

GENDER EQUALITY PLAN

ZRC SAZU

LJUBLJANA



INTRODUCTION

- ZRC SAZU Gender Equality Plan is a basic document prepared by the [Institute of Culture and memory studies](#)' research team in collaboration with ZRC SAZU's researchers and the Administration. It is a result of the [R&I PEERS](#) (*Pilot experiences for improving gender equality in research organisations*) project, funded by the European Commission through the H2020 funding scheme (contract no. 788171).
- The R&I PEERS project aims at creating and assessing the first steps in shaping and implementing gender equality action plans in seven partner institutions based in Mediterranean countries. The goal of the Project is to interrupt the established gender biased practices and unconscious rules that limit the participation and successful careers of women in science.
- The ZRC SAZU Gender Equality Action Plan was defined on the basis of the research into wider, structural factors that influence the possibilities of researchers in Slovenian society, and on the study of the specifics in organisational structure, culture and dominant practices at ZRC SAZU. The development of the Action Plan was qualitatively enhanced by the expertise of and the findings of the [ACT](#) project (Communities of Practice for Accelerating Gender Equality and Institutional Change in Research and Innovation across Europe), running in parallel with R&I PEERS, as well as [GARCIA](#) (Gendering the Academy and Research: Combating Career Instability and Asymmetries), a project that has been successfully carried out at ZRC SAZU in the period 2014–2017.
- The ZRC SAZU Gender Equality Plan focuses on five areas where researchers' equal opportunities – regardless of gender or other parameters that affect researchers' positions – can be implemented, maintained or enhanced:
 - Mentoring,
 - Work-life balance,
 - Promoting excellence of female academics,
 - Raising awareness of gender equality in the organisation,
 - Improving gender neutrality and sensitivity in official documents.

The R&I PEERS project team members at ZRC SAZU: [Tanja Petrović](#), [Jovana Mihajlović Trbovc](#), [Ana Hofman](#), [Teja Komel Klepec](#).

Target	Strategies (Activities)	Direct Target	Indirect Target	Indicators	Person in Charge, her role within the Organisation	Start and end dates
Mentoring	Yearly gender segregated statistics indicators of career paths of early career researchers (number of new young researchers and post-docs; number of graduates; number of those who left ZRC SAZU/who stayed after PhD/post-doc project)	Administrative staff and decision making bodies	Research community at ZRC SAZU	Yearly Statistics report prepared and presented on the February collegium of institute heads Statistics (number of researchers segregated by gender and junior/senior position to be included into ZRC SAZU Yearly Report)	Tanja Valte, Assistant Director, responsible for national research projects and programmes, and for the Young Researcher scheme; Jelka Pekolj, Head of Human Resources	2019–2022
	Regular trainings for mentors	Mentors, candidates for mentors, mid-career researchers	PhD students, early career researchers	Number of realised trainings	Dr. Mimi Urbanc, Deputy Director, responsible for international projects and trainings	2019–2022
	Regular workshops for grant and project application writing	Researchers	Research groups and institutes	Number of realised workshops	Dr. Mimi Urbanc, Deputy Director, responsible for international projects and trainings	2019–2022
	Regular workshops for improving academic writing	Researchers	Research groups and institutes	Number of realised workshops		2019–2022

Target	Strategies (Activities)	Direct Target	Indirect Target	Indicators	Person in Charge, her role within the Organisation	Start and end dates
	Yearly workshops on promotion criteria and how to achieve them	Researchers	Research groups and institutes	Number of realised workshops	Dr. Mimi Urbanc, Deputy Director, responsible for international projects and trainings; Vanda Baloh, Deputy Director and Head of Administration Department	2019–2022
	Regular workshops for newly employed	Newly employed researchers; administrative staff	Research groups and institutes	Number of realised workshops		2019–2022
Work-life balance	Systematic annual statistics to assess the extent of use of available services, particularly those provided by the institution (summer research workshops for kids, recreational options, sport days etc). This would enable decision-making bodies' members to assess appropriateness of existing measures and their correspondence to	Researchers and technical and administrative staff	Families of researchers and technical and administrative staff	Report prepared and presented to DMB	Vanda Baloh, Deputy Director and Head of Administration Department; Anita Janžekovič, Head of VPD	2019–2022

Target	Strategies (Activities)	Direct Target	Indirect Target	Indicators	Person in Charge, her role within the Organisation	Start and end dates
	actual needs of employees.					
	Yearly needs analysis (questionnaire)	Researchers and technical and administrative staff	Families of researchers and technical and administrative staff	Analysis incorporated into report offering insight into the extent of use of available services and presented to DMB	Vanda Baloh, Deputy Director and Head of Administration Department; Anita Janžekovič, Head of VPD	2019–2022
	Increasing the availability of flexible working hours	Researchers and technical and administrative staff	Families of researchers and technical and administrative staff	Number of institutes within ZRC SAZU where flexible working hours are available	Dr. Oto Luthar, Director of ZRC SAZU	2019–2022
	Increasing availability of telework	Researchers and technical and administrative staff	Families of researchers and technical and administrative staff	Number of institutes within ZRC SAZU where telework is available	Dr. Oto Luthar, Director of ZRC SAZU	2019–2022
Promoting excellence of female academics	Gender sensitive analysis of existing promotion practices (awards, conferences, appearances in media, social media)	Researchers, PR staff	Academic community at ZRC SAZU	Analysis completed and presented to PR personnel and the Director	Dr. Tanja Petrovič, R&I PEERS researcher, Head of the Institute of Culture and Memory Studies ZRC SAZU	Decemner 2018–July 2019

Target	Strategies (Activities)	Direct Target	Indirect Target	Indicators	Person in Charge, her role within the Organisation	Start and end dates
	Promoting visibility of female scientists through special PR campaigns and special channels of social media	Researchers, PR staff	Academic community	Number of posts/campaigns realised	Agata Tomažič, Science Communicator	March 2019–2022
	Organizing events to promote female researchers (girl/women in science activities and programmes)	Researchers, PR staff	Academic community	Number of events organised	Agata Tomažič, Science Communicator	May 2019–2022
	Publication of an educational book dedicated to female researchers (from Slovenia and the region, historical perspective)	Academic community	General public	Book published	Dr. Jovana Mihajlović Trbovc, R&I PEERS researcher	October 2018–October 2021
	Regular training for young researchers on how to communicate their research results to media and broader audiences	Young researchers, early career researchers	Research groups and institutes	Number of trainings organised	Dr. Mimi Urbanc, Deputy Director, responsible for international projects and trainings	March 2019–2022
Raising awareness of gender equality in	Establishing a group for equal opportunities	Representatives of researchers	Research groups and institutes, administrative and technical staff	Founding meeting of the Group Number of organised meetings	Dr. Oto Luthar, Director of ZRC SAZU	March 2019–2022

Target	Strategies (Activities)	Direct Target	Indirect Target	Indicators	Person in Charge, her role within the Organisation	Start and end dates
the organisation				Number of started/processed initiatives		
	Establishing channels to anonymously report disrespectful behaviour, abuse and sexual harassment	Researchers, technical and administrative staff	Families of researchers and technical and administrative staff	Channels for reporting established and functional Number of users	President of the Group for equal opportunities, R&I PEERS project research group	March 2019–2022
Improving gender neutrality and sensitivity in official documents	Analysis of the national legislature and existing practices in other research institutions and universities in Slovenia	Administrative staff	Researchers, technical and administrative staff	Analysis completed and presented to the ZRC SAZU Administration and the R&I PEERS project team	Martina Jug, Head of Legal Services	February–July 2019
	Analysis of linguistic practices in existing documents at ZRC SAZU	Administrative staff	Researchers, technical and administrative staff	Analysis completed and presented to the ZRC SAZU Administration and the R&I PEERS project team	Teja Komel, secretary, Institute of Culture and Memory Studies	February–July 2019
	Organising an event (round table discussion)	Researchers, technical and administrative staff, R&I PEERS project team	Researchers, technical and administrative staff	Event organised	Dr. Tanja Petrović, R&I PEERS researcher and Head of the Institute of Culture and Memory Studies	November 2019
	Development and implementation of	Researchers, technical and administrative staff,	Researchers, technical and administrative staff	Number of documents updated	Jelka Pekolj, Head of Human Resources	2019–2022

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	gender sensitive models in selected sets of documents at ZRC SAZU	R&I PEERS project team				