

Bogolyubov Institute for Theoretical Physics of the
National Academy of Science of Ukraine

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Director of the
Bogolyubov Institute for Theoretical Physics
of the National Academy of Science of Ukraine
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13 January 2022

**Bogolyubov Institute for Theoretical Physics of the
National Academy of Science of Ukraine
Gender Equality Plan 2022-2024**

Adopted by the Scientific Council of the
Bogolyubov Institute for Theoretical Physics of the
National Academy of Science of Ukraine
on January 13, Minutes № 1

Bogolyubov Institute for Theoretical Physics of the
National Academy of Science of Ukraine
2022

1. PREAMBLE

The management of Bogolyubov Institute for Theoretical Physics of the National Academy of Science of Ukraine (BITP) is following the European Union's gender equality goals for 2020-2025 (Equality Union: Strategy for Gender Equality 2020-2025) Roadmap of the Integration of Ukraine into European Research Area. BITP will implement a variety of measures to promote gender equality as part of the Academy's strategic commitment to the principles of transparency, equality and accountability, while at the same time reconciling the work and personal lives of all its employees and Ph.D. students. The Institute will pursue this commitment at the level of its units and through the activities of the Institute as a whole. The BITP administration will cooperate with the departments of the Institute in the implementation of the plan. The plan provides a framework for the development and implementation of effective measures to achieve the goals in the priority areas of gender equality at BITP and within BITP units.

2. STRATEGIC CONTEXT

BITP recognizes that its most valuable asset is its people, and that achieving its mission depends on the performance, dedication, professionalism, and abilities of its faculty members, researchers and Ph.D. students. BITP as a leading scientific organization in the system of National Academy of Sciences of Ukraine (NASU) has always promoted principles of a fair, flexible, and gender-balanced work environment, and it will continue to cultivate an organizational culture in which experienced and young scientists and PhD students have equal opportunity in all areas. To achieve this strategic goal, the Institute will create adequate institutional tools, implement and financially support the activities outlined in this BITP Gender Equality Plan for 2022- 2024, which are in line with the vision and goals of Roadmap for the Integration of Ukraine's Research and Innovation System into the European Research Area (ERA) (Order of the Ministry of Education and Science of 10.02.2021, № 167).

3. THE BACKGROUND TO THE GENDER EQUALITY PLAN

Measures in the areas of the Gender Equality Plan are proposed on the basis of the results of evaluation of effectiveness of the work of the BITP within the period 2017-2021 that was held in October 2021, which covered the following areas: Transformation of organizational culture; work-parenting mix; recruitment and selection; career progression, equal opportunities for women and men in leadership positions; measures against sexual harassment and other forms of violence; inclusion of the gender dimension in research and innovation; studies and Ph.D. student population; collection and monitoring of gender-differentiated data; allocation of human and financial resources to address gender equality issues. The findings presented in the final reports of the gender audits in individual thematic areas are supported by content analysis of documents, statistical data analysis, results from

questionnaire surveys, group discussions with selected groups of people, individual and group interviews. The results of the individual gender audits are the basis for this BITP Gender Equality Plan (from now on referred to as GEP BITP).

In December 2021, a gender audit was carried out by BITP's responsible department, and recommendations have been developed. The gender audit activity covered the following areas: equal opportunities for women and men in leadership positions; work-parenting balance and mix; organizational culture transformation; recruitment and selection policies; inclusion of gender dimension in R&I activities; career appraisal, progression and remuneration practices; equality in human and financial resources allocation; measures against various forms of violence, including sexual harassment; gender-differentiated data collection, analysis and monitoring, including studies on the Ph.D. student population. Based on the results of this activity and further recommendations, measures corresponding with the Gender Equality Plan are formulated and proposed.

Furthermore, the findings of this research have been presented in the form of a report. Each section of the report is supported by a relevant set of materials that include: statistical data analysis, content analysis, questionnaire data analysis, focus group discussions, and individual and group interviews. This information, along with the individual gender audits, serves as the basis for the present BITP Gender Equality Plan (from now on, referred to as BITP GEP).

4. IMPLEMENTATION AND ACCOUNTABILITY

At the highest BITP management level, a Gender Equality Guarantor has been appointed who will coordinate BITP departments allocated at the base research institutes of the National Academy of Sciences of Ukraine the implementation of GEP BITP activities. The Guarantor is the Deputy Director of the BITP, in collaboration with Human Resources Department. It will regularly report on the activities and achievements in the implementation of the GEP BITP to the BITP Scientific Council, principally in the form of an annual report in this area, including proposals for measures for the next period to fulfil the objectives and activities of the GEP BITP. The annual report will also be available to the BITP Human Resources Management Department and all BITP Scientific Council Members, employees and Ph. D. students.

5. AREAS OF THE GENDER EQUALITY PLAN

5.1. TRANSFORMING THE INTERNAL CULTURE OF THE ORGANISATION

The BITP and its departments will support the organizational culture and working and learning environment that includes the following areas: the organisation's visions and goals and gender equality, gender-balanced promotion and marketing, a gender perspective in terms of working conditions in the academic and non academic sphere, the system of evaluating research and education activity, external and national mobility, improvement of

internal regulations, and internal and external communication of BITP and its Departments in gender issues.

5.2. GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

BITP and its Departments will support the improvement opportunities for gender balance in management and decision-making processes.

5.3. WORK – LIFE BALANCE

BITP and its Departments will make an effort to facilitate and further develop flexible forms of work and create conditions for the provision of childcare and family care to enable faculty staff, researchers, young scientists and Ph.D. students to balance work and study with the family responsibilities.

5.4. RECRUITMENT, SELECTION AND CAREER PROGRESSION

BITP and its Departments will implement recruitment and selection without gender bias based on the principles of Open - Transparent - Merit Based Recruitment (OTMBR principles). As part of the career progression, they will strive to develop and maintain a gender-diverse workforce by creating a talent management system, a career support system and mentoring especially for early-career women researchers.

5.5. MEASURES AGAINST SEXUAL HARASSMENT AND OTHER FORMS OF GENDER-BASED VIOLENCE

BITP and its Departments will develop preventive measures against bullying or sexual harassment and other forms of gender-based violence, and improve the complaint process, supplemented by mediation and counselling and advisory services for the fair resolution of cases that arise.

5.6. INTEGRATING THE GENDER DIMENSION INTO RESEARCH AND INNOVATION

BITP and its Departments will strive to promote and integrate the gender dimension into research and innovation and teaching through the support of gender-balanced research teams; they will promote research results achieved by women and gender-responsive research.

5.7. COLLECTION AND MONITORING OF GENDER-DISAGGREGATED DATA

BITP and its Departments will establish a system for collecting and regularly evaluating gender- disaggregated data in GEP BITP areas.

BITP Gender Equality Plan (GEP BITP) 2022-2024 - measures and actions

1. Transforming organisational culture

(Guarant - Deputy Director of BITP together with the Human Resources Department)

Goal	Measure / description of action	Target group	Date / period	Indicators
Introduce a gender equality policy at BITP	Creation and publication of the Gender Equality Plan (GEP BITP) for 2022-2024 in the form of a formal document An Annual publication of a report on the fulfilment of the GEP BITP objectives according to defined indicators	Employee Ph.D. Students Public Grant agencies	04/2022 Annually	GEP BITP published Report on the fulfilment of BITP GEP objectives for the year published
Develop provisions reflecting gender equality in internal regulations and institutional standards	Inclusion of the gender dimension in relevant BITP internal standards, as well as in the directives, orders and measures in the framework of their development and updating	Employee Ph. D. Students Public	2022-2024 Ongoing, as needed	Relevant BITP internal regulations and other institutional norms reflect the principles of gender equality
Increase awareness and understanding of gender equality issues	Appropriate supplementation of existing employee development and training activities with gender topics, implementation of lectures and open discussions on gender topics aimed at increasing the sensitivity of this issue	Employee Departments staff Senior researchers Young scientists Ph.D. Students	From 01/2023 +every year	Number of lectures and open discussions on gender topics and number of employees and Ph.D. students involved
Identify and address potential remuneration inequalities from the perspective of gender equality	Implementation of remuneration analysis from the perspective of gender equality using an appropriate analytical tool Based on a remuneration analysis from the perspective of gender equality, update the Internal Wage Regulation if necessary.	Employees	12/2023 12/2024	Results of the analysis BITP Internal Wage Regulation - possible update

2. Gender balance in management and decision-making

(Guarant - Deputy Director of BITP together with Human Resources Department and Department's management)

Goal	Measure / description of action	Target group	Date/ Period	Indicators
Create conditions for greater gender balance in management positions and advisory bodies	Where relevant (most BITP decision-making bodies are elected and therefore controlled), examine the formal procedures for applications, nominations and selection of members in terms of promoting women's interest in participating in these positions	Employee Ph.D. Students	06/2023+every year	Formal procedures for nominations and selections for management and decision-making roles as well as advisory bodies will be reviewed and supplemented with recommendations where appropriate
Improving gender balance in management and decision- making	Develop and reinforce the principles of gender balance in management or decision-making positions and advisory bodies in key institute management units while respecting the capabilities of BITP Departments	Female Employees Female Ph.D. Students	12 /2023 + every year	Monitor the proportion of women in management and decision-making positions and advisory bodies

3. Work – life balance

(Guarant - Deputy Director of BITP together with Human Resources Department and Director of BITP)

Goal	Measure / description of action	Target group	Date/ Period	Indicators
Introduction of maternity/parental leave management and support for work – family balance	Defining all measures that support the reconciliation of work and family, offered by the institute in the internal documents	Employees leaving for and returning from maternity and parental leave	12/2023	The revision of the internal documents of BITP on the subject of the possibilities of supporting work – family balance
Take into consideration opportunities to work from home to improve work-life balance	Utilize all legal opportunities within the framework of the directives of NASU regulating work from home conditions to enable employees to balance work and family (personal) responsibilities	Employees	2022+ every year	Number/percentage of employees using the provisions of the directive regulating work from home conditions
Extend care options for young children	To support existing children's groups and to establish at least one additional childcare facility (children's group) for institute units.	Employees with young children	12/2022 and ongoing	Organizing new facility in the Innovation Center of BITP.

Regularly identify the needs of employees caring for dependants	Organization of discussions aimed at identifying the needs of employees caring for dependants (e.g. aging parents), including the need for psychological counselling	Employees caring for dependants	06/2023	Discussion performed and identification of needs in a given year
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4. Recruitment, selection and career progression

(Guarant - Deputy Director of BITP together with the Human Resources Department and BITP Departments)

Goal	Measure / description of action	Target group	Date/Period	Indicators
Develop a gender unbiased recruitment and selection process Strive for a gender-balanced composition of selection panels	Supplementing recommendations for a gender-correct procedure during recruitment and selection in forthcoming institute regulations (Selection Procedure Regulation) and subsequent methodologies for recruitment and selection at BITP Departments The BITP Selection Procedures Regulation set an explicit requirement for a balanced composition of selection committees in accordance with the field and nature of the departments	Employees involved in recruitment and selection Employees involved in recruitment and selection	09/2023 09/2023	The Selection Procedure Regulation (SPR) at the BITP level and the implementing regulations at the unit level contain all the principles for dealing with the OTMBR rules relating to recruitment and selection. BITP Selection Procedure Regulation - update
Support balanced career development and progression for women and men	Develop and implement a Career Code at the institute level	Employees	04/2023	BITP Career Code – a new document Link to the website, Scope and content of services provided by the Career Centre for employees, Number of activities, Document created Link to the website
Support women researchers in their career promotion	At the units and institute level, support mentoring programmes specifically for women researchers	Female employees/academics	By the end of 2023	Supported by mentors at individual workplaces
Support for career development	units to include information on career growth and advancement opportunities for employees	Employees	By the end of 2023	BITP Career Website

5. Measures against sexual harassment and other forms of gender-based violence

(Guarantor - Deputy of BITP together with the Human Resources Department and the Departments of BITP)

Goal	Measure / description of action	Target group	Date/ Period	Indicators
Acquire expert support for the proposal and implementation of measures against sexual harassment and other forms of gender- based violence	<p>Involvement of independent experts in the preparation of a study and proposal of measures against sexual harassment and other forms of gender-based violence, including the sharing of good international practice in this area</p> <p>Collection of information about the incidence and impact of sexual harassment within the institute</p>	Employee Ph.D. Students Public	01 /2023 Until 06/2023	<p>Expert study on measures against sexual harassment and other forms of gender-based violence</p> <p>An investigation carried out within BITP (in an appropriate form)</p>
Preventive awareness campaign on sexual harassment and gender-based violence topics	<p>Education in the form of lectures, courses, workshops.</p> <p>Creation of an information leaflet</p>	Employees Ph.D.Stud ents	From 2023	<p>Information campaign implemented Number of training events Number of participants</p> <p>Website, leaflet</p>
Institutional incident solutions	Consideration of the institution of an independent professional counsellor at the institute level whom employees and Ph.D. students who suspect that they have been victims of bullying, sexual harassment or other forms of gender-based violence could contact (linked to other BITP tools)	Employees Ph.D. Students	From 2023 +every year	The services of an independent professional advisor are available to employees and Ph.D. students
Conflict prevention	Enrichment of the Orientation Week adaptation course, organized by the Centre for International Cooperation, with training for international Ph.D. students focused on the topic of intercultural differences	Ph.D. Students	From 2023 + every year	Number of events and number of participants

6. Integrating the gender dimension into the research and innovation

(Guarant - Deputy Director of BITP together with the Human Resources Department)

Goal	Measure / description of action	Target group	Date/ Period	Indicators
Raising awareness of the gender dimension in research and teaching	Complementing or innovating the existing platform of support for male and female researchers, such as Freshers, Freshers workshops, Summer School for PhD students, training on grant programmes, training in the field of institute-wide projects; methodology of events complemented with gender issues in science, teaching and research (consideration of gender in the research plan and research design and composition of research teams, etc.)	Employee PhD. Students	From 2023 onwards to individual activities	Number of performed actions Number and structure of persons trained Developed methodology for gender dimension in research
Supporting the integration of the gender dimension into educational activities	Efforts to add a gender dimension to existing activities, training and other events	Employees	Continuously from 2022	Number of performed actions Number and structure of persons trained
Ensuring equal conditions in the evaluation of science and research projects	Gender balance in the evaluation committees of internal projects, taking into account the possibilities and maintaining the main criterion of expertise	Employee Ph.D. Students	from 2023	Internal methodology Collection of data on the composition of evaluation committees and research teams

7. Collection and monitoring of gender-disaggregated data

(Guarant - Deputy Director of BITP together with the Human Resources Department)

Goal	Measure / description of action	Target group	Date/ Period	Indicators
Establish a system for collecting and regularly evaluating data in the field of gender equality	Define the sets of indicators, their description and sources, for the methodology of collecting gender-disaggregated data so that it is performed comparably in all units and with respect for the principle of intersectionality.	Employees of relevant BITP departments	Definition until 12/2023, tracking from 2024	A document was drawn up / created BITP methodology IT and other tools exist and are used to collect and analyse gender-disaggregated data
Introduce annual monitoring of gender-disaggregated data	Annual monitoring and publication of gender- disaggregated data	Employees Ph.D. Students Public	from 2023	There is a comprehensive set of gender-disaggregated statistics in all areas of the GEP BITP