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01

Introduction



Introduction

CFM started to work on gender equality in 2018 developing the [diagnosis of the situation of women and men in the institution](#).

Based on that diagnosis a [Gender Equality Plan \(GEP\)](#) was designed in 2019, which tried to propose changes or measures in all the weak points identified in the diagnosis.

Once we designed the action-plan for the following 4 years, it was time to get to work. In the following pages you'll find a **summary of what we've done during from September 2021 to December 2022**. In July 2022 it was decided that it made **more sense to work with natural years** rather than Academic Years for the implementation of the GEP.

02

Structures for the development of the GEP



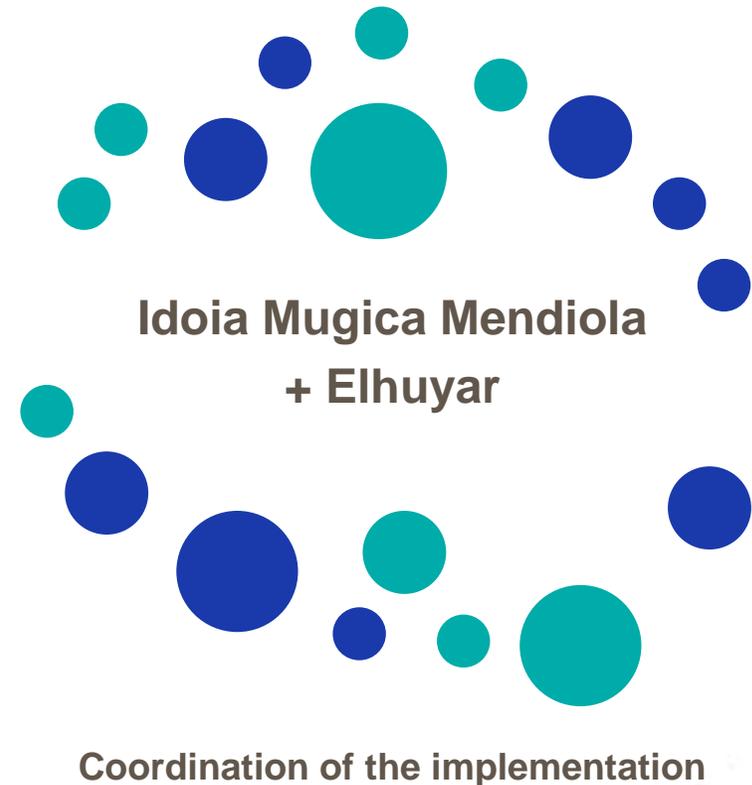
The Motor Group

Coordination of the GEP development

The Motor Group has been composed by the coordinator of the Plan, Idoia Mugica Mendiola, and Elhuyar Aholkularitza (Beatriz Arrizabalaga from October 2021 to July 2022 and Naiara Arri Garcia from July 2022).

The Group has met 7 times during 2022. CFM's Director and GEP's Responsible, Daniel Sanchez Portal also took part in the most strategic meetings.

In this meetings we coordinated the main responsibilities or tasks to develop the GEP actions and took strategic decisions. We have also done the follow-up and monitoring of the plan.



The Gender Equality Committee

The Gender Equality Committee (GEC) was created for the process of designing the GEP. Members showed commitment and motivation with the topic. Therefore, it is **the main structure participating at the GEP implementation.**

Daniel Sanchez Portal is the GEC Responsible.

Idoia Mugica Mendiola is the GEP Coordinator, who leads the GEC.

The GEC also includes representatives of all the different positions in CFM, i.e., administration, services, and researchers at different levels.

You can contact the GEC at: genderequality.cfm@ehu.eus



03

Implementation 2021-2022



Implementation 2021-2022

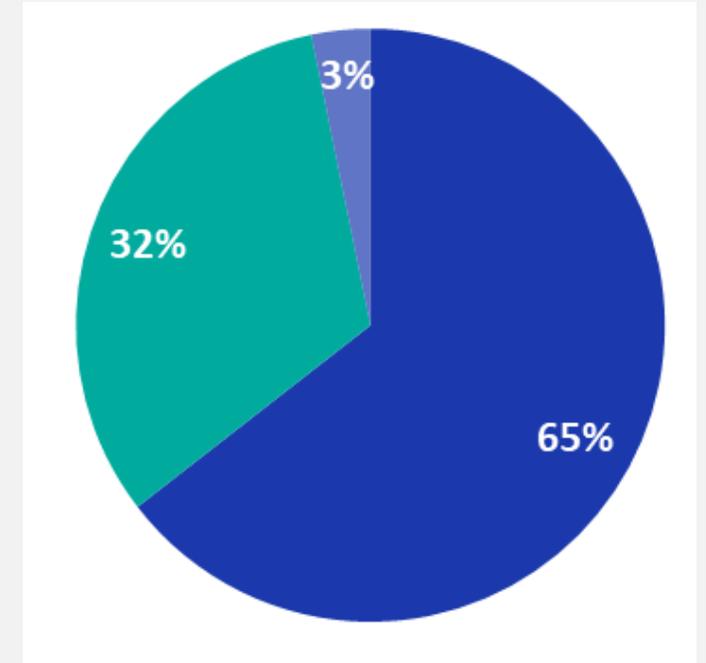
31 actions planned for 2021-2022

There were 31 actions foreseen for this academic year, some of them were actions that have been delayed from other years due to different reasons. It must be mentioned that the real implementation was re-defined in July 2022, and the actions were implemented also during the fall, until December 2022. From now on, we will be **arranging GEP implementation based on natural years.**

97% of those 31 actions have been in place: 65% of the actions have been completed and 32% of them are under development.

3% has not been started (one action), and it was delayed to 2023.

The action that has been postponed is the **creation of the Welcoming Policy.**



Completed actions	20
Actions on track	10
Risk of not achieving	0
Not started actions	1

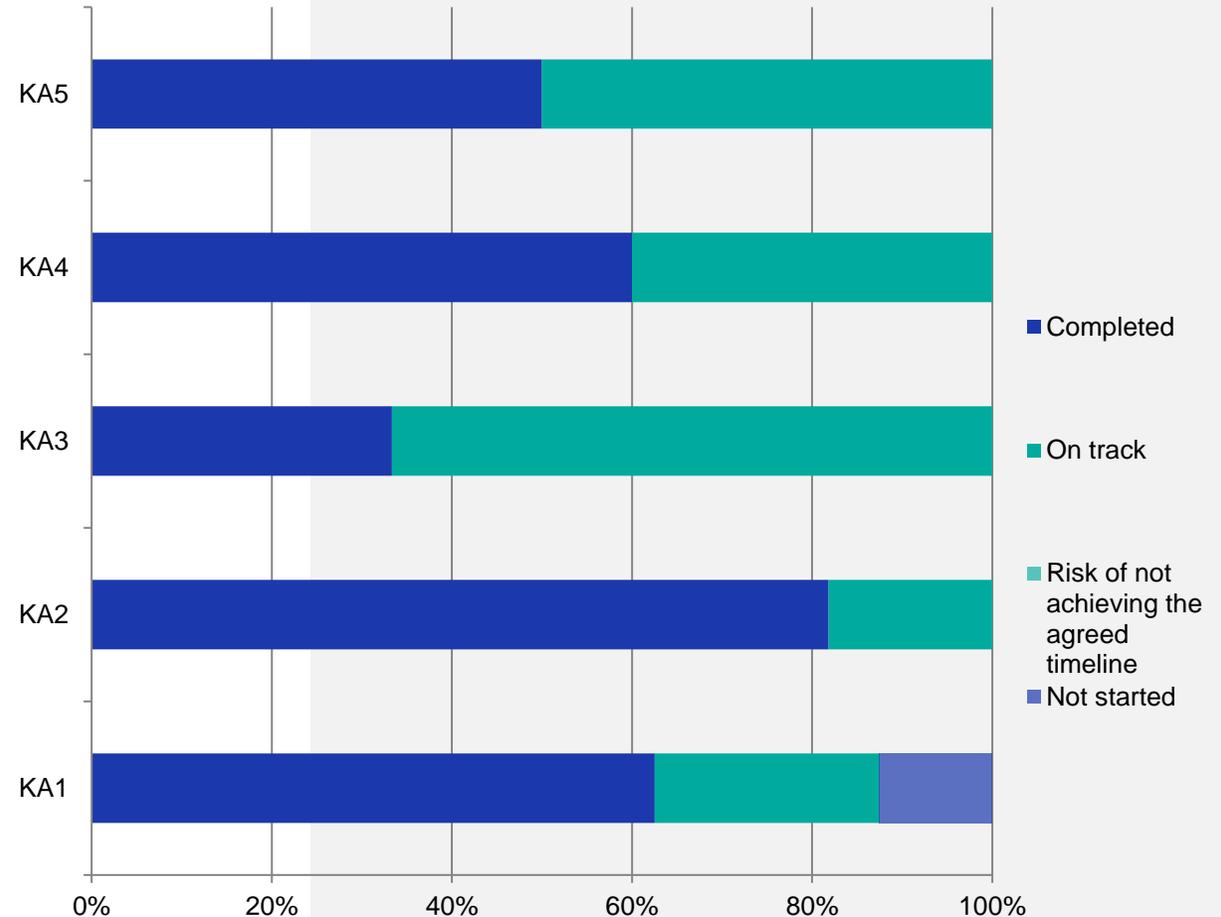
First year of implementation

CFM's GEP has 5 different Key Areas. During this year of implementation, we have developed actions from all 5 Key



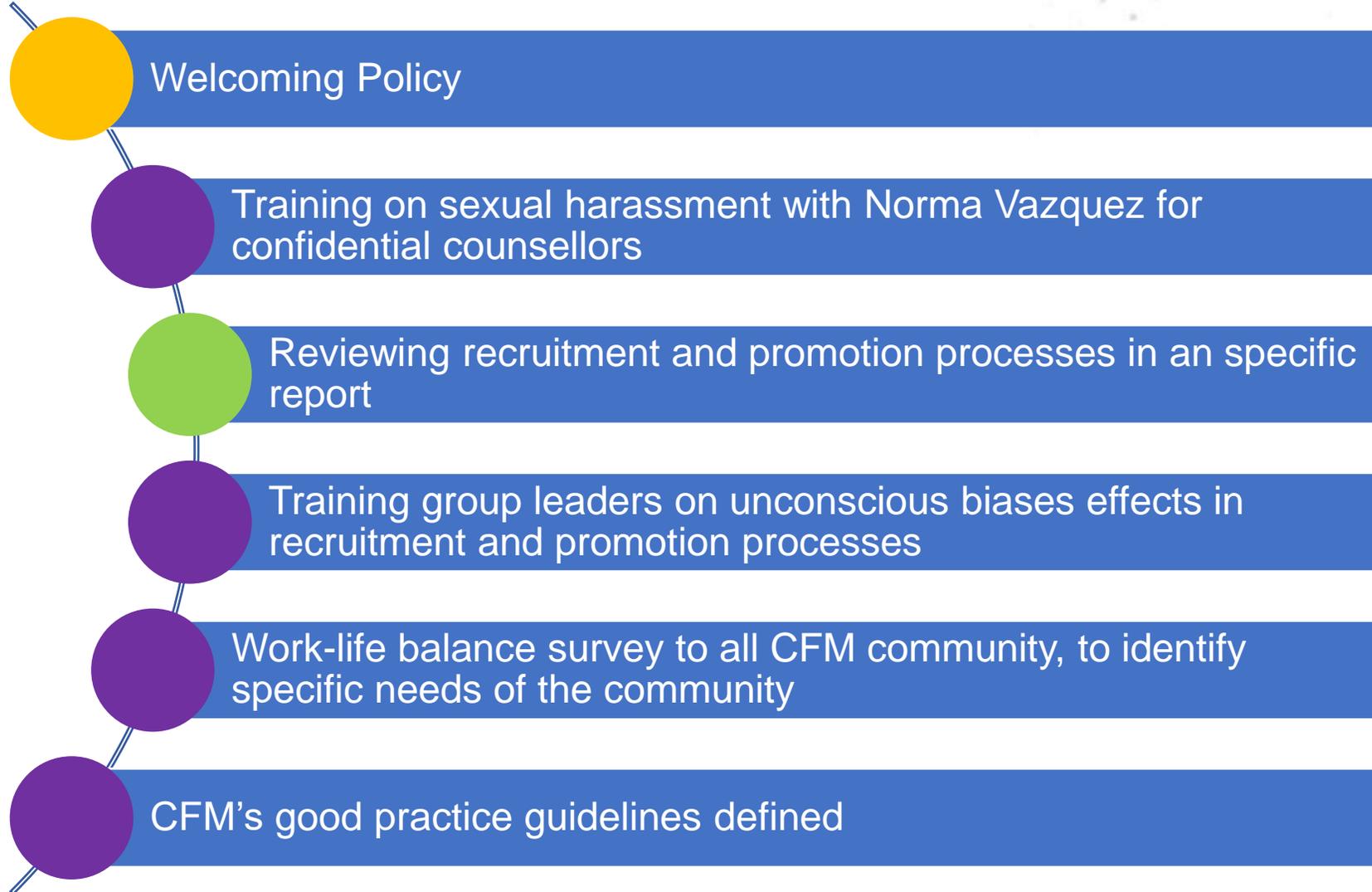
The KAs with the highest number of actions were Key Area 1, “Organizational culture” (5 actions completed) and Key area 2, “A diverse workforce” (9 actions completed). This makes sense because one of the main processes developed (with several actions implemented) was linked to hiring and recruiting processes.

We can see that we are approaching the last year of implementation, as many actions are completed already, and many others are on track. .



GEP - Development in 2022

MOST SIGNIFICANT ACTIONS



Participation in other initiatives not included in the GEP

Besides these actions, and the ones already mentioned, CFM has also developed or taken part in the following initiatives:

- **Emakumeak Zientzian 2023.**
- **Transferable Skills Trainings**
- **Pride in Sciene**

More information in the Annex

Emakumeak Zientzian 2022 11-18/02/2022

SCIENCE IS INDEED A GIRLS' THING

In 2016 the United Nations General Assembly decided to proclaim 11 February as International Women's and Girls' in Science Day. To commemorate this day, the Emakumeak Zientzian initiative was borne, to unite the forces of different research centers and science institutions of the Donostia / San Sebastian area, to make visible the activity of women in science, to break with the typically masculine roles attributed to scientific-technical activities, and to encourage the choice of scientific careers among girls and adolescents. In order to achieve these goals, #EmakumeakZientzian presented a full program that aimed at all the public, including teenager women, school kids, elder women (above 55), and also the scientific community.

38 Activities

+ 5000 attendees

109 Volunteers

17 research centers and science-related institutions

Emakumeak Zientzian wins the 1st STEAM Euskadi Prize and the Special Mention Award for gender perspective

Emakumeak Zientzian received the first STEAM Euskadi Prize and the Special Mention Award for Gender Perspective in the category of Most Innovative Initiative in STEAM Education promoted by organizations. The STEAM Euskadi awards are given by the Basque Government's Department of Education. The project was selected among 137 applications submitted to the call for proposals.

Transferable Skills Trainings

Emotional intelligence at work 30/11/2022 and 01/12/2022

Speakers: Sofia Facal and Manuela Bercioux (Skills for Science and Industry).

Our social skills and emotional intelligence competencies are enriching factors in the workplace and our daily life. However, despite their importance, most individuals aren't aware of these tools and how to develop them. This training focused on the fundamentals of emotional intelligence and the understanding of how it plays a role in our interpersonal relationships at work.

The content of the workshop included:

- The basics of Emotional Intelligence
 - Empathy and social skills: proficiency in managing relationships and building network
- Building Emotional Intelligence of Groups
- Emotional Intelligence and Diversity model: your cultural software
- The art of influence
- Collaboration and handling conflicts in the workplace

Pride in Science

21/11/2022

For the fourth year since 2019 and under the slogan “Harrotasuna Zientzian / Orgullo en Ciencia” (Pride in Science), CIC nanoGUNE, DIPC and CFM jointly praise the International Day of Pride in STEM which is celebrated the 18th November internationally. The initiative aims to give visibility to the LGBTQIA+ collective in science, actively contribute to breaking old stereotypes and celebrate diversity as a pillar in the future of science.

To celebrate Pride in Science Day 2022, the event "Looking inside to get outside" devoted to the scientific and technological community was organized.

All the members of the collective as well as allies working in the STEM field in Donostia/San Sebastián were invited to participate in an informal work coffee guided by members of the Pride in Science alliance. In this safe and private space, ideas, opinions, and experiences were exchanged.

Later, a summary of what was discussed in the event was shared, capturing all the contributions and bringing together the experiences, opinions and aspirations of everyone who participated in the event. One of the main conclusions was the need to build a community and to that end a WhatsApp group was created as a fast and easy way to join the so far created network.

29 people from 14 research institutions participated. This year the event was also sponsored by Multiverse Company.

ANNEX

Implementation 2021-2022



ANNEX

Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
1.1. Create an inclusive organizational culture, with a gender-aware leadership and transparency at its core	1.1.3. Arranging regular GEP follow-up meetings with the Gender Equality Committee. Make sure that direction, management, leaders and administrative staff participate on them, to create ownership of the GEP, strengthen the potential of the plan, and maximize its impact.	Completed	The Direction of the centre participated at the GEC in 2023. The GEC met 3 times during the year.
	1.1.4. Monitoring the implementation of the GEP and creating a yearly report that includes level of achievement of the foreseen objectives and informing the senior management about it.	On track	The motor group has regularly done the implementation monitoring. The Motor Group met 7 times during the year.
	1.1.8. Designing a Welcome Policy that will include: the gender equality and sexual and gender-based harassment policies which are in place; the center's internal norms and all relevant policies, etc.	Not started	This action has been postponed to 2023.
	1.1.10. Including all people related data disaggregated by sex at the yearly activity report.	Completed	

ANNEX

Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
1.2. Promote diversity and inclusivity with the institutional use of language (written and visual)	1.2.1. Developing communication campaigns to enhance women's contribution to research. Official dates such as the 11th February 8th March, 17th May 5th July 25th November... could be used for this initiatives.	Completed	This action is done though the Emakumeak Zientzian initiative.
	1.2.2. Organizing targeted training sessions on the inclusive use of language and images for different stakeholders of CFM: communication managers, leaders, administrative staff, researchers...; informing all the CFM community about the already existing options, such as for example, the online free courses provided by UPV-EHU and providing them with useful tools and guidelines, to help them doing an inclusive use of language.	Completed	A training session was organized in 2021, and a decalogue with the main criteria was presented in 2022.
	1.2.3. Reviewing regularly any text, communication and/or images, from a gender equality and diversity standing point, use of language included.	On track	It is done, but is not systematized in the organization.
2.1. Improve the gender balance at all work-positions and levels	2.1.1. Reviewing the recruitment and promotion processes/criteria to include not only metrics but other aspects as well, as for example: team-working, effective collaboration, mentoring/empowering of colleagues and participation at the GEC.	Completed	An analysis of the recruitment and promotion processes has been done in 2022, the main conclusions were shared with PIs in an specific seminar, and the report will be socialized in 2023.

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Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
2.1. Improve the gender balance at all work-positions and levels	2.1.2. Developing an explicit, transparent, unbiased and public criteria for the recruitment and promotion processes.	Completed	Video from PI seminar on hiring processes.
	2.1.3. Including gender balance as a criterion, every other conditions being equal, for selection, promotion and research funding allocation.	Completed	This is proposed in the hiring processes analysis report.
	2.1.4. Taking maternity , paternity and parental leave periods into consideration when assessing and evaluating Research output for internal recruitment and promotion decisions.	Completed	This is proposed in the hiring processes analysis report.
	2.1.5. Including gender equality criteria for the subcontract of external services in the contracting requisites.	On track	CFM does not subcontract external services directly.
	2.1.6. Training decision-makers and members of selection and promotion committees regarding gender bias, inclusive recruitment and promotion procedures.	Completed	Seminar to PIs on December 2022, presentation socialized to further colleagues in 2023.
	2.1.7. Require gender balance (60/40 percentage) in all recruitment committees; requiring a justification for single-gender presence if needed.	Completed	
	2.1.8. Inclusive writing of job profiles in order to attract a diverse pool of candidates, and specifically mentioning CFM's gender equality compromise and policy at job profiles, as way to attract further female researchers.	Completed	
	2.1.9. Promoting direction team candidatures to be gender balanced (40/60)	On track	

ANNEX

Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
2. 2. Promote initiatives to support the career progression of the underrepresented gender to high and top positions	2.2.1. Organizing empowering activities for early career researchers and offering them training to increase their leadership skills, such as a world cafe with role models (It could be organized by CFM, or in cooperation with other research centers or with the AKADEME programme...).	Completed	This has been done through the Transferable Skills Training
	2.2.2. Enhancing visibility of the female role models from the institution (for representation, chairing meetings, keynote speaking at conferences, sharing carer good practices, etc.)	Completed	
3.1. Develop a working environment that facilitates the combination of work, family and private life for women and men	3.1.1. Providing institutional support programs for researchers after and before parental leave periods. (This action should go in line to the options offered by UPV/EHU and CSIC)	On track	This action have not been directly implemented, but have been taken into account transversally
	3.1.5. Developing campaigns to encourage men to take parental leaves.	On track	
	3.1.6. Scheduling work related meetings, or seminars within core hours. To make sure, people with caring responsibilities have the same options to attend.	Completed	This has been included in the Good Practice Guidelines of CFM

ANNEX

Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
4.1. Prevent and combat sexual and gender-based sexist harassment at CFM	4.1.3. Monitoring the implementation of the protocol and creating a bi-annual report	On track	Will be done in 2023
	4.1.4. Offering specific training on sexual and gender-based harassment to the confidential counsellor. (note: if the person changes, the training should be provided again)	Completed	Confidential Counsellors received a specific training by Norma Vazquez.
	4.1.5. Organizing a public seminar to present CFM's protocol to prevent and face sexual or gender-based harassment; the session could also be used for raising awareness on this topic.	Completed	A communication campaign was done to socialize the protocol. Posters are present in all the building.
	4.1.7. Ensuring that the sexual and gender-based prevention and support protocol is well-communicated and easily accessible for all the CFM community: for example, including it as part of the Welcoming Policy; regularly communicating where you can access the protocol; having paper versions of the protocol available at the most transited CFM spaces, etc.	Completed	A communication campaign was done to socialize the protocol. Posters are present in all the building.
	4.1.8. Adopting a zero-tolerance approach towards sexism and communicating it through institutional resources (such as the website, social media or yearly activity reports...).	On track	This has been included in the Good Practice Guidelines.

ANNEX

Implementation 2021-2022

OBJECTIVES	ACTIONS	PROGRESS 2021-2022	COMMENTS
5.1. Promote gender-aware research excellency within and outside CFM	5.1.1. Enhancing visibility of co-responsible role models, who are successful, but also have other responsibilities and duties, such as care, hobbies, etc.	Completed	
	5.2.1. Promoting gender balance (60/40 percentage) in all congress panels; requiring a justification for single-gender presence if needed.	On track	
5.2. Promoting gender diversity and inclusivity at congresses and conferences	5.2.2. Publicly stating the zero tolerance to gender violence in all congresses. Writing an institutional paragraph to be read by the chairing person (man or women) in each congress.	On track	The pragraph has been written by the GEC.
	5.2.3. Inviting female researchers to write their whole name in the posters, or references; to visibilize female researchers.	Completed	This measure was problematized by the GEC, and the issue has been included in the Godo Practice Guidelines.