



The Gender Equality Strategy and the Gender Equality Plan

for the National Institute for
Research and Development
in Environmental Protection
Bucharest (INCDPM)

2022 - 2025

INCDPM

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GENERAL DIRECTOR
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Abbreviations and definitions

GE	Gender equality
GEP	Gender equality plan
HoD	Head of Department
HR	Human Resources
GD	General Director
SD	Scientific Director
SC	Scientific Council
AC	Administration Council
Sex	Either of the two major forms of individuals that occur in many species and that are distinguished respectively as female or male especially on the basis of their reproductive organs and structures (https://www.merriam-webster.com/dictionary/)
Gender	The behavioural, cultural, or psychological traits typically associated with one sex (https://www.merriam-webster.com/dictionary/)
Sex vs Gender	A clear delineation between sex and gender is typically prescribed, with sex as the preferred term for biological forms, and gender limited to its meanings involving behavioural, cultural, and psychological traits. In this dichotomy, the terms male and female relate only to biological forms (sex), while the terms masculine/masculinity, feminine/femininity, woman/girl, and man/boy relate only to psychological and sociocultural traits (gender) (https://www.merriam-webster.com/dictionary/)

Introduction

The Gender Equality (GE) strategy for 2022-2025 was developed by the *National Institute for Research and Development in Environmental Protection Bucharest* on the basis of input from the entire research institute and takes into account everyone who works at our research institute. The GE strategy was built on the provisions of the European Charter for researchers and of the Code of Conduct in the process of the recruitment of researchers¹, 2015-2019, the European Gender Equality Strategy 2020-2025² and the Horizon Europe guidance on gender equality plans³.

The motivation for developing the GE strategy is to ensure that our research institute is a safe place for everyone, and all activities and processes that take place respect the principles of equality, diversity, inclusiveness and non-discrimination.

Based on the GE strategy, the research institute developed the GE Plan (GEP) for 2022-2025, with concrete actions and measures, as well as indicators for measuring progress of its implementation and revisions.

Enforcing its mission and values, the GE strategy and the GEP of INCDPM Bucharest ensure and promote equality and diversity to knowledge and the acquisition of skills to all. The objectives of the GE strategy are implemented through specific actions that aim at safeguarding an equal and inclusive organizational culture and promoting gender-equality at all levels. As such, the GE strategy and the GEP will pro-actively enable, gender equality awareness raising, skills and competences; gender balance in decision-making structures and processes, including recruitment; gender equality in research; and integrating the gender dimension in the entire research process.

¹ https://cdn2.euraxess.org/sites/default/files/policy_library/ttf_goal_2_results_v1.0.pdf

² https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

³ <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1>

I. Review of requirements, policies and case studies

Prior to developing the GE strategy and the GEP, the management of INCDPM Bucharest appointed a working group to conduct a literature review of the existing requirements, policies, recommendations, examples and case studies pertinent to discrimination, inclusiveness and gender equality, with a special focus on research performing organisations (RPOs).

The resources used in this literature review study are presented in Annex 1.

II. Diagnosis (data collection and analysis)

II.1. Data collection

The following indicators were selected at INCDPM Bucharest as relevant for the discussion on gender equality issues:

- Staff numbers by sex/gender at all levels, by domains, function (including administrative / support staff)
- Numbers of women and men in research and administrative decision-making positions (management team, Scientific Council, Administration Council, committees, recruitment and promotion panels);
- Numbers of staff by sex/gender applying for/taking parental leave, for how long and how many returned after taking the leave.

1. Women and men in leadership positions

Table 1. Research institute management

<i>Management position</i>	<i>Woman</i>	<i>Man</i>
President of the Administration Council/General Director		✓
Scientific Director/ President of the Scientific Council	✓	
Director of Operations	✓	
Economic Director	✓	
Head of Laboratories Department (LD)	✓	
Head of Environmental Quality Assessment Department (EQA)	✓	
Head of Natural and Technological Hazards Department (NTH)		✓
Head of Numerical Modelling and Geographic Information Systems Department(NMGIS)	✓	
Head of Waste Department (W)	✓	
Head of Impact of Built Environment and Nanomaterials Department (IBEN)	✓	
Head of Climate Change And Sustainable Development Department (CCSD)		✓
Head of Biodiversity And Ecosystem Dynamics Department (BED)	✓	
Head of Engineering For Environmental Protection and Impact Assessment Dep. (EEPIA)		✓
TOTAL	9	4

2. Women and men – research staff

Table 3. Total number of research staff, per department

<i>Department</i>	<i>Experienced researchers (CS I, CS II, CS III)</i>		<i>Early -stage researchers (CS and ACS)</i>		<i>Total women</i>	<i>Total men</i>
	<i>Women</i>	<i>Men</i>	<i>Women</i>	<i>Men</i>		
LD	5	2	3	2	8	4
EQA	3	1	2	0	5	1
NTH	1	7	0	3	1	10
NMGIS	1	0	1	0	2	0
W	2	1	2	0	4	1
IBEN	2	6	0	0	2	6
CCSD	1	4	0	0	1	4
BED	3	14	2	3	5	17
EEPIA	4	4	2	0	6	4
TOTAL WOMEN	22		12		34	
TOTAL MEN		39		8		47

3. Women and men – administrative and support services

Table 4. Total number of women and men in administrative and support services

<i>Administrative</i>	<i>Women</i>	<i>Men</i>
<i>Financial</i>	3	0
<i>Logistics/Administrative</i>	7	8
<i>Human Resurces</i>	1	0
<i>IT</i>	0	1
<i>Aquisition</i>	1	0
<i>Legal</i>	0	1
TOTAL	12	10

As part of data collection and diagnosis, we conducted institute-wide surveys with the following indicators:

- Number of years needed for women and men to make career advancements
- Numbers of women and men candidates applying for distinct job positions
- Numbers of staff by sex/gender applying for/taking parental leave, for how long and how many returned after taking the leave
- Opinions on the work-life balance in the research institute
- Integration of the gender dimension into research content
- Perception of gender-based violence, including sexual harassment in the research institute
- Perception (opinion) regarding inclusiveness and discrimination at the research institute

II. 2. Data analysis

We conducted internal analyses of the data collected, and reviews of existing policies addressing gender equality and inclusiveness. The analyses took place in meetings and working seminars at all levels, with the Gender Equality Officer assigned for developing the GEP and including the research institute management, research staff and representatives of research institute administrative and support services. Each and all working groups included even numbers of men and women.

The conclusions of the internal audit were then analysed and approved in the Administration Council and then communicated to the entire research institute staff.

With mandate from the Administration Council, the General Director committed to the development and implementation of the GEP for the National Institute for Research and Development in Environmental Protection Bucharest, for 2022-2025.

1. Quantitative analysis of data

The analysis of numerical data illustrated that:

- There are more women than men in leadership positions at management and department level (a ratio of 2:1 women vs men) proving that women are more inclined to take up additional administrative responsibilities and that INCDPM offers equal opportunities for men and women to access decision-making positions.

- As for the experienced research position (CS I, CS II and CS III) the number of men is almost double than the number of women, this situation resulting from the specific in situ field work that characterises the activity of some departments (e.g. BED)
- In the case of early-stage researcher group, there are more women than men in CS and ACS positions, reflecting the good existing recruitment practices in INCDPM and resulting the perspective for a balanced proportion of men and women in the future.
- For the administrative positions, on average, the number of men and women is almost even.

2. Qualitative analysis of data

The qualitative research showed that:

- Combining work and family life – women more often declare that they are responsible for most of family duties
- The expectation of international mobility is more difficult for women to reconcile with taking care of children and other dependents
- The gender dimension is not yet well integrated in research
- The research institute is perceived as a safe place, without gender-violence
- The research institute is overall perceived as inclusive

To summarize the results of the studies, it can be noted that all the situations mentioned by the respondents and situations analysed at the institute are not factors of discrimination or manifestations based on gender.

The important conclusions of the internal analysis at the National Institute for Research and Development in Environmental Protection Bucharest are:

- We need to revisit the existing policies and procedures, to make gender relevant, and develop new ones covering all identified areas of intervention
- We need to train and educate our staff on gender-equality
- We need to communicate gender relevant actions and measures actively and efficiently
- We need to develop a gender strategy and a GEP for 2022-2025, with clear actions and targets, and responsible persons

III. GE strategy and GEP

Based on the internal review and the national and European policies and requirements, the Administrative Council and the General Director committed to developing the institute strategy for gender equality for 2022-2025, and the corresponding GEP.

The National Institute for Research and Development in Environmental Protection Bucharest decided on creating the function of GE Officer at the institute that has a proactive role in implementing and monitoring the GE strategy.

Specifically, the GE Officer contribute to setting up, implement, monitor and evaluate the GEP; provide practical support and tools to the actors involved in the GEP implementation; cooperate with and engage stakeholders at all levels in order to ensure the implementation of the GEP's actions; raise awareness about the benefits of gender equality in the research institute; assess the progress towards gender equality in the institute.

The INCDPM Bucharest management mandated the GE Officer at the institute and a dedicated working group to develop the GE strategy and the GEP 2022-2025. The GE working group included men and women representatives of research institute leadership and researchers, representatives of research institute administration and support services, and one external advisor from UEFISCDI, as the author of the first GEP for a public organization in Romania.

III.1. GE Strategy 2022-2025

The GE Strategy comprises the following areas of intervention and objectives for 2022-2025:

<i>Area of intervention</i>	<i>Objective(s)</i>
AI1. Gender balance in leadership and decision-making	AI1.01 Promoting gender equality in the institutional culture, processes and practice
AI2. Gender equality in recruitment and career progression	AI2.01 Promoting processes to favour and support gender-sensitive recruitment, career and appointments
AI3. Work-life balance and organisational culture	AI3.01 Promoting integration of work with family and personal life
AI4. Integration of the gender dimension into research content	AI4.01 Promoting a gender and sex perspective in research process AI4.02 Promoting the integration of a sex and gender perspective in research activity

AI5. Measures against gender-based violence, including sexual harassment	AI5.01 Raising awareness about the importance of equality issues and strengthening positive attitudes towards diversity
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III.2. GE Plan 2022-2025

The GE Plan at the National Institute for Research and Development in Environmental Protection Bucharest comprises areas of intervention, objectives, key measures, target audience, timeline, responsible persons, and indicators to measure progress.

Area AI1. Gender balance in leadership and decision-making

Objective: AI1.01 Promoting gender equality in the institutional culture, processes and practice

Action/Measure	Target	Timeline				Indicator(s)	Responsible
		2022	2023	2024	2025		
1. Appointing the GE Officer, with a proactive and/or consultant role to be responsible for monitoring and ensuring that workplace procedures and practices respect gender equality	Researchers, technical and administrative staff	X	X			Gender equality policy and structures	GD, HR, HoDs
2. Routine revision of any text, communication, images, from a gender equality and diversity standing point	Researchers, technical and administrative staff	X	X	X	X	Policies, procedures and services for work and personal life integration	GE officer
3. Promotion of initiatives to facilitate a widespread gender competence at all levels of the organization with provision of training to staff and researchers	Researchers, technical and administrative staff	X	X	X	X	Awareness training on gender equality issues	GE officer

Area AI2. Gender equality in recruitment and career progression

Objective: AI2.01 Promoting processes to facilitate and support gender-sensitive recruitment, career and appointments

Action/Measure	Target	Timeline				Indicator(s)	Responsible
		2022	2023	2024	2025		
1. Carrying out gender awareness initiatives, briefings and creating guidelines for gender-sensitive recruitment, career and appointments	Research institute management	X	X	X	X	Gender awareness initiatives and guidelines	GD, HR, HoDs, GE officer
2. Courses and training on gender equality	Researchers, technical and administrative staff	X	X	X	X	Courses and training for recruitment Courses and training for career progression Courses and training for leadership	GD, HR, HoDs, GE officer
3. Disseminate and communicate career good practices - role models for women (scientists, researchers and academics)	Researchers, technical and administrative staff		X	X	X	Initiatives for raising awareness on female role models Initiatives for raising awareness on gender diversity in research teams	GE officer, HoDs

Area AI3. Work-life balance and organisational culture

Objective: AI3.01 Promoting integration of work with family and personal life

Action/Measure	Target	Timeline				Indicator(s)	Responsible
		2022	2023	2024	2025		
1. Availability of policies, procedures and structures at the research institute for promoting integration of work with family and personal life	Researchers, technical and administrative staff		X	X	X	Policies, procedures and services for work and personal life integration	GD, HR, HoDs, GE officer
2. Implementation of ICT-based systems for enhancing flexibility and improving a better planning of working meetings accordingly to work life balance needs (e.g., management and communications of the meeting schedule/timing)	Researchers, technical and administrative staff	X	X	X	X	Standard procedure for ICT-based systems promoting work and personal life integration	GD, HR, HoDs, GE officer, IT services
3. Availability of flexible working times arrangements, from part-time to remote working	Researchers, technical and administrative staff	X	X	X	X	Policies, procedures and services for work and personal life integration	GD, HR, HoDs, GE officer

Area AI4. Integration of the gender dimension into research content

Objectives:

- AI4.01 Promoting a gender and sex perspective in research process

- AI4.02 Promoting the integration of a sex and gender perspective in research activity

Action/Measure	Target	Timeline				Indicator(s)	Responsible
		2022	2023	2024	2025		
1. Internal training seminars on the use of sex and gender perspective in research, to foster the acknowledgment of its economic, social and innovation value	Researchers, scientific community	X	X	X	X	Participation in training seminars on integrating sex/gender analysis methods, by gender and field of research	SD, Researchers, GE officer
2. Development, communication and implementation of standards for the incorporation of the sex and gender variables into research	Researchers		X	X	X	Participation in training seminars on integrating sex/gender analysis methods, by gender and field of research Perception of the gender/sex variables in research contents	SD, Researchers, GE officer
3. Institutional recognition within the research institute of those projects that have taken the gender dimension into account. (e.g., prizes)	Researchers, scientific community		X	X	X	Awarded projects	GD, HoDs, Researchers
4. Disseminate and communicate career good practices - role models for women (scientists, researchers and academics)	Researchers, technical and administrative staff		X	X	X	Initiatives for raising awareness on female role models Initiatives for raising awareness on gender diversity in research teams	GE officer, HoDs
5. Workshops on the integration of gender equality and diversity issues in research activity, as support for research staff	Researchers		X	X	X	Training seminars or guidelines on integrating sex/gender in research activity	SD, HR, HoDs, GE officer
6. Courses and training tools in all departments and at all levels (experienced or early researchers) on sex and gender variables	Researchers		X	X	X	Courses on specific gender dimensions, per research activity (department)	SD, HR, HoDs, GE officer

Area AI5. Measures against gender-based violence, including sexual harassment

Objective: AI5.01 Raising awareness about the importance of equality issues and strengthening positive attitudes towards diversity

Action/Measure	Target	Timeline				Indicator(s)	Responsible
		2022	2023	2024	2025		
1. Training on discrimination phenomena (including discriminatory language), violence (including that based on prejudice or gender), harassment, and sexual harassment	Researchers, technical and administrative staff		X	X	X	Participation in training, per categories Skills acquired in relation to identifying and responding to discrimination and violence phenomena	GD, HR, HoDs, GE officer
2. Develop internal (institute) electronic tool (website/platform) supporting information and education, as well as allowing the reporting of sexual harassment and discrimination	Researchers, technical and administrative staff	X	X	X	X	Dedicated research institute website/platform, number of visits, number of real-case situations reported and solved	GD, HoDs, HR, IT services, GE officer
3. Reinforce de Code of Ethics of the institute with provisions against gender-based violence, including sexual harassment	Researchers, technical and administrative staff	X	X	X	X	Initiatives for raising awareness on female role models Initiatives for raising awareness on gender diversity in research teams	GD, HoDs, HR, GE officer
4. Awareness campaign highlighting diversity and inclusiveness in the scientific community and encouraging prevention of discrimination in various areas	Researchers, technical and administrative staff	X	X	X	X	Awareness campaign	GE officer

IV. Monitoring and evaluation of the GEP

The implementation of the GEP at the National Institute for Research and Development in Environmental Protection Bucharest, the progress against the GE strategy aims and objectives are regularly assessed, through periodic meetings. The implementation of the GEP will be permanently monitored by the GE Officer at the institute that is responsible with collecting data and input and will perform a first analysis of the progress of the GEP (against the indicators), gather knowledge and feedback.

The GE Officer at the institute will conclude findings reports (once a year), which are then presented to the research institute management (GD, HoDs) and discussed. These meetings will provide valuable conclusions on the implementation of the GEP. These meetings will also provide comments and recommendations that will enable adjustments and improvements to interventions on the GEP for the following year.

The periodic reports allow the continuous review of the impact of the GEP as well as keeping the wider community informed and engaged in the progress towards gender equality. The review of progress reports includes qualitative information as well as quantitative data, such as updates on human resource data disaggregated by sex, monitoring data to keep track of the implementation of key actions.

After their conclusion and adoption by the research institute management (Administrative Council, GD, HoDs), the periodic (annual) GE progress report is published on the research institute website and communicated to the entire scientific community.

Annex 1. List of sources used for the literature review

(in alphabetic order)

Council of Europe Gender Equality Commission,

<https://www.coe.int/en/web/genderequality/gender-equality-commission>

EU FESTA - Gender Issues in Recruitment, Appointment and Promotion Processes – Recommendations for a Gender Sensitive Application of Excellence Criteria,

https://eige.europa.eu/sites/default/files/festa_gender_issues_recruitment_appointment_promotion.pdf

EU Strategy for Gender Equality 2020-2025, https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en

EUA - Universities' Strategies and Approaches towards Diversity, Equity and Inclusion,

<https://eua.eu/downloads/publications/universities-39-strategies-and-approaches-towards-diversity-equity-and-inclusion.pdf>

EUCEN - Diversity, Equity and Inclusion in European Higher Education Institutions,

https://eua.eu/downloads/publications/web_diversity%20equity%20and%20inclusion%20in%20european%20higher%20education%20institutions.pdf

European charter & code of conduct for the recruitment of researchers,

https://cdn2.euraxess.org/sites/default/files/policy_library/ttf_goal_2_results_v1.0.pdf

European Institute for Gender Equality, <https://eige.europa.eu>

GARCIA – Mapping organizational work-life policies and practices,

https://eige.europa.eu/sites/default/files/garcia_report_mapping_org_work-life_policies_practices.pdf

Guidelines for using gender-sensitive language in communication, research and administration,

https://eige.europa.eu/sites/default/files/reutlingen_university_guidelines_for_using_gender-sensitive_language.pdf

Horizon Europe General Annexes, https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-13-general-annexes_horizon-2021-2022_en.pdf

Horizon Europe guidance on gender equality plans, <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1>

Horizon Europe guidance on gender equality plans, <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1>

LERU - Equality, diversity and inclusion at universities: the power of a systemic approach,

<https://www.leru.org/publications/equality-diversity-and-inclusion-at-universities>

Science Europe - Practical Guide TO Improving Gender Equality in Research Organisations,

https://eige.europa.eu/sites/default/files/se_gender_practical-guide.pdf

Student evaluations of teaching (mostly) do not measure teaching effectiveness,

https://eige.europa.eu/sites/default/files/science_open_research_student_eval_teaching_effectiveness.pdf