POLYMAT's 1st Gender Equality Plan

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POLYMAT
Basque Center for
Macromolecular Design and Engineering

elhuyar
Aholkularitza

Index

POLYMAT's 1st Gender Equality Plan

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

> **Key area 1:** Inclusive institutional culture

> **Key area 2:** Inclusive management of the community

> **Key area 3:** Sustainable lives

> **Key area 4:** Outreach

In the following pages we will present the specific contents of the GEP more deeply. We will specially focus on the measures POLYMAT will develop in order to cope with those main challenges as well as all the details linked to the Gender Equality Plan: timeline, responsible people, resources, as well as the structures and resources that will be in place for the implementation. And finally, the proposed monitoring and evaluation procedure will also be described.

1. The strategic objectives of the GEP

As we already mentioned the GEP is structured around four main key areas which have been based on the main challenges that arose from the audit report developed at POLYMAT in 2020 . Each key area has its own strategic objectives, and each objective has a number of measures proposed as a path to achieve it. POLYMAT's 1st Gender equality Plan has a total of 4 Key areas, 9 objectives and 32 measures, distributed the following way:

Key area 1: Inclusive institutional culture	1.1. Creating structures to develop the GEP	4 measures
	1.2. Integrating Gender Equality in all the management processes at POLYMAT	6 measures
	1.3. Guaranteeing an inclusive use of language	3 measures
		13 measures

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Key area 2: Inclusive management ot the community	2.1. Promoting a healthy and secure working environment	5 measures
	2. 2. Incorporating the gender perspective in selection and promotion processes	3 measures
	2.3. Monitoring the pay gap	3 measures
		11 measures

Key area 3: Sustainable lives	3.1. Promoting integration of work, family and private life	4 measures
		4 measures

Key area 4: Outreach	4.1. Guaranteeing gender equality in the institution's external relations	2 measures
	4.2. Promoting scientific vocations among women	2 measures
		4 measures

The GEP will have a duration of 4 natural years, and the implementation will directly start on early 2021, as POLYMAT doesn't want to lose the dynamic that was already started for the design of the GEP. During its first year of implementation, POLYMAT's work will be specially linked to the creation of the right conditions for the following years of implementation, and the achieving the new existing legal requirements in Spain .

2021	2022	2023	2024
21 measures	19 measures	18 measures	14 measures

2. The Action Plan

At this section we have included the whole **Gender Equality Plan** (from now on, GEP) divided by key areas, with the specific measures, timeline and responsible(s) linked to each of the objectives. We identified a number of measures as "Key measures" to achieve each objective, and we have mark those **in bold** to recognize them easier.

KEY AREA 1: INCLUSIVE INSTITUTIONAL CULTURE						
OBJECTIVES	**MEASURES/MEASURES**	**TIMELINE**				**RESPONSIBLE(S)**
		2021	2022	2023	2024	
1.1. Creating structures to develop the GEP	**1.1.1. Appointing the person who will be responsible for POLYMAT's GEP**	x				Direction
	1.1.2. creating the Negotiation Committee that will be in charge of monitoring the implementation of the GEP.	x				Direction
	1.1.3. Arranging regular GEP follow-up meetings with the Negotiating Committee.	x	x	x	x	GEP manager(s)
	1.1.4. Yearly informing the POLYMAT community of the achievements and main highlights linked to GEP development (to be defined if it will be done by e-mail, or in a webinar)	x	x	x	x	GEP manager(s)
1.2. Integrating	1.2.1. Informing the POLYMAT community about the main	x				GEP manager(s)

KEY AREA 1: INCLUSIVE INSTITUTIONAL CULTURE						
		TIMELINE				
OBJECTIVES	MEASURES/MEASURES	2021	2022	2023	2024	RESPONSIBLE(S)
Gender Equality in all the management processes at POLYMAT	outcomes of the Gender Equality Audit and GEP, and specially to the members of the Government Board					
	1.2.2. Including the gender equality plan (GEP) into the next 4-year management plan that will be designed in 2022.		x			GEP manager(s)
	1.2.3. Registering the GEP at the Basque Governments registry		x			GEP manager(s)
	1.2.4. Monitoring the implementation of the GEP, and creating a yearly report that includes level of achievement of the foreseen objectives, and evolution of stablished indicators.	x	x	x	x	GEP manager(s)
	1.2.5. Including the gender equality policy at POLYMAT's Welcome Plan.	x				GEP manager(s)
	1.2.6. Disaggregating by sex all people-related data-gathering (such as received training, wages, use of work-life balance measures…)		x			GEP manager(s)
1.3. Guaranteeing an inclusive use of	1.3.1. Defining the guidelines to guarantee an inclusive use of language.	x				GEP manager(s)

KEY AREA 1: INCLUSIVE INSTITUTIONAL CULTURE						
OBJECTIVES	**MEASURES/MEASURES**	TIMELINE				**RESPONSIBLE(S)**
		2021	2022	2023	2024	
language	**1.3.2. Progressively adapting all institutional documents in coherence with the agreed guidelines for an inclusive use of language.**		x	x	x	GEP manager(s)
	1.3.3. Training and rising awareness of the staff for an inclusive use of language (it could be by a presential or online training session)	x				GEP manager(s)

	KEY AREA 2: INCLUSIVE MANAGEMENT OF THE COMMUNITY					
OBJECTIVES	**MEASURES/MEASURES**	**TIMELINE**				**RESPONSIBLE(S)**
		2021	2022	2023	2024	
2.1. Promoting a healthy and secure working environment	2.1.1. Proposing specific changes for the Ethical Channel in order to improve it, with regards to preventing and acting upon moral, sexual and sex-based harassment.	x				GEP manager(s)
	2.1.2. Organizing a training session on sexual and sex-based harassment, in order to give tools to the people involved in dealing with the Ethical Channel.			x		GEP manager(s)
	2.1.3. Inform and yearly remind all the POLYMAT community about the Ethical Channel.	x	x	x	x	GEP manager(s)
	2.1.4. Agreeing on a Decalogue on how to relate and communicate with each other inclusive and respectfully.			x		GEP manager(s)
	2.1.5. Integrating the gender perspective at the institutional Health and Safety Policy.		x			GEP manager(s
2. 2. Incorporating the gender perspective in	**2.2.1. Keep organising EMAKIKER Award to promote women's talent.**	x	x	x	x	GEP manager(s
	2.2.2. Developing a mentoring initiative for female		x	x	X	GEP manager(s

KEY AREA 2: INCLUSIVE MANAGEMENT OF THE COMMUNITY						
OBJECTIVES	MEASURES/MEASURES	TIMELINE				RESPONSIBLE(S)
		2021	2022	2023	2024	
selection and promotion processes	researchers.					
	2.23. Keep analysing job advertisements, in order to enhance them from a gender perspective.	x	x	x	x	GEP manager(s
2.3. Monitoring the pay gap	2.3.1. Making a wage audit, that includes a valorisation of job profiles.	x				GEP manager(s
	2.3.2. Keeping track of wage evolution disaggregated by sex variable by creating a register of wages.	x	x	x	x	GEP manager(s
	2.3.3. Proposing correcting measures for any dysfunctionality that would arise from the wages analysis.	x	x	x	x	GEP manager(s

OBJECTIVES	MEASURES/MEASURES	TIMELINE				RESPONSIBLE(S)
		2021	2022	2023	2024	
3.1. Promoting integration of work, family and private life	**3.1.1. Collecting all measures linked to the integration of work, family and private life that exist in POLYMAT in a document, specifying the conditions linked to each of them, and communicating it to all the community.**	x				GEP manager(s
	3.1.2. Making a survey to analyse the level of satisfaction of the staff with work-life balance measures, and proposing new measures if needed.			x		GEP manager(s
	3.1.4. Creating a register to monitor the use of measures disaggregated by sex.	x				GEP manager(s
	3.1.5. Yearly analysing data about the use of measures, to reflect and acknowledge work-life balance related needs of women and men.		x	x	x	GEP manager(s

KEY AREA 3: SUSTAINABLE LIVES

KEY AREA 4: OUTREACH						
OBJECTIVES	**MEASURES/MEASURES**	**2021**	**2022**	**2023**	**2024**	**RESPONSIBLE(S)**
4.1. Guaranteeing gender equality in the institution's external relations	**4.1. 1. Keep informing about POLYMAT's commitment towards gender equality though the website and all external communication.**	x	x	x	x	GEP manager(s
	4.1.2. Continue making visible POLYMAT's commitment towards gender equality in all public events organized by the institution.	x	x	x	x	GEP manager(s
4.2. Promoting scientific vocations among women	4.2.1. Keep participating at events, initiatives and programs with the aim to attract young women to science and acknowledging their contribution.	x	x	x	X	GEP manager(s
	4.2.2. Keep making women from POLYMAT's community visible in the website, social networks and visits to the institute.	x	x	x	x	GEP manager(s

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3. Structures for the development of the GEP

These are the main structures foreseen to be actively participating in the implementation of POLYMAT's 1st Gender Equality Plan.

1. GEP RESPONSIBLE(S)
PROFILE
▪ Interested and motivated by the topic ▪ Gender expertise (150 hours) or advised by an external consultant. ▪ Decision-making capacity ▪ Communication capacity ▪ Coordination capacity
MAIN TASKS
▪ Coordination of the project. ▪ Definition of the resources to implement the GEP, with the help of the GEC. ▪ Collection and sharing all necessary information for the appropriate development of the GEP. ▪ Monitoring the GEP progress. ▪ Receiving and replying to the comments of the staff. ▪ Coordination of working groups.

2. NEGOTIATING COMMITTEE
PROFILE
▪ GEP responsible(s) ▪ Representation from all the different areas/sections ▪ Trade Union representation (if existing)
TASKS
▪ General follow-up of the GEP implementation ▪ Making comments to the GEP. ▪ Implementing the corresponding measures. ▪ Monitoring and evaluating the GEP implementation.

2. NEGOTIATING COMMITTEE

HOW IT WILL WORK?

- 2-3 meetings per year
- It will be in charge of approving the yearly GEPs and evaluating the implementation.

3. SPECIFIC WORKING GROUPS

PROFILE

- GEP responsible
- Other participants who are either motivated by the topic, or appropriate for the issue that will be developed.

TASKS

- Designing and developing the specific measures.

HOW IT WILL WORK?

- This will be defined as the groups are being created, within the implementation of the GEP.

4. Resources for the development of the GEP

POLYMAT will yearly presume the resources for implementation of the yearly GEP measures:

- It will allocate hours for the people who will participate in the development of measures.

- It will provide the GEP responsible(s) training or the assistance of an homologated consultant.

5. Monitoring of the GEP implementation

The responsible(s) of the GEP will perform a constant follow-up of the GEP implementation, and will **create an annual report the level of achievement** of the foreseen yearly objectives and measures, and the tasks that might still be pending. (December 2021, 2022, 2023 and 2024). Elhuyar has created an Excel tool that will help the GEP responsible(s) doing that work. In the following lines, we will describe briefly the way it is proposed to do the monitoring with this tool.

Apart from the level of implementation we will also pay attention to the **impact achieved through the GEP implementation** this will help us identifying the need and including **corrective measures** if needed.

Each year¹ all the **monitoring data will be gathered in a dedicated report**, and the results will be presented both to the Negotiating Committee and to POLYMAT's Governing Board. The **analysis of the achievements and main obstacles** will help in the definition of the following year's action plan.

6. The evaluation of the GEP

Once the implementation of the GEP is finished, December 2024, an evaluation of the **level of achievement of each of the foreseen objectives** will be carried out, using the yearly reports as a reference, but in much higher detail.

The evaluation will help us analysing the **overall level of implementation of the GEP, its objectives and the impact the GEP had during the implementation years** at the institution. These will be the main sources of information used for the Final evaluation report:

- Main outcomes from yearly follow-up reports.
- Subjective opinions and perceptions of POLYMAT's community gathered through an online survey.
- The yearly filled in monitoring panel.

Through the evaluation we will try to describe the following three items:

- **The outcomes**, the achievements or results gained through the implementation years.
- **The impacts** (individual/collective; short-/medium-/long-term) achieved as a consequence of the implementation.
- **The lessons learnt**, tips and strategies developed throughout the GEP implementing process.