

# Gender Equality Plan (GEP)

## Institute of Czech Literature of the CAS

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MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY



## INFORMATION ABOUT THE ORGANISATION

<b>Institute of Czech Literature of the CAS (ICL)</b>		
The Institute of Czech Literature of the CAS is the largest non-university research centre in the Czech Republic dedicated to basic research in the field of Czech literature. The ICL focuses on such topics as the history and current state of Czech literature, literary theory, and literary culture in the Czech lands. Established by the Academy of Sciences, the ICL has had the legal status of a public research institute, in accordance with national law, since 2007. It includes the extensive research infrastructure of the Czech Literary Bibliography, which provides bibliographic and biographical information within the field of Czech literary studies on an international scale. Throughout its existence, the ICL has promoted an equal and inspiring work environment and provided support for scholarly research. It is thanks to these efforts that it is a recipient of the HR Award.		
	<b>men</b>	<b>women</b>
<b>Total number of employees<sup>1</sup></b>	<b>140</b>	
men / women	<b>62</b>	<b>78</b>
professional scholars in research departments V1	4	10
R1	3	9
R2	5	7
R3	39	27
R4	3	1
administrative and library staff	8	24
<b>Total workload (FTE)</b>	<b>120,5</b>	
men / women	<b>57,65</b>	<b>62,85</b>
professional scholars in research departments V1	3,5	8,3
R1	2,3	6,9
R2	4,5	6,3
R3	37,4	19,5
R4	2,25	1
administrative and library staff	7,7	20,85
<b>Number of people in leadership positions</b>	<b>26</b>	
men / women	<b>18</b>	<b>8</b>
Managing directors	5	0
Heads of department (research departments / institute services and library)	8/1	0/3
Team leaders	3	2
Section leaders	1	3

<sup>1</sup> In October.

**How the ICL has addressed gender issues prior to drafting the Gender Equality Plan (GEP)**  
The ICL has addressed gender issues in a systematic manner since 2019, when it took first steps towards implementation of the initiative Human Resources Strategy for Researchers (HRS4R). This process was completed in 2022, when the ICL received the HR Award. As part of the HRS4R Action Plan, the Institute has aimed to create a Gender Equality Plan, and has collected gender-segregated data since 2019.

## INFORMATION ABOUT THE GENDER EQUALITY PLAN

<p><b>Project team responsible for drafting the Gender Equality Plan, and overview of other parties involved in this process</b></p> <p><b>Project team for the Gender Equality Plan (GEP Team)</b> The audit group and project team of the Gender Equality Plan consists of two female and two male ICL employees, in the roles of: Researcher (representing research scholars), also serving as HRS4R methodologist HR specialist Project manager Specialist in HRS4R and gender issues</p> <p><b>Internal supervisory body</b> The ICL Council discusses proposals at the highest level of the organisation.</p> <p><b>ICL management</b> The management reviews and (in the final stage) approves the proposals, thereby moving them to the implementation stage. ICL management consists of the ICL managing director, deputy director, deputy director for international cooperation, deputy director for cooperation with places of higher education, scientific secretary, and the head of Technical and Economic Administration (THS).</p> <p><b>External supervision</b> National Contact Centre for Gender &amp; Science.</p>
<p><b>Personnel and financial support for implementation of the Gender Equality Plan</b> The ICL allocates personnel capacity in the minimum range of 0.1, as well as the corresponding financial remuneration, for the coordinator of the implementation of the GEP. Implementation will be carried out by persons with experience in gender issues, knowledge of methodological tools and procedures for data collection and their subsequent assessment, and organisational skills. Further education in the field of gender equality and related areas will also be a prerequisite for carrying out duties of the position.</p>

<p><b>Methodology for drafting the Gender Equality Plan</b></p> <p>Development on the ICL Gender Equality Plan was preceded by an internal gender audit, focused on the following individual topics:</p> <ul style="list-style-type: none"> <li>a) Balancing personal and work life, and culture of the organisation</li> <li>b) Gender balance in leadership and decision-making</li> <li>c) Gender equality in recruitment and career advancement</li> <li>d) Inclusion of gender-related topics in the content of research</li> <li>e) Measures against gender-based violence, including sexual harassment</li> </ul> <p>The audit team chose the following methods for collecting data about the organisation:</p> <ul style="list-style-type: none"> <li>1) Analysis of the internal environment of the organisation by means of a questionnaire survey, in which a total of 67 respondents took part.</li> <li>2) The results of the questionnaire survey were compared with surveys carried out over the past four years. This broader perspective made it possible to analyse data over a longer time span.</li> <li>3) A discussion among Institute employees was organised on the topic of gender equality at the ICL.</li> <li>4) Analysis was conducted concerning organisational standards at the Institute, covering strategic and organisational documents to unwritten customs. This resulted in an overview of gender equality standards and gender sensitivity within the management of the ICL.</li> <li>5) Interviews were conducted with members of ICL management on the topic of gender equality.</li> </ul> <p>The GEP implementation team evaluated the data in the audit report and then drafted a proposal for the Gender Equality Plan.</p>
<p><b>Monitoring, assessment, and revision of the Gender Equality Plan</b></p> <p>The ICL will carry out a regular annual evaluation of the Gender Equality Plan, and summaries of these evaluations will be made available for internal purposes to all employees via the intranet. In connection with implementing the GEP and monitoring impact of individual items within the Plan, the ICL will continue to collect gender-segregated data.</p> <p>In the event of a substantial reason for updating the Gender Equality Plan, this may be carried out irrespective of the date set for public release of the revised Plan. In such a case, a number will be assigned indicating the version: for example, <i>Gender Equality Plan v.1.2</i>. Partial updates of this kind will not affect the date planned for public release of the revised GEP.</p>
<p><b>Public release of the revised Gender Equality Plan will take place no later than:</b></p> <p>2Q/2025</p>

## STRENGTHS AND WEAKNESSES OF THE ICL WITH RESPECT TO GENDER EQUALITY

Strengths	Weaknesses
<b>Balancing personal and work life, and culture of the organisation</b>	
<ul style="list-style-type: none"> <li>- The ICL organises educational events promoting gender equality and gender-sensitive communication.</li> <li>- The ICL allows working from home and has established flexible working hours. Both are implemented by internal regulation 2020/2.</li> <li>- At the level of everyday decision-making, ICL management consistently takes the gender perspective into account, and has taken preliminary steps to establish norms of gender-sensitive communication.</li> <li>- Over the past four years, three surveys have been carried out on gender equality in the workplace, with some of their results incorporated into the organisation of the workplace.</li> <li>- Gender-segregated data is collected as part of these surveys.</li> <li>- Over the past three years, training has been implemented to promote gender equality and gender-sensitive communication.</li> <li>- The ICL is involved in public activities promoting gender equality and gender sensitivity.</li> <li>- The ICL Code of Ethics is in final discussion by the ICL Council.</li> </ul>	<ul style="list-style-type: none"> <li>- There is still no document within the ICL that explicitly deals with the strengthening of a gender-sensitive culture.</li> <li>- There is no set protocol for soliciting regular feedback.</li> <li>- Women feel more insecure about job stability.</li> <li>- Absence of a detailed remuneration analysis from the perspective of gender.</li> <li>- Although there is overall satisfaction with existing work capacity, there is a marked interest among female employees in raising paid working hours: 11% of women surveyed compared to 4% of men.</li> <li>- 70% of women returning to work after parental or maternity leave consider this experience to be difficult.</li> </ul>
<b>Gender balance in leadership and decision-making</b>	
<ul style="list-style-type: none"> <li>- Management is aware of the fact that women are underrepresented in its own ranks, and understands that this represents a problem.</li> <li>- There are 5 women and 4 men working in the ICL Council, which shapes the culture of the workplace. The President of the Council is a woman.</li> <li>- Women and men consider that they receive similar support in the organisation and management of projects.</li> </ul>	<ul style="list-style-type: none"> <li>- Leadership positions and heads of research departments at the ICL are occupied exclusively by men.</li> <li>- The ICL does not currently have any measures that would lead to gender balance in leadership positions.</li> <li>- 60% of women surveyed have the impression that men have a better chance of obtaining a leadership position.</li> </ul>
<b>Gender equality in recruitment and career advancement</b>	

<ul style="list-style-type: none"> <li>- There is a functional and non-discriminatory recruitment process based on regulations put into effect by the Academy of Sciences and Czech law.</li> <li>- Documents promoting gender equality in the recruitment and selection of workers are in advanced stages of development.</li> <li>- An amendment to the Attestation Code addressing childcare-related leave is being developed.</li> </ul>	<ul style="list-style-type: none"> <li>- There are no measures that would ensure gender equality in the recruitment and selection of employees beyond the general framework of Czech law.</li> <li>- As part of employee evaluation, there are not sufficient measures addressing childcare-related leaves of absence.</li> <li>- According to the Attestation Code, men are overrepresented in more qualified positions, and women in less qualified positions; women are overrepresented in ICL research positions overall. Compared to men, women perceive significantly less potential for career advancement (33% of women, 69% of men)</li> </ul>
<p><b>Inclusion of gender-related topics in the content of research</b></p>	
<ul style="list-style-type: none"> <li>- More than half of researchers consider gender issues as an aspect of their research projects.</li> <li>- More than half of ICL employees show an interest in further education on how to address gender issues as an aspect of research.</li> </ul>	<ul style="list-style-type: none"> <li>- The inclusion of gender issues as an aspect of their research is not addressed in the Approach to Research Activity, or any other organisational or strategic document.</li> </ul>
<p><b>Measures against gender-based violence, including sexual harassment</b></p>	
<ul style="list-style-type: none"> <li>- Implementation of anonymous questionnaire surveys and analysis of results. Thanks to this data, management has an overview of the extent of unwanted behaviour.</li> <li>- Management makes efforts to act as a confidential and responsible partner in addressing issues when they arise.</li> <li>- An ICL ombudsman position and manual for dealing with complaints is being prepared.</li> </ul>	<ul style="list-style-type: none"> <li>- Systemic measures are not in place.</li> </ul>

## ACTIONS

Action	Goal	Timeline / Responsibility	Indicators
<b>Balancing personal and work life, and culture of the organisation</b>			
1. Gender sensitive environment	To increase gender sensitivity through established norms of internal and external sensitive communication. To prioritise the content of communication over linguistic formalism.	4Q/2023 GEP implementation coordinator	<ul style="list-style-type: none"> <li>- (IG 1.1) The topic of gender equality is addressed in the ICL Management and Sustainable Development Strategy.</li> <li>- (IG 1.2) Gender-sensitive communication is taken into account in the ICL Communication and Popularisation Strategy.</li> <li>- (IG 1.3) At least one non-recurring activity is organised per year supporting women in science.</li> </ul>
2. Balancing work and personal life	To develop measures helping to balance work and personal life. To achieve maximum transparency and equal conditions for all employees. To support those caring for children or relatives by introducing support measures.	4Q/2023 GEP implementation coordinator	<ul style="list-style-type: none"> <li>- (IG 2.1) Practices that help balance work and personal life are described in the ICL Management and Sustainable Development Strategy.</li> <li>- (IG 2.2) Measures are put in place supporting ICL employees on leave for caregiver duties.</li> </ul>
3. Job stability and equal access	To grasp the topic of job stability within the organisation, first conceptually then analytically, with an eye to the need for gender equality.	2Q/2024 GEP implementation coordinator	<ul style="list-style-type: none"> <li>- (IG 3.1) The issue is addressed within the ICL Management and Sustainable Development Strategy.</li> <li>- (IG 3.2) A detailed internal audit is prepared focusing on the form and duration of employment contracts, job duties, allocation of paid working hours, and remuneration.</li> </ul>
<b>Gender balance in leadership and decision-making</b>			
4. Gender equality in the case of filling positions by delegation or appointment	ICL management will actively promote gender balance in the delegation/appointment of leadership positions, both in the case of top management positions and lower positions (heads of sections, deputy heads of departments, etc.).	4Q/2022 deputy director	<ul style="list-style-type: none"> <li>- (IG 4.1) The ICL Management and Sustainable Development Strategy includes a provision specifying a gender-balanced approach to filling positions by delegation/appointment.</li> </ul>
5. Gender equality in filling department head positions	To introduce selection procedures for filling research department head positions (internal or external, according to the	2Q/2023 deputy director	<ul style="list-style-type: none"> <li>- (IG 5.1) Department head positions are filled on the basis of selection procedures, as defined within the ICL Management and Sustainable Development</li> </ul>

	economic situation at the ICL).		Strategy, and subsequently by an internal regulation.
6. Gender diversification within project implementation teams	Project proponents will take into account the principle of gender diversification in the composition of the team.	2Q/2023 deputy director	- (IG 6.1) The Director's decree on project activities includes a provision for gender diversification within project implementation teams.
<b>Gender equality in recruitment and career progression</b>			
7. Gender-sensitive rules for recruitment and selection of employees	To introduce rules specifying gender-based criteria for the recruitment and selection of workers and promoting disadvantaged and underrepresented groups.	2Q/2023 scientific secretary	- (IG 7.1) Gender-sensitive communication in the framework of recruitment and selection is introduced through an internal regulation. - (IG 7.2) An internal regulation specifies implementation of a process to promote applicants from groups that are underrepresented within the research unit, project, etc. - (IG 7.3) The obligation to set up gender-balanced selection committees is provided for by an internal regulation.
8. Support for people on leave	To take systematic account of leaves of absence within the ICL evaluation system.	4Q/2023 deputy director	- (IG 8.1) Measures addressing leaves of absence have been established are included in the ICL Evaluation Strategy. - (IG 8.2) The revised Attestation Code defines measures for employees taking leaves of absence.
<b>Inclusion of gender-related topics in the content of research</b>			
9. Employees education on gender-related research topics	To promote awareness of gender-related perspectives and issues in research through employee training.	4Q/2022 GEP implementation coordinator	- (IG 9.1) The promotion of gender-related perspectives and issues is provided for by the ICL Management and Sustainable Development Strategy, in the framework of employee training.
10. Gender-related topics in research projects	To motivate project proponents to address gender-related perspectives and issues within proposed projects.	4Q/2022 deputy director	- (IG 10.1) The Director's decree on project activities includes a provision on gender-related perspectives and issues within the implementation of team projects.
<b>Measures against gender-based violence, including sexual harassment</b>			
11. An independent instance dealing with inappropriate behavior in the workplace	To establish an independent and confidential authority for protecting workers – both individuals and groups – from inappropriate behaviour in the workplace.	1Q/2023 scientific secretary	- (IG 11.1) An ICL ombudsman is established by an internal decree. - (IG 11.2) The ICL Code of Ethics and Ethics Commission are established.
12. Complaints and	To create a procedure for dealing with	3Q/2023	- (IG 12.1) An internal regulation is established



appeals protocol	complaints and appeals, with the aim of establishing a transparent system that also ensures safe and confidential discussion of any negative phenomena in the workplace.	scientific secretary	defining the complaints and appeals process. - (IG 12.2) A manual is created for handling complaints and appeals.
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## **EMPLOYEE TRAINING**

The ICL emphasises the education of employees in a wide range of competencies. In addition to specialised training aimed at the development of specific personnel according to their job position, and more general activities focused on communication, management, expanding IT skills, etc., the ICL also organises training in the field of gender equality, gender-sensitive thinking, and communication. The ICL uses resources from subsidy programs to cover the costs of training activities. In addition to organising these events, the ICL also implements training paid for by other entities.

The ICL offers training activities focused on gender equality to personnel in decision-making positions as well as other employees. The ICL implements training events in the field of gender issues at least once per year during the period of validity of the GEP.