

GENDER EQUALITY PLAN
Institute of Slavonic Studies of the CAS, v. v. i.

for the period
2023-2025

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Home

The presented *Gender Equality Plan* (GEP) is the result of the effort of the management of the Institute of Slavonic Studies of the Czech Academy of Sciences (hereinafter also referred to as "ISS") to **strengthen the elements and situation of gender equality and the development of a professional non-discriminatory working environment** in its organisation and daily operations. At the same time, it openly fosters gender equality principles, equal treatment, promotion of diversity and the prohibition of all forms of discrimination as mandated by the legal order of the Czech Republic. As stated in the Anti-Discrimination Act No. 198/2009 Coll. in 2(3) and (4), discrimination is broadly defined here to encompass also pregnancy, parenthood (motherhood or fatherhood), gender identity and sexual orientation.

This document also serves a completely practical purpose, as it is a requirement for applying for funding for scientific and research activities under the **Horizon Europe** programme of the European Commission and recently also the Grant Agency of the Czech Republic.¹

Last but not least, the document also reflects the national requirements of the Government of the Czech Republic, which also lays strong emphasis on the implementation and promotion of gender equality principles, including the field of knowledge and research.² The important document in this regard is **Strategy for Gender Equality 2021-2030**.

¹ See the European Commission and the NKC website - Gender and Science (for the domestic context):

- https://research-and-innovation.ec.europa.eu/funding/funding-opportunities/funding-programmes-and-open-calls/horizon-europe_en
- https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en#gender-equality-plans-as-an-eligibility-criterion-in-horizon-europe
- <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>
- <https://genderaveda.cz/en/>

² See in particular Chapter 8 of the Gender Equality Strategy 2021-2023 online:

- <https://vlada.gov.cz/assets/ppov/gcffe/Gender-Equality-Strategy-2021-2030.pdf>

Origin of the document in context

The development of this summarizing document was preceded by a gender audit (or an equal opportunities audit), which was a comprehensive structured input survey designed to determine the current state in the field of gender equality and equal opportunities generally. This included gathering information from individuals in key positions within the organisation as well as from internal documents regarding experiences, recommendations and opinions. The investigation took place primarily in January through March 2023. The audit report of the whole investigation forms a specific document, which at the same time serves as the basis for the Gender Equality Plan of the Institute of Slavonic Studies of the Czech Academy of Sciences, v.v.i. (hereinafter referred to as the ISS Gender Equality Plan).

Structure of the measures of the Gender Equality Plan

The core of the ISS Gender Equality Plan is primarily made up of the individual measures listed in action tables below. These measures are meant to help promote gender equality and further create equal chances within the Institute of Slavonic Studies of the Czech Academy Sciences, v.v.i. (hereinafter referred to as "ISS") over the next 3 years. The measures, in accordance with the recommendation of the European Commission³ for this type of document, are grouped into **5 core and interrelated areas**, which are as follows:

- I. Gender balance in the workforce, including decision-making positions
- II. Recruitment, career development, training and reward system
- III. Balancing work, personal and family life
- IV. The aspect of gender in science and research
- V. Prevention of gender-based violence, including sexual harassment

To the greatest extent feasible, each **measure** is formulated to be **as precise as possible** to allow monitoring and evaluation of ongoing implementation. Thus, in addition to the description of the measures, the objective, competence, performance criterion, target group, funds and timeline are also listed (see the SMART concept⁴).

Monitoring and evaluation

The following measures of the ISS Gender Equality Plan will be continuously implemented and monitored in accordance with the set timeline - see the action table below. At the same time, an annual **evaluation of the plan** will be carried out. The evaluation will be in the form of an **annual report** assessing the process of implementation and all planned actions, including a summary of progress, results and planned next steps.

The responsibility for the implementation and monitoring of the ISS Gender Equality Plan rests with the **ISS management**, which is responsible for most of the actions. As the measures are cross-cutting in nature and require synergy between all departments in order to contribute to the promotion of gender equality and equal opportunities effectively and on a day-to-day basis, both senior male and female staff are adequately included.

Focused attention will be paid to the collection and continuous evaluation of gathered **statistical data** on how women, men and other persons working in the ISS are represented. Moreover gender statistics will be systematically produced. These data will also enable year-on-year comparisons, monitoring of longer-term trends and the adoption of corrective measures, if necessary. In order to better assess and use the data, these statistics will also focus on age, characteristics of childcare, and other relevant variables beyond sex/gender.

³ See: https://research-and-innovation.ec.europa.eu/strategy/strategy-2020-2024/democracy-and-rights/gender-equality-research-and-innovation_en#gender-equality-plans-as-an-eligibility-criterion-in-horizon-europe

⁴ SMART measures = **S**pecific - **M** measurable - **A**chievable - **R**ealistic - **T**ime-bound

Final provisions

The ISS management, on behalf of the Director, pledges itself to the ongoing **implementation, monitoring and evaluation of the** ISS Gender Equality Plan and its sub-measures as outlined below.

It further pledges itself to make sure that **financial and personnel resources** are/will be allocated to enable the implementation of the ISS Gender Equality Plan. The management of the organisation will then seek additional financial resources to expand or deepen some of the activities and measures that have been identified.

Awareness-raising and education at all levels of the organisation are also essential parts of promoting gender equality in practice. For this reason, the ISS management is committed to supporting this endeavor, particularly through continuing education and other defined activities.

At the same time, the ISS, on behalf of its Director, undertakes to **publish** the ISS Gender Equality Plan on its website, including yearly evaluation reports on its implementation, and aggregate statistical data on the proportion of women and men in each type of position. In this regard, the annual report format will also be employed.

Prague, date and signature:

Director

Action table section

	GEP AREA	OBJECTIVE	MEASURES	COMPETENCE	PERFORMANCE CRITERION	TARGET GROUP	FUNDS	TIMELINE
1.	Gender balance in the workforce, including decision-making positions	ISS openly proclaims, promotes and evaluates a professional and non-discriminatory working environment as its core value	When updating and preparing new strategic documents, ISS declares efforts to strive for a diverse and inclusive environment with respect to gender equality and equality based on age, ethnicity, health status and other characteristics, both in leadership and decision-making positions and in other positions.	Director (document approval), deputy director and HR manager (updating or creating new documents)	The Organisational Regulations, the Employment Rules, the Career Regulations and the Electoral Regulations are updated.	Male and female employees	Internal funds	6/2024 and then continually
2.	Gender balance in the workforce, including decision-making positions		Establish a Code of Conduct and explicitly declare to actively pursue a policy of equal opportunities, diversity and pledge to create and promote a work environment in which discrimination (of any kind and within all institutional processes) is not tolerated. Ensure that all current and newly recruited staff are familiar with and agree to the Code of Conduct.	Director (approval of the Code of Conduct), J. Dynda (preparation of the text), HR manager (finalisation, ensure widespread awareness of the Code)	The Code of Conduct established. The Code of Conduct is part of the admission documentation to be signed by new employees.	Male and female employees	Internal funds	12/2024 and then continually
3.	Gender balance in the workforce, including decision-making positions		Maintain statistics on employees by gender (or other relevant variables) and evaluate their development and changes over time. Report results to the management of ISS, publish data in regular annual reports.	HR officer (statistics collection and reporting)	The data collection system has been set up. The data is evaluated at least once a year and published in an annual report.	Male and female employees	Internal funds	6/2025 and then continually

4.	Recruitment, career development, training and reward system	ISS is a proactive employer that knows how to use modern HR procedures and transparently communicate them to the employees	Strengthen the overall professionalism of HR processes and standardise procedures. Formalise and make transparent HR processes that are still only partially or not at all formalised or whose rules are not sufficiently known to employees (e.g. selection procedures, adaptation process, training, evaluation and reward systems).	Director and Deputy Director (selection of person for personnel agenda), current technical-operative employee (announcement of an open competition)	A fully-fledged position of HR officer was created. The position has been appointed to a person with adequate experience and knowledge.	Male and female employees	Internal funds	12/2023
5.	Recruitment, career development, training and reward system	ISS actively seeks new employees for both research and technical-operative positions and helps them get started their professional and scientific career in the organization	Emphasize the importance of diversity in the work environment, the flexibility of work and family life, and the use of inclusive language in job titles and in individual job offers. For job advertisements develop a uniform template.	Director (approval of the advertising template), head of department (use of the advertising template), HR and PR officer (making the advertising template)	A standardized and modernized template for job advertising has been made and is used.	Future male and female employees	Internal funds	6/2024 and then continually
6.	Recruitment, career development, training and reward system		Continue to develop a "talent pool" of contacts for people studying related fields, post/docs and post/docs interested in further professional, professional and career development. Within the talent pool, to offer selected events organized by ISS, meetings with successful personalities from the	Director (approval and taking patronage over events, participation in the creation of events), scientific secretary (maintenance of the mailing list, communication with the scientific community outside the institute)	The talent pool created (including the mailing list), continuously updated and really used. Organization of at least 1 event per year.	Future male and female employees	Internal and other possible funds in the future	12/2024 and then continually

			organisation or profession, discussions, etc.					
7.	Recruitment, career development, training and reward system		Create, keep up to date and update a handbook on the adaptation process (a handbook for new or returning staff) with a basic list of contacts within the organization and with descriptions of the most important administrative or HR processes. Put the manual on the website to the staff section and/or to a shared staff folder.	Director (approval of the manual), heads of departments (participation in the development of the manual), J. Kocková, M. Kulhánková (preparing the manual), HR officer (making the manual)	A manual of the adaptation process created and placed in an easily accessible place. Adaptation processes explained in detail to the heads of departments.	Starting or returning male and female employees	Internal funds	06/2024 and then continually
8.	Recruitment, career development, training and reward system	ISS purposefully trains all employees, including senior staff, and thus strengthens the professional background of the Institute, the quality of interpersonal relations at the workplace and the economic situation	Continuously and as widely as possible raise awareness of gender equality issues and the unconscious biases associated with them for employees, including senior staff and decision-making employees.	HR officer (organising/arranging training events), male and female employees (participation in events)	At least once a year, all employees are offered the opportunity to participate in a related event.	Male and female employees	Internal funds, use of external offers	06/2025 and then continually
9.	Recruitment, career development, training and reward system		Develop a system of institutional support for staff in obtaining external funding for science and research, and improve information and administrative support in this regard.	M. Kulhánková, L. Novosad (monitoring calls, searching for actions) research employees (participation in events)	A page on the intranet has been created and is continuously updated. At least once a year, all research employees are offered to participate in a related event.	Research employees	Internal funds, use of external offers	06/2024 and then continually
10.	Recruitment, career development,		Create a mentoring programme for peer-to-peer experience transfer within the organization with regard to developing talent	Director (approval and active participation in the program), L. Novosad (organisational support),	A mentoring programme created and	Male and female employees	Internal funds	6/2024 and then continually

	training and rewards system		and promoting experience sharing at both group and individual level.	research employees (active participation in the program),	mentoring meetings are held.			
11.	Recruitment, career development, training and reward system		Focus on identifying the needs of male and female employees with long work experience in ISS in terms of their further motivation and scientific/career progression.	Director (approval of a questionnaire and follow-up actions), HR officer (implementation of a questionnaire, proposal of follow-up actions)	Implement and evaluate a questionnaire survey. Based on the results from the questionnaire, expand the GEP to include specific action(s).	Employees with many years of experience	Internal funds	6/2025 and then continually
12.	Recruitment, career development, training and reward system	ISS increases transparency of reward system, including setting rules and criteria for work evaluation	Establish annual evaluation meetings with a direct male or female supervisor and the ISS Director, the result of these meetings will be reflected in the financial appraisal and career plan for the following period.	Director, deputy director, head of the department, male and female employees (active participation in meetings and planning), HR officer (development of reward system, organisation of meetings)	An appraisal system created, career plans have been created for all employees. Appraisal meetings are held, career plans are actively drawn up and assessed.	Male and female employees	Internal funds	12/2023 and then continually
13.			Ensure that subordinate employees have the opportunity to give feedback to their direct supervisors and management of ISS.	Employees (active participation in the evaluation), HR manager (development of the evaluation system)	A management feedback evaluation system is in place and feedback is continuously fed back to management.	Management of the ISS	Internal funds	12/2024 and then continually
14.	Recruitment, career development,		Make reward systems transparent, consistently communicate them to all ISS	Director and deputy director (approval of	Update the internal wage regulation or	Male and female employees	Internal funds	12/2024 and then continually

	training and reward system		employees and ensure consistency of the payment system.	regulations), HR officer (updating of regulations)	create additional documents. Put them visibly on the intranet.			
15.	Recruitment, career development, training and reward system	ISS has established a functional internal communication systém.	Make available on the intranet to employees all organisational information necessary for broad sharing within the ISS (including contacts, repository of internal documents, working procedures and instructions, overview of benefits, etc.) and sharing of up-to-date information.	IT employee (creation and administration of intranet), HR officer (intranet updates)	A clear intranet has been established and internal information is continuously updated.	Male and female employees	Internal funds	12/2024 and then continually
16.	Recruitment, career development, training and reward system		Transparently inform all employees about employee benefits in the course of adaptation process and during regular ISS meetings, and make this information available on the intranet.	J. Kocková, M. Kulhánková (making the content), HR Manager (managing the Adaptation Process Manual and updating the intranet)	The Adaptation Process Manual (see Task 7) includes information on benefits and this information is posted and updated on the intranet.	Male and female employees	Internal funds	12/2024 and then continually
17.	Balancing work, personal and family life	The ISS effectively manages the work-life balance, i.e. family and personal life, in both research and technical-operative employee positions.	Revise and regularly update the working regulations with an emphasis on the conditions for work-life balance, i.e. family and personal life, including flexible forms of work.	Director (approval), HR officer (revision and update)	Updated working rules	Male and female employees	Internal funds	12/2024 and then continually
18.	Balancing work, personal and family life		Include the adaptation process for those returning from maternity/parental leave or other long absence in the	HR officer (administration of the Adaptation Process Manual)	The Adaptation Process Manual covers the return from maternity/parental	Male and female employees	Internal funds	12/2024 and then continually

			Adaptation Process Manual (see Task 7.).		leave or other long absence.			
19.	The aspect of gender in science and research	ISS continues to actively support and develop the application of gender sensitivity in its research employees.	Take advantage of training opportunities, e-learning and conferences available in the Czech Republic on the topics of the application and need for a gender perspective in science and research, actively participate in the organisation of seminars on the integration of the gender dimension, and possibly to carry out its own events focused on the research outputs of the ISS, in which the gender perspective is strongly represented. Take the gender dimension of research into account when expanding the library collection.	Research employees (presence at events), appointed person among research employees (searching for events)	<p>A person responsible for the area is appointed.</p> <p>At least once a year all research employees are offered to participate in the corresponding event.</p> <p>At least once a year organizing own event or active participation in the organizing of an event</p>	<p>Male and female employees</p> <p>Professional public</p>	Internal funds, use of external offers	12/2025 and then continually
20.	Prevention of gender-based violence, including sexual harassment	ISS proclaims the discriminatory phenomena in the workplace to be totally unacceptable, actively uses available prevention measures and has tools to treat their potential occurrence.	Create own Code of Conduct (see task 2.) and clearly proclaim that humiliating situations and bullying, sexism, (sexual) harassment, etc. are totally unacceptable, communicate the Code of Conduct to all employees of the ISS.	Director (approval of the Code), J. Dynda (making the content), HR officer (creating the Code of Conduct, ensuring general awareness)	<p>The Code of Conduct established.</p> <p>The Code of Conduct is part of the admission documentation to be signed by new employees.</p>	Male and female employees	Internal funds	12/2024 and then continually
21.	Prevention of gender-based violence,		Clearly and comprehensibly work out the manner of dealing with individual complaints of undesirable behaviour in the workplace, from the filing of a	Director (approval of the procedure), male and female staff (acquaintance with the procedure), HR officer	A procedure for handling the discriminatory phenomena	Male and female employees	Internal funds	6/2025 and then continually

	<p>including sexual harassment</p>		<p>complaint to its handling, including the responsibility of individual persons. To make this information, together with contacts to external support, available in the staff section of the website.</p>	<p>(development of the procedure)</p>	<p>established and published. There is an appointed contact person for reporting undesirable behaviour.</p>			
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