

Area 1. Work-life balance and organisational culture

Objective: 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 of the institute for promoting integration of work with family and personal life	Researchers, technical and administrative staff	X	X	X	X	Policies, procedures and services for work and personal life integration	GD, SD, HR, GE Resp., QMS/HS Resp.
2. Feasibility plans for the creation of new welfare services, e.g., contract arrangements made by the research institute with service suppliers from family care duties and house chores to child-care (elderly-care) in case of conference or congress, or international mobility	Researchers, technical and administrative staff		X	X	X	Policies, procedures, and services for work and personal life integration	GD, SD, HR, GE Resp.
3. Implementation of ICT-based systems for enhancing flexibility and improving a better planning of working meetings according 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, GE Resp., IT Resp.
4. 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, GE Resp.,

Area 2. Gender balance in leadership and decision-making

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

Action/Measure	Target	Timeline			Indicator(s)	Responsible
		2022	2023	2024		
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	Awareness training on gender equality issues	GE Resp

Area 3. Gender equality in recruitment and career progression

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

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

Area 4. Integration of the gender dimension into research content

Objectives:

- Promoting a gender and sex perspective in research process
- 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, HR, Researchers, GE Resp
2. Development, communication and implementation of standards for the incorporation of the sex and gender variables into research	Researchers	X	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, HR, HS Resp., Researchers, GE Resp
3. Institutional recognition in GeoEcoMar of those projects that have taken the gender dimension into account. (e.g., prizes)	Researchers, scientific community		X	X	X	Awarded projects	SD, Researchers
4. Disseminate and communicate career good practices - role models for female (scientists, researchers, management and technical staff)	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 Resp

5. Workshops on the integration of gender equality and diversity issues in research activity, as support for research staff	Researchers	X	X	X	X	Training seminars or guidelines on integrating sex/gender in research activity	SD, HR, GE Resp
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Area 5. Measures against gender-based violence, including sexual harassment

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

Action/Measure	Target	Timeline			Indicator(s)	Responsible
		2022	2023	2024		
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,SD, HR, GE Resp
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	Dedicated research institute website/platform, number of visits, number of real-case situations reported and solved	GD, IT Resp., GE Resp
3. Reinforce de Code of Ethics of the institute with provisions against gender-based violence, including sexual harassment	Researchers, technical and	X	X	X	Initiatives for raising awareness on female role models	GD, Legal Adv., HR, GE Resp

4. Awareness campaign highlighting diversity and inclusiveness in the scientific community and encouraging prevention of discrimination in various areas	administrative staff					Initiatives for raising awareness on gender diversity in research teams	
	Researchers, technical and administrative staff	X	X	X	X	Awareness campaign	GE Resp