

## **The OeAW Women's Promotion Plan**

### **Preamble**

The OeAW is committed to a gender and diversity policy embracing all target groups and to creating and preserving a working environment free of discrimination. All employees of the OeAW should be able to develop their individual potential in a climate characterised by openness and integration independent of gender, age, ethnic origin, sexual orientation, religion or disability.

The Women's Promotion Plan seeks to increase awareness of matters relating to equal opportunities for all staff. OeAW staff should be supported in the different phases of their lives and career paths, and hence the OeAW is just as concerned about the compatibility of professional and family life.

### **Scope**

The legal basis of the OeAW Women's Promotion Plan is formed by the Federal Constitution, the Equal Opportunities Act (GIBG) and the statutes of the OeAW as of 13 October 2017.

The Women's Promotion Plan applies without exception to all scientific and non-scientific employees of the OeAW. The implementation of its targets is adhered to at all career levels and in accordance with the career model for academic members of the OeAW.

### **Results of the survey on the implementation of the Women's Promotion Plan from 2015–2017**

In the first half of 2018, the measures put in place by the OeAW in the field of "Gender and Diversity" within the framework of the 2015–2017 Performance Agreement were evaluated. This included a survey of staff at the OeAW institutes capturing the level of awareness and perception of the measures as well as suggestions for the next Performance Agreement period. The measures for the period 2018–2020 were developed on the basis of this survey.

#### *A. Gender and Diversity as a cross-sectional issue*

##### **Working Group for Equal Opportunities**

Pursuant to § 67 of the OeAW's bylaws, the working group examines all questions and issues at the OeAW relating to equal opportunities for men and women, women's promotion and equal opportunities irrespective of ethnicity, religion or worldview, age or sexual orientation in accordance with § 7 of the Equal Opportunities Act.

The working group's tasks include processing suggestions, recommendations and advice of the Presiding Committee in all matters concerning women's promotion and equal opportunities and

assisting with staff issues (the tasks of the working group and the nature and extent of this role is outlined by § 67 Paragraphs 1–4 of the bylaws of the OeAW).

A specific measure to improve the communication and dissemination of the expectations of the Women's Promotion Plan is to expand the working group by cooption: from 2019 onwards the working group will comprise one representative from each institute of the OeAW (staff representatives) as well as one representative of each of the four directorates, a representative of the executive departments of the Central Administration and the OeAW Press and a representative of the Works Council (without voting rights) in addition to the members elected pursuant to the bylaws of the Working Group for Equal Opportunities.

The Presiding Committee of the OeAW has initiated a

#### **“Gender and Diversity” Jour Fixe**

and elected a member of the Presiding Committee as its head. This role is currently fulfilled by Prof. Dr. Oliver Jens Schmitt, President of the Division of Humanities and Social Sciences. The panel's task is to examine the development options of the Women's Promotion Plan and progress in the implementation of its measures. The “Gender and Diversity” jour fixe is responsible for developing recommendations and their operative implementation. Along with the member of the Presiding Committee, the panel comprises all directors and heads of the executive departments of the Central Administration and a representative of the Equal Opportunities Working Group. The Working Group assists with the coordination of the tasks of the jour fixe. Regular meetings – at least once per quarter – are envisaged.

An additional measure to improve mutual communication is:

#### **Inclusion in the agenda of the IDK (Conference of Directors of Institutes)**

From 2019 on, the IDK will include in its agenda the implementation of the Women's Promotion Plan at the institutes. This serves to provide information on the current opportunities as well as enable discussion of any wishes at the institutes.

### ***B. Raising awareness***

#### **Women's networking breakfast**

A new instrument for promoting women is the women's networking breakfast.

The aim of these events, intended to take place at least twice a year, is to connect female staff in positions of leadership – from junior group leaders to directors. On the one hand, these breakfasts should serve as a platform for exchange, and on the other hand, conversations with successful women in key positions should encourage researchers at the OeAW to continue their path to the pinnacle of scholarship.

### **Raising awareness of discrimination on the basis of gender within the OeAW**

Inclusive language is an important issue for the OeAW in order to make not only men but also women visible. The OeAW is committed to using gender-sensitive language in all communications. The aim is to make women and men feel they are being consciously addressed in equal measure. Gender-sensitive use of language helps underline an institute's equal opportunity measures.

- Reworking and drawing greater attention to the Guidelines for Inclusive Language (including in English)
- Inclusion of the "third gender" in OeAW data processing (work contracts, forms)

### **Making women's research visible**

The following measures are being taken:

*(further) increasing the proportion of female presenters at lecture series and events of the OeAW*

*Continuing the Gender and Diversity Lectures*

- Presentation and discussion of current approaches and concepts in gender and diversity research
- Presentation and discussion of current research by female researchers and members of the OeAW

### ***C. Compatibility of professional and family life***

The OeAW regards it as its duty to give consideration to family care duties and the organisation of the professional lives of its employees. To this end, it is creating a framework to improve the compatibility of professional and family life and developing measures for its guarantee.

#### **Parental leave management**

Guidelines are being developed for the framework for a successful return to work after parental leave.

#### **Working hours**

Consideration is to be given to part-time employees and people with care duties when planning meetings.

## **Childcare**

The possibility of offering suitable services supporting childcare at the various sites (especially in cooperation with other institutions) will be examined and analysed.

The following legal framework is to be considered in the examination of these possibilities and previous experience with pilot projects is to be included (e.g. parent and child rooms). A specific measure is the

### *OeAW "Academy and Child Fund"*

- Allowance assisting with the actual travel expenses for travelling to conferences/congresses/international events if accompanied by children and, where applicable, babysitters
- or an allowance assisting with the additional costs of childcare arising during the employees' absence, especially after 17:00 or at the weekend

Applications are open to employees of the OeAW with parental duties for children aged 10 and under.

## **Information and advice**

An advice centre will be set up within the personnel department and will be responsible for the following issues:

### *Contact person for family matters (also in English)*

Personal advice on family-related time out, including on the start, duration and special forms of paternal leave, and information on working during leave; a personal talk on return from leave, further training services for returning to work and potentially the creation of a checklist for people in leadership roles on "Maternity Rights and Paternal Leave".

### *Welcome Center*

Support services for all new employees, visiting researchers and fellows of the OeAW

### *Dual Career Service*

Support services for partners of new employees at the OeAW enabling a career switch to Vienna. The OeAW wishes to contribute to equal opportunities for employees by improving the conditions for partners' search for suitable employment.

The OeAW is a member of the DCSS – Dual Career Service Support network – for further details please visit ([https://gmbh.wwtf.at/wwtf\\_gmbh/dual\\_career\\_service\\_support/](https://gmbh.wwtf.at/wwtf_gmbh/dual_career_service_support/))

## *D. Personnel*

### **Recruiting**

- Guidelines for an appropriate, objectively comprehensible job advertisement
- Compulsory advertising of the vacancy on EURAXESS, <http://euraxess.ec.europa.eu/jobs>
- Increasing the proportion of women by a proactive and targeted search for potential applicants using databases (EMBO, AcademiaNet, etc.)
- Promoting the transparency of internal and external recruiting through appropriate documentation
- Guidelines for a selection process based on fairness and awareness of bias
- Data collection and monitoring: the gender ratio is documented at every stage of the recruitment process:
  - o Ratio of male/female applicants
  - o Standardised interview questions
  - o Interview sheets

### **Staff development**

*Running survey of gender distribution in the different career stages at the individual OeAW institutes together with those institutes in order to develop and check suitable measures for increasing the proportion of women in all career stages.*

In the target agreements with the institutes, the target figure for 2020 for raising the proportion of women in positions of leadership at OeAW research institutions (including leadership groups and academic directors) stands at a minimum of 25%.

*Creating a catalogue of best practice examples for measures and instruments promoting women that have already been implemented at individual OeAW institutes.*

#### *Further training measures*

An important goal is to offer all employees, irrespective of their contractual situation and career level, the best conditions for consistent academic development.

Further training services expressly address women as a target group; women should be recruited more often as leaders and presenters of further training events. An extensive range of (further) training events supporting women in the advancement of their professional careers is offered.

Mentoring and further training services are provided at all career stages and for all fields. These measures are intended to serve the empowerment of women.

Additionally, female scholars are informed of relevant specialist conferences, scholarly associations and networks.

The OeAW also feels particularly responsible for promoting those employees who have a fixed-term contract with the OeAW.

#### *Leadership training*

Development of services for people in positions of leadership (including directors) in the OeAW's institutes and the Central Administration that should stimulate support for the perception of leadership and directorship tasks, especially concerning gender and diversity, the compatibility of professional and private life, team development and promoting women, and support the leadership in implementing corresponding measures.

These services will be offered to all people in leadership roles at the OeAW; participation in at least two measures (esp. concerning gender and diversity) will be compulsory for new employees in positions of leadership in the course of their first year at the OeAW.

*Compulsory exit interviews* with superiors for employees leaving the OeAW of their own accord in order to record their reasons for leaving.

#### *E. Gender-related reporting*

Reporting takes place in the framework of the annual key figure report to the BMBWF every three years.

##### *Proportion of women among OeAW staff*

- Number of employees  
(Proportion of women by head and FTE; in absolute figures and as a percentage; as an annual average)
- Non-academic staff  
(Proportion of women by FTE; in absolute figures and as a percentage; as an annual average)
- Academic staff  
(in absolute figures and as a percentage; as an annual average)
- Career stages – proportion of female academic staff per career level  
(Proportion of women by FTE per career level and cluster; as a percentage; as an annual average)

*Proportion of women in positions of leadership at OeAW research institutions and on select boards of the OeAW*

(This code number is also part of the OeAW report on Effect-Oriented Impact Assessment and Effect-Oriented Management)

- Proportion of women in positions of leadership at OeAW institutions (as a percentage on 15.3. of the year reported):  
institute management and executive board; academic directorates; group leaders; junior group leaders
- Proportion of women on the following boards: Presiding Committee, Academy Council, Audit Committee, and Research Board (as a percentage on 15.3. of the year reported)

Target for 2020: 25%

*Increasing the proportion of women on OeAW boards*

- Proportion of women on the following boards: Academy Council, Research Board, scientific advisory boards of the institutes, awarding committees for fellowships and prizes of the OeAW (in absolute figures and as a percentage on 31.12. of the period under report)

Target for 2020: 40%

*Visibility of women's research*

- Proportion of female presenters in lecture series and at events of the OeAW (as a percentage)

*Mentoring programme for junior researchers at the OeAW*

- Proportion of women among the mentees (in absolute figures on 31.12. of the period under report)
- Proportion of women among the mentors (in absolute figures on 31.12. of the period under report)

***F. Monitoring the Women's Promotion Plan***

The measures for achieving the goals of the Women's Promotion Plan are monitored annually within the framework of self-assessment as part of the jour fixe on "Gender & Diversity".

**Period of application of the Women's Promotion Plan**

1.1.2019–31.12.2020