

GENDER EQUALITY PLAN

July 2018



HR EXCELLENCE IN RESEARCH



Institut de Física
d'Altes Energies



BIST Barcelona Institute of
Science and Technology

Outline

Outline	1
1. FOREWORD	2
2. INTERNAL ANALYSIS	2
2.1 Personnel working at IFAE (regardless of the hiring institution)	2
2.2 Gender distribution of the personnel hired by IFAE	3
2.3 Share of indefinite contracts	5
2.4 Share of fix term contracts	5
2.5 Responsibility in research projects management	5
2.6 Government and Advisory bodies	6
2.7 Committees and Working Groups	6
2.8 Scientific talks	6
2.9 Outreach	6
2.10 Mothers of Science	7
2.11 Students of the High Energy Physics, Astrophysics and Cosmology Master	7
2.12 Internal analysis (HRS4R)	8
2.13 Protocol for dealing with, preventing and eradicating workplace harassment at IFAE	8
2.14 Public contracts	8
2.15 Additional considerations	9
3. CONCRETE OBJECTIVES	9
4. STRATEGIES AND PRACTICES	9
5. MONITORING AND EVALUATION OF THE PLAN	11
5.1 Monitoring body and periodicity	11
5.2 Evaluation of the Gender Equality Plan	11
5.3 5.3 Updates of the Gender Equality Plan	11
6. DISSEMINATION OF THE GENDER EQUALITY PLAN AND ITS EVALUATION	11
7. COMPOSITION OF THE GENDER EQUALITY COMMITTEE	11
■ ANNEX 1: INTERNAL ANALYSIS OF THE HRS4R WORKING GROUP	12
■ ANNEX 2: ANSWERS TO THE HRS4R QUESTIONNAIRE	20

1. FOREWORD

As from 24/07/2017, and as part of the Catalan Public Administration, IFAE is compelled to have a Gender Plan¹. Such Gender Plan must include²: an internal analysis, goals, strategies and actions to achieve the aimed goals, and follow-up and evaluation mechanisms.

The data of all gender indicators of this document correspond to the ones obtained during the internal analysis carried out at the time the Gender Equality Plan was written. The follow up of the evolution of these data is part of the Monitoring and Evaluation of the Plan, described in Section 5 of this document.

IFAE intends to include its Gender Equality Plan within an overall Diversity Program, as stated in its Action Plan 2017-2020 submitted to the European Commission on the occasion of the *HR Excellence in Research Award* of the EC's Human Resources Strategy for Researchers (HRS4R).

2. INTERNAL ANALYSIS

To diagnose the current situation at the IFAE, a series of quantitative and qualitative indicators have been developed. Related results of the internal analysis carried out to develop the strategy for the human resources of IFAE are also presented.

2.1 Personnel working at IFAE (regardless of the hiring institution)³

	Agg.	Women		Men	
	[N _{IFAE}]	[N]	[%]	[N]	[%]
Research: staff	36	4	11.1%	32	88.9%
Research: postdocs	28	3	10.7%	25	89.3%
Research: predocs	32	11	34.4%	21	65.6%
Total research personnel	96	18	18.8%	78	81.3%
Technical support	38	4	10.5%	34	89.5%
Administration	10	7	70.0%	3	30.0%
Management	2	0	0.0%	2	100.0%
Total IFAE	146	29	19.9%	117	80.1%

¹ By the Catalan Law 17/2015, for an effective equality for men and women.

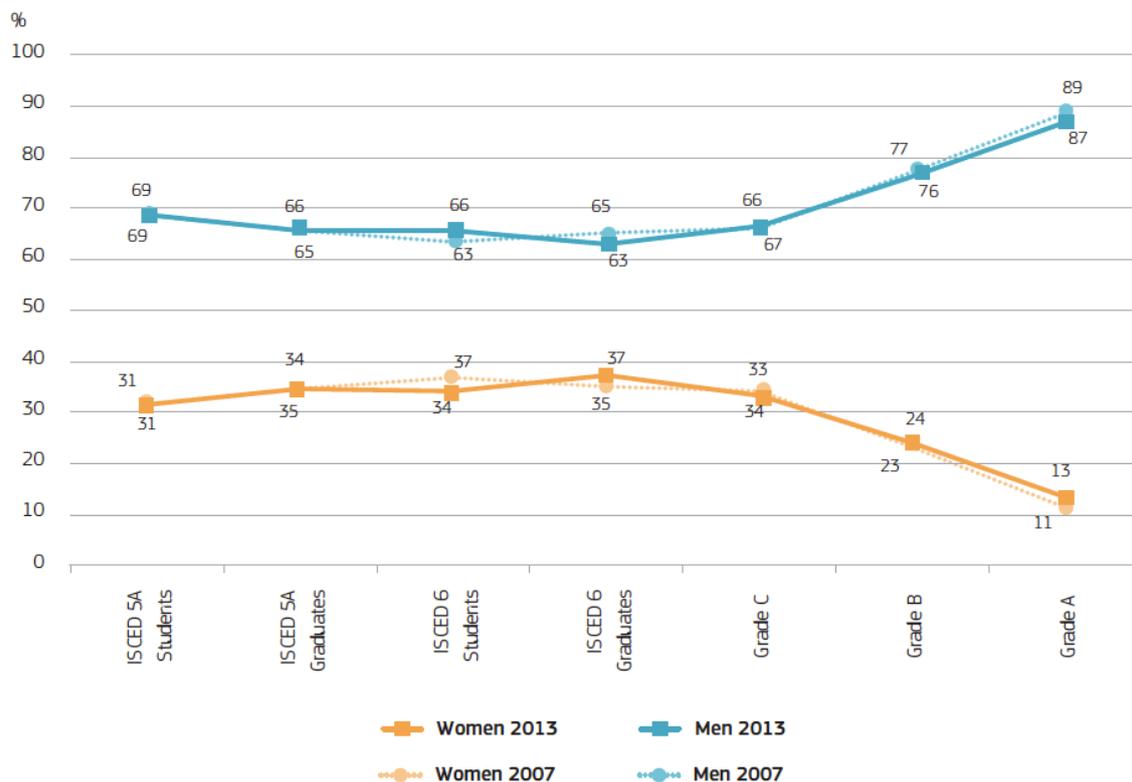
² As specified by the Catalan law 17/2015 and the Spanish Organic Law 3/2007, for an effective equality for men and women.

³ This table includes personnel hired by the UAB, ICREA, and CIEMAT ascribed to IFAE. Data as on 01/01/2018.

2.2 Gender distribution of the personnel hired by IFAE⁴

	Agg.	Women		Men	
	[N _{IFAE}]	[N]	[%]	[N]	[%]
Research: staff	17	3	17.6%	14	82.4%
Research: postdocs	25	3	12.0%	22	88.0%
Research: predocs	31	11	35.5%	20	64.5%
Total Research personnel	73	17	23.3%	56	76.7%
Technical support	36	4	11.1%	32	88.9%
Administration	7	5	71.4%	2	28.6%
Management	2	0		2	100.0%
Total IFAE	118	26	22.0%	92	78.0%

To put figures in context we need to take into account the global trend where by the share of female personnel decreases as the academic career advances. While the proportion of women among university students is one in two, at senior academic level the proportion is only one in six. The following figure shows the percentages of women and men in the European Union in 2007 and 2012 in the field of Science and Engineering at different stages of their academic career⁵.



We can also compare it to the share of female PhDs in Physical Science (Physics, Chemistry and Earth Science) in the European Union (33% in 2004, and 37% in 2012) and in Spain (currently 45%). This share is considerably lower at the highest academic level (in 2013 it was 13% in the field of Natural Science: Physics, Mathematics, Biology and Computer Science).

⁴ Data as on 01/01/2018.

⁵ Source: "She figures 2015", European Commission (2016).

We can also compare with the ATLAS collaboration at the LHC at CERN, a large international collaboration with over 3,000 people (up 5,000 if we include engineers and technical support) from 38 countries. The share of women is $19\pm 1\%$. The share of women also decreases with age: 24% for people younger than 35, and 15% for older than 35. The share of women physicists is $24\pm 1\%$ for PhD students, and $17\pm 1\%$ for the aggregate PhD students plus staff. Within ATLAS, Mediterranean countries account for the highest shares (21%) and Asian countries for the lowest shares (13%). We can conclude that IFAE statistics are in line with ATLAS, even slightly better in the case of PhD students. A similar situation is seen in the following table, showing personnel statistics of MAGIC, another major international collaboration.

	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Research staff	68	11	16.2%	57	83.8%
Postdoctoral fellows	50	15	30.0%	35	70.0%
Predocctoral fellows	32	13	40.6%	19	59.4%
Total	150	39	26.0%	111	74.0%

It is also useful to compare IFAE's figures to those from other institutes of Physics in Catalonia and Spain. The following table shows the share of women at the level of senior research staff in various departments of Physics in Spain in 2017, as well as the share in Theory departments. IFAE is slightly below average in the case of the combination of experimental departments. IFAE⁶, with no women among its theory staff, is quite far of the average Spanish level.

Physics Department	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Departament d'Estructura i Constituents de la Matèria (Universitat de Barcelona)	36	8	22.2%	28	77.8%
Departament de Física Fonamental (Universitat de Barcelona)	38	3	7.9%	35	92.1%
Departamento de Física Teórica (Universidad Autónoma de Madrid)	27	7	25.9%	20	74.1%
Total of the three Departments⁷	178	32	18.0%	146	82.0%
IFAE Experimental Division	25	4	16.0%	21	84.0%
Departamento de Física Teórica (Universidad Complutense Madrid)	14	1	3.6%	13	96.4%
Instituto de Física Teórica (Universidad Autónoma de Madrid)	26	6	23.1%	20	76.9%
Departament de Física Teòrica (Universitat de València)	23	4	17.4%	19	82.6%
Departamento de Física Teórica y del Cosmos, Área Física Teórica (Universidad de Granada)	14	3	21.4%	11	78.6%
Total of the four Theory Departments	77	14	18.2%	63	81.8%
IFAE Theory Division	11	0	0%	11	100%

⁶ Including UAB, ICREA, and CIEMAT personnel affiliated to IFAE.

⁷ Departments with personnel of area different from Theoretical.

2.3 Share of indefinite contracts⁸

The following table shows more details about the proportion of women in various types of positions with open-ended contracts.

	Women			Men		
	[N _{IFAE}]	[N _{indef}]	[% _{indef}]	[N _{IFAE}]	[N _{indef}]	[% _{indef}]
Research: staff	3	3	100.0%	14	14	100.0%
Research: postdocs	3	0	0.0%	22	0	0.0%
Research: predocs	11	0	0.0%	20	0	0.0%
Technical support	4	4	100.0%	32	8	25.0%
Administration	5	2	40.0%	2	1	50.0%
Management	0	0		2	2	100.0%
Total IFAE	26	9	34.6%	92	25	27.2%

2.4 Share of fix term contracts⁹

The following table shows more details about the proportion of women in various types of positions with fix term contracts.

	Women			Men		
	[N _{IFAE}]	[N _{indef}]	[% _{indef}]	[N _{IFAE}]	[N _{indef}]	[% _{indef}]
Research: staff	3	0	0.0%	14	0	0.0%
Research: postdocs	3	3	100.0%	22	22	100.0%
Research: predocs	11	11	100.0%	20	20	100.0%
Technical support	4	0	0.0%	32	24	75.0%
Administration	5	3	60.0%	2	1	50.0%
Management	0	0		2	0	0.0%
Total IFAE	26	17	65.4%	92	67	72.8%

2.5 Responsibility in research projects management

The following table shows the share of women Principal Investigator of a research project with funding from AGAUR, MINECO or the European Commission.

	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Principal Investigators of competitive projects financed by AGAUR, MINECO, or the European Commission	19	1	5.3%	18	94.7%

⁸ Data as on 01/01/2018.

⁹ Data as on 01/01/2018.

2.6 Government and Advisory bodies¹⁰

The following table shows the share of women in various governing bodies and relevant committees of IFAE.

	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Consell de Govern	6	1	16.7%	5	83.3%
External Scientific Committee	10	5	50.0%	5	50.0%
Director Advisory Board	15	1	6.7%	14	93.7%
IFAE Management Team	6	0	0.0%	6	100.0%

2.7 Committees and Working Groups

	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Safety & Health Committee	6	2	33.3%	4	66.7%
Working Group for the Diversity Programme	8	4	50.0%	4	50.0%

2.8 Scientific talks

The following table shows, for 2013-2015, the figures of the average share of women researchers at IFAE and the average number of talks given by them. There is no evidence of gender bias.

	Agg.	Women		Men	
	[N _{IFAE}]	[N]	[%]	[N]	[%]
EXPERIMENTAL DIVISION					
Researchers	73.3	20.7	28.2%	52.6	71.8%
Talks	44.3	12.7	28.7%	31.6	71.3%
Talks/Person	0.60	0.61		0.60	
THEORY DIVISION					
Researchers	23.7	1.6	6.8%	22.1	93.2%
Talks	43.0	3.3	7.7%	39.7	92.3%
Talks/Person	1.81	2.06		1.80	

2.9 Outreach

- The following table shows the average number of outreach talks per year in Institutes or outreach conferences over the period 2014-2016. No negative gender bias is observed.

	Agg.	Women		Men	
	[N _{IFAE}]	[N]	[%]	[N]	[%]
Research staff and postdocs	71.0	11.7	16.4%	59.3	83.6%
Talks	41.3	9.6	23.4%	31.7	76.6%
Talks /Person	0.58	0.82		0.53	

¹⁰ Data as on 01/01/2018.

- Figures of the 2016 and 2017 editions of “Bojos per la Física”, targeting secondary school students. In both editions, the participation of women is slightly higher than the proportion of PhD students:

	2016				
	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Applications	123	53	43.1%	70	56.9%
Selected students	25	15	60.0%	10	40.0%

	2017				
	Agg.	Women		Men	
	[N]	[N]	[%]	[N]	[%]
Applications	126	41	32.5%	84	67.5%
Selected students	25	11	44.0%	14	56.0%

- IFAE participates in various initiatives to promote Science in the women community. In 2017 and 2018, as activities related to the Women’s International Day, IFAE organized the activity “Women in Science” to publicize the career of women who are or were important in the history of Physics. The activity was directed to bachelor students. Thirty students participated in 2017, and fifty in 2018. In July 2017, IFAE participated in the Erasmus+ programme, Barcelona-Berlin summer school “Diversity in the culture of Physics”, targeting the presentation of research opportunities in Physics to undergraduate Physics students of UB, UAB and Free University of Berlin. Sixteen students participated.

2.10 Mothers of Science

In January 2018, IFAE signed an agreement with the Barcelona Institute of Science and Technology (BIST) and the other six research centres that are part of it, to launch the competitive call “Mothers of Science” aimed at tackling the gap that exists between the share of women who are research associates or senior post-doctoral researchers and that of group leaders. Mothers developing a research activity (either as PhD student, Post-doc, research associate or equivalent) can apply to a coaching program plus a grant of a salary top-up of 400 €/month for a complete year.

2.11 Students of the High Energy Physics, Astrophysics and Cosmology Master

Academic Year	[N _{students}]	[N _{women}]	[% _{women}]	[N _{men}]	[% _{men}]
2014-2015	17	3	17.6%	14	82.4%
2015-2016	14	4	28.6%	10	71.4%
2016-2017	20	1	5.0%	19	95.0%
2017-2018	26	8	30.8	18	69.2%

2.12 Internal analysis (HRS4R)

- On the occasion of the HRS4R, a Working Group carried out an internal analysis of the degree of accomplishment of the 40 principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. Eight of the 40 principles can be linked to this Plan. These eight principles, along with internal analysis carried out (relevant legislation, existing institutional rules and/or practices, actions required, and when/who should implement them are listed in Annex 1.
- 70% of the IFAE researchers answered a questionnaire about the main conclusions of the internal analysis carried out by the Working Group. The answers endorsed the conclusions of the Working Group (see Annex 2).

2.13 Protocol for dealing with, preventing and eradicating workplace harassment at IFAE

On April 2016, a protocol for dealing with, preventing and eradicating workplace harassment at IFAE was approved. This protocol is available at IFAE's internal repository, open to all people working at IFAE. The protocol was elaborated by a working group, with even gender representation, and was approved by the director.

The protocol includes a set of measures related to making the information public, forming IFAE personnel and establishing preventive measures. Globally, the situation can be considered satisfactory.

IFAE personnel have been informed of the approval of the protocol. Since then all new contracts that are signed refer to that document. There are two contact persons in case of harassment problem, the Risk Prevention Officer (currently a woman) and the Ombudsperson (substituted by the Chair of the Safety and Health Committee until the Ombudsperson gets appointed).

In July 2017, a training activity took place at IFAE. It was organized by a specialized firm aiming at increasing awareness of possible cases of harassment. The existence of IFAE's harassment protocol was also publicized.

2.14 Public contracts

- In accordance with what establishes article 10.1 of the Catalan Law 17/2015, all acquisition contracts that undergo an administrative procedure of public contact include a statement whereby firms contracted by IFAE must take measures to foster equal opportunities between men and women.
- The Catalan Law 17/2015 allows giving extra points to firms with the label "distintiu català d'excel·lència empresarial en matèria d'igualtat", which is something IFAE has not done so far.

2.15 Additional considerations

- There is a protocol of norms elaborated by the Safety & Health Committee, which satisfies the requirement of article 44.2 of the Catalan Law: “the enterprises have to form their personnel about the different exposure to risk factors as a function of gender, as well as risks for fertility, pregnancy y breastfeeding.”
- IFAE personnel have not created a “company workers committee”. To address the requirements of the articles 45.5 of the Organic Law 3/2007 (prior consultation of the legal representation of the workers) and 15.4.d of the Organic Law 17/2011 (take into account the representatives of the workers when drawing up and approving the Equality Plans), before the first meeting of the working group of the “Gender Equality Plan and diversity management”, IFAE workers were informed of the intention of elaborating a Gender Equality Plan, of the existence of the working group that should elaborate the plan, and they were invited to provide their input.

3. CONCRETE OBJECTIVES

- Objective 1: publicizing the diagnostics
- Objective 2: publicizing the Gender Equality Plan
- Objective 3: updating and improving the diagnostics
- Objective 4: facilitating the access to the Plan and the indicators
- Objective 5: improving the hiring process
- Objective 6: improving the institutional role of women at IFAE
- Objective 7: fostering the conciliation between personal life, family life and work
- Objective 8: including equality as a corporative value of IFAE
- Objective 9: participating in national and international projects for the improvement of the role of women in Science.

4. STRATEGIES AND PRACTICES

- Objective 1: publicizing the diagnostics
 - Present the diagnostics in an internal seminar.
 - Make the information available on IFAE’s internal repository.
- Objective 2: publicizing the Gender Equality Plan
 - Present the Gender Equality Plan in an internal seminar.
 - Make the information available on IFAE’s internal repository.
- Objective 3: updating and improving the diagnostics
 - Refine the classification of personnel in the statistical information provided, differentiate responsibilities at junior and senior level.

- Include new indicators, such as statistics on the number of applicants to calls, responsibilities, etc.
- Diagnose the presence of androcentric language in IFAE's communications.
- Objective 4: facilitating the access to the plan and the data
 - Ensure that the relevant data are public and easily accessible from IFAE's internal repository.
- Objective 5: improving the hiring process
 - Promote the applications of women in the hiring process.
 - Promote the participation of women in selection committees.
 - Include in the job offers a sentence indicating the commitment of IFAE to Gender Equality and Diversity management.
 - Improve the awareness of selection committees to avoid unconscious biases.
 - Keep the statistics of the gender balance in the applications to all open positions.
- Objective 6: improving the institutional role of women a IFAE
 - Enhance the participation of women in IFAE's government and advisory bodies.
 - Promote the presence of women in responsibility posts in research.
- Objective 7: fostering the conciliation between personal life, family life and work
 - Facilitate teleworking and the use of videoconferences as tools of conciliation.
 - Investigate further measures of support to maternity/paternity.
- Objective 8: including equality and diversity management as a corporative value of IFAE
 - Avoid sexist and androcentric language in IFAE's communications and Web, as well as any discrimination based on any kind of identity (sexual, linguistic, religious, political, ethnic, etc).
 - Include indicators of gender perspective in the centre evaluation and in the reports.
 - Maintain an open channel through which IFAE's members can inform about punctual incidents or make suggestions related both with gender quality or discrimination based on cultural identity. Until the figure of Ombudsperson is established at IFAE, the president of the Gender Equality Committee will play that role.
- Objective 9: participating in national and international projects for the improvement of the role of women in Science
 - Organize activities at IFAE to promote the participation of women in science: International day of girls in science, etc.
 - Participate in national and international projects to improve the participation of women in Science in the context of CERCA.

5. MONITORING AND EVALUATION OF THE PLAN

5.1 Monitoring body and periodicity

The Gender Equality Committee will meet once a year to evaluate the indicators and the degree of completion of the objectives. It is also in charge of proposing eventually revisions of the plan.

5.2 Evaluation of the Gender Equality Plan

For the evaluation of the degree of completion of the plan, the Gender Equality Committee will define the degree of compliance of the objectives (0%, 25%, 50%, 75%, 100%).

5.3 Updates of the Gender Equality Plan

The minutes of the meetings of the Gender Equality Committee will be considered Annexes to this Plan. As such, the access to and the dissemination of their contents will be treated as the rest of Gender Equality Plan.

The minutes of the meetings of the Gender Equality Committee will include the update of the indicators of this Plan, as well as any agreement or consideration the Gender Equality Committee may deem relevant.

6. DISSEMINATION OF THE GENDER EQUALITY PLAN AND ITS EVALUATION

- The plan will be presented to all personnel of IFAE.
- The indicators will be easily accessible in IFAE's internal repository.
- The objectives and their degree of compliance of the indicators will be easily accessible in IFAE's internal repository.

7. COMPOSITION OF THE GENDER EQUALITY COMMITTEE

Martine Bosman (president), Jelena Aleksić (until May 2017), Òscar Blanch, Quim Bosch, Laia Cardiel, Thorsten Lux, Eduard Massó, Sara Strauch, Nadia Tonello (since June 2017).

■ ANNEX 1: INTERNAL ANALYSIS OF THE HRS4R WORKING GROUP

10. Non discrimination			
Employers and/or funders of researchers will not discriminate against researchers in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.			
Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Articles 2 and 16 of the Spanish Act 14/2011 (Science, Technology and Innovation)</p> <p>Articles 10 and 63 of the Spanish Organic Act 3/2007 (Effective Equality of Men and Women)</p> <p>Article 37 of the Catalan Law 1/2003 (Universities of Catalonia, LUC)</p> <p>Spanish Act 7/2007 (Basic Public Employee Statute, EBEP)</p> <p>Spanish Royal Decree 2/2015 (Workers' Statute, ET)</p> <p>Catalan Act 8/2006 (Measures for the conciliation of personal, family and working life for staff at the service of the public administrations)</p> <p>Spanish Royal Decree 1/2013 (merged text of the Act for Social Integration of Handicapped People)</p> <p>Catalan Decree 86/2015 (Employment of people with a disability)</p> <p>Catalan Act 5/2008 (Right of women to eradicate male violence)</p>	<p>No discrimination takes place at IFAE, but there is no written Code of Conduct or a Diversity Programme approved by its Governing Board.</p>	<p>A Diversity Programme, including a protocol against discrimination on any grounds, should be established and approved by IFAE's Governing Board. This Programme should include a basic training course to identify situations of risk.</p> <p>The Code of Best Practices should include the principle of no discrimination. And a reference to the Diversity Programme.</p>	<p>A Diversity Committee appointed by the Management Team should elaborate the Diversity Programme within 12 months. It would be submitted to IFAE's next Governing Board.</p> <p>A Working Group appointed by the Management Team should write the code of Best Practices within 24 months.</p>

13. Recruitment (Code)

Employers and/or funders should establish recruitment procedures which are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. Advertisements should give a broad description of knowledge and competencies required, and should not be so specialised as to discourage suitable applicants. Employers should include a description of the working conditions and entitlements, including career development prospects. Moreover, the time allowed between the advertisement of the vacancy or the call for applications and the deadline for reply should be realistic.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Article 16 of the Spanish Act 14/2011 (Science, Technology and Innovation) Article 62 of the Spanish Royal Decree 14/2012 (modified text of the Organic Act for Universities, LOMLOU) Spanish Act 7/2007 (Basic Public Employee Statute, EBEP) Spanish Royal Decree 2/2015 (Workers' Statute, ET)	All recruitments follow these principles, but there isn't any written protocol establishing them. Candidates in the short list are informed about prospects of career development, but this information is not included in the job advertisements.	The Code of Best Practices should include these principles of the European Charter and Code for Researchers.	A Working Group appointed by the Management Team should write the code of Best Practices within 24 months.

14. Selection

Selection committees should bring together diverse expertise and competences and should have an adequate gender balance and, where appropriate and feasible, include members from different sectors (public and private) and disciplines, including from other countries and with relevant experience to assess the candidate. Whenever possible, a wide range of selection practices should be used, such as external expert assessment and face-to-face interviews. Members of selection panels should be adequately trained should be realistic.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Article 16 of the Spanish Act 14/2011 (Science, Technology and Innovation) Articles 51 and 53 of the Spanish Organic Act 3/2007 (Effective Equality of Men and Women) Spanish Act 7/2007 (Basic Public Employee Statute, EBEP) Spanish Royal Decree 2/2015 (Workers' Statute, ET)	Diverse expertise and gender balance are taken into consideration, but people from the private sector are seldom requested to be members of the Selection Committees. Selection processes include personal interviews. For PhD students and postdoctoral positions, selection processes involve internal committees at the institute or project level. For senior level, committees usually include participation of external experts.	No further measures required.	

23. Research environment

Employers and/or funders of researchers should ensure that the most stimulating research or research training environment is created which offers appropriate treatment, facilities and opportunities, including for remote collaboration over research networks, and that the national or sectorial regulations concerning health and safety in research are observed. Funders should ensure that adequate resources are provided in support of the agreed work programme.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Article 14 of the Spanish Act 14/2011 (Science, Technology and Innovation) Article 5 of the Spanish Act 31/1995 (Preventing Work Risks)	IFAE offers a satisfactory working environment, including meeting rooms, video meeting facilities and space for coffee breaks. Furthermore, IFAE enjoys the environment of the UAB's university campus, and IFAE's personnel have access to some of its facilities, such as libraries and sport facilities, in the same terms as UAB's personnel.	No further measures required.	

24. Working conditions

Employers and/or funders should ensure that the working conditions for researchers, including for disabled researchers, provide where appropriate the flexibility deemed essential for successful research performance in accordance with existing national legislation and with national or sectorial collective-bargaining agreements. They should aim to provide working conditions which allow both women and men researchers to combine family and work, children and career. Particular attention should be paid, *inter alia*, to flexible working hours, part-time working, tele-working and sabbatical leave, as well as to the necessary financial and administrative provisions governing such arrangements.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Article 14 of the Spanish Act 14/2011 (Science, Technology and Innovation) 11th additional disposition of the Catalan Law 1/2003 (Universities of Catalonia, LUC) Spanish Act 7/2007 (Basic Public Employee Statute, EBEP) Spanish Royal Decree 2/2015 (Workers' Statute, ET) Catalan Act 8/2006 (Measures for the conciliation of personal, family and working life of the staff at the service of the public administrations of Catalonia)	No software control to record attendance at IFAE. Flexible working hours and tele-working are a common practice at IFAE, but there are no specific rules and it is not established anywhere. There is flexibility for stays of research outside IFAE. No protocol for sabbatical leaves. Children of personnel from IFAE have access to UAB's sports facilities in the same terms as UAB's personnel.	The Code of Best Practices include a reference to these aspects of professional responsibility. Need to establish a protocol for sabbatical leaves and for more specificity on tele-working rules.	A Working Group appointed by the Management Team should write the code of Best Practices within 24 months. The Management Team should establish a protocol for sabbatical leaves and more specific rules for tele-working within 9 months.

26. Funding and salaries

Employers and/or funders of researchers should ensure that researchers enjoy fair and attractive conditions of funding and/or salaries with adequate and equitable social security provisions (including sickness and parental benefits, pension rights and unemployment benefits) in accordance with existing national legislation and with national or sectorial collective bargaining agreements. This must include researchers at all career stages including early-stage researchers, commensurate with their legal status, performance and level of qualifications and/or responsibilities.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Article 25 of the Spanish Act 14/2011 (Science, Technology and Innovation) Spanish Act 7/2007 (Basic Public Employee Statute, EBEP) Spanish Royal Decree 2/2015 (Workers' Statute, ET)</p>	<p>Salaries are competitive with the ones offered by top research centres within Spain. Following the Spanish legal framework, Social Security provisions are compulsory. Social security benefits include sickness, parental and unemployment benefits, as well as pension rights. However, in case of long term stays uproad it is not clear what the situation is; for instance, after 2 years at CERN the Social Security rights cannot anymore be translated to the foreign country.</p>	<p>Social Security issues regarding long term stays abroad should be clarified.</p>	<p>Human Resources Area within 3 months.</p>

27. Gender balance

Employers and/or funders should aim for a representative gender balance at all levels of staff, including at supervisory and material level. This should be achieved on the basis of an equal opportunity policy at recruitment and at the subsequent career stages without, however, taking precedence over quality and competence criteria. To ensure equal treatment, selection and evaluation committees should have an adequate gender balance.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
<p>Article 14 of the Spanish Act 14/2011 (Science, Technology and Innovation) Articles 5, 27, 41, 50, 51 and 60 of the Spanish organic Act 3/2007 (Effective Equality of Men and Women) Article 72 of the Catalan Law 1/2003 (Universities of Catalonia, LUC) Spanish Act 7/2007 (Basic Public Employee Statute, EBEP) Spanish Royal Decree 2/2015 (Workers' Statute, ET)</p>	<p>There is no gender discrimination, yet IFAE lacks a written protocol dealing with gender issues as part of the general Diversity Plan. Selection and promotions are evaluated solely on the base of scientific criteria. Only 20% of IFAE's researchers are women. This is not due to a discriminating policy against women or a bias in selection processes but to an overall trend in research, particularly in the Physics and Engineering domain: only 16% of the applications submitted to the European Research Council, and 14% of the funded projects, in this domain correspond to female researchers.</p>	<p>Recommendation to attain gender balance should be included in the Diversity Programme. These recommendation should include actions aimed at encouraging women researchers to apply for research positions at IFAE.</p>	<p>See Principle 10.</p>

34. Complaints/appeals

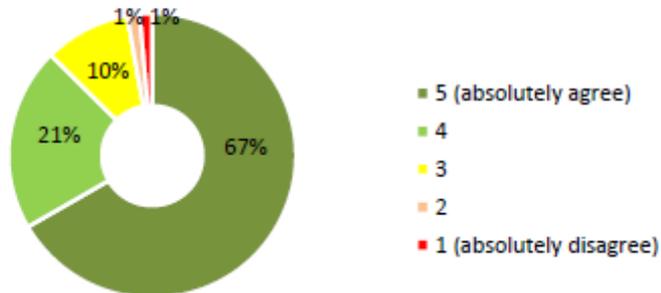
Employers and/or funders of researchers should establish, in compliance with national rules and regulations, appropriate procedures, possibly in the form of an impartial (ombudsman-type) person to deal with complaints/appeals of researchers. Such procedures should provide all research staff with confidential and informal assistance in resolving work-related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment.

Relevant legislation	Existing Institutional rules and/or practices	Actions required	When/Who
Article 66 of the Spanish Royal Decree 14/2012 (modified text of the Organic Act for Universities, LOMLOU) Spanish Royal Decree 2/2015 (Workers' Statute, ET) Article 30 of the Catalan Law 20/1992 (Legal regime for Public administrations and Common administrative procedure)	There isn't a protocol establishing such figures and procedure. Complaints and appeals are addressed, directly or indirectly, to IFAE's director.	Need to establish a written protocol for complaints and/or appeals, including the regulation of an ombudsman-type figure. The protocol should be approved by IFAE's Governing Board.	Working Group appointed by the Management Team within 24 months. It would be submitted to IFAE's next Governing Board.

■ ANNEX 2: ANSWERS TO THE HRS4R QUESTIONNAIRE

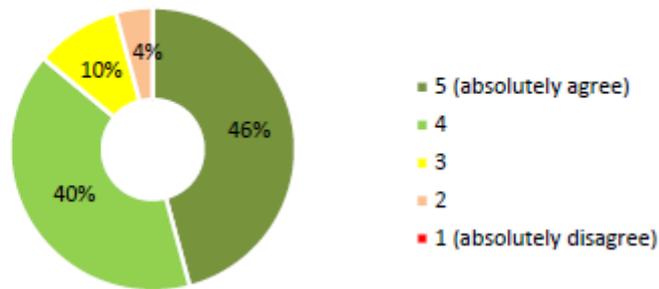
2. *IFAE does not discriminate its personnel in any way on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition.*

72 answers



7. *I adopt safe working practices, including the necessary precautions for health and safety.*

72 answers



18. *I enjoy flexible working conditions (flexible working hours, part-time working, tele-working and sabbatical leave) which allow me to combine family and career.*

71 answers

