



Institut za jadranske kulture i melioraciju krša
Institute for Adriatic Crops and Karst Reclamation

GENDER EQUALITY PLAN 2022–2025

January 2022

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1. Introduction

With the Gender Equality Strategy 2020–2025, the European Commission stated a need for promoting gender equality in research and innovation. As one of the measures for strengthening gender equality, the European Commission prescribed the existence of institutional general equality plans as a prerequisite for securing funding from the Horizon Europe Research and Innovation Framework Programme. Therefore, by virtue of the Decision of the Director of the Institute for Adriatic Crops and Karst Reclamation (hereinafter: the Institute) of 23 December 2021 (01-302/1-21), the Committee for the Development of the Gender Equality Plan had been established. The Committee comprised of three Institute's employees developed this **Gender Equality Plan 2022–2025** (hereinafter: the Plan) by analysing the existing condition of the Institute with the purpose of identifying deficiencies and drafting an action plan.

The Institute developed the Plan to harmonise institutional activities with the political guidelines of gender equal Europe, taking into consideration the internal capacities of the Institute and national legal framework for the field of science and education.

The Plan includes measures and activities that will contribute to the fulfilment of goals set out by the European Commission Gender Equality Strategy 2020–2025. The goal of the plan is to fight all types of discrimination among the Institute's employees, regardless of sex, race, ethnic origin, language, religion, beliefs, age, functional abilities, sexual orientation, gender identity, and ethnic identity. Proposed measures are based on the result of the research into the state of gender equality at the Institute. The research was carried out in 2021, while the results pertain to 2020 and 2021. The research was conducted with the purpose of detecting actions and factors which could affect bias in various aspects of the Institute's activities.

The Plan regulates both the implementation and monitoring of the implementation of planned measures, including the raising of awareness of the employees and management of the Institute on gender quality, stereotype avoidance, and zero tolerance to any form of discrimination. Based on the goal fulfilment indicators, the Plan also envisages periodic gathering of data and publication of such data on an annual basis. The Plan is open to all employees and external associates of the Institute and enables modifications of measures and activities in accordance with new information.

2. Analysis of existing condition

The Institute carries out procedures for recruitment, career advancement, use of maternity and parental leave, and salary policies transparently, in accordance with valid regulations of the national regulatory legislation:

- Labour Act
- Act on Scientific Activity and Higher Education
- Institutions Act
- Act on Public Service Salaries
- Collective Bargaining Agreement for Science and Higher Education
- Base Collective Bargaining Agreement for Officials and Employees in Public Services
- Gender Equality Act
- Act on the Right of Access to Information
- General Data Protection Regulation

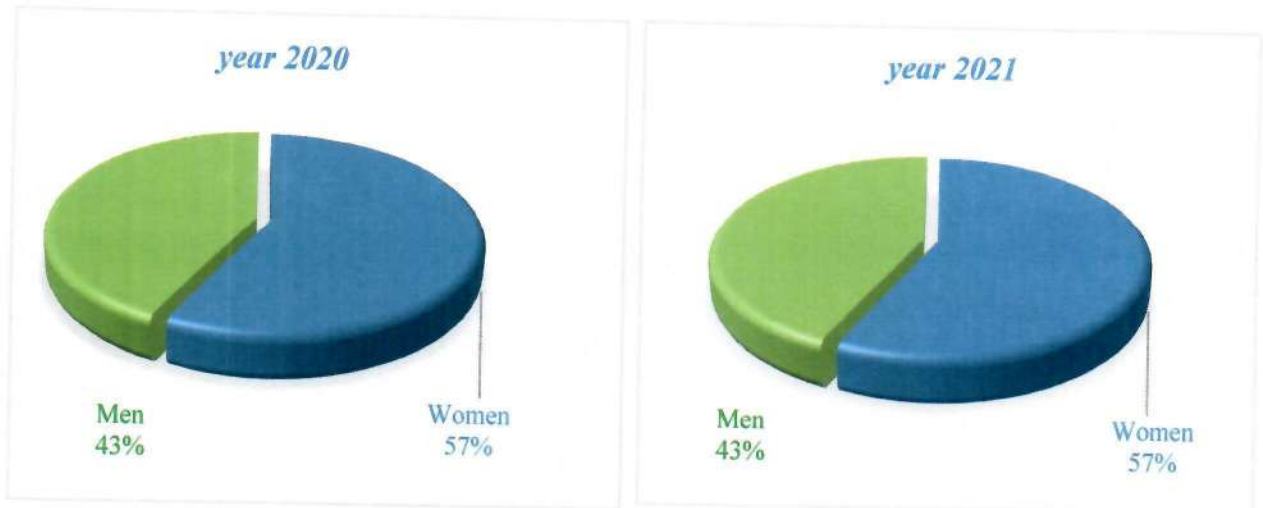
In accordance with the above legal acts, gender, skin colour, ethnic identity, nationality, religion, political beliefs, gender identity, or any other biological or social differences may not affect employment, rights, and duties of employees, working conditions and workload, education and career advancement and remuneration for work in public scientific and research institutions in the Republic of Croatia. Provisions of Articles 6, 7, and 9 of the Gender Equality Act prohibit any direct or indirect discrimination in the area of work and work conditions.

Work and life balance is regulated based on the Labour Act, and all measures from this Act are available to employees. Information on rights and services for employees are available online or can be obtained on request from the Institute's personnel service.

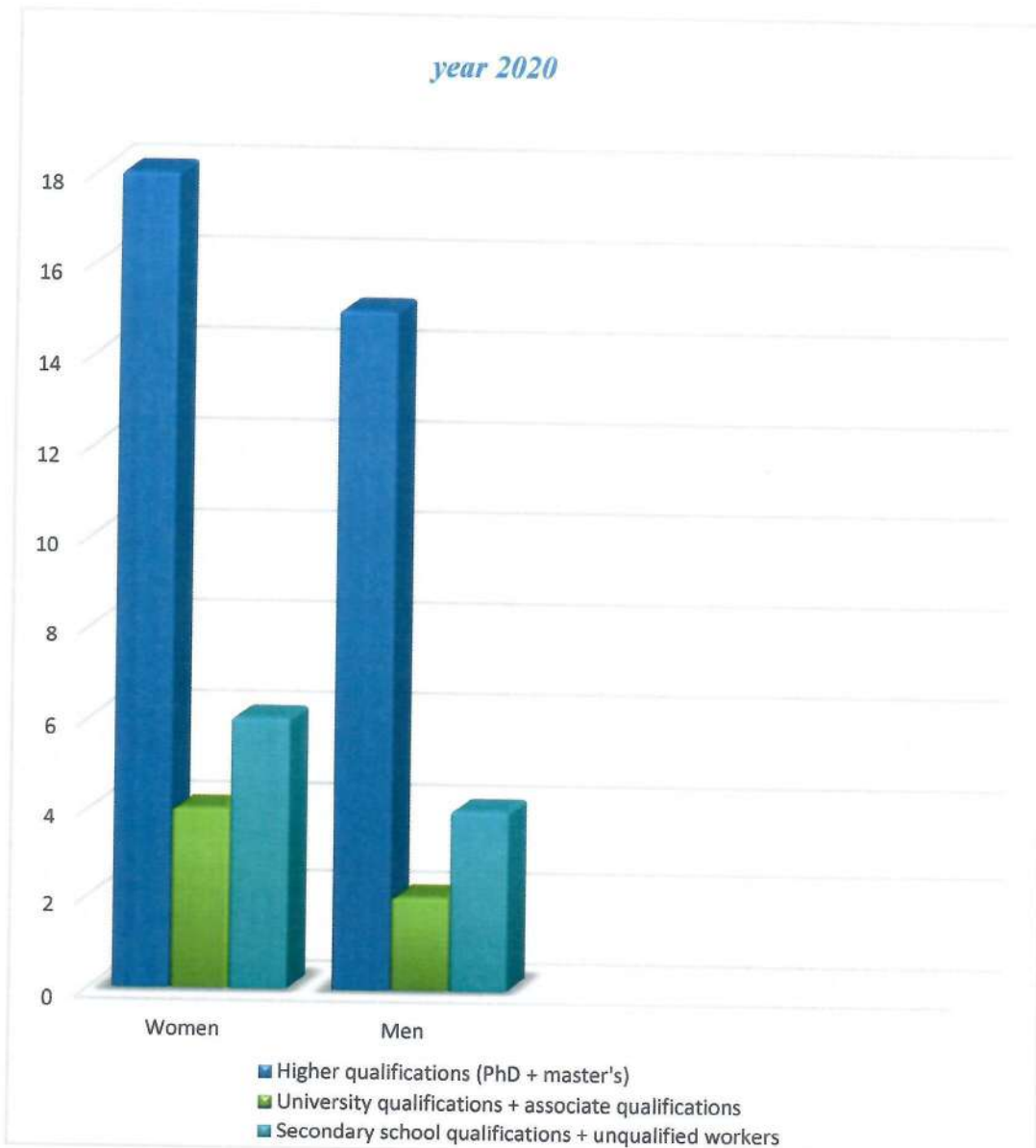
Transparency regarding information related to Institute's operations is achieved by posting such information at the Institute website, thereby allowing all interested parties access to information in accordance with the Act on the Right to Access to Information and with the General Data Protection Regulation. Posting of such information on the official Institute website achieves the principles set out in the provisions of Articles 6, 7, and 8 of the Act on the Right to Access to Information.

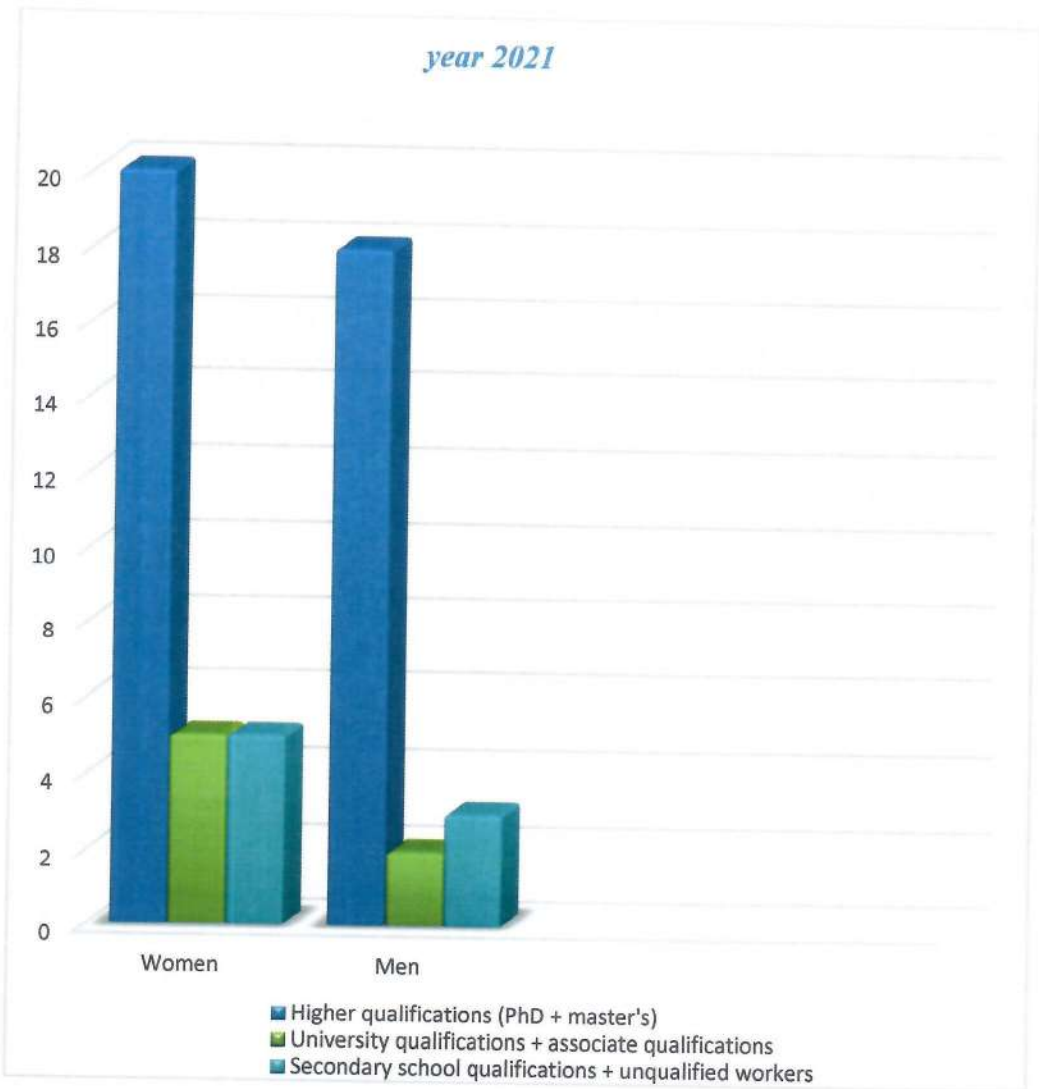
The following images illustrate the distribution of employees by gender for each individual category.

2.1. Gender distribution of the Institute's staff according to the number of employees

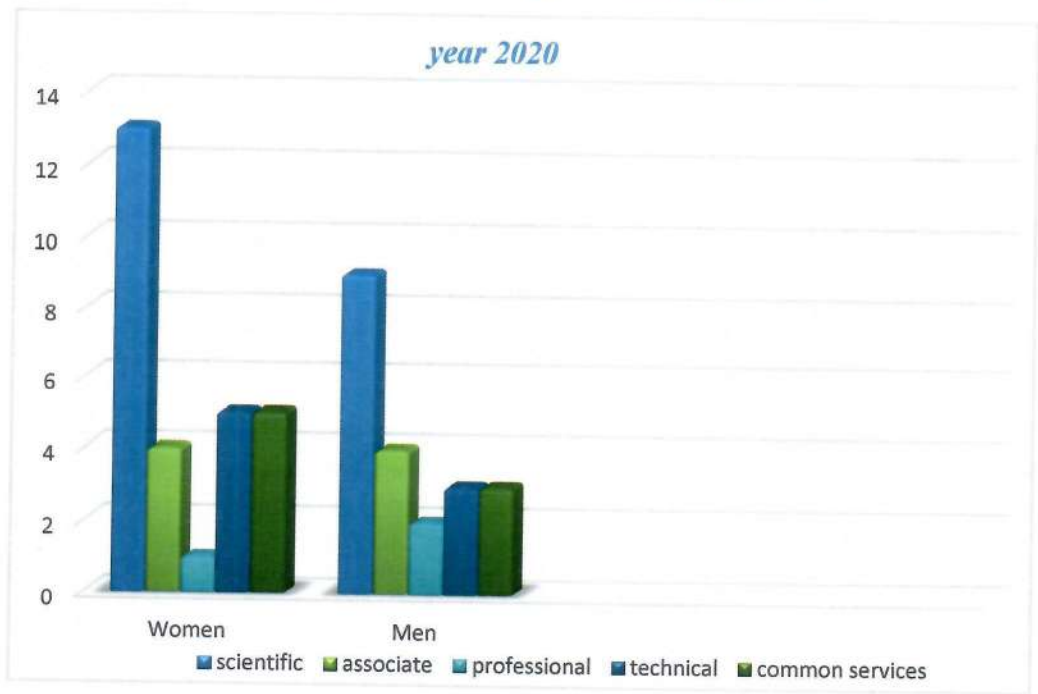


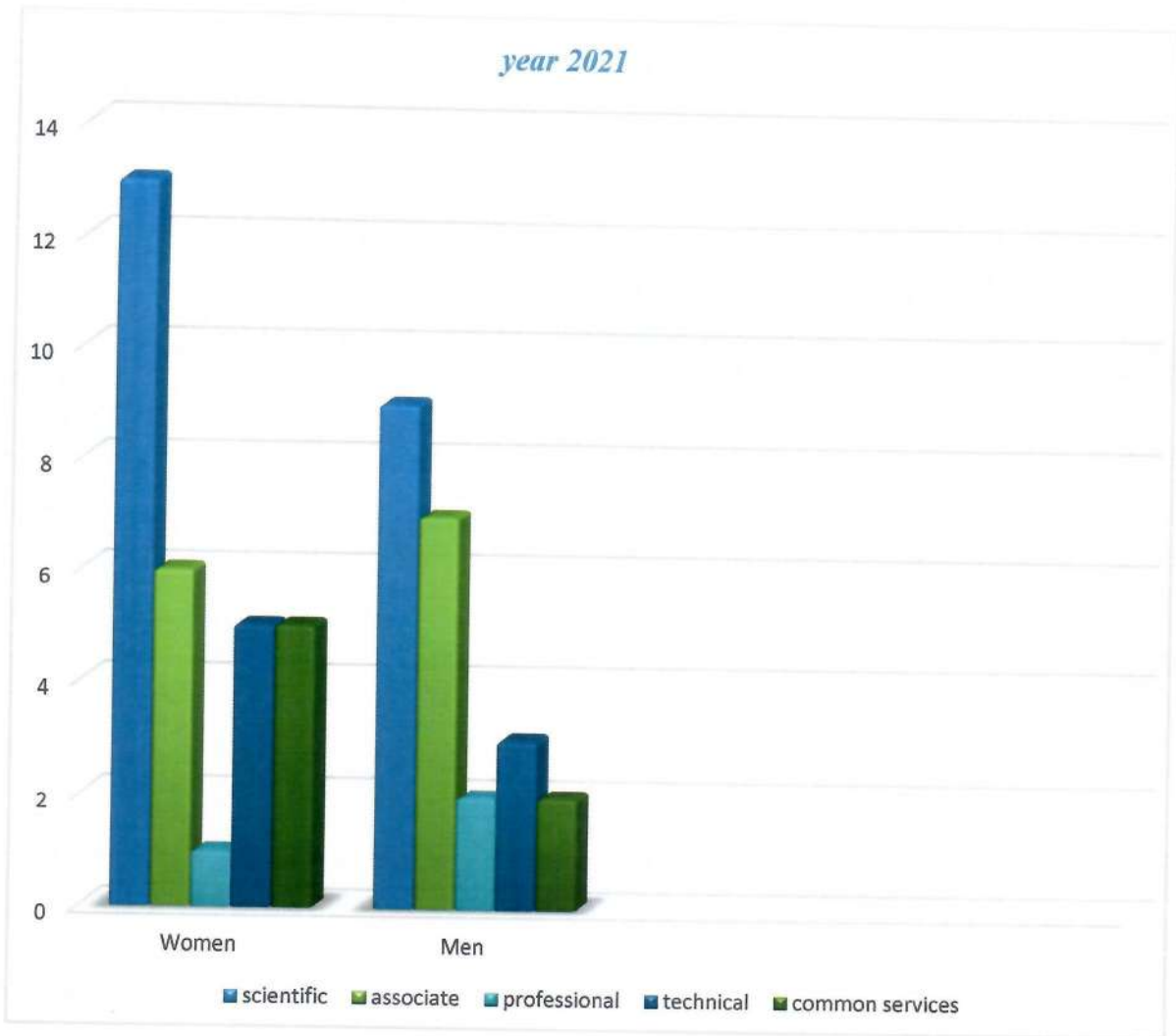
2.2. Gender distribution of the Institute's staff according to professional qualifications



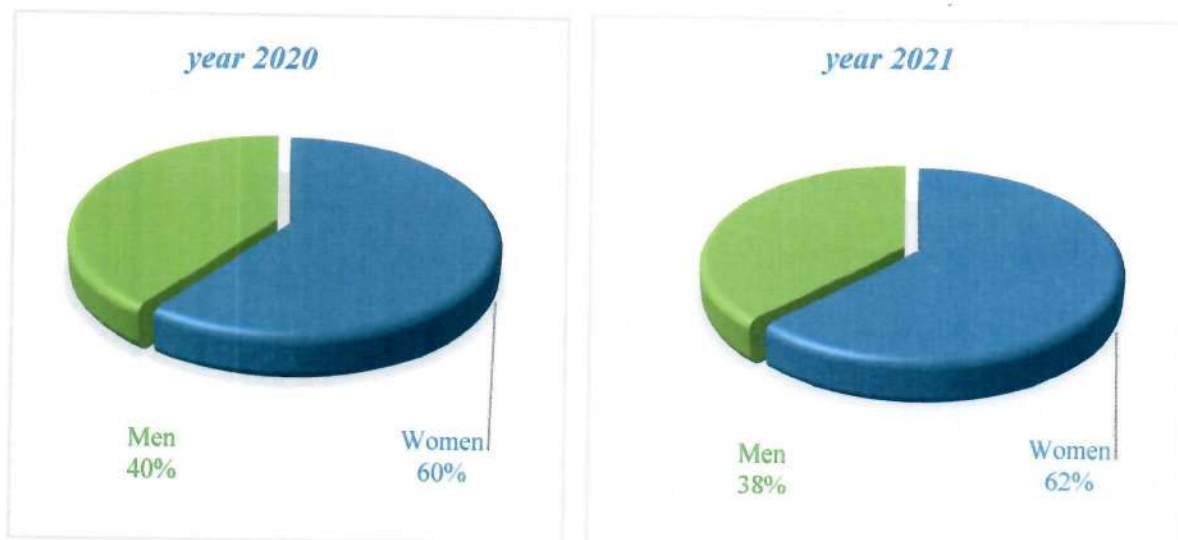


2.3. Gender distribution of the Institute's staff according to positions

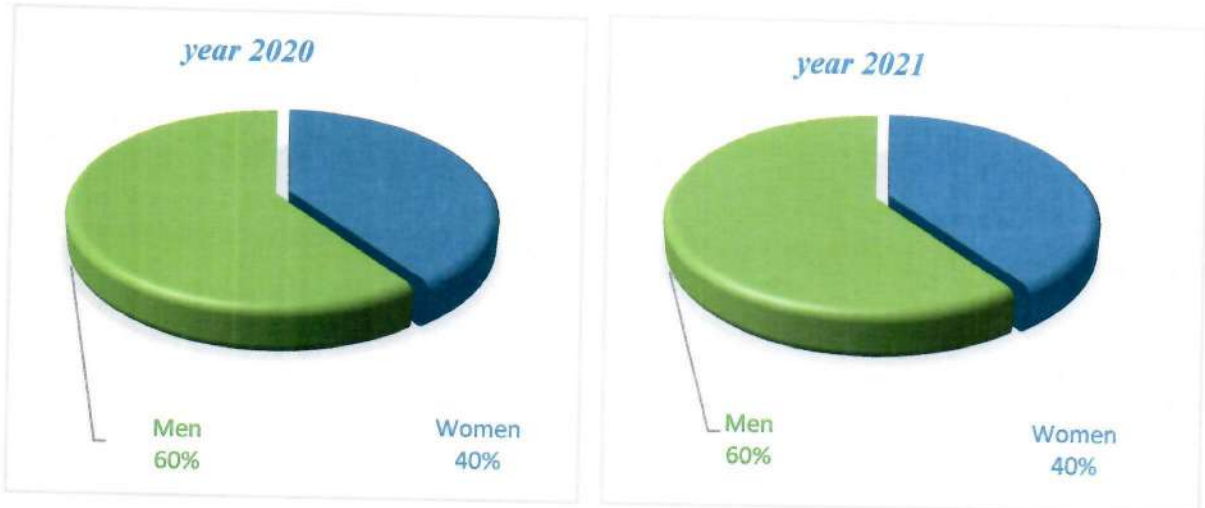




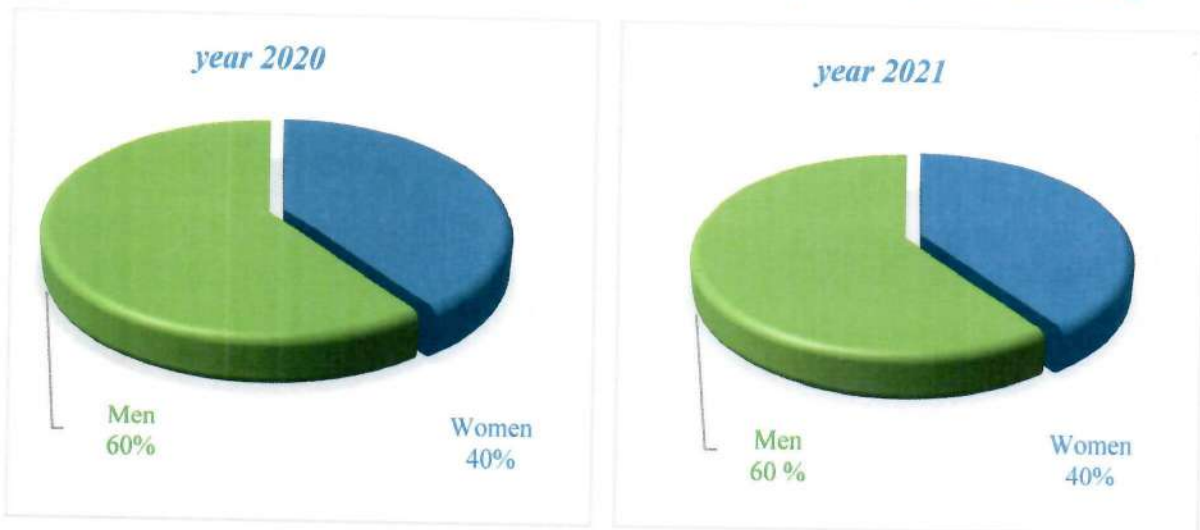
2.4. Gender distribution of the Institute's staff according to the composition of the Science Council



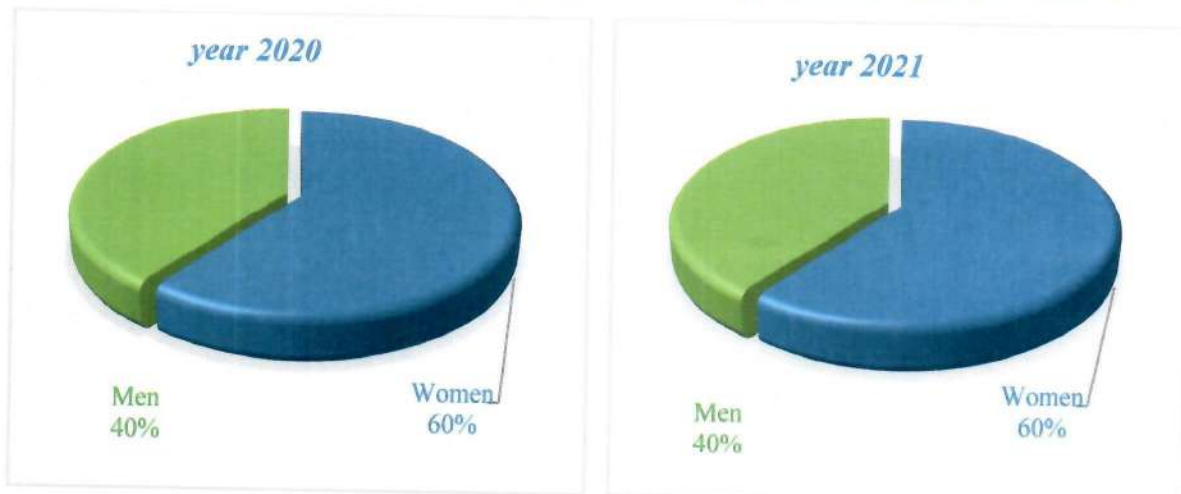
2.5. Gender distribution of the Institute's staff according to the composition of the Management Council



2.6. Gender distribution of the Institute's staff according to the composition of the director's staff

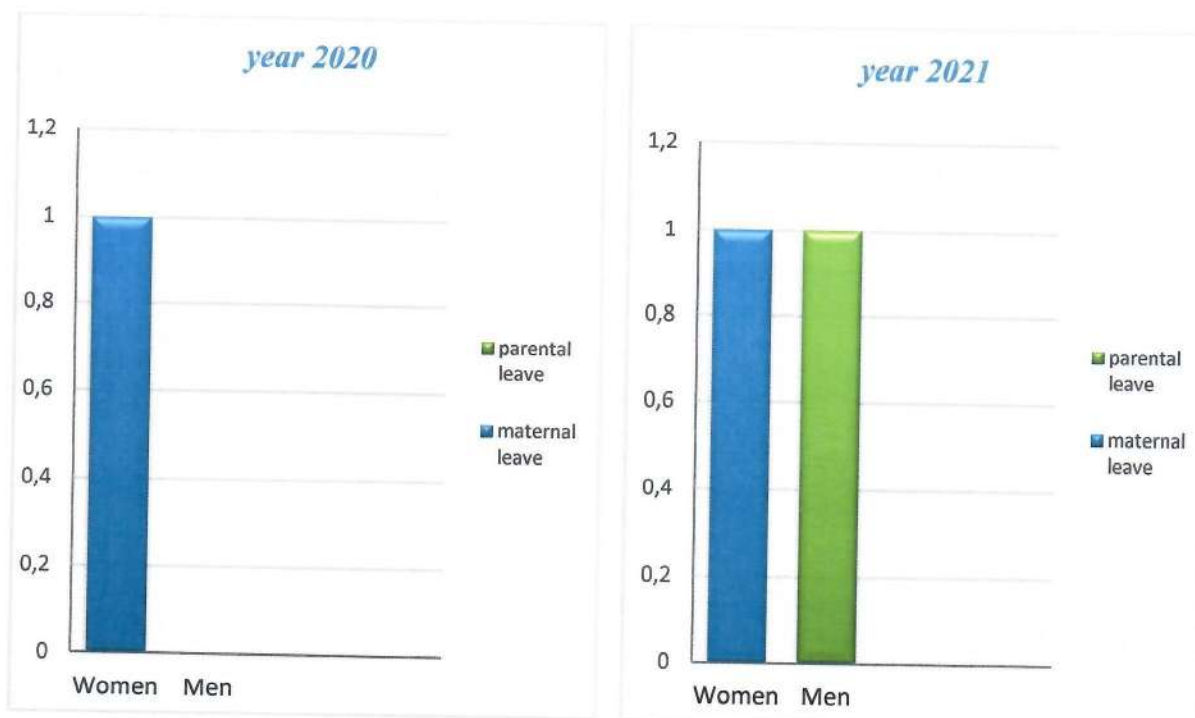


2.7. Gender distribution of the Institute's employees according to positions with special duties



This employee gender distribution category pertains to the position of the head of the Institute/independent departments and managers of common services.

2.8. Gender distribution of the Institute's employees according to the use of parental and maternal leave



3. Conclusion based on the results of the analysis

Further to the above results of the analysis of existing condition, we have found that there is no significant gender imbalance. Analysis of the current state of gender equality is based on eight categories. Male gender is an underrepresented group in three categories, whereas the female gender is underrepresented in two out of eight categories. In the categories of gender distribution by professional qualifications, positions, and the use of parental and maternity leave, the percentage differences between genders are insignificant and are therefore indicative of a gender balance.

A significant disbalance in favour of one gender within the meaning of Article 12 of the Gender Equality Act is apparent only in gender distribution of the employees of the Institute according to the Science Council composition. It pertains to 38% of male members in the Scientific Council.

The Institute carries out the recruitment and career advancement procedures in accordance with the current regulations of the Republic of Croatia and with adherence to the provisions of the European Charter on Fundamental Rights, referring particularly to:

Article 23 (1) "Equality between women and men must be ensured in all areas, including employment, work and pay."

Based on the results of the analysis, we conclude that neither gender is dominant by percentage in the aforementioned categories. The Gender Equality Plan is adopted with the aim of improving the entire system in accordance with the Gender Equality Strategy 2020–2025, all with the purpose of promoting gender equality in the field of research and innovation. This also serves as a failsafe for preventing any possibility of gender inequality occurring in the future.

4. Institutional and strategic benchmarks for adopting the Plan

The Institute's Plan has been drafted in accordance with institutional, national, European, and global strategies and policies and criteria for monitoring the fight against all forms of discrimination:

- Statute of the Institute
- Institute's strategy
- Constitution of the Republic of Croatia
- Strategy of Science, Education and Technology of the Republic of Croatia
- National Plan Against Discrimination 2017–2022
- The 2030 National Development Strategy of the Republic of Croatia
- YUFE Diversity and Inclusivity Strategy
- YERUN Strategic Plan 2025
- Gender Equality Plan 2022–2025
- Directive (EU) 2019/1158 of the European Parliament and of The Council on work-life balance for parents and carers
- Report of the Committee on Women's Rights and Gender Equality on scientific and university careers of women and “glass ceiling” they encounter (2015)
- Council of Europe 2018–2023 Gender Equality Strategy
- Convention on preventing and combating violence against women and domestic violence (Istanbul Convention)
- International Labour Organisation Convention on Combating Violence and Harassment in the World of Work (2019), Recommendation no. 206 on the Eliminating Violence and Harassment in the World of Work
- General Declaration on Human Rights and International Human Rights Pact
- Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), 1979
- Recommendations of the Committee on Eliminating Discrimination of Women for Croatia, 2015 (CEDAW/C/HRV/CO/4-5)
- Beijing Declaration and Platform for Action, 1995
- Global Sustainable Development Goals 2030 (Goal 5: Gender Equality; Goal 8: Decent Work and Economic Growth; Goal 10: Reducing Inequality)
- European Institute for Gender Equality (Gender Equality Index, GEAT tool)
- European Charter for Researchers and Code of Conduct for the Recruitment of Researchers
- Human Resources Strategy for Researchers (HRS4R)
- Horizon Europe (2021–2027)

4.1. Gender Equality Act

“Article 3

(1) Public bodies, units of local and regional self-government, legal persons with public authorities and legal persons that are majority-owned by the state and units of local and regional self-government shall, in all stages of planning, adopting and implementing legal acts, decisions and actions, assess and evaluate the impact of such acts, decisions or actions on the position of women, or men, with a view to achieving genuine equality between women and men.

(2) Public bodies, units of local and regional self-government, legal persons with public authorities, education and scientific institutions and legal persons that are majority owned by the state and units of local and regional self-government shall implement training programmes on gender equality for their staff.”

“Article 11

(1) Public administration bodies and legal persons that are majority-owned by the state shall apply specific measures and adopt action plans for the promotion and establishment of gender equality.

(2) Bodies referred to in paragraph 1 of this Article shall adopt action plans from their remit on the basis of an analysis of the status of women and men every four years, they shall establish reasons for the introduction of specific measures, goals to be achieved, method of implementation and implementation control methods.

(3) The plan for implementing activities related to the measures of the National Policy for the Promotion of Gender Equality from the remit and the scope of activity of legal persons referred to in paragraph 1 of this Article shall be an integral part of the action plans for the promotion and establishment of gender equality.”

“Article 12

(1) The implementation of specific measures shall serve to promote equal participation of women and men in legislative, executive and judicial bodies, including public services, and to gradually increase the participation of the underrepresented sex in order for its representation to reach the level of its percentage in the total population of the Republic of Croatia.”

5. Basic goals of the Plan

5.1. Ensuring openness and transparency of the Plan

In accordance with the Act on the Right of Access to Information, and based on the following principles:

The principle of openness and free access

“Article 6

Information is available to any domestic or foreign natural or legal person in accordance with the terms and restrictions of this Act.”

The principle of timeliness, completeness, and accuracy of information

“Article 7

Information published or provided by public authorities must be timely, complete and accurate.”

The principle of equality

“Article 8

(1) The right to access information and reuse information belongs to all users in the same way and under the same conditions. Users are equal in its realisation.

(2) Public authorities may not place users in an unequal position, in particular in such a way that information is provided to certain users before others or in a way that is particularly favourable to them.”

The Gender Equality Plan can be found at the Institute website.

The Plan states the intention of the Institute to implement the policy of gender equality and acceptance of differences between employees in all operations and activities of the Institution. The Plan also sets out long-term goals of harmonising institutional activities with political guidelines of gender-equal Europe and specifies action measures and accepted duties of the employees to implement and monitor the activities from the Plan.

5.2. Establishing permanent administration mechanism for the implementation of the Plan

With this Plan, the Institute undertakes to establish a permanent administrative mechanism for gender equality at the Institute by appointing members to the **Gender Equality Committee** (hereinafter: the Committee). The Committee members are selected from the ranks of employees in scientific, associate, professional and administrative positions, and are appointed for a period of four years.

The Committee's duties are proposing and monitoring the introduction of gender-aware policy into all work strategies at the Institute, encourage the implementation of the Plan activities, promote results of performed activities, harmonise the Plan priorities in accordance with the valid national, European and international standards and guidelines, cooperate with appropriate external experts on the education of employees and Institute Management Board, monitor the status, actualise important information and report the outcomes of the implementation of the measures from the Plan to the Institute Management Board. The Committee must continuously carry out all the aforementioned activities during its entire term of office and must meet at least two times a year.

5.3. Data gathering and analysis

The Committee undertakes to continuously monitor the manner of posting job openings and recruitment criteria, employee promotions and implementation of gender-equal policies and practices.

The Committee also undertakes to collect and document data on the personnel, classified by gender, analyse the indicators of fulfilment of the Plan goals and submit a report on that to the Institute Management Board at least once a year. The Management Board shall use the Committee's reports to assess the progress achieved in the implementation of the Plan, discover new or remaining challenges and opportunities, and undertake appropriate measures to solve them in the following year. Basic elements and results of the annual implementation of the Plan are included in the Annual Report on the work of the Institute.

5.4. Education of employees through seminars and workshops

The purpose of the development of gender-equality culture is achieved by eliminating gender-based stereotypes which can influence preferences for certain positions.

The Committee undertakes to implement measures for developing and maintaining gender balance at the institution, resolve gender prejudices among employees, establish work groups dedicated to appropriate topics. Based on the five adopted key areas of the Plan action, the Committee must, either independently or in cooperation with external contractors, organise the holding of seminars/workshops in accordance with the activities plan.

In cooperation with the IT service of the Institute, the Committee regularly publishes documentation dedicated to gender equality.

6. Overview of the Institute's activities

The Institute carries out activities in order to achieve goals related to gender equality.

The aforementioned activities are:

- 1. Implementation of statutory regulations setting out measures for gender equality*
- 2. Inclusion of general antidiscrimination statutory provisions and measures for establishing gender equality*
- 3. Inclusion of gender equality in vacancy announcements, employment contracts and other documents adopted by the Institute*
- 4. Sending employees to seminars and workshops organised by a competent state body for professional training*

The Institute shall continuously work on achieving goals of gender equality and improving work culture by defining the following directions of work:

- 1. Inclusion of equal opportunity principles in all areas of work of the Institute*
- 2. Guaranteeing equal opportunity in access, training, and development of professional career*
- 3. Raising awareness on gender topics such as gender bias and social constructs of social roles and stereotypes*
- 4. Introducing flexible hours for promoting the balance of personal, family and work life for all, and especially for parents (mothers and fathers)*
- 5. Promoting the culture of gender equality among the Institute's staff*
- 6. Fight against gender-based violence*
- 7. Fight against sexual harassment at the workplace by raising awareness and providing support and counselling to victims of sexual harassment.*

7. Key areas of the Plan

Based on the results of the performed analysis and guidelines of the European Commission, this Plan includes five key areas of action of the Plan.

1. Gender equality in institutional processes
2. Integration of gender aspect in the research sphere
3. Gender balance at management levels
4. Institutional culture of gender equality with the balancing of personal life and work duties
5. Prevention of gender-based violence and sexual harassment

7.1. Gender equality in institutional processes

The goal of the Plan for this area is to promote gender equality in institutional processes, especially in the leadership and decision-making processes and in the recruitment and advancement processes.

Measure	Activity	Competent body for carrying out the activity	Target group	Implementation period
<i>Establishing a Committee for Plan implementation</i>	<ul style="list-style-type: none"> · Appointing Committee members with a four-year term of office · Determining duties and organising the work of the Committee 	Institute director	Entire staff	2022
<i>System for monitoring recruitment and promotions of Institute employees</i>	<ul style="list-style-type: none"> · Doing gender distribution analysis in job applications 	Institute Management Board, Committee	Entire staff	Continuously
	<ul style="list-style-type: none"> · Adopting a code of conduct for the employee selection committees 	Institute director	Entire staff	2022
	<ul style="list-style-type: none"> · Tracking the retention and promotion rate at the Institute/reasons why gender-underrepresented employees leave the Institute 	Institute Management Board, Committee	Entire staff	Continuously

	<ul style="list-style-type: none"> Use of gender-neutral language in written documents and all forms of communication 	Institute Management Board, Committee	Entire staff	Continuously
<i>Access to information</i>	<ul style="list-style-type: none"> Annual reports and dissemination of information on the gender equality status 	Institute Management Board, Committee	Entire staff	Continuously
	<ul style="list-style-type: none"> Regular checking and updating information on the Institute web site 	Institute Management Board, Committee	Entire staff	Continuously
<i>Seminars/workshops</i>	<ul style="list-style-type: none"> Seminar/workshop on gender awareness and equality 	Committee, external contractor	Entire staff	Once every four years

7.2. Integration of gender aspect in the research sphere

The goal of the Plan actions on this area is to improve gender equality in the field of research activities. Guided by this idea, the European Commission drafted the document Gendered Innovations 2 with the aim of encouraging researchers to increase their value through inclusion of this aspect in all phases of research.

The aforementioned document included 15 studies from the area of health, artificial intelligence, climate change, etc. as inspiration for the inclusion of these aspects into research.

Measure	Activity	Competent body for carrying out the activity	Target group	Implementation period
<i>Establishing gender balance in the area of research</i>	- Developing guidelines for inclusion of gender aspect into research	Institute Management Board, Committee	Department heads, project managers, project partners	2023
	- Establishing a policy to popularise recognition, support, and promotion of achievements of gender-underrepresented researchers - Raising awareness on advantages of gender-balanced research groups	Institute Management Board, Committee	Department heads, project managers, project partners	Continuously
	- Adopting a plan to reward research projects	Institute Management	Department heads, project	2023–2025

	which successfully integrate gender aspect in the research plan	Board, Committee	managers, project partners	
<i>Support after parental/maternity leave</i>	- Securing institutional support on return to the research process after leave	Institute Management Board, Committee	Department heads, project managers, project partners	2023–2025
	- Collection and analysis of data on the effect of the support	Institute Management Board, Committee	Department heads, project managers, project partners	Continuously
<i>Seminars/workshops</i>	- Seminar/workshop with topics related to career advancement and visibility of women scientists	Committee, external contractor	Department heads, project managers, project partners	Once every four years

7.3. Gender balance at managements levels

Goal of the Plan in this area is to establish gender balance at the management positions of the Institute.

Measure	Activity	Competent body for carrying out the activity	Target group	Implementation period
<i>Gender equality in all decision-making bodies</i>	- Ensuring equal conditions for gender-independent career advancement	Institute Management Board, Committee	Director, Institute Management Board	Continuously
<i>Gender-balanced organisational processes</i>	- Implementation of gender equality principle in all forms of management	Institute Management Board, Committee	Director, Institute Management Board	Continuously
<i>Seminars/workshops</i>	- Seminar/workshop on the importance of gender balance at management positions	Committee, external contractor	Director, Institute Management Board	Once every four years

7.4. Institutional gender equality culture with work-life balance

The goal of the Plan in this area is to achieve better work-life balance. This includes elimination of gender-based stereotypes which can have an effect on preferences to certain positions.

Measure	Activity	Competent body for carrying out the activity	Target group	Implementation period
<i>Undertaking measures aimed at achieving work-life balance</i>	- Developing guidelines on support for employees who use parental or maternal leave and care for family members with special needs and senior family members - Introduction of an option to use flexible work models (reduced working time, work from home)	Institute Management Board, Committee	Entire staff	2022–2025
	- Encouraging employees of both sexes to use parental and maternal leave	Institute Management Board, Committee, Department for Legal, Personnel and General Affairs	Entire staff	Continuously
<i>Analysis of the data on the implementation of organisational culture</i>	- Monitoring gender distribution in using parental and maternal leaves - Encourage gender-balanced head positions for research and communication activities	Institute Management Board, Committee, Department for Legal, Personnel and General Affairs	Entire staff	Continuously
<i>Access to information</i>	- Providing relevant data on the official website of the Institute and at administrative services on request	Institute Management Board, Committee	Entire staff	Continuously
<i>Seminars/workshops</i>	- Seminar/workshop on topics of work-life balance	Committee, Authorised person for occupational safety, external contractor	Entire staff	Once every four years

7.5. Prevention of Gender-Based Violence and Sexual Harassment

Goal of the Plan for this area is to prevent all possible forms of gender-based violence and sexual harassment and establishing support system for victims.

Measure	Activity	Competent body for carrying out the activity	Target group	Implementation period
<i>Strengthening the existing system of prevention and combating gender harassment and every other form of discrimination</i>	· Adopting Ethical Code of the Institute	Institute Management Board, Committee	Entire staff	2022
	· Monitoring the implementation of the provisions of the Ethical Code of the Institute · Monitoring the implementation of the provisions of the Work Regulation of the Institute	Institute Management Board, Committee	Entire staff	Continuously
<i>Organising a system for prevention and assistance to the victims of violence</i>	· Appointing an authorised person to receive and resolve complaints regarding protection of the dignity of employees at the Institute	Institute Management Board, Committee	Entire staff	2022
	· Ensuring psychological support for the victims of discrimination	Institute Management Board, Committee	Entire staff	Continuously
<i>Access to information</i>	· Publishing current legal documents on the Institute's website	Institute Management Board, Committee	Entire staff	Continuously
<i>Seminars/workshops</i>	· Seminar/workshop on sexual and other forms of harassment and rights and options available to the victims of harassment	Committee, person authorised to receive and resolve complaints regarding protection of dignity of employees at the Institute, external contractor	Entire staff	Once every four years

The Plan is written in Croatian and English, and the Croatian version is the original.

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