

GENDER EQUALITY PLAN (GEP) 2022/2024



**University
of Ferrara**

GENDER EQUALITY PLAN

University of Ferrara | Year 2021

Coordination

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Gender Equality Plan 2022/2024



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- Cinzia Mancini - Head of Inclusion Policies Coordination
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- Roberta Russo - Collaborator of the National Research Office and Member of the Equality Council
- Silvia Raucci - Head of the International Research and Design Office
- Barbara Govoni - Collaborator of the Administrative Applications and Research Office
- Giorgio Cavallo - Collaborator for University Regulatory Coordination and Agreements
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- Ilaria Fazi - Head of the Press, Institutional and Digital Communication Office



INTRODUCTION

The new EU Gender Equality Strategy 2020-2025, presented in March 2020 by the European Commission, outlines key actions for putting an end to gender-based discrimination and violence, ensuring equal participation and opportunity in the labour market and achieving gender balance in the decision-making and political process.

With the aim of defining ways to guarantee gender equality, the European Commission has established that public institutions—including universities—wishing to access funding under the new Horizon Europe programme must draw up their own Gender Equality Plan (GEP).

In the National Recovery and Resilience Plan (NRRP) it is expressly acknowledged that “gender inequalities have deep roots, which regard family and educational background, even before work”. For these reasons, the NRRP pursues, through its missions, the priorities of the national gender equality strategy 2021-2026. It structures them in a broad programme, which is concretely implemented in missions 1, 4, 5 and 6, and is aimed both at favouring women’s participation in the labour market, directly or indirectly, and at correcting the asymmetries that hinder equal opportunity from school age onwards.

The guidelines of the Ministry of University and Research, in relation to the system initiatives of Mission 4: Education and research, Component 2: From research to business, have stressed that access to funding for the programmes that will be implemented in the framework of the NRRP will be granted only to universities, research bodies and other public and private actors that have drawn up, or commit to adopting, in the first year of the project, a ‘Gender Report and a ‘Gender Equality Plan’, a pre-requisite that has been established for all Horizon Europe projects.

GEPs are the main tool for influencing systematic institutional change through the identification of strategies for the development of human re-

sources, institutional governance, the allocation of research grants, institutional leadership and decision-making and research programmes.

The University of Ferrara has a decade-old tradition in drawing up the Gender Report (GR), one of the keystones of the Three-Year Positive Action Plan (PAP), since 2011. It started off as a special section within the Social Report, but was later prepared as an autonomous document. The objective of the Gender Report is to analyse and evaluate the policy choices implemented from a gender perspective in order to assess the effectiveness of the planned actions, identify the critical issues within the university related to equal opportunities and ultimately to define the main actions for improvement.

The Gender Report fits into the framework of internal policy planning and has the aim of assuring greater effectiveness, transparency and equity and a redistribution of public resources to the benefit of the entire university community.

The University of Ferrara has thus made the Gender Report a “routine” experience integrated within the University’s administrative and planning procedures, thereby confirming the close connection between this tool and the more general reporting process and the Performance Cycle.

The Gender Equality Plan similarly fits into University’s planning cycle and is coordinated with the Positive Action Plan and the Gender Report.





THE INTERNAL CONTEXT OF UNIFE

The identification of the objectives and actions to be pursued in the three-year period 2022-24 takes into account, from a perspective of gender and expressed needs, the University's present organisational structure, the reorganisation processes of recent years, and the composition of staff and of the student community, as gathered from the planning and reporting documents of the University of Ferrara.

The Working Group (WG-GEP) was set up to meet this need. The Plan was presented to the Academic Senate and the Board of Directors, which approved it in the respective meetings held on 22 December 2021.

The WG-GEP sought to exploit the know-how acquired through the synergy among the different members. The work carried out resulted in the following general guidelines for intervention, which respect the five minimum areas indicated by the European Commission:

1. *Work-life balance and organisational culture*
2. *Gender balance in leadership and decision-making*
3. *Gender equality in recruitment and career progression*
4. *Integration of the gender dimension into research and teaching content*
5. *Measures against gender-based violence, including sexual harassment*

The first area, *Work-life balance and organisational culture*, is aimed at implementing the policies necessary to ensure an open organisation and an inclusive work and study environment that is balanced with individuals' private life through practices such as flexible working time arrangements and support for parental and caring responsibilities.

The second area, *Gender balance in leadership and decision-making*, aims to increase the number of women in leadership and decision-making positions by promoting changes to regulations, implementing measures to support a

balance in the main bodies and structures and gender equality in the organisation and staging of scientific events.

The third area, *Gender equality in recruitment and career progression*, focuses on reviewing selection and competitive exam procedures and the formation of working groups, with the aim of remedying any biases to ensure that women and men get equal opportunities to develop and advance their careers.

The fourth area, *Integration of the gender dimension into research and teaching content*, identifies measures aimed at ensuring that the gender dimension is taken into consideration in research and teaching

The fifth area, *Measures against gender-based violence, including sexual harassment*, promotes behaviours that always respect people's dignity and outlines how cases of gender violence can be reported, how sanctions will be applied, how information and support may be provided to victims and how the whole organisation can be mobilised to establish a culture of zero tolerance towards sexual harassment and violence.

These five areas are then broken down into different objectives and related actions.

AREA 1 - WORK-LIFE BALANCE AND ORGANISATIONAL CULTURE

OBJECTIVE 1: TO FACILITATE A BALANCE BETWEEN PRIVATE LIFE, WORK AND STUDY

ACTION 1	Strengthening of flexible work arrangements (e.g. remote working, smart working, part-time work, flexible hours, leave sharing)
DIRECT TARGET	Technical-administrative staff
INDIRECT TARGET	University community, Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	Personnel, performance and simplification area
OUTPUTS	Regulatory systemisation
INDICATORS AND TARGETS	Issuance of specific, integrated regulations and guidelines
TIMELINE	2022
ACTION 2	Implementation of an internal counselling strategy (Inclusion Space - Counselling Service)
DIRECT TARGET	Teaching Staff, Researchers, Technical-administrative staff
INDIRECT TARGET	University community, Users, Families
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC and EC
HUMAN RESOURCES	Psychologist
OUTPUTS	Maintenance of Inclusion Space and activation of Counselling Service
INDICATORS AND TARGETS	Distribution of a questionnaire to assess actual need for the service and sharing of results
TIMELINE	2022

OBJECTIVE 2: SUPPORT TO PARENTAL AND/OR CARING ACTIVITIES

ACTION 1	Maintenance and monitoring of the use of the “Baby Pit Stop” stations present at the University (comfortable, protected, private areas not only for those who study and work at Unife, but also for people coming from outside, places where they can care for their children)
DIRECT TARGET	University community, Citizenry
INDIRECT TARGET	Families

RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Technical area, Inclusion Policy Coordination
OUTPUTS	Publication on dedicated website with Baby Pit Stop map
INDICATORS AND TARGETS	User satisfaction survey
TIMELINE	2022
ACTION 2	Conclusion of agreements with crèches, nursery schools, summer camps and sports associations for services to support parents during periods of school closure.
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG, Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Agreements
INDICATORS AND TARGETS	% of beneficiaries/potential beneficiaries
TIMELINE	2022-24
OBJECTIVE 3: INCREASE IN WELFARE WITHIN THE UNIVERSITY COMMUNITY	
ACTION 1	Feasibility study and drawing up of a university welfare plan
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG, Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Legal and Procurement Area - Contracts Services and Supplies Office
OUTPUTS	Final report on feasibility study
INDICATORS AND TARGETS	AS and BoD resolution
TIMELINE	2022

AREA 2 – GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING

OBJECTIVE 1: PROMOTION OF DIVERSITY MANAGEMENT IN LEADERSHIP POSITIONS

ACTION 1	Training courses geared towards management figures, dealing with responsibility and similar issues and aimed at promoting diversity management (diversity in terms of gender, age, disability etc.)
DIRECT TARGET	Managers, Department and Office Heads
INDIRECT TARGET	University community
RESPONSIBLE INDIVIDUALS	DG
HUMAN RESOURCES	Inclusion Policy Coordination, Personnel training and policy office
OUTPUTS	Training courses
INDICATORS AND TARGETS	Percentage of staff participation, assessment of the degree of satisfaction
TIMELINE	2022-2024, groups of people will be involved each year
ACTION 2	Organisation of thematic events aimed at people with organisational/ management responsibility for promoting use of the Gender Report
DIRECT TARGET	TAS supervisors, Department directors, Dean
INDIRECT TARGET	University community, Society
RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Events
INDICATORS AND TARGETS	At least 1 event per year
TIMELINE	2022-24

OBJECTIVE 2: IMPROVEMENT OF INTERNAL DECISION-MAKING PROCESSES TO ACHIEVE GREATER GENDER EQUITY

ACTION 1	Analysis of any changes introduced to the University's internal regulations to favour gender equity in the composition of bodies/structures
DIRECT TARGET	University community
INDIRECT TARGET	Those on the receiving side of decision-making processes

RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	Coordination of University regulations and agreements
OUTPUTS	Analysis report
INDICATORS AND TARGETS	AS and BoD resolutions on regulatory changes
TIMELINE	2022-24

OBJECTIVE 3: ANALYSIS OF STATE OF THE ART, DYNAMICS AND TRENDS IN THE UNIVERSITY COMMUNITY

ACTION 1	Yearly reporting of gender data through preparation of the Gender Report
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG, AS, BoD
HUMAN RESOURCES	Dedicated working group
OUTPUTS	Draft GR
INDICATORS AND TARGETS	BoD approval of GR
TIMELINE	2022, 2023, 2024

AREA 3 – GENDER EQUALITY IN RECRUITMENT AND CAREER PROGRESSION

OBJECTIVE 1: PROMOTION OF MEASURES DESIGNED TO SUPPORT GENDER BALANCE IN RECRUITMENT

ACTION 1	Participants in recruitment procedures
DIRECT TARGET	University community
INDIRECT TARGET	Rector/DG
RESPONSIBLE INDIVIDUALS	Personnel, performance and simplification area
HUMAN RESOURCES	Database analyses
OUTPUTS	Statistical data relating to recruitment procedures, with a focus on the type of procedure and gender
INDICATORS AND TARGETS	2022
TIMELINE	2022
ACTION 2	Creation of an information database, and consequent inclusion within the University's data warehouse system, for the production of analyses on the participation and results of competitive exam and selection procedures.
DIRECT TARGET	Teaching staff, Researchers, Technical-administrative staff
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, Vice-Rector DEI, CGC and EC
HUMAN RESOURCES	Personnel, performance and simplification area, Information Services Department
OUTPUTS	Database analyses
INDICATORS AND TARGETS	Data analyses and assessment
TIMELINE	2023-2024

OBJECTIVE 2: IMPROVEMENT OF EQUAL OPPORTUNITIES IN CAREER PROGRESSION

ACTION 1	Training for personnel in leadership positions
DIRECT TARGET	Teaching Staff, Researchers
INDIRECT TARGET	University community
RESPONSIBLE INDIVIDUALS	Rector

HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Inclusion, in the PAP, of training modules on topics regarding respect for gender equality/equal opportunities and interpersonal communication
INDICATORS AND TARGETS	Attendance, number of staff members, degree of satisfaction
TIMELINE	2022-24
ACTION 2	Preparation and implementation of the “Di pari passo” (“at an equal pace”) project to favour the return of staff who were absent from work or students who were unable to attend for long periods (due to maternity or parental leave, illness, etc.)
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC and EC
HUMAN RESOURCES	Teaching and Student Services Area, Personnel, performance and simplification Area
OUTPUTS	Adoption of Guidelines
INDICATORS AND TARGETS	Completion of questionnaire by 50% of the beneficiaries, with a satisfaction rate greater than 50%
TIMELINE	2022
ACTION 3	Introduction of a person delegated by the Gender Equality Director in every University Department
DIRECT TARGET	Departments
INDIRECT TARGET	University community
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC and EC
HUMAN RESOURCES	Department Council
OUTPUTS	Appointment of delegate
INDICATORS AND TARGETS	Activation of appointment of gender equality delegate
TIMELINE	2023
ACTION 4	Promotion of gender balance in the assessment committees for the recruitment of teaching staff
DIRECT TARGET	Associate professors; Researchers, Doctoral Candidates, Research Fellows and Scholarship Holders, Staff, TAS
INDIRECT TARGET	University community
RESPONSIBLE INDIVIDUALS	Rector, DG

HUMAN RESOURCES	Personnel, performance and simplification Area
OUTPUTS	Adoption of guidelines for the composition of assessment committees
INDICATORS AND TARGETS	Periodic monitoring of the composition of assessment committees, also through the data collected yearly in the GR
TIMELINE	2022-2024



AREA 4 - INTEGRATION OF THE GENDER DIMENSION INTO RESEARCH AND TEACHING CONTENT

OBJECTIVE 1: FAVOURING INTEGRATION IN TEACHING CONTENT

ACTION 1	Feasibility study on the inclusion of further disciplinary teachings regarding gender perspectives in the curricula of: <ul style="list-style-type: none"> • degree programmes • doctoral programmes • specialisation courses
DIRECT TARGET	Students, Doctoral Candidates, Postgraduate Students
INDIRECT TARGET	Society
RESPONSIBLE INDIVIDUALS	Rector, DG, Department Director, Coordinators of study programmes/doctoral programmes/postgraduate specialisation programmes, Dean
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Guidelines
INDICATORS AND TARGETS	Issue
TIMELINE	June 2022
ACTION 2	Inclusion of disciplinary teachings on the gender perspective in the curricula of: <ul style="list-style-type: none"> • degree programmes • doctoral programmes • postgraduate specialisation programmes
DIRECT TARGET	Students, Doctoral Candidates, Postgraduate Students
INDIRECT TARGET	Society
RESPONSIBLE INDIVIDUALS	Rector, DG, Department Director, Coordinators of study programmes/doctoral programmes/postgraduate specialisation programmes, Dean
HUMAN RESOURCES	Teaching and Student Services Area
OUTPUTS	Resolutions of policy-making bodies
INDICATORS AND TARGETS	Approval of courses for the academic year 2023-2024
TIMELINE	April 2023
ACTION 3	Organisation of STEM events dedicated to middle school and high school students who are members of families belonging to the university community

DIRECT TARGET	University community
INDIRECT TARGET	Young women. Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Teaching Staff and Researchers, Teaching and Student Services Area
OUTPUTS	Organisation of STEM weeks
INDICATORS AND TARGETS	Number of participants/available places
TIMELINE	2022-24

OBJECTIVE 2: REINFORCE AND PROMOTE THE WORK OF FEMALE RESEARCHERS AT ALL LEVELS

ACTION 1	Preparation of a competition for the awarding of an annual prize for the best thesis which includes a gender dimension at the university level
DIRECT TARGET	Students, Doctoral Candidates, Postgraduate Students
INDIRECT TARGET	Society
RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	Student support office
OUTPUTS	Publication of announcement of competition/a.y.
INDICATORS AND TARGETS	Awarding of scholarship/a.y.
TIMELINE	2022-24
ACTION 2	Establishment of a working group within the Research Council, aimed at identifying positive actions to incentivise female participation in local/national/European competitions for research grants
DIRECT TARGET	All those who engage in (structured and non-structured) research activity
INDIRECT TARGET	Scientific community, Society
RESPONSIBLE INDIVIDUALS	Rector, Delegates for diversity, equity and inclusion and research
HUMAN RESOURCES	Research Council and Research Department
OUTPUTS	Selection of working group members, drafting of proposals for positive measures aimed at incentivising participation in competitions for research grants

INDICATORS AND TARGETS	Research Council's approval of proposals for positive measures aimed at incentivising participation in competitions for research grants
TIMELINE	2022-23
ACTION 3	Implementation of awareness initiatives on gender perspectives in research and education, with particular reference to STEM
DIRECT TARGET	Teaching Staff, Researchers
INDIRECT TARGET	Student community, Society
RESPONSIBLE INDIVIDUALS	Rector, Delegates for diversity, equity and inclusion and research and Teaching
HUMAN RESOURCES	Research and Third Mission Area
OUTPUTS	Report on participation and level of satisfaction
INDICATORS AND TARGETS	Staging of at least one event with the participation of at least two people per department
TIMELINE	2022

AREA 5 - MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

OBJECTIVE 1: COMMUNICATION AND AWARENESS-BUILDING ON GENDER-RELATED THEMES

ACTION 1	Strengthening of services offered by Inclusion Policy Coordination for administrative and organisational support and communication, dissemination and promotion of gender-related themes inside and outside the University
DIRECT TARGET	Rector, DG, AS, BoD, CGC, EC, Tavolo benessere (working group on wellbeing), Vice-Rector DEI
INDIRECT TARGET	University community, Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	Communication expert
OUTPUTS	Plan to increase visibility of gender-related themes inside and outside the University
INDICATORS AND TARGETS	Number of communications per year, Number of accesses to website
TIMELINE	2022
ACTION 2	Organisation of thematic events on behalf of staff to promote the use of guidelines on inclusive language/accessibile documents
DIRECT TARGET	Teaching Staff, Researchers, Technical-administrative staff
INDIRECT TARGET	University community, Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Event, Presentation of video lecture
INDICATORS AND TARGETS	1 Event/a.y., Viewing of video lecture, 60% of staff
TIMELINE	2022-24
ACTION 3	Creation of an educational module on gender-related themes in an e-learning mode on the Unifisicura platform
DIRECT TARGET	University community
INDIRECT TARGET	Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Inclusion Policy Coordination, Personnel training and policy office

OUTPUTS	Module creation
INDICATORS AND TARGETS	Participation of at least 60% of users
TIMELINE	2022
ACTION 4	Revision of standardised forms used in the University with a focus on gender-based aspects
DIRECT TARGET	University community
INDIRECT TARGET	Society
RESPONSIBLE INDIVIDUALS	Rector, DG
HUMAN RESOURCES	All Areas
OUTPUTS	Preparation of forms
INDICATORS AND TARGETS	Publication of forms on the University website
TIMELINE	2022
ACTION 5	Updating of Unife Inclusiva website, newsletter and social communication, creation of multimedia information/promotional products including presentations, videos and tutorials
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Newsletter and multimedia information/promotional products
INDICATORS AND TARGETS	2 newsletters and at least 1 product per year
TIMELINE	2022
OBJECTIVE 2: PREVENT, IDENTIFY AND MANAGE DISCRIMINATORY BEHAVIOUR AND CASES OF SEXUAL HARASSMENT IN THE UNIVERSITY COMMUNITY	
ACTION 1	Amendment of the unified code of conduct based on the gender dimension
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, RPCT, Ethics Committee, Vice-Rector DEI, CGC, EC
HUMAN RESOURCES	Coordination of University regulations and agreements
OUTPUTS	Unified code of conduct based on the gender dimension
INDICATORS AND TARGETS	Decree of issuance of unified code of conduct
TIMELINE	June 2022

ACTION 2	Formulation of a procedure for reporting discriminatory behaviours and sexual harassment
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC, Ethics Committee
HUMAN RESOURCES	Coordination of University regulations and agreements
OUTPUTS	Guidelines
INDICATORS AND TARGETS	Awareness-building campaign
TIMELINE	2022
ACTION 3	Dissemination, at the start of every academic year, of all the tools (measures, bodies, University code of ethics) developed to combat all forms of discrimination, harassment and violence within the University) through a promotional video
DIRECT TARGET	Students
INDIRECT TARGET	University community, Families, Society
RESPONSIBLE INDIVIDUALS	Vice-Rector DEI, CGC, EC, Ethics Committee
HUMAN RESOURCES	Coordination of University regulations and agreements
OUTPUTS	Promotional video on the various tools developed to combat all forms of discrimination
INDICATORS AND TARGETS	Dissemination of the video by coordinators of SPs
TIMELINE	2022-2024
ACTION 4	Setting up of a counselling service to combat mobbing/harassment within the Inclusion Space managed by a trusted counsellor
DIRECT TARGET	University community
INDIRECT TARGET	Families, Society
RESPONSIBLE INDIVIDUALS	Rector, DG, Vice-Rector, CGC, EC
HUMAN RESOURCES	Inclusion Policy Coordination
OUTPUTS	Appointment of counsellor
INDICATORS AND TARGETS	Yearly monitoring of rate of participation, with a report to be submitted to the Board of Directors
TIMELINE	2022-2024

FINANCIAL RESOURCES

The actions provided for in the GEP in relation to the objectives of the different strategic areas will have the necessary financial resources where required for the implementation of individual measures, also in connection with the University's Integrated Positive Action Plan (PAP).

DURATION, INTEGRATION AND MONITORING

This GEP—policy document for the three-year period 2021-2024—will be periodically updated every three years. It will be integrated with the Three-Year Positive Action Plan in order to reinforce or add new actions aimed at attaining the objective of gender equality within the University and ensuring the long-term sustainability of the relevant actions.

The monitoring of individual actions will be included in an overall report broken down by objectives and actions of the GEP, to be presented yearly to the governing bodies of the University and appended to the Gender Report .

Legend

- AS – Academic Senate
- BoD – Board of Directors
- EC – Equality Council
- DG – Director General
- GEP – Gender Equality Plan
- GR – Gender Report
- PAP – Three-year Positive Action Plan
- RPCT – Person responsible for the prevention of corruption and for transparency
- CGC – Central Guarantee Committee
- SP – Study Programme
- STEM – Science, Technology, Engineering and Mathematics
- TAS – Technical-administrative Staff
- Vice-Rector DEI – Vice-Rector for diversity, equity and inclusion



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