

GENDER EQUALITY P L A N

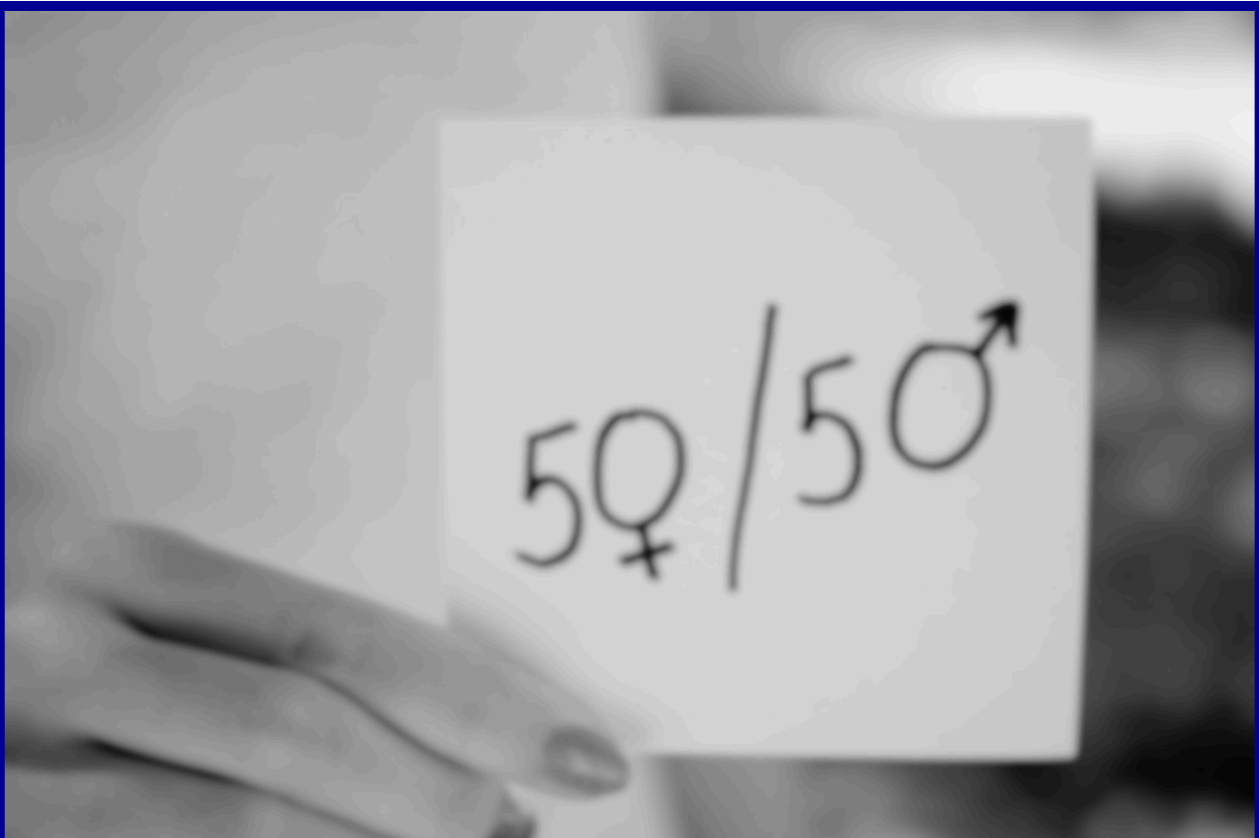
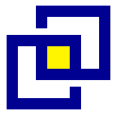


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INTRO

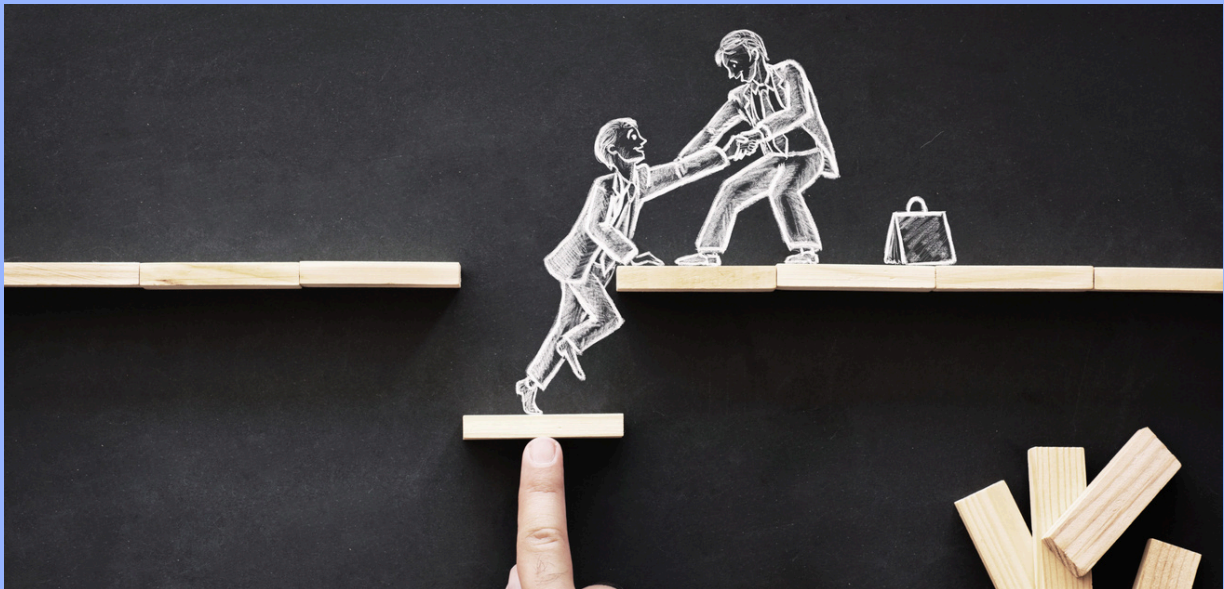
This Gender Equality Plan (GEP) is established pursuant to European Commission guidelines, relating to professional gender equality (GE).

Writing a GEP is seen by ECRIN as an opportunity to reaffirm its will to respect and develop equal opportunities and treatment at all stages of professional life, to go further into gender equality and to improve its practice in a continuous improvement process.

This second GEP is based on a diagnosis of the current workforce and on the reflexions of a working group including volunteer employees, human resources (HR) and the Head of Operations.

ECRIN wants to continue to tackle gender equality challenges and implement an action plan covering the 5 recommended areas:

- **Work-life balance and organisational culture;**
- **Gender balance in leadership and decision-making;**
- **Gender equality in recruitment and career progression;**
- **Integration of the gender dimension into research and/or teaching content;**
- **Measures against gender-based violence including sexual harassment.**



CHALLENGES

METHODOLOGY & ANALYSIS OF ECRIN'S SITUATION

This year GEP is based on the work of a dedicated staff working group.

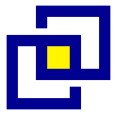
The GEP working group members are volunteers, they commit to be part of the working group for a minimum of one year (conception of the plan, implementation and assessment). Next year, it is suggested that the working group should include a work council member (CSE). ECRIN's gender equality situation can be considered stable. Besides an objective analysis based on figures, the input of the working group was able to bring another perspective.

ECRIN's situation is strongly conditioned by two factors:

- Clinical trials positions are mostly occupied by women in France. As a consequence, ECRIN tends to receive more applications from female candidates.
- ECRIN is a small organisation. As a consequence, carrier progression is limited.

Despite these factors, the working group has been trying to be inventive, in particular on questions for supporting career development, and to work on what can be improved, even by a small margin.





LIST OF CHALLENGES IDENTIFIED

01 BETTER PROPORTIONAL BALANCE MALE/FEMALE STAFF

The current staff is composed of 19% male and 81% female members, which is representative of clinical trial organisations in France. Consultants are mainly male.

02 PROMOTING EQUAL ACCESS TO TRAINING AND PROFESSIONAL OPPORTUNITIES

Though the gender audit did not show inequalities, it seems important to retain processes limiting any unconscious gender bias and fostering access to training and professional opportunities for everyone.

As opportunities of changing job position and/or being promoted are limited in a small organization, it is particularly important to encourage training and enable employees to work on different kinds of projects. Training (not only as attending training sessions but also reading, attending webinars, etc.) and having the opportunity to work on different kinds of projects are also a way to develop one's career.

03 CONTINUE TO DEVELOP WORK- LIFE BALANCE

Work-life balance is a key to ensuring Gender Equality at work. We want to keep on improving it.

04 SUPPORTING EMPLOYEES IN THE LIFE STAGES THAT CAN INTRODUCE GENDER INEQUALITIES

Work-life balance being a key point of Gender Equality at work, some life stages can take a toll on someone's career. Though these particular situations did not appear in the audit, there is always room for improvement.

05 CHALLENGING WORKING CONDITIONS AND MAINTAINING CURRENT POLICY AND CULTURE THROUGHOUT A CHANGE OF TOP MANAGEMENT

An employee satisfaction survey was run at the end of 2023 and led to some actions (allowing teleworking from abroad, introducing lunch vouchers...) The survey will be run again this year.

Moreover, as ECRIN's top management is to change in the coming years, maintaining a gender equality friendly policy and culture need to remain a priority.

06 PREVENTING GENDER-BASED VIOLENCE

No gender-based violence has been detected. All the more reason for implementing primary prevention. Unfortunately, we were not able to implement the training we had planned in 2023. It will be implemented this year.





07 MAINTAINING CURRENT SITUATION REGARDING THE INTEGRATION OF GENDER DIMENSION INTO RESEARCH AND/OR TEACHING CONTENT

Our current tools already enable us to take into account the gender dimension in the projects we take a part in or directly manage.

Moreover, ECRIN creates training contents that aim to promote gender equality.

08 MAINTAINING CURRENT SITUATION REGARDING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING SITUATION AMONG MANAGERS

Top senior management (cadres dirigeants) are a man and a woman. Both sexes are represented among senior management.

09 IMPROVING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING IN THE GOVERNING BODY

Our governing body shows a predominance of men (men being chair and women co-chair).



ACTION PLAN



2024

01 BETTER PROPORTIONAL BALANCE MALE/FEMALE STAFF

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
1.1	Use gender-neutral language in vacancy advertisements	Avoiding self-limitation among possible candidates	Usage of gender-neutral vocabulary in vacancy advertisement	Administration, Finance & HR unit	Already implemented
1.2	Disseminate vacancies across at least 3 platforms and/or websites	Reaching candidates from different backgrounds	Number of platforms on which vacancies are disseminated	Administration, Finance & HR unit	Already implemented
1.3	Increase the dissemination of vacancies through employees	Encourage employee referrals and sharing of LinkedIn job posts by employees	Number of job positions filled in through employees	Administration, Finance & HR and Communication	Already implemented
1.4	Check the balance applications/job interview opportunities	Tracking in the most objective manner possible the way we screen applications	% M/F relevant applications vs % M/F interviews vs gender of the recruited person	Administration, Finance & HR unit	At end of each year





02 PROMOTING EQUAL ACCESS TO TRAINING AND PROFESSIONAL OPPORTUNITIES

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities / Resources	Timelines
2.1	Encourage training through the strategic plan	Reinforce the importance of training in the 2024-2027 Strategic Plan	Nb of approved trainings and the number of trainings completed	Administration, Finance & HR unit and Operations	Already implemented
2.2	Encourage training through a Training charter	Writing a training charter to give employees "a training day": each employee will be able to dedicate a day per year to personal training. Training is defined as attending webinars, readings... not only attending training sessions	Number of training hours / year / employee registered in Beebole	Administration, Finance & HR unit	By end of 2024
2.3	Exit interviews	Exit interview enables the employer to learn about the reasons an employee is leaving and can give hints about possible improvements	Number of exit interviews performed / number of exits	Administration, Finance & HR unit	Already implemented

03 CONTINUING TO DEVELOP WORK-LIFE BALANCE

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
3.1	Teleworking charter review	Giving more flexibility to telework in a location other than the employees' primary residence, including abroad	Issuing the reviewed charter and number days teleworked out of the primary residence/year	Administration, Finance & HR unit	March 2024
3.2	Possibility to work part time at the request of the employee	Allowing employees to adapt working time to personal life	Number of employees working on a chosen part time	Administration, Finance & HR unit	Already implemented





04 SUPPORTING EMPLOYEES IN THE LIFE STAGES THAT CAN INTRODUCE GENDER INEQUALITIES

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
4.1	HR consultant to support managers and employees in case of personal situations	Managers and/or employees can ask for the support of a HR consultant	Number of interventions	Administration, Finance & HR unit	Whenever it is needed
4.2	Information about pregnancy, sick child days, and exceptional leaves	Give employees information through an HR guide	Issuing the HR guide including this information	Administration, Finance & HR unit	By the end of 2024
4.3	Giving 3 sick child days/year instead of one (CBA)	Current situation: 1 sick child day/year (CBA)	Issuing the memo enacting this measure	Administration, Finance & HR unit	By the end of 2024

05 CHALLENGING WORKING CONDITIONS AND MAINTAINING CURRENT POLICY AND CULTURE THROUGHOUT A CHANGE OF TOP MANAGEMENT

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
5.1	Running a survey about working conditions	Working conditions, and in particular, professional/personal life balance affects gender equality	Running the survey and % of employees who answer	Administration, Finance & HR unit	2024
5.2	Maintain current policy and culture throughout a change of top management	Issuing an HR guide including information and rights related to gender and stating ECRIN general policy and culture	Issuing the HR guide + N° of items in the guide related to gender	Administration, Finance & HR unit	By the end of 2024
5.3	Foster conviviality and positive working relationships	Staff lunch before core meeting	N° of lunches held/year)	Administration, Finance & HR unit	From June 2024





06 PREVENTING GENDER-BASED VIOLENCE

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
6.1	Work council (CSE) is representative for sexual harassment and sexist behaviours	Legal obligation for employers hiring 11 employees and more. Although the information has already been released, a reminder could be relevant	Issuing a reminder	Administration, Finance & HR unit	By the end of 2024
6.2	Raising awareness about harassment and sexism	Half day training	N of participants at the training	Administration, Finance & HR unit	By the end of 2024

07 MAINTAINING CURRENT SITUATION REGARDING THE INTEGRATION OF GENDER DIMENSION INTO RESEARCH AND/OR TEACHING CONTENT

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities / Resources	Timelines
7.1	Participation in projects including gender and non-discrimination dimension.	It is important to defend gender equality not only as an employer	% of projects in which gender dimension is taken into account/ with gender perspective	Operations	Already implemented
7.2	Participation in projects with training content that promotes gender equality	ECRIN supporting the creation of contents promoting gender dimension	Number of trainings including gender dimension	Operations	Already implemented





08 MAINTAINING CURRENT SITUATION REGARDING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING SITUATION AMONG MANAGERS

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
8.1	Raising awareness	Raising awareness in case one/several managers are to be replaced	Proportion of male/female in top management	Top management	Already implemented

09 IMPROVING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING IN THE GOVERNING BODY

Measure No.	Measures	Comments/details on the measures	Indicators	Responsibilities/Resources	Timelines
9.1	Raising awareness	Assembly of Members and Network Committee are made of Chairs and Co-chairs; Chairs tend to be men and co-chairs women	% of Female and Male in chair and co-chair positions	Governing bodies	On going



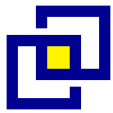
OVERVIEW

OF MEASURES PER RECOMMENDED AREA

No.	Measures	Work-life balance and organisational culture	Gender balance in leadership and decision making	Gender equality in recruitment and career progression	Integration of the gender dimension into research and/or teaching content	Measures against gender-based violence including sexual harassment
01 BETTER PROPORTIONAL BALANCE MALE/FEMALE STAFF						
1.1	Use gender-neutral language in vacancy advertisements			X		
1.2	Disseminate vacancies across at least 3 platforms and/or websites			X		
1.3	Increase the dissemination of vacancies through employees			X		
1.4	Check the balance application/job interview opportunities		X	X		

No.	Measures	Work-life balance and organisational culture	Gender balance in leadership and decision making	Gender equality in recruitment and career progression	Integration of the gender dimension into research and/or teaching content	Measures against gender-based violence including sexual harassment
02 PROMOTING EQUAL ACCESS TO TRAINING AND PROFESSIONAL OPPORTUNITIES						
2.1	Encourage training through the strategic plan			X		
2.2	Encourage training through a training charter			X		
2.3	Exit interviews	X		X		
03 CONTINUING TO DEVELOP WORK-LIFE BALANCE						
3.1	Teleworking charter review	X				
3.2	Possibility to work part time at the request of the employee	X				





No.	Measures	Work-life balance and organisational culture	Gender balance in leadership and decision making	Gender equality in recruitment and career progression	Integration of the gender dimension into research and/or teaching content	Measures against gender-based violence including sexual harassment
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04 SUPPORTING EMPLOYEES IN THE LIFE STAGES THAT CAN INTRODUCE GENDER INEQUALITIES

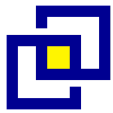
4.1	HR consultant to support managers and employees in case of personal situations	X		X		X
4.2	Information about pregnancy, sick child days and exceptional leaves	X		X		
4.3	Giving 3 child sick days/year instead of one (CBA)	X				

05 CHALLENGING WORKING CONDITIONS AND MAINTAINING CURRENT POLICY AND CULTURE THROUGHOUT A CHANGE OF TOP MANAGEMENT

5.1	Running a survey about working conditions	X	X	X		X
5.2	Maintain current policy and culture throughout a change of top management	X	X	X	X	X
5.3	Foster conviviality and positive working relationships	X				

No.	Measures	Work-life balance and organisational culture	Gender balance in leadership and decision making	Gender equality in recruitment and career progression	Integration of the gender dimension into research and/or teaching content	Measures against gender-based violence including sexual harassment
06 PREVENTING GENDER-BASED VIOLENCE						
6.1	Work council (CSE) is representative for sexual harassment and sexist behaviours					X
6.2	Raising awareness about harassment and sexism					X
07 MAINTAINING CURRENT SITUATION REGARDING THE INTEGRATION OF THE GENDER DIMENSION INTO RESEARCH AND/OR TEACHING CONTENT						
7.1	Participation in projects including gender and non-discrimination dimension				X	
7.2	Participation in projects with training content that promotes gender equality				X	
08 MAINTAINING CURRENT SITUATION REGARDING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING SITUATION AMONG MANAGERS						
8.1	Raising awareness		X			





No.	Measures	Work-life balance and organisational culture	Gender balance in leadership and decision making	Gender equality in recruitment and career progression	Integration of the gender dimension into research and/or teaching content	Measures against gender-based violence including sexual harassment
09 IMPROVING GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING IN THE GOVERNING BODY						
9.1	Raising awareness		X			





MONITORING & EVALUATION

The measures included in this GEP will be implemented in 2024, monitored by the designated responsible person/service.

Resources dedicated: one PM per year.

An evaluation by the GEP working group will take place at the beginning of the year 2025. This evaluation will be based on the results of the indicators described in this GEP, plus a global indicator as plan implementation rate.

It will be used as a foundation for the 2025 GEP.

In 2025, the GEP working group would have to include a Work Council member.





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