

OPERATIONAL DOCUMENT

LIST GENDER EQUALITY PLAN

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LUXEMBOURG
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1. PURPOSE

The European Commission, in agreement with the European Research Agency (ERA) and the Gender Equality Strategy 2020-2025, has defined measures to be implemented to achieve gender equality during the new Horizon Europe research framework¹.

Horizon Europe considers gender equality a crosscutting principle and aims to eliminate gender inequality and intersecting socioeconomic inequalities within research and innovation systems.

One of the measures defined is to target the organization and company culture of public organizations by requiring such organizations and research institutes to implement a Gender Equality Plan (GEP) by 2022 in order to be eligible for funding.

In May 2021, the GEP was approved by the LIST Board of Directors as a part of the broader Diversity & Inclusion (D&I) Strategy.

The D&I Strategy was further developed in 2023 and – to provide easier readability – the GEP is now also available in this separate document, providing a brief overview of the most important goals and measures related to gender equality. Further details of the various fields of action and measures can be found in the LIST D&I Strategy document.

2. SCOPE

This document provides an overview of LIST's actions and development in the area of gender equality and equity. It responds to the European Commission's requirements for defining and implementing gender equality measures in research organizations. Furthermore, it serves as a valuable resource for internal and external stakeholders, partners and the public to understand the organization's commitment to gender equality and its progress in creating an inclusive workplace culture.

3. GENDER EQUALITY PLAN

3.1 Gender equality within corporate responsibility

Gender equality is part of the wider context of the LIST Diversity & Inclusion Strategy. LIST is strongly committed to gender equality, inclusion and diversity not only within our own working community, but also within the research ecosystem and Luxembourg.

With the implementation of the Gender Equality Plan in the D&I Strategy, LIST identifies equality as a management task, emphasizes its special responsibility in the implementation of this legal mandate and works towards ensuring that equality is considered a cross-sectional task by all departments and their members.

LIST strives to offer a working environment that is free from prejudice and shaped by acceptance and mutual trust. Gender equality, equal opportunities and inclusion are intrinsic parts of the LIST culture and are implemented at all organizational levels and into all structures. All employees should be able to be represented at all organizational levels, regardless of their sex/gender, culture, sexual orientation, religion, age or physical abilities.

¹ European Union, A Union of Equality: Gender Equality Strategy 2020-2025.

All departments and managers are called upon to support HR and the D&I Officer and to contribute to the implementation of the measures defined for equality, diversity and inclusion in the working groups defined for each project.

The LIST Diversity & Inclusion Strategy was approved by the LIST Board of Directors and implemented in 2021. The Strategy was prepared in accordance with national requirements and with the European Commission's mandatory and recommended content and requirements for GEPs. The Strategy is regularly re-evaluated and updated. It takes a systematic stand on measures that promote equality and parity and defines goals, measures, metrics and responsible parties. The GEP, which was defined as part of the D&I Strategy, was further developed in 2023 and is outlined in this separate document. For more detailed information, please see the LIST Diversity & Inclusion Strategy document.

3.2 Gender equality objectives

The overall proportion of women among LIST employees is about 34%, of which 28% are scientific employees and 52% corporate staff. We believe that the number of female scientists in the company must be increased as a basis for achieving equal opportunities and gender-equitable decision-making in all areas of the organization.

For this, we have defined both quantitative and qualitative objectives:

Qualitative objectives:

- Eliminate structural discrimination against women at all levels of the Institute.
- Increase the proportion of the underrepresented gender in areas where they are underrepresented by up to at least 40%.
- Consolidate measures to reconcile family and professional life.
- Promote non-discriminatory working conditions.
- Acquire gender and diversity competencies in all areas of the Institute, especially in research.

Quantitative objectives:

- Fulfil the targets defined in the agreements between the Institute, Ministry of Higher Education and Research, funding agencies, Collective Labour Agreement for Lis and the LIST Collective Labour Agreement.
- Fulfil the D&I targets defined in the Multiannual Programme (MAP).

The update of the D&I Strategy includes the setting of priorities based on the qualitative and quantitative goals formulated. Key figures can be verified in the D&I Strategy document directly.

3.3 Public document

The GEP is part of the D&I Strategy, which is freely available on the Institute's internal and external websites.

Annual reports on the progress of the measures are also published there.

3.4 Dedicated resources

LIST created the position of D&I Officer in 2021. The D&I Officer is committed to implementing the D&I Strategy throughout the Institute and to achieving the goals defined in the GEP. To this end, the D&I Officer is supported by all departments and actors who can contribute to the achievement of the goals, such as LIST senior management, the Staff Delegation, the Human Resources, Talent Acquisition and Accounting teams, and other experienced people prominent

within the departments or the Institute as a whole, who are committed to gender equality, health and workplace safety, and training.

A specific budget is set aside for gender equality training and awareness-raising actions, and this is redefined each year.

Key priority areas



Fig. 1 GEP key priority areas

3.5 Data collection and monitoring

LIST collects and monitors gender-disaggregated data on the gender balance of its staff in different levels of leadership and decision-making roles. Some of these data are published in the annual report.

The data collected include:

- The percentage of female and male employees
- The percentage of women and men in different hierarchical levels and decision-making entities
- Nationalities (by gender)
- Age (by gender and age groups)
- Evaluations on equal pay
- Type of employment contract
- Leavers (by gender and type of contract)
- New joiners (by gender and type of contract)
- Part-time employees (by gender)
- Parental leave

Although numerous gender-sensitive data are already being collected, a more in-depth institutional analysis, particularly at the research and recruitment levels, is needed.

LIST will improve the collection and monitoring of sensitive data. To do this, data will be collected and analysed according to the recommendations of the National working group on gender in research (GWG) in its guide, entitled "Best practices for collecting and monitoring gender-disaggregated data".

To ensure a continuous process within the framework of the promotion of equality and equal opportunities, the measures are evaluated regularly and updated annually in cooperation with the relevant LIST departments, such as the HR department.

3.6 Training and capacity-building

Regular awareness-raising actions and training are an important part of the GEP. Training on the topics of equal opportunities, equality and diversity are regularly offered for all employees. This also includes awareness-raising measures in the form of specific programmes, such as training on unconscious bias and awareness training for strengthening intercultural competence. The training programme is rounded out by sessions for better stress management, and courses that improve the physical and mental health of employees.

LIST has also a specific training programme for the management team, including diversity, inclusion and intercultural aspects.

3.7 Work-life balance and organizational culture

LIST is committed to giving all employees the same development opportunities, promoting their professional development, and enabling them to combine their work and private life in a balanced manner. All LIST staff have access to all measures undertaken by LIST to ensure a good work-life balance and be a family-friendly employer, including flexible working hours, home-working policies, part-time work and parental leave.

Our goal is to improve communication on LIST's commitment to being a family-friendly workplace.

3.8 Gender balance in leadership and decision-making

In 2022, only 20% of leadership or management positions were held by women. As LIST strives to be a gender-balanced research institute, it is our goal to increase the number of women represented at all management levels and by doing so, enable a gender-balanced participation in decision-making.

By the end of 2025, we aim for the ratio of women in leadership and decision-making positions to approach 30%. To achieve this, emphasis must be placed on specifically reaching out to qualified women and inviting them to apply for management or leading research positions, and specifically increasing the recruitment of highly qualified women.

3.9 Gender equality in recruitment and career progression

LIST is an equal opportunity employer and is committed to hiring and retaining diverse personnel. Its goal is to make all phases of the recruitment process both gender-sensitive and gender-balanced to attract the best candidates in each field, regardless of their gender, age, nationality or other aspects that are without importance for the correct execution of the intended tasks. LIST uses a competency-based approach in the recruitment process: To establish and safeguard equal opportunities, objectivity and a bias-free selection process, the key competencies and criteria used to evaluate candidates are defined beforehand.

Despite these efforts, there continues to be a gender imbalance at LIST, with only 28% of women in the research departments compared to 52% in the corporate departments. The proportion of shortlisted female applicants remains low compared to that of men, as does the

percentage of women in higher positions, and up to 17% of the female population leaves the institute each year.

Actions to help improve gender balance must therefore be applied to:

- revise the gender-sensitive recruitment process
- train recruiters and members of recruitment panels on sensitive recruitment procedures
- retain female staff in research positions

3.10 Integration of the gender dimension into research and training content

The gender dimension is considered in all research proposals and projects and throughout the whole project lifecycle, from the conception and definition of the research question to the realization and dissemination of the project. The goal is to increase the presence of gender components in research:

- LIST project ideas, research design and project plans should be analysed with the help of the adequate tools (gender checklists, internal guidelines) to ensure that the most important aspects for equal opportunities and gender in the research content are respected.

LIST offers training and workshops to familiarize the scientific community with gendered innovation and research methods and help them to develop gender competencies. The D&I Officer and the Research Administration staff are available to assist research teams in implementing the gender dimension into their research projects.

In addition, LIST has drawn up a Code of Ethics, which details the principles guiding the conduct of both its research and innovation activities and its business and administration practices, including gender and diversity dimensions. These principles are the basis of the assessment of projects, plans and practices in the organization.

3.11 Measures against gender-based violence, including sexual harassment

LIST does not tolerate any form of harassment or violence in the workplace. To prevent harassment and to facilitate intervention, LIST has created guidelines and tools, and has implemented a system of persons of trust, who can be contacted in the event of harassment and/or inappropriate behaviour occurring in the workplace. All related information is accessible via the LIST intranet site.

Our goal is to raise awareness about sexual and moral harassment by providing information and training sessions to the entire LIST community and communicating the existing policy addressing harassment cases in an adequate manner.

4. TERMS & DEFINITIONS

Terms	Definition
ERA	European Research Agency
GEP	Gender Equality Plan
GWG	Gender Working Group
MAP	Multiannual Programme

5. OTHER RELATED DOCUMENTS

Document	Title
LIST_GOV-010	LIST Diversity & Inclusion Strategy