

Implementation and monitoring of the objectives contained in the Gender Equality Plan for 2022-2027

Report on the implementation of the Gender Equality Plan second half of 2023 and 2024

The Gender Equality Plan (GEP) at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) for the years 2022–2027 was introduced by an ordinance of the Institute's Director (021.24.2023) on 28 August 2023. In September 2023, the Equal Treatment Officer, Joanna Religa-Sobczyk was appointed. The GEP was prepared by the ISEA PAS Team for the Implementation of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers, consisting of: Sebastian Tarcz, Natalia Sawka-Gądek, Łukasz Kajtoch, Piotr Wojtal, Marcin Wiorek, Daria Jamrozek, Daria Jamrozek, Karolina Sychta, and Joanna Religa-Sobczyk, as well as Beata Grzywacz, currently acting director of the Institute. As part of the preparations for the creation of the GEP at ISEA PAS, an internal analysis was carried out covering five areas:

- organisational culture and work-life balance;
- the proportion of women and men in management and decision-making positions at the Institute;
- gender equality in the hiring and career progression at the Institute;
- the integration of gender issues in the research conducted at the Institute;
- the prevention of gender-based violence at the Institute.

The results obtained allowed us to develop basic objectives, which are the focus of current activities.

- **Objective 1:** Promoting gender equality and diversity among ISEA PAS employees
- **Objective 2:** Improving and optimising the conditions for the scientific careers of women and men at the ISEA PAS
- **Objective 3:** Promoting gender equality and diversity in recruitment processes at ISEA PAS
- **Objective 4:** Promote a work environment that facilitates a work-life balance

The effects of the implementation of the above objectives are presented in the following report covering the second half of 2023 and the whole of 2024. This time frame is due to several factors. In the meantime, there have been many personnel changes in key positions, which is also related to a change in the system of collecting and processing data relevant to the implementation of the GEP.

Objective 1: Promoting gender equality and diversity among ISEA PAS employees

Actions



1. Appointment of a Representative for Equal Treatment (social function).

27.08.2023 – appointment of the Representative for Equal Treatment by the Director of the ISEA PAS.

2. Monitoring and coordination of the Gender Equality Plan (GEP) implementation at the ISEA PAS.

Monitoring of the implementation of the Gender Equality Plan is done through annual reports. Due to the implementation of the Gender Equality Plan in the second half of 2023, the current report covers the period from the implementation of the GEP at ISEA PAS until the end of 2024.

3. Publication on the ISEA PAS website of the official document ‘Gender Equality Plan 2022-2027’ and information about events addressing equality issues, including webinars, publications and other documents to raise awareness among the Institute's employees and doctoral students in this area.

September 2023 – introduction of the GENDER EQUALITY PLAN (GEP) tab on the ISEA PAS website with the Gender Equality Plan for 2022-2027 and links to websites providing information on GEP-based activities and statistical data in the European Union.

4. Mandatory training for all employees and doctoral students to increase:

- a) knowledge of discrimination, violence, bullying and sexual harassment;**
- b) skills related to recognising and responding to these phenomena.**

11 October 2023 – training for employees and doctoral students: *Preventing mobbing, discrimination and other undesirable behaviour in the workplace.*

5. Anti-discrimination training for employees in managerial positions.

10 October 2023 – training for managers and heads of organisational units: *Preventing mobbing, discrimination and other undesirable behaviour in the workplace.*

Objective 2: Improving and optimising the conditions for the scientific careers of women and men at the ISEA PAS

Actions

1. Training for researchers and doctoral students:

- a) in applying for external research funding;**
- b) related to the use of national and international programmes for the mobility of researchers and doctoral students.**

Due to the institute's financial situation, it was not possible to organise training courses. However, researchers and doctoral students are regularly informed about training opportunities offered by external organisations.



2. Encouraging researchers and doctoral students to apply for research and mobility funding from external sources by:

- a) meetings with the ISEA PAS management and direct superiors, in combination with planned training sessions;**
- b) annual discussions between the management of the ISEA PAS and the direct superiors with research staff and doctoral students concerning the summary of the implementation and future research plans and the possibilities of financing them from external sources; supporting employees in the preparation of applications for research funding;**
- c) regularly sending out information about open and planned grant competitions and keeping statistics on submitted applications.**

Employees are regularly informed about research funding programmes and scholarships abroad by email.

In 2023, 8 applications were submitted for research funding from external sources:

7 applications to the National Science Centre,

including:

57% applications submitted by men,

43% applications submitted by women.

1 application to the Horizon Europe Programme (ERC),

including:

100% applications submitted by men.

In 2024, 17 applications were submitted for external research funding:

14 applications to the National Science Centre,

including:

57% applications submitted by men,

43% applications submitted by women.

1 application to the Horizon Europe Programme (ERC),

including:



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100% applications submitted by women.

2 applications to the Ministry of Science and Higher Education,

including:

50% applications submitted by men,

50% applications submitted by women.

In the second half of 2023, 17 trips abroad to 11 countries around the world took place.

Country	sex	
	women	men
Austria	1	
Azerbaijan	1	1
Czech Republic	2	
Estonia	1	
France		1
Germany		4
Philippines		1
Romania	1	
Sweden		1
Switzerland		1
Ukraine	2	
Total	8	9

In 2024, 45 trips were made abroad to 18 countries around the world.

Country	sex	
	women	men
Albania	1	1
Austria	2	1
Belgium		1
Bulgaria		1
China	1	
Croatia	4	3
Estonia	3	1
Georgia	1	1
Germany	2	1
Greece	1	2
Hungary	1	1



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Italy	2	2
Lithuania	1	1
Norway	1	
Sweden	3	
Switzerland		2
Ukraine	1	
United Kingdom		3
Total	24	21

Objective 3: Promoting gender equality and diversity in recruitment processes at ISEA PAS

Actions

1. Standardisation of recruitment documents and job offers with a note on anti-discrimination practices and keeping recruitment statistics.

30 November 2023 - the Director of the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (ISEA PAS) introduced the Open, Transparent and Substantive Recruitment Policy (OTMR) at ISEA PAS (021.33.2023).

In 2023, 10 competitions were announced for scientific, administrative and technical positions.

Number of candidates meeting the formal requirements / qualified for interviews: 18,

including:

45% women,

55% men.

Ten persons were hired. Among them: 30% are women and 70% are men.

In 2024, 15 competitions were announced for scientific, administrative and technical positions.

Number of candidates meeting the formal requirements / qualified for interviews: 39,

including:

62% women,

38% men.



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Fifteen persons were hired. Among them: 67% are women and 33% are men.

2. Appointing selection committees with equal gender distribution, while maintaining the appropriate competences of the members.

Recruitment committees are appointed by the director of the ISEA PAS. The committees consist of at least three employees.

Composition of the committee during the 2023 recruitment:

The composition of the committees for the 10 offered positions: 9 x 3-person, 1 x 4-person. All committees consisted of 52% men and 48% women, most often in a ratio of 1:2 (one man and two women or two men and one woman).

Composition of the committee during the 2024 recruitment:

The composition of the committees for the 15 offered positions: 9 x 3-person, 6 x 4-person. 51% of the members of all committees were women and 49% were men, most often in a ratio of 1:2 (one man and two women or two men and one woman). In the case of committees with four members, the ratio was 2:2 (two men and two women) or 3:1 (three women and one man).

Objective 4: Promote a work environment that facilitates a work-life balance

Actions

1. Creation of clearly defined rules and keeping statistics on the use of remote and mobile work time organisation.

From the second half of 2023, remote working was used by (01.07.2023 – 31.12.2023): 24 employees,

including:

66% women,

44% men.

Until October 2024, the Institute was subject to the remote working rules established during the pandemic. From 31 October 2024, a new Remote Working Regulations at ISEA PAS was introduced by order (021.28.2024) of the Director of the Institute.

In 2024, the following number of employees worked remotely (01.01.2024 – 31.12.2024): 47.

including:

57% women,

43% men.



2. Establishing transparent rules for appointing substitutes to perform duties in single-person positions during planned and random absences. Monitoring the substitution schedule.

No significant action has been taken in this regard so far.

3. Work organisation and time management workshops for employees and doctoral students.

Due to the limited financial possibilities of the Institute, it was not possible to organise workshops in this field.

4. Diagnosing the factors and/or sources of problems related to a hostile atmosphere and feelings of discomfort at work among some employees, by conducting a survey and consultations. Conducting training on coping with stress in the workplace.

On 20 November 2023, a survey was conducted among all employees to diagnose and verify problems related to mobbing and discrimination, as well as to improve working conditions in accordance with the Gender Equality Plan. The analysis of the survey results was submitted to the Main Office on 7 March 2024.

5. Supporting the activities of the Social Committee by analysing applications for funding from the Company Social Benefits Fund in terms of employee needs.

The Social Committee consists of 5 members, three of whom are elected by the employees for a 4-year term of office. The other two members are a representative of the Human Resources Department and a representative of the Employees. The committee holds regular meetings, during which it determines the most important needs of the employees and makes changes to the Regulations of the Company Social Benefits Fund ISEA PAS based on statistical data from annual reports, as well as based on individual suggestions and needs of the employees. The institute offers various social benefits for employees and retirees.

Number of people who used the following services in 2023:

9 applications for the hardship benefit;

45 applications for employee holidays surcharge;

4 applications for employee children's holidays surcharge;

12 applications for retired employees holidays surcharge;

50 applications for social "Christmas" benefit – employees;

24 applications for social "Christmas" benefit – retired employees;

15 applications for social benefits for employees children „Santa Claus“;



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6 applications for school aid;

38 applications for surcharges cinema tickets;

18 applications for MultiSport;

11 loan applications.

Number of people who used the following services in 2024:

2 applications for the hardship benefit;

41 applications for employee holidays surcharge;

5 applications for employee children's holidays surcharge;

17 applications for retired employees holidays surcharge;

54 applications for social "Christmas" benefit – employees;

22 applications for social "Christmas" benefit – retired employees;

16 applications for social benefits for employees children „Santa Claus“;

7 applications for school aid;

34 applications for surcharges cinema tickets;

23 applications for MultiSport;

8 loan applications.