



Gender Equality Plan for National Medicines Institute
in Warsaw for the years 2023-2026.

Respecting the regulations in both Poland and the European Union upholding human rights and protecting against discrimination, the National Medicines Institute in Warsaw (NMI) strives to implement standards aimed at ensuring equal treatment. The Institute strategic objectives include the assertion of the quality of research and education activity based on an equal, open and diverse working & learning environment.

The objective of “The Gender Equality Plan for the National Medicines Institute in Warsaw for the years 2023-2026” is to consistently support the process of building and consolidating the organizational culture of the Institute, one of the pillars of which is gender equality.

National Medicines Institute operates with respect to international standards, ethical principles and good practices in research and science. Additionally, the National Medicines Institute pays particular attention to social responsibility in all areas of its activities, according to which it’s to sustainably develop an open and inclusive organizational culture.

“The Gender Equality Plan for the National Medicines Institute in Warsaw for the years 2023-2026” responds to the findings of two communications from the European Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions: “The New European Research Area for Research and Innovation” and “A Union of Equality. Gender Equality Strategy 2020-2025” (respectively: COM (2020) 628 final of 30 September 2020 and COM (2020) 152 final of 5 March 2020). It also implements the eligibility principle adopted under the Horizon Europe programs (Article 7 sec. 6 of the Regulation (EU) 2021/695 of the European Parliament and of the Council of 28 April 2021 establishing Horizon Europe—the Framework Program for Research and Innovation, OJEU L 170 12.5.2021, p. 1–68). Gender equality is scarcely mentioned in the legal regulations on higher education. The Act of 20 July 2018 – Law on Higher Education and Science (consolidated text, Dz.U. official gazette of 2022 item 574, as further amended) does not address gender equality as a goal or value for higher education institutions (HEIs) and research organizations.

“The Gender Equality Plan National Medicines Institute in Warsaw for the years 2023-2026” was developed following analyses and consultations conducted at the Institute using the results of a statistical diagnosis of the gender structure of the persons employed at the NMI. It was created by an expert team and was composed of persons of different gender, age, position, work, and life experience.

Analysis of the current situation and analysis of deficits regarding equality with respect to the three main gender equality objectives, focusing on:

1. decision-making processes and bodies;
2. recruitment, career development of female researchers and female staff member;
3. the gender dimension in research.

“The Gender Equality Plan National Medicines Institute in Warsaw for the years 2023-2026” is prepared as a set of actions in five strategic areas:

1. Management and decision-making;
2. Research career development and recruitment processes;
3. Work-life balance;
4. Safe and friendly place to work and study;
5. Gender in research and in curricula.

The implementation of the proposed actions will take place in the years 2023-2026, and include a midterm evaluation in 2024.

The scope of actions proposed in the Plan is based on four pillars:

1. collecting consistently gender-disaggregated data, monitoring, evaluating the actions, and formulating appropriate recommendations;
2. widely informing and raising the awareness of the entire NMI community about gender equality and unconscious gender biases;
3. using consistently inclusive language, highlighting the presence of women, non-binary and transgender people;
4. adopting an intersectional approach that takes into account the crossover between the gender and other variables such as social class, race, disability, ethnicity, nationality, gender identity or psychosexual orientation.

The specification below refers to specific items in the tables:

- (*) Indicate here who will be responsible for preparing / running the action, as well as who should approve the action.
- (**) Specify, quantitatively where possible, the results you want to achieve.
- (***) Identify on the basis of which verifiable data your progress and results can be checked.
- (****) Make the distinction between financial and other resources: time, and (if relevant) financial resources, and (if relevant also other resources, like e.g. external experts/speakers).

I. MANAGEMENT AND DECISION-MAKING				
Objective (what do we want to achieve?)				
Actions (how do we want to achieve the objective?)				
<p>1. Building a management culture based on equality, respect, and tolerance in all groups making up the Institute community.</p>				
<p>2. Managing human resources in accordance with the principle that favors combining life roles (including family) with professional responsibilities.</p>				<p>a. Training in human resources management (mandatory for those in managerial positions), anti-discrimination and the basics of non-violent communication.</p> <p>b. Identifying, supporting and promoting good practices that implement gender equality through: personnel policies, internal and external communication in a language promoting an equal perspective among the Institute management staff; informing on the importance of balanced participation of different genders in management structures.</p>
<p>3. Gender balance in the composition of teams and in the assignment or nomination to management positions.</p>				<p>a. Diagnosing and monitoring equal access to promotion in all employee groups regardless of gender.</p> <p>b. Promoting a gender equality perspective by creating working conditions that make it easier to combine life roles and work responsibilities.</p>
<p>4. Integrating an equality perspective in decision-making processes and decisions made by Institute bodies and persons holding management positions at the Institute.</p>				<p>a. Diagnosing and monitoring of the gender structure of management in a given area (diagnosis “as it is”, what are the main barriers to achieving gender balance and what countermeasures can be applied).</p> <p>b. Recommending diverse composition of collegiate bodies of the Institute and other councils.</p>
<p>Responsibilities (*)</p> <p>1 to 4 preparing and running KA -> approval DN</p>	<p>Timeline</p> <p>Evaluation conducted two years after the implementation of the program.</p>	<p>Targets (**)</p> <p>1a. 100% managers took part in training. 1-4. Annual reports and recommendations, including anti-discrimination and non-violent communication / attitude. 4. Communication materials (ex. Leaflets, infographics).</p>	<p>Indicators (***)</p> <p>Percentage of managers taking part in training.</p>	<p>Resources required (****)</p> <p>Q4 2023</p>
				<p>Status</p> <p>Monitoring conducted on a continuous basis.</p>

II. RESEARCH, CAREER DEVELOPMENT AND RECRUITMENT PROCESSES

Objective (what do we want to achieve?)	Actions (how do we want to achieve the objective?)
<p>1. Equal access to recruitment, selection and hiring for working people.</p>	<ol style="list-style-type: none"> a. Conducting training and workshops for managers at various levels at the Institute and research teams to promote gender equality and diversity in recruitment and hiring processes. b. Developing and implementing human resources management policies and procedures for open, transparent, and merit-based recruitment that incorporate the pursuit of gender equality and support diversity in recruitment and hiring. c. Gender-balanced contest committees and others or committees comprising representatives of both genders— development of guidelines. d. Men/women employees of the Institute employed in the same positions and/or with similar scopes of tasks, duties, and employment terms receive similar remunerations. e. Recruitment announcements including transparent criteria, clear guidelines for the evaluation of achievements, disclosure of applications, possible consultation with men and women external experts. f. In the case of candidates having the same qualifications, it is suggested to select the person from the underrepresented sex / from the underrepresented group. To this end, it is necessary to: <ul style="list-style-type: none"> ● update recruitment and selection procedure; ● obtain acceptance of and support for the implementation of the procedure; ● distribute information on recruitment principles—taking affirmative action into account – along with the recruitment announcement, in order to ensure that everybody is aware of the principles from the very beginning.
<p>2. Supporting the career development of women.</p>	<ol style="list-style-type: none"> a. Periodic diagnosis of competencies and development needs of the staff and adjusting forms of support according to the results of employee assessment, with particular emphasis on the needs of women. b. Regular monitoring of gender participation in grant competitions, research projects and financial support for women's research activities. Diagnosing weaknesses, preparing recommendations on how to eliminate them. c. Establishing internal forms of financial support for scientific activities of underrepresented genders in the form of dedicated competitions for research and training. d. Establishing a mentoring guideline for women with the participation of experienced women who will support women in the early stages of their professional development and will

exchange experiences.					
Responsibilities (*)	Timeline	Targets (**)	Indicators (***)	Resources required (****)	Status
1 to 4 preparing and running KA -> approval DN	Evaluation conducted two years after the implementation of the program.	1. In 2024: the gender proportion of candidates of at least 3:1, aimed at 1:1 at the Institute. 1. Updated recruitment procedure. 2d. 2023: Draft of document. 1-2. Annual reports and recommendations.	Proportion of hired candidates.	Q2 2024	Monitoring conducted on a continuous basis

III. WORK-LIFE BALANCE

Objective (what do we want to achieve?)	Actions (how do we want to achieve the objective?)	Indicators (***)	Resources required (****)	Status
<p>1. Promoting an organizational culture that fosters the balance between professional life with family life.</p>	<p>a. Preparing of a guide on solutions in the area combining work with family life (applicable law, internal regulations, forms of support). b. Introducing home office opportunities and flexible working hours for men and women administrative employees. Introduction of an individual work schedule, task-based working time, and other flexible forms that facilitate combining work and family life.</p>			
<p>2. Developing support for combining work life with family life.</p>	<p>a. Investigating needs and preparing a report on including caring responsibilities when assessing persons at different stages of their careers. b. The diagnosis of the needs of persons coming back to research work after parental leave, with respect to support from the Institute. c. Recommending respecting time outside working hours, days off and holidays as time off work.</p>		Q2 2024	Monitoring conducted on a continuous basis.
Responsibilities (*)	Timeline	Targets (**)		
1 to 2 preparing and running KA -> approval DN	Evaluation conducted two years after the implementation of the program.	Carrying out consultations and surveys; publishing the results by 2024 as part of the activities related to the next Gender Equality Plan.		

**IV. BUILDING CULTURE OF NON-VIOLENCE,
SAFE AND FRIENDLY, WORK & LEARNING ENVIRONMENT**

Objective (what do we want to achieve?)		Actions (how do we want to achieve the objective?)			
<p>1. Implementing zero tolerance for violence and discrimination based on gender or gender identity.</p>		<p>a. Analysing the scale and type of gender-based violence occurring at the Institute (NIL as the subject of the survey). The survey conducted as part of the UniSAFE project in 2023: https://www.unisafeproject.eu/</p> <p>b. Using inclusive language in the Institute, communications, and documents regarding organizational culture, with a focus on groups particularly vulnerable to violence.</p> <p>c. Drawing up instructions on how to deal with interpersonal relations at the Institute in relation to the problem of violence and discrimination based on gender (gender identity or psychosexual orientation).</p>			
<p>2. Informing on rights, obligations, and appropriate responses to violence and discrimination based on sex or gender identity.</p>		<p>a. Drawing up instructions on how to deal with cases bearing the marks of online or digital violence in social media relating to the Institute (cyberbullying, sexting, doxing), especially in relation to the issue of violence and discrimination based on gender (including gender identity or sexual orientation).</p> <p>b. Providing training and other forms of education aimed at the entire Institute community, including staff, students, and persons in management positions.</p> <p>c. Including in the communication strategy activities aimed at providing information on procedures in the event of a reported violation of the principle of equal treatment or safety (websites, internal communication channels).</p>			
Responsibilities (*)	Timeline	Targets (**)	Indicators (***)	Resources required (****)	Status
<p>1 to 2 preparing and running KA -> approval DN</p>	<p>Evaluation conducted two years after the implementation of the program.</p>	<p>Surveys. Instructions. Manuals.</p>		<p>Q3 2024</p>	<p>Monitoring conducted on a continuous basis.</p>

V. Thematic area: GENDER IN RESEARCH AND CURRICULA.

Objective (what do we want to achieve?)	Actions (how do we want to achieve the objective?)			Status
<p>1. Balanced representation of women in bodies responsible for research.</p>	<p>a. Collecting data by gender on the number of persons in research projects, project management positions, research councils and teams, scientific events, expert teams, research committees, internal committees evaluating scientific projects, etc.</p> <p>b. Information campaign on the need to reduce the gender gap in expert teams, faculty and Institute committees, scientific events organized at the Institute.</p> <p>c. Active recruitment of young talented persons aiming to achieve gender balance in particular fields.</p>			<p>Monitoring conducted on a continuous basis.</p>
<p>2. Disseminating information on the benefits of including gender as a relevant variable for research.</p>	<p>a. Support diversity for scientific councils to give preference to research projects that will include the variable of gender in research.</p> <p>b. Providing information on the cognitive benefits of research that includes gender as a significant variable.</p> <p>c. Publishing on the NIL Newsletter a series of articles on research conducted, involving gender equality and gender as a subject of research.</p>			
<p>3. Integrating a gender perspective in education provided at the Institute.</p>	<p>a. Conducting a diagnosis of the integration of a gender perspective in the educational process.</p> <p>b. Undertaking cooperation with organizations supporting excluded groups.</p>			
Responsibilities (*)	Timeline	Targets (**)	Indicators (***)	Resources required (****)
<p>1 to 3 preparing and running KA -> approval DN</p>	<p>Evaluation conducted two years after the implementation of the program.</p>	<p>Manuals. Infographics. Guidelines. Reports.</p>		<p>Q4 2024</p>