local AI members' and decision-makers' engagement with gender equality
- Promote gender inclusive and biasfree recruitment, career progression, and evaluation policy
- Balanced gender representation at events arranged at and by Local AI

Measures of Success

- Representation of gender diverse individuals on projects and research activities implemented by Local AI
- Having a human resources policy to promote equal career opportunities for all genders.
- Training and mentorship programmes that help employees to accommodate work demands on their return from parental, maternity, or family-related leave.
- Include gender awareness in all job specifications.
- Formulate recommendations with respect to increasing balanced gender representation at events



- Use social media and a range of other media outlets to create a positive image of successful practices and/or key stakeholders in the social economy engaged in gender equality

4.1. REMOVING BARRIERS TO RECRUITMENT, RETENTION, AND CAREER PROGRESSION

Our measures are aimed at removing barriers to recruitment, retention, and career progression for women, in all corporate activities including the following issues:

- Recruitment.
- Career progression and promotions.
- Retention.
- Gender pay gap.
- Academic activity.
- Mentoring program.

Our Measures include a gender dimension in ongoing research and education content, and applying it while conceiving new projects and training with the strategies of

- Promote the inclusion of the sex and gender dimension in research content.
- Promote diversity in research management.
- Promoting the integration of a sex and gender perspective in training, education/ teaching curricula.

Our Measures of success are:

- Disaggregating research data (articles, reports etc.) by sex and/or gender where relevant
- Considering all genders for language and images in research material and production
- Requiring all applications for funding to consider sex and gender in their research and application design where relevant.
- Providing staff with guides and workshops on the integration of equality and diversity in training programme design, and learning activities as a teaching and learning support
- Providing staff with specific training courses and materials on gender equality
- Communications about training must not be gender-specific “unless the training is specifically designed for a specific gender”.



4.2. ADDRESSING GENDER IMBALANCES IN LEADERSHIP AND DECISION-MAKING PROCESSES

We include measures related with addressing gender imbalances in leadership and decision-making bodies and processes, among others:

- Professional decision-making bodies.
- Academic decision-making bodies.
- Participation in recruitment and promotion committees.

4.3. INTEGRATING THE GENDER DIMENSION IN RESEARCH AND INNOVATION CONTENT

We are disaggregating research data (articles, reports etc.) by sex and/or gender where relevant.

We are considering all genders for language and images in research material and production

4.4. MEASURES AGAINST SEXUAL MISCONDUCT, GENDER-BASED VIOLENCE AND SEXUAL HARASSMENT

Preserving and promoting the physical and emotional health, safety, and well-being of employees.

Strategies:

- Educating staff about different forms of bias and strategies to combat sexual and gender-based harassment.
- Working collectively to combat bias and stereotypes.

Measures:

- Providing staff and decision-makers with specific training courses and materials on combating sexual and gender-based violence, gender equality and unconscious gender biases, i.e. 4 hrs of training per Local AI staff member per year
- Measuring performance by how well staff address these issues.
- Create reporting mechanisms that allow staff to raise concerns, document, and act on gender balance issues they identify.

4.5. RAISING GENDER AWARENESS AND ENGAGEMENT WITH STAKEHOLDERS

We are providing staff and decision-makers with specific training courses and materials on combating sexual and gender-based violence, gender equality and unconscious gender biases, i.e. 4 hrs of training per Local AI staff member per year



5. MONITORING, REPORTING AND EVALUATION

5.1. PERIODICAL MONITORING AND EVALUATION OF THE GENDER EQUALITY PLAN

We have established a **periodical monitoring and reporting of the Gender Equality Plan**. Although specific tools will be developed at a further stage in the company, we plan to provide information on:

- Commitment to periodical monitoring and reporting of the implementation of the Gender Equality Plan, indicating the periodicity of such monitoring and reporting.
- Commitment to periodical data gathering to assess the impact of the different measures adopted, including the timeframe for such assessment.
- Criteria used to monitor, report and assess the Gender Equality Plan and the different measures included in the Plan.
- Department, body and/or person responsible for gathering the necessary information for the periodical monitoring, reporting and assessment.
- Department, body and/or person responsible for supervising such periodical monitoring, reporting and assessment, which can include the Gender Equality Officer or an Equality Committee.

5.2. PROCEEDING TO REVISE THE GENDER EQUALITY PLAN

The proceeding to revise the Gender Equality Plan will be highly dependent of the internal regulation Greece. However, key aspects to consider in this section are the following:

- list of events which may lead to the revision of the Plan.
- Identification of bodies or people entitled to call for the revision process.
- Identification of bodies or people entitled to decide to start or not the revision process.
- Identification of bodies or people involved in the revision process, and details regarding the steps of the revision proceeding.
- Criteria for the final approval or rejection of the revised version.



6. TIMELINE OF THE GENDER EQUALITY PLAN

Here we summarize in this section all the information already mentioned regarding the duration and timeline for the application of the Gender Equality Plan.

The timeline of the Gender Equality Plan should include the dates for the following:

- Starting date of application of the Gender Equality Plan in Local AI: **April 3, 2023**
- Starting date and implementation period of each measure.
- Monitoring activities (pending).
- Final assessment (pending).
- End of the Gender Equality Plan (not applicable).

When drafting this chapter, consider the possibility to use a Gantt chart, table or bullet points. In any case, it is important that the timeline for all measures is included.]



7. DISSEMINATION STRATEGY

This section includes information regarding the **dissemination strategy of the Gender Equality Plan**.

Specifically, the following dissemination actions are done:

- **Publish the Gender Equality Plan in the institution's website.** The gender equality criteria of HORIZON EUROPE Program include the publication of the Plan, signed by high management, in the institution's website.

The following dissemination actions are planned:

- **Information campaign among workforce**, identifying different dissemination actions and channels of communication to inform workers about the Gender Equality Plan and specific measures adopted.
- **Training on the implementation of Gender Equality Plans** directed to Gender Equality Officers, relevant management, and staff of each partner institution.
- **Dissemination among external stakeholders.**

The dissemination strategy of the Gender Equality Plan is on the table reported below:

Table 1. Gender Equality Plan's dissemination strategy

	Target	Expected impact	Time schedule
Corporate Web Site	Post it on local-ai.gr	General Visibility	April 2023

Organization Name

Local AI

Date

April 3, 2023

Signature

George Vlachodimitropoulos, CEO

