

# Gender Equality Plan

for Consortium of European Social Science Data Archives  
(CESSDA ERIC)

## Document info

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## Version history

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## Abbreviation list

CESSDA	Consortium of European Social Science Data Archives
ERIC	European Research Infrastructure Consortium
GA	General Assembly
GEP	Gender Equality Plan
SCO	Senior Communication Officer

## 1. Introduction

CESSDA ERIC aims at embedding gender equality principles in its organisational culture. This Gender Equality Plan (GEP) describes a set of commitments and actions aiming to promote gender equality through institutional and cultural change. This document contains objectives derived from the thematic areas, suggested by the European Commission<sup>1</sup>. The recommendations have been adjusted in order to address the current situation of CESSDA ERIC and will be adapted accordingly as the institution evolves.

## 2. Methodology

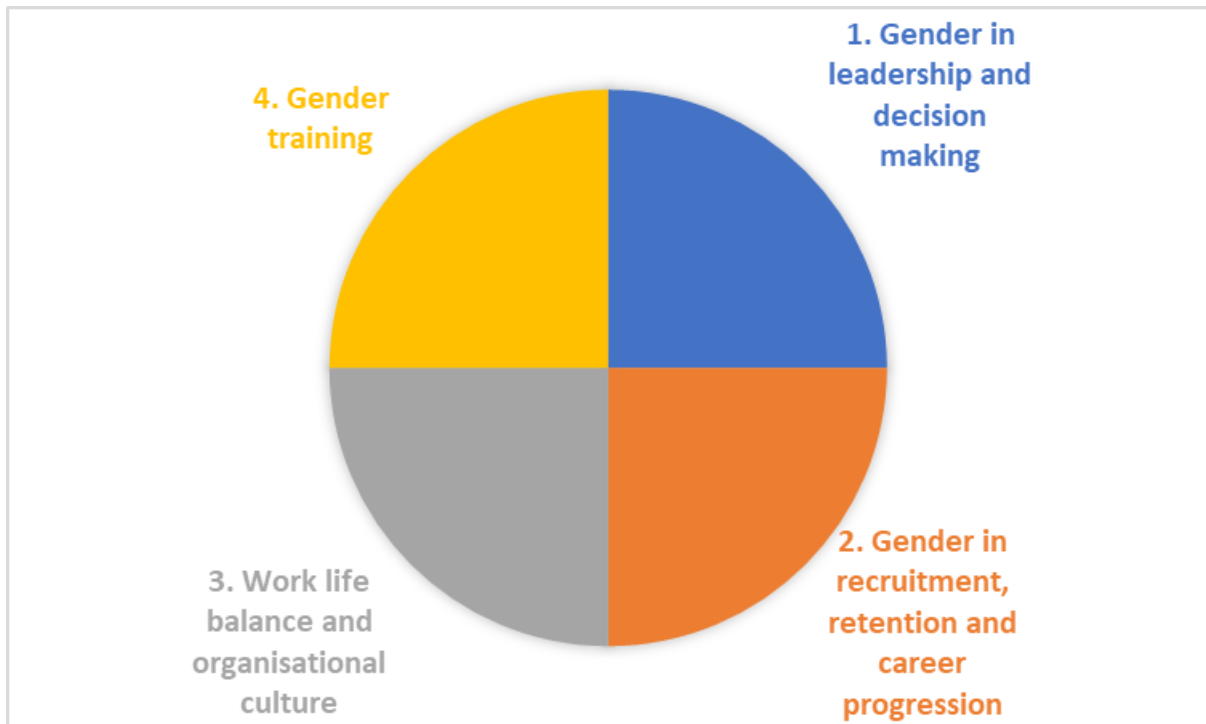
In order to identify the challenges that CESSDA ERIC faces regarding gender mainstreaming, an internal gender equality data analysis was conducted by the Project Management team. This served as an initial assessment of the state-of-play of gender equality in the institution which included a presentation and analysis of sex-disaggregated data, a documentary analysis of national legal and policy documents, along with the organisation's strategic and operational documents. The purpose of this document was to provide evidence-based data in order to inform the GEP's objectives, targets, indicators, and ongoing evaluation of progress.

## 3. Action Plan

The Action Plan outlined below is based on the following Key Priority Areas. These Areas are in line with the challenges identified in the data analysis and the recommended thematic areas proposed by the European Commission.

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<sup>1</sup>European Commission (2020). Gender Equality in Research and Innovation. Available at: [https://ec.europa.eu/info/research-and-innovation/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation\\_en](https://ec.europa.eu/info/research-and-innovation/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en) [Accessed: February 4th, 2022].  
[www.cessda.eu](http://www.cessda.eu)





### 3.1 Gender in leadership and decision-making

Although gender equality is informally supported by the management and administration, there is a lack of a formal, public acknowledgement. Such an acknowledgement is deemed necessary along with gender mainstreaming in decision-making processes in all governance bodies.

Women play a role in CESSDA ERIC management, nevertheless each governing body's composition varies. The Service Providers' Forum has been gender balanced whereas the composition of the General Assembly has been male dominant until very recently. Although Gender equality is generally supported by the management and administration, there is a lack of gender mainstreaming in decision-making processes and no provision formal or informal for gender balance in management and decision-making.

Objective	Action	Timeline	Target	Indicator	Responsibilities/Resources
1.1 Contribute to the awareness of the need of gender balance in CESSDA ERIC leadership/bodies	<b>1.1.1 Promote commitment to gender equality towards CESSDA Bodies and/or Members</b>	M12	Provide regularly statistics and information towards bodies and members	Statistics shared twice per year	SCO with support of CESSDA Communication Group
1.2 Formal commitment to (gender) equality	<b>1.2.1 Create and publish a formal statement supporting (gender) equality</b>	M2	1 formal, publicly available document	Publication of the statement	GA, Director
1.3 Mainstream gender in decision-making processes	<b>1.3.1 Mainstream gender in all administrative documents and decision-making mechanisms</b>	M12	Selection and revision of at least 2 outputs or formal documents of CESSDA Bodies	Gender sensitive language	Director



## 3.2 Gender in recruitment, retention and career development

There is a strong representation of women employees in CESSDA ERIC Main Office and a slight under representation of male employees. The imbalance is pronounced within different functional teams (IT, Administration and project management). In terms of recruitment, IT positions attract more men than women candidates and there is a low to non-existent proportion of women applicants compared to that of men in IT related positions. This is particularly evident in positions traditionally characterised as “men dominant” (e.g., IT positions). Junior and trainee positions are more prone to attract an equal number of men and women candidates. The percentage of women and men in top management is balanced, while a higher rate of men leaving the institution has been noted in the past.

In lack of an HR strategy or transparent pay scales it is not possible to compare and calculate equal pay for equal work. It has to be noted that there is an absence of paths for career development.

Objective	Action	Timeline	Target	Indicator	Responsibilities/Resources
2.1 Make all phases of recruitment gender sensitive.	<b>2.1.1 Develop and adopt gender-sensitive recruitment guidelines and criteria.</b>	M9	Gender-sensitive recruitment guidelines	Internal dissemination of guidelines	Director to allocate by M3
	<b>2.1.2 Provide training on gender-sensitive recruitment procedures.</b>	M6	Provide MO employees with gender equality training	No. of attendees	Director to allocate by M3
2.2 Improve the horizontal gender segregation	<b>2.2.1 Widen the pool of applicants during the recruitment process in order to reach equally qualified people from all genders</b>	M12	Identify target groups and disseminate vacancies in expert related outlets	≥ 3 non-CESSDA related channels	Executive assistant and Management
2.3 Advance transparency within the institution	<b>2.3.1 Develop a transparent recruitment and promotion procedure, including a clear salary scheme and ranks</b>	M9	Creation and adoption of recruitment and promotion procedure	Internal dissemination of recruitment and promotion procedure	Director to allocate by M3
	<b>2.3.2 Review of job descriptions and responsibilities in terms of gender equality</b>	M7	Revised descriptions drafted and revised by Unit heads	Internal dissemination of job descriptions	Director to allocate and/or outsource expertise to HR professionals by M5



### 3.3 Work-life balance and organisational culture

CESSDA ERIC is required to adhere to the employer's obligations under the Norwegian Law. Parental-related leave is, for example, foreseen. So far, this particular type of leave has never been used. Other relevant leaves such as sick leave have been used only by women during the last two years.

Basic accommodation of care-related issues is also foreseen under the Norwegian Law. Nevertheless, CESSDA ERIC is unique in the diverse ethnic background, as there are 11 different nationalities represented with overall 10 spoken languages. The policies and description of rights of employees (e.g., care related absence, reallocation, and flexible working time arrangement) and responsibilities and obligations (e.g., working in the contractual defined working hours, confidentiality aspects) are either not formalised or not implemented. The organisational culture of CESSDA is characterised by a general lack of policies, procedures and processes, transparency and communication issues. Among others, CESSDA ERIC does not have any specific policy or procedure on employment, recruitment and promotion and other HR related aspects.

However, to improve the organisational culture, its efficiency and the wellbeing of the staff, structured and gendered policies, procedures and processes need to be put in place.

Finally, there is no Code of conduct for reporting and investigating sexual harassment in place.

Objective	Action	Timeline	Target	Indicator	Responsibilities/Resources
3.1 Advance transparency within the institution	<b>3.1.1 Develop an Office Handbook containing all Staff and organisational relevant information</b>	M5	Development and adoption of and Office Handbook	Internally disseminated Handbook	Director to allocate by M3
	<b>3.1.2 Develop an HR policy and procedures.</b>	M5	Development of HR polices and procedures	Public dissemination of employment policy	Director to allocate by M3
	<b>3.1.3 Develop a code of conduct including a clear procedure for reporting and investigating sexual harassment</b>	M9	Development and adoption of COC	Internally disseminated COC	Director to allocate by M3



### 3.4 Gender Training

Main Office staff participate in position-related training seminars and workshops, nevertheless training hours and/or credits cannot be traced. Gender awareness-raising and unconscious bias training has only targeted women as part of the GEP preparation and is therefore insignificant.

Objective	Actions	Timeline	Target	Indicator	Responsibilities/Resources
4.1 Creating a systematic training policy	<b>4.1.1 Creating an education and training policy for personnel development considering gender equality, including traceable training hours and/or credits for MO employees</b>	M6	Creation and adoption of training policy	Internally disseminated policy	Director and Chief Operations Officer
4.2 Improve competences regarding gender equality and/or gender bias.	<b>4.2.2 Provide training on gender-sensitive recruitment procedures, unconscious bias and/or gender equality</b>	Continuous from GEP adoption	Provide MO employees with gender equality and/or unconscious bias training	No. of attendees	Director to allocate by M3





## 4. Gender Budgeting

For sustainability purposes and in order for the objectives of the GEP to be achieved, CESSDA ERIC will deploy resources corresponding to approximately 1 person/months. This amount will be reviewed annually based on the evaluation of the current GEP.

The procedure of assigning staff specific responsibilities takes into consideration the skills necessary for carrying out the activities envisaged by this GEP document. Ideally, CESSDA Chief Information Officer in close collaboration with the CEO and management should be responsible for updating this document.

When necessary, CESSDA ERIC will cover additional investments for training and coaching activities.

## 5. Monitoring and Evaluation

This GEP includes a monitoring and evaluation phase in which the process and the progress are regularly followed up on and assessed.

Monitoring is an ongoing process to be carried out by all staff responsible for the implementation of the actions, as described in the Plan above. An internal monitoring exercise will take place during month 6 in order for the progress to be mapped, based on the indicators already set up. Findings from the monitoring exercise may allow adjustment and improvement measures and activities, so that the results can be optimised. Monitoring will also include the person/months spent, in order for the resources needed to be reviewed and better mapped.

The evaluation phase will commence at month 9 and finish at month 11. A survey among the MO staff will simultaneously be conducted in order for gender-related qualitative data to be collected, as well. The survey's results along with the progress results will be then assessed and form the basis for the next Gender Equality Plan.



**CESSDA ERIC**

Bonnie Wolff-Boenisch  
*Director*

Date: 24/06/2022

Signature:

