


	GENDER EQUALITY ACTION PLAN 2021- 2025	Document designation Q5.00-08/1
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	INSTITUT MIHAJLO PUPIN DOO BEOGRAD 11060 Beograd, Volgina 15 Tel. 677 13 98; Tel/Faks: 677 65 83	Document designation Q5.00-08/1
	GENDER EQUALITY ACTION PLAN <u>2021 - 2025</u>	Date: 25.01.2021.

General data

Company name:	INSTITUT MIHAJLO PUPIN DOO BEOGRAD		
Address:	Volgina 15, 11060 Beograd		
Decision No:	BD 9759/2005 od 24.01.2005, Serbian Business Registers Agency		
	Registration No: 07014694	Activity code: 7219	TIN 10008310

Overarching goals

Equality between women and men is one of the fundamental values that the Institute “Mihajlo Pupin” should protect and promote. Equality means that everyone, regardless of gender, should have the same opportunities, rights, and obligations. The Institute should seek to have an even distribution between women and men’s influence on research and development, working conditions, as well as between the number of women and men in different professional groups, and in different departmental bodies.

The Institute is committed to promoting equality and preventing discrimination in all its operations. The Institute wishes to be a forerunner in the promotion of equality and the creation of an atmosphere of respect for diversity. The Institute recognises and eliminates practices and structures that create and sustain inequality.

This plan includes the goals and measures to be taken for the period 2021–2025. The plan is available on the Institute website at <https://www.pupin.rs/en/about-imp/gep/>.

Policy context

In Serbia, equal opportunities are guaranteed with national and internal acts. The Gender Equality policymaking is strongly guided by the commitments of Serbia to the principles declared by the key international frameworks, such as the Beijing Declaration and Platform for Action; Convention on Elimination of All form of Discrimination Against Women; The UN Convention on the Political Rights of Women (1953); UN Resolution 1325 ‘Women, Peace and Security’ (2000); The Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention), and others. Another important guiding framework comes from the EU in line with the processes of synchronising and aligning policy and institutional frameworks in Serbia to EU, during the process of accession to EU (particularly chapters 19 and 23) and within the New Framework for Gender Equality and Women’s Empowerment: Transforming the Lives of Girls and

Women through EYU External Relations (2016- 2020). The new Strategy for Gender Equality, it's associated National Action Plan and the new Law on Gender Equality (currently under adoption) are three documents that make up the basic framework for the gender equality policies for the remaining period of the decade. In accordance with the normative acts of the Institute, namely the provisions of the Code of Ethics and the Labor Regulation, employees have the same rights on and during the employment and cannot be restricted in exercising their rights, *inter alia*, by way of gender.

Description of the current situation

Achieving equality requires an active and continuous effort. Many of the measures featured in this plan take the form of permanent practices. It extends the Gender Equality Plan 2016-2020 that was elaborated as part of the European Project GenderTime (Transferring Implementing Monitoring Equality), see also <https://gendertime.org/Pupin>.

In the last five years, besides the standard practice and monitoring approaches (gathering data and analysis of indicators related to recruitment, careers development and networking, staff development and support, management and policy making, institutional culture, scientific results, innovations, business skills, etc.), the Institute's Human Resources Department exploited also qualitative analysis such as focus groups with female researchers and interviews with employees from different professional teams and management levels. Herein, we present some statistics from the Gender Equality Report for year 2020.

Table 1. Total number of employees by job title and gender structure

No.	Job title	EXECUTIVE		OPERATIONAL		Total		
		Men	Women	Men	Women	Men	Women	Total
1	DIRECTOR	0	1			0	1	1
2.	ASSISTANT DIRECTOR	2	0			2	0	2
3.	SCIENTIFIC ADVISOR			4	1	4	1	5
4.	SENIOR SCIENTIFIC ADVISOR			3	2	3	2	5
5.	SCIENTIFIC ADVISOR			7	7	7	7	14
6.	RESEARCH FELLOW			12	13	12	13	25
7.	JUNIOR RESEARCHER			36	20	36	20	56
8.	SOFTWARE DEVELOPER JUNIOR RESEARCHER			9	4	9	4	13
9.	LEAD R&D ENGINEER			3	0	3	0	3
10.	RESEARCHER			8	4	8	4	12
11.	CHIEF DESIGNER			1	0	1	0	1
12.	OCCUPATIONAL SAFETY AND HEALTH COMPETENT PERSON			1	0	1	0	1
13.	HIGHLY SKILLED CHIEF WORKER			1	0	1	0	1
14.	SKILLED WORKER			1	0	1	0	1
15.	LEAD TECHNICIAN			2	0	2	0	2

No.	Job title	EXECUTIVE		OPERATIONAL		Total		
		Men	Women	Men	Women	Men	Women	Total
16.	SENIOR ADVISOR			7	10	7	10	17
17.	ADVISOR			7	4	7	4	11
18.	ADVISOR FOR PROFESSIONAL AND ADMINISTRATIVE DUTIES			0	2	0	2	2
19.	LEAD ASSOCIATE			0	1	0	1	1
20.	LEAD OFFICER			0	0	0	0	0
21.	CHIEF OFFICER			1	3	1	3	4
22.	SENIOR ASSOCIATE			0	1	0	1	1
23.	PUBLIC PROCUREMENT OFFICER			0	1	0	1	1
24.	COPIER TECHNICIAN			1	0	1	0	1
25.	CLEANER			0	5	0	5	5
26.	INTERNAL AUDITOR			0	1	0	1	1
27.	SENIOR ASSOCIATE FOR SECURITY, RESOURCE PROTECTION AND DEFENSE PREPARATION PLANNING			1	0	1	0	1
						107	80	187

Table 2. Proportion of women by job category

	By job category		By total number of employees	
	Men	Women	Men	Women
Executive jobs	66.67%	33.33%	1.03%	0.52%
Operational jobs	57.06%	42.40%	57.22%	41.23%
Total percent distribution of employees by gender			58.25%	41.75%

Table 3. Proportion of women by professional qualifications

Professional qualifications and degree	By number of employees				Percent distribution		
	Men	Women	Total		Men	Women	Total
8 th - doctoral degree	15	12	27		8.02%	6.41%	14.43%
7 th /2 - master degree	5	9	14		2.67%	4.89%	7.56%
7 th /1 - university degree	82	50	132		43.85%	26.73%	70.58%
6 th /non-university college degree	1	0	1		0.53%	0.00%	0.53%
5 th -highly skilled	1	0	1		0.53%	0.00%	0.53%
4 th -secondary school education	2	4	6		1.06%	2.13%	3.19%
3 rd -skilled	1	1	2		0.53%	0.53%	1.06%
2 nd - semi-skilled	1	2	3		0.53%	1.06%	1.59%
1 st -unskilled	0	1	1		0.00%	0.53%	0.53%
	108	79	187		57.72%	42.28%	100%

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Measures for eliminating inequality

This plan covers measures that should be implemented in the calendar year, taking into account the economic situation in the country, other business interests and needs, as well as available human resources. The measures are described under the headings

- Gender Mainstreaming Resources
- Improve Employment opportunities
- Identify the cause of the actual gender distribution
- Support mechanism for the young researchers, careers development and networking
- Parenthood, Career breaks and Salaries
- Sexual harassment.

Gender mainstreaming resources

It is the responsibility of the **Gender Equality Committee** to ensure that the goal of an equal workplace is achieved, and that the work to promote gender equality is given sufficient resources. An annual follow-up of implemented measures should be reported (connected also with the Report that shall be submitted annually to the competent Ministry, according to the Law on Gender Equality). Others with special responsibility for the work to promote gender equality include:

- The director and deputy directors (ensuring that the gender perspective is integrated into research and development);
- The head of department, the deputy head of department, and the head of administration (with special responsibility for recruitment and work environment issues).

The **Gender Equality Committee** will

- Dedicate resources for gender mainstreaming implementation that effectively support the implementation of the Gender Equality Plan, set targets, monitor progress via indicators and provide advisory assistance in the field of training and career development;
- Conduct regular training for staff and decision makers in the field of gender equality, as well as organizing professional development training for members of the underrepresented gender in order to advance in the career;
- Implement effective monitoring strategies and mechanisms for provision of sex-disaggregated data and other data relevant to document the status of gender (in-)equality within the organisation are indispensable for designing effective strategies.

During the five-year time period stipulated in the Gender Equality Plan, the person with an operative responsibility should check that the goals and means in this plan have been implemented.

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Improve employment opportunities

Measures:

- Provide all candidates with equal employment opportunities and constantly monitor their progress in the workplace;
- Announce job vacancies with a reference to the position, and not to personal characteristics (candidates are not required to provide information on marital, family status or other personal characteristics, etc.);
- Review Equal Pay (by gender & disability) and point out possible irregularities in terms of gender discrimination;
- Equality impact assessments, equalities monitoring and on-going analysis;
- Provision of mentoring and confidence & skills enhancing programmes;
- Review of gender balance at management and policy-making levels;
- Organize meals for employees (possibility to bring food home);
- Organize periodic medical examinations for employees.

Identify the cause of the actual gender distribution

Measures:

- Collect data on career progression of research staff;
- Critically assess the collected sex-disaggregated data, procedures, processes and practices in order to detect gender inequalities and gender bias;
- Analyse Institute's promotion procedures.

Retention strategies and support mechanism for young researchers, careers development and networking

Measures:

- Implement different employee retention strategies that foster networking of early career researchers and team building (organization of regular meetings and workshops, sending employees to international events, organizing employee recognition and appreciation events);
- Implement a Mentoring Program for young associates (especially researchers) within the Institute and monitor its implementation;
- Review and monitor the uptake of Mentoring Scheme;
- Develop Careers advice within the Institute (special attention to be paid to women researchers);
- Review networking and careers development;
- Report on strategies for success using individual case studies.

Parenthood, career breaks and salaries

Measures:

- Implement measures that ensure the harmonization of work and family life, easier realization of rights and obligations related to motherhood, child care, family obligations, rights from the aspect of occupational safety and health;
- Monitor the experience of employees upon return from maternity leave and prevent possible irregularities in assignment to the workplace;
- Regularly interview the Institute's experts with successful careers, especially those with children and families (interviews can be published on the Institute's website);
- Analyze the work experiences of employees leaving the Institute and propose changes in procedures for promotion (advancement) in the workplace.

Sexual harassment

Measures:

- Train employees in matters related to sexual harassment;
- Issues relating to the work environment in general, and sexual harassment in particular, should be raised during performance reviews;
- Envisage measures, procedures and activities for the implementation of prevention of sexual abuse and extortion;
- Introduce other measures that can contribute to the equal position of women and men at work.

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