



Νοσοκομείο Παιδων
"Η Αγία Σοφία"

Agia Sofia Children's Hospital

Action Plan for Gender Equality

Gender Equality Plan

Agia Sofia Children's Hospital Thivon
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The Gender Equality Action Plan of the Agia Sofia Children's Hospital for the years 2024-2028 was developed in collaboration with the European Project IntReALL 2020, Project Code 101104582.

Working Group

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Action Plan for Gender Equality - Gender Equality Plan

Introduction

Gender equality is a fundamental principle that encompasses equal treatment and equal access to opportunities, while also enshrining equal rights and obligations for all genders. According to Horizon Europe, the new framework for Research and Innovation (2021-2027) of the Council of Europe, as well as broader European policies promoting gender equality¹ and eliminating gender inequalities and discrimination, sexual harassment and other forms of gender-based violence, all public bodies in Greece **ARE REQUIRED** to draw up and implement Action Plans for the promotion of Gender Equality. The consolidation of the above principle aims to create a society where every person participates equally in public and private life. Equality between men and women also includes combating discrimination and creating an environment that promotes the recognition of each person's potential, regardless of gender.

This Gender Equality Action Plan (GEAP) has been designed in accordance with the guidelines of Horizon Europe, the new European Union Research and Innovation Framework Programme for the period 2021-2027. Horizon Europe makes gender equality a prerequisite for the participation of all actors involved in research and innovation. Furthermore, the GEP is consistent with both national and European legislation, while aligning with national initiatives and actions that promote gender equality, the protection of rights and the elimination of discrimination. Particular emphasis is placed on equal treatment, tackling harassment in the workplace, strengthening the social responsibility of organisations, and other related areas.

Putting the principle of equality into practice aims to eliminate any discrimination that limits the attraction and retention of the most suitable professionals in the organisation. By integrating gender equality into its practices, it promotes the participation of all, strengthening knowledge and skills. This commitment creates a supportive and inspiring work environment that enhances productivity and ensures the retention of human

¹ Gender equality refers to equality between men and women in all areas of life, such as education, work, politics, health and rights. The aim is to eliminate gender-based discrimination and ensure that men and women have equal opportunities and rights. This includes promoting equal pay for equal work, increasing women's participation in leadership roles, addressing violence against women and ensuring access to education and healthcare without gender discrimination.

resources.

For the Agia Sofia Children's Hospital, the recognition of gender equality is considered extremely important, as its consolidation reinforces justice, freedom and mutual recognition among individuals regardless of their gender. The practical application of the principle of equality aims to eliminate any discrimination that limits the attraction and retention of the most suitable professionals in the organisation. By incorporating gender equality into its practices, it promotes the participation of all, strengthening knowledge and skills. The Hospital's commitment to gender equality is part of a broader strategy that promotes diversity and inclusion, eliminating all forms of discrimination, whether based on gender, race, ethnicity, religion, disability, age or sexual orientation.

The basic principles governing the Hospital's Gender Equality Action Plan (GEAP) aim to promote equal representation of both sexes in all aspects of the organisation's operation, such as organisational structure, practices, human resource management, research and participation in decision-making. At the same time, it seeks to eliminate all forms of gender discrimination and violence, laying the foundations for an inclusive working environment that is sensitive to every individual, regardless of gender.

Its goal is to create a workforce that reflects the diversity of society, while ensuring that every employee feels respected and has equal opportunities to realise their potential. Furthermore, it is committed to preventing all forms of discrimination in the healthcare sector, ensuring equal treatment for citizens without discrimination.

Regulatory framework

This Gender Equality Action Plan (GEAP) has been designed in line with the guidelines of Horizon Europe, the new Research and Innovation Framework (2021-2027) of the Council of Europe, according to which gender equality in research and innovation is a requirement for all stakeholders. Furthermore, this GEP is implemented in accordance with national and European legislation and is aligned with national initiatives and actions focusing on equality between women and men, rights, the prohibition of discrimination, equal

treatment, harassment in the workplace, corporate social responsibility, etc.

Policies at national and European level

Over the last decade, Greece has begun to harmonise its legal framework and policies with EU policies and requirements on gender equality and the integration of the gender dimension in research. It has the constitutional, legislative and institutional framework in place to implement a comprehensive policy for eliminating gender inequality in scientific research and higher education. At the level of national law, the Greek Constitution enshrines gender equality in Article 4(2) as follows: "Greek men and women have equal rights and obligations," while Article 116(2) allows for the implementation of positive measures (e.g. quotas) to promote gender equality, expressly stating that such measures do not constitute discrimination². With regard to the issue of employment, Article 22(1) of the Constitution provides for equal pay for work of equal value, regardless of gender³ or other discrimination.

The quota measure, which is permitted by Article 116 of the Constitution, was activated in the case of promoting women's participation in decision-making centres and research. Women's participation in decision-making centres and research is promoted by law through Article 57 of Law 3653/2008 (Government Gazette A/21.3.2008) "Institutional framework for research and technology and other provisions", which stipulates a minimum participation rate of 1/3 for each gender in the staffing of National Research and Technology Bodies and Committees, provided that the candidates have the necessary qualifications to fill the relevant position, as applicable. position.

Also, with regard to the National Action Plan for Gender Equality and Gender-Based Violence, the provisions of the Istanbul Convention (Law 4531/2018 (Government Gazette 62/A/5.4.2018)). This Convention is the first legally binding international text that sets prevention criteria for gender-based violence and at the same time calls for violence against women to be included in the list of recognised crimes of the European Union.

Additional articles that reinforce the elimination of gender inequality are as follows:

- Article 6 of Law 2839/2000 stipulates that at least one third of each gender must be represented in all decision-making bodies, including those in higher education.
- Law 4386/2016 on "Regulations for research and other provisions" emphasises the need to achieve

² "Positive measures to promote equality between men and women do not constitute discrimination on the basis of sex. The State shall take measures to eliminate existing inequalities, particularly those affecting women."

³ "Work is a right and is protected by the State, which shall ensure the creation of conditions for the employment of all citizens and the moral and material advancement of the working rural and urban population. All workers, regardless of gender or other discrimination, have the right to equal pay for work of equal value." Constitution 2001 (Government Gazette 85/A/18.4.2001).

balanced gender representation in the composition of evaluation and selection committees, as well as various advisory bodies in the field of research, technology and innovation. Furthermore, Article 25 of the same law emphasises that at least one third of the members of these advisory bodies and scientific committees of research institutions must be of one gender, provided that the candidates have the necessary qualifications required for each position.

- Law 4604/2019 on "Promotion of Substantive Gender Equality and Combating Gender-Based Violence" encourages universities and research organisations to incorporate gender into their curricula and research content (Article 17) and emphasises that Higher Education Institutions must ensure the promotion of gender equality in all levels and processes of academic life, in accordance with Article 33 of Law 4589/2019 (Article 13).
- Article 33 of Law 4589/2019 provides for the creation of "Gender Equality Committees" in each Higher Education Institution.

Legislation relating to work and employment

Law 3896/2010⁴, implementing the principles of equal opportunities and equal treatment of men and women in matters of work and employment, prohibits:

- any form of discrimination based on sex, whether direct or indirect, in particular in relation to family status,
- sexual harassment in the workplace, defining it as
- "any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, with the purpose or effect of violating the dignity of a person, in particular by creating an intimidating, hostile, degrading, degrading or offensive environment",
- any less favourable treatment of a person associated with gender reassignment,
- an order that discriminates against a person on the basis of sex, and
- less favourable treatment of women on grounds of pregnancy or maternity, in the cases of Presidential Decrees 176/1997 (Government Gazette 150/A), 41/2003

⁴ (Government Gazette 207/A/2010/12/08) (Nos. 1, 2, 3, 8) "Application of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation. Harmonisation of existing legislation with Directive 2006/54/EC of the European Parliament and of the Council of 5 July 2006 and other related provisions".

(Government Gazette 44/A) and Article 142 of Law 3655/2008 (Government Gazette 58/A).

Furthermore, Law 4808/2021 (Government Gazette 101/A/19.6.2021) ratified Convention 190 of the International Labour Organisation on the elimination of violence and harassment in the world of work, which was adopted by the International Labour Organisation Conference in Geneva on 21 June 2019. In the Convention, "gender-based violence and harassment" is defined as: "violence and harassment directed at persons because of their gender, or which disproportionately affects persons of a particular gender, and includes sexual harassment". Specifically, Article 9 of the Law states that:

"Each Member shall adopt laws and regulations requiring employers to take appropriate measures, in accordance with the degree of control they have, to prevent violence and harassment in the world of work, including gender-based violence and harassment, and in particular, to the extent that this is reasonably practicable, to:

- (a) adopt and implement, in consultation with workers and their representatives, a workplace policy on violence and harassment;
- (b) take into account violence and harassment and related psychosocial risks in occupational health and safety management;
- (c) identify and assess the risks of violence and harassment with the participation of workers and their representatives and take measures to prevent and control them; and
- (d) provide employees and other interested persons with information and training, in accessible formats as appropriate, on the identified risks of violence and harassment and on the related prevention and protection measures, including the rights and responsibilities of employees and other interested parties in relation to the policy referred to in paragraph (a) of this article.

Specifically with regard to public health, the gender dimension is referred to in Article 18 of Law 4604/2019, which states the following:

1. The administration must integrate the gender dimension into the process of designing, implementing and evaluating public policies on physical and mental health. The integration of the gender dimension into health includes research, service design and training of staff in gender-based structures.

2. The administration shall promote research on gender health based on documented and scientifically substantiated needs and shall seek to ensure equal participation of both genders in all research programmes.

3. For the purposes of paragraphs 1 and 2, the Ministry of Health, the National School of Public Health, the Health Regions, the National Statistical Service in cooperation with the GSGE, KETHI, as well as any other public body active in the field of health:

a) shall ensure, within the scope of their responsibilities, the collection and organised recording of medical data, population health indicators and the analysis of statistics based on gender, in line with international experience, in order to determine the accurate epidemiological profile of the sexes,

b) integrate the gender dimension into the mechanism and procedures for collecting and processing data on health and morbidity levels and factors affecting the health of the population at national level, the recording of the needs of socially vulnerable population groups and populations living in conditions of social exclusion,

c) ensure the awareness and training of health care personnel at all levels,

d) may co-develop and implement training programmes for the purposes of cases a) to c).

4. The institution of "Health Mediators (Δ.Υ)", in accordance with Article 61 of Law 4368/2016 (A` 21), is used to facilitate access to state health structures and services for single-parent families with a single mother, abused women, women who are victims of illegal trafficking and international human trafficking, refugee and migrant women, women belonging to minority groups, teenage mothers, elderly women, women released from prison with serious health problems, homeless women or women living below the poverty line.

International Institutional Network

Gender equality is an internationally recognised right enshrined in international conventions (e.g. the

1945 Charter of the United Nations, Universal Declaration of Human Rights of 1948, International Covenant on Civil and Political Rights of 1966⁵, International Covenant on Economic, Social and Cultural Rights of 1966⁶, United Nations Convention on the Elimination of All Forms of Discrimination against Women (CEDAW – 1979)⁷, Beijing Declaration and Platform for Action (Beijing, 4–15 September 1995), Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul, 11 May 2011)⁸ International Labour Conventions, with provisions for the protection of maternity and the facilitation of workers with family responsibilities (International Labour Conventions 100, 103, 111, 156), by European Union Treaties (the 1957 Treaty of Rome and the 1999 Treaty of Amsterdam, which introduced the principle of gender equality and the elimination of discrimination based on gender and sexual orientation into the EU Treaties), as well as from European Regulations and Community Directives on the promotion of gender equality in the field of employment and occupation⁹.

International Organisations

The European Union's commitment to the principle of gender equality and to working to eliminate gender discrimination led to the establishment of the European Institute for Gender Equality in 2010, a decentralised agency that aims to achieve gender equality by conducting research and publishing data and best practices. Among other things, the European Institute for Gender Equality monitors how the European Union is responding to its international commitments on gender equality, in line with the Beijing Platform for Action¹⁰.

⁵ Law 2462/1997, Government Gazette A/25/1997

⁶ Law 1532/1985, Government Gazette A/25/1985

⁷ Law 1342/1983

⁸ Law 4531/2018, Government Gazette 62/A/5.4.2018.

⁹ See, for example, Directive 76/207/EEC on the implementation of the principle of equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions, Directive 2002/73/EC on the implementation of equal treatment and the prohibition of direct and indirect discrimination in the public sector, Directive 96/34/EC on parental leave, which aims to reconcile family and professional life, Directive 2004/113/EC on the implementation of equal treatment between men and women in the access to and supply of goods and services, Directive 2006/54/EC on the implementation of the principle of equal opportunities and equal treatment of men and women in matters of employment and occupation, Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 establishing a European Institute for Gender Equality.

¹⁰ <https://eige.europa.eu/beijing-platform-for-action>

Horizon Europe 2021-2027 - Gender equality

As mentioned, the Gender Equality Action Plan (GEAP) has been designed in line with the guidelines of Horizon Europe, the new European Union Research and Innovation Framework Programme for the period 2021-2027. Gender equality has gradually been strengthened as a priority of the European Commission for the European Research Area (ERA) European Research Area (ERA), and in 2020 there was a new commitment, which was incorporated into various measures and initiatives, such as the European Union's Horizon Europe Framework Programme (Horizon Europe) for research and innovation for the period 2021-2027. The new Horizon Europe framework prioritises a commitment to gender equality¹¹ in research and innovation, with a focus on three points: a) the existence of a Gender Equality Action Plan is now an eligibility criterion for certain categories of legal entities in European Union Member States, b) the integration of the gender dimension into the content of research and innovation is a criterion for awarding contracts and is assessed in accordance with the criterion of excellence (unless explicitly stated otherwise in the description of the topic) and c) aims to promote gender balance throughout the programme with the goal of 50% participation of women in all relevant councils, expert groups, evaluation committees, and introduces gender balance in research teams as a ranking criterion in cases of equal scores.

Horizon Europe sets the following conditions for the SDG:

- a) it must be an official document, signed by senior management, communicated within the organisation and demonstrating a commitment to gender equality by setting clear objectives and detailed measures and actions to achieve them,
- b) ensure resources for the design, implementation and monitoring of the SDG, including funding for specific jobs and committed working time of the organisation's staff;
- c) include procedures for data collection and monitoring: it must be based on evidence and data disaggregated by sex across all categories of workers; and
- d) include training and skills development.

In addition to the above four mandatory requirements for the Agia Sofia Children's Hospital regarding gender equality, the following themes were developed:

- Thematic area A: Work-life balance
- Thematic Area B: Equal representation of women and men in leadership and decision-making

¹¹ <https://op.europa.eu/es/publication-detail/-/publication/ffc06c3-200a-11ec-bd8e-01aa75ed71a1/language-en>

positions

- Thematic Area C: Gender equality in recruitment and career development
- Thematic Area D: Gender equality in education and research programmes
- Thematic Area E: Policy for the Prevention and Combating of Violence, Bullying and Harassment.
- Thematic Area G: Information on the SDIF

Specific objectives were set for each of the above thematic areas and individual actions and measures were proposed to achieve them.

Current situation/Indicators

Recognising the importance and necessity of an action plan for gender equality, Agia Sofia Children's Hospital is committed to promoting gender equality in all aspects of its operations. With regard to the analysis of gender diversity in the workforce as a whole, the current situation is presented below:

Board of Directors

There is diversity in the composition of the Board of Directors and other management positions. This composition contributes to a broader exchange of views and decisions, reinforcing diversity and the principle of democratic institutions.

...% of the members of the Board of Directors are women, while ...% of management positions are also held by women.

Other Human Resources

In addition, the hospital's commitment to gender representation extends to its human resources, where women represent:

-% of positions of responsibility in the medical service.
- ...% of positions of responsibility in nursing and other health services.
- ...% of positions of responsibility in administrative/financial and technical support services .

The hospital understands that gender equality involves more than just representation and also entails creating a supportive working environment that promotes a good work-life balance for employees.

Recognising the importance of promoting gender diversity in leadership positions, the hospital invests in the further development of their skills and emphasises meritocracy and human resource evaluation.

Data collection and monitoring procedures

In order to monitor the effectiveness of gender equality initiatives and provide data-driven insights (see Annexes 1, 2, 3), the Gender Equality Plan will adopt a collective approach to evaluation and improvement. Specifically, monitoring includes discussions in small groups or communities of practice to assess the improvements to be pursued within the organisation. A first interim evaluation will be carried out after one year to check, on the basis of the indicators identified, whether the objectives have been achieved and to identify which elements could be improved. This initial monitoring will be used to determine how actions could potentially be modified to be more effective and achieve the identified objectives. It will also provide evidence for revising the plan for the next period.

The data collected will allow for the monitoring of differences between men and women in different roles, departments and at different levels of the organisation. Regarding data collection, the gender equality plan, in accordance with the European Union guide, should cover certain minimum data such as gender and/or detailed gender data on staff. According to the European Union Guide¹², in most countries and institutions across Europe, actual 'gender statistics' data are collected, which for statistical purposes refer to gender according to biological sex at birth, usually in a binary manner (female, male

At the Agia Sofia Children's Hospital, data will be collected using the forms referred to in Annex 3. The forms follow the standards set out in the European Guide to Gender Equality and specifically refer to the forms created in the European GENERA project guide¹³ for data collection.

In addition, the Agia Sofia Children's Hospital will follow specific indicators (see Annex 1 - Objectives, Actions and Indicators) which it will monitor on an annual basis and, based on the results, will make any necessary modifications/changes to the Hospital's gender equality policy. The indicators may also be changed and adjusted where necessary based on the results.

Emphasis will also be placed on improving gender balance in leadership and decision-making. The basic principles to be examined are (see section 1-Objectives, Actions and Indicators)

- How women are represented in decision-making at the top of the organisation and in administrative functions.
- What kinds of barriers exist to ensuring that women are represented in decision-making and leadership positions, including structural, institutional and individual barriers?
- What targets could be set to promote gender balance in leadership and decision-making roles across the organisation?

¹² [horizon europe guidance on gender equality plans-KI0221806ENN.pdf](#) (p. 23)

¹³ [GENERA - Home](#)

- What steps can be taken, and by whom, to achieve these goals?

Training and skills development

With regard to training and skills development, Agia Sofia Children's Hospital proposes the introduction of awareness-raising and training activities on gender equality. These activities will involve the entire organisation and will be an evidence-based, continuous and long-term process. The activities will be aimed at staff and decision-makers and will include communication and training activities on gender equality that focus on specific issues or target specific groups.

Specifically, the Human Resources Management Department (HRM) will carry out awareness-raising and training activities on gender equality. The activities may include:

- Active discussions with staff, as well as talks by gender equality experts and leading female scientists, scholars and academic leaders.
- Updating the Hospital's website with topics related to gender equality (e.g. publications, speeches by European bodies, etc.).
- Training research staff on how to incorporate gender equality into their research and the projects they manage.
- Training on work-life balance

The purpose of the Hospital's policy

1. To Ensure fairness and respect for all in our employment, whether temporary, part-time or full-time.
2. Prevent unlawful discrimination based on certain protected characteristics, such as:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, ethnicity and national or ethnic origin)
 - religion or belief
 - gender
 - sexual orientation.
3. Oppose and prevent all forms of unlawful discrimination. This includes:
 - remuneration and benefits
 - terms and conditions of employment
 - handling of complaints and discipline
 - dismissal
 - redundancy
 - parental leave
 - requests for flexible working
 - selection for employment, promotion, training or other development opportunities.

4. Oppose and prevent discrimination based on certain unprotected characteristics, including, but not limited to, the following:
- Caregiving responsibilities
 - Employment status
 - Political beliefs
 - Socio-economic status
 - Trade union membership.

Conclusion

The Children's Hospital is fully committed to promoting a balance of work-life balance, gender equality, research, education and a safe working environment in the healthcare sector for its employees. It recognises that these factors are vital not only for the well-being and success of its employees but also for the overall development and progress of the hospital.

The hospital ensures equal pay for equal work, regardless of gender, as proof of its commitment to fairness and recognition of the value that each employee brings to the organisation. At the same time, to meet emergency needs, the principle of proportionality is strictly applied, ensuring fair and proportional compensation for all employees, based on their needs, responsibilities, duties and qualifications.

The implementation of these policies supports the promotion of gender equality and fairness, while aligning with the objectives of the SDG. The hospital's commitment extends to continuous feedback, evaluation and improvement of its actions. An interim evaluation will be carried out after one year, based on predefined indicators, in order to identify possible improvements and revise any actions, if necessary.

At the same time, Agia Sofia Children's Hospital recognises the importance of promoting research and education as fundamental tools for enhancing gender equality and professional development. It supports initiatives that facilitate access to educational programmes, training opportunities and skills development for all employees, regardless of gender. It also encourages women's participation in research activities and leadership roles, strengthening their representation in the fields of health and science.

Furthermore, it incorporates initiatives to combat violence and harassment. It firmly believes that creating an inclusive and gender-equal work environment is not only a moral obligation, but also a driving force for innovation, productivity and success. It is committed to promoting an environment where every individual, regardless of gender, feels valued, treated with respect and able to fully utilise their abilities and skills.

By adopting practices that promote work-life balance, gender equality, research, education and safety in the workplace, Agia Sofia Children's Hospital "Agia Sofia" aims to be a model organisation, promoting fairness and inclusion in the workplace. It invites all stakeholders to actively participate in its initiatives, as it aims to build a fair and inclusive future.

In conclusion, Agia Sofia Children's Hospital is committed to:

1. Strengthen an inclusive organisational culture, with gender awareness, eliminating all prejudice, and promoting equality, diversity and inclusion in the workplace.
2. Collect data in order to make improvements or adjustments where necessary.
3. Create and maintain a work environment free from intimidation, harassment, victimization and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognized and valued. This commitment includes training managers and all other employees in their rights and responsibilities under this policy. Responsibilities are assigned to senior managers, who are designated as responsible for providing equal employment opportunities and preventing bullying, harassment, victimization and discrimination.
4. It takes serious complaints of bullying, harassment, victimisation and unlawful discrimination from employees, students, patients, suppliers, visitors and anyone else.
5. In creating educational material that will help in understanding and interpreting the objectives of the Gender Equality Action Plan.
6. Providing opportunities for training, development and advancement to all staff, who are supported and encouraged to develop their full potential and skills, contributing to maximizing the effectiveness of the organisation.
7. It takes decisions on personnel based solely on merit and in full compliance with applicable European, national and regional laws and regulations.
8. Reviews employment practices and procedures, where necessary, to ensure fairness and improve policies and practices, taking into account changes in applicable legislation.
9. Monitors the composition of the workforce in terms of age, gender and special needs, and encourages equality, diversity and inclusion by setting targets, planning actions and monitoring progress.

Monitoring will also include evaluating how the policy and the SDIP are implemented in practice, reviewing them annually, and taking action to address any issues that arise.

The SDIP was officially approved by Mr., Board of Directors of the Agia Sofia Children's Hospital, on It will be renewed on....., with an interim evaluation at the end of 2026.

The Director of Agia Sofia Children's Hospital

APPENDICES

Annex 1 - Objectives, Actions and Indicators monitored

Key area	Objective	Actions	Indicator	Objective	Current situation	Next assessment	Responsible
Balance of professional and personal life	Ensuring the harmonisation of the professional and personal lives of employees regardless of gender	Informing employees about equality and the benefits/facilities provided to everyone, regardless of gender .	% of men , % of women beneficiaries	100			
Balanced representation of genders in leadership and decision-making positions	Promoting gender equality in career development, offering equal access to men and women to promotions	Encouraging and supporting everyone in applying for positions of responsibility, using impartial and transparent procedures.	% gender representation in leadership and decision-making positions	50			
Gender equality in recruitment and career development	Promotion of gender equality in recruitment and competition for positions of responsibility	Use of gender-neutral language in the invitations/announcements and information on development opportunities.	Increase in the number of applications from men and women for requests relating to expressing interest in positions of responsibility	At least 10 candidates for each new position of responsibility			

			regardless of family status.				
Gender equality in educational and research programmes	Increased awareness of gender differences in education and research	Encouraging and urging everyone to participate in educational and research programmes	Number of organised educational conferences/seminars and number of participants. Number of participants in research activities	Equal representation			
Policy for the Prevention and Combating Violence, Bullying and Harassment	Awareness-raising on preventing and combating harassment in the workplace.	Guarantee of proper investigation, handling and implementation of all complaints received through the channel that recently created	% of complaints received and processed with appropriate action				
Complaint management policy guarantee	Guarantee for the proper handling of complaints	Guarantee for the proper investigation, handling and implementation of all complaints received.	% of complaints received and handled with the appropriate actions	Investigation/resolution of all complaints			

Informing human resources about the Action Plan for Gender Equality.	Active participation of all interested members in the SDIF	Informing through the internal electronic communication network and posting of the SDIF on the official website of the GNP			-		
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Annex 2 – Questionnaire for the Drafting of the Annual Report on the Action Plan for Gender Equality

Questions	Answers	Comments
Have adequate resources, such as human and financial resources, been secured for monitoring the Action Plan?		
Is there gender balance in leadership and decision-making?		
Are women represented in decision-making at the top of the organisation and in administrative functions? If not, what measures have been taken to ensure that women are represented?		
Is a work-life balance ensured for employees?		
Is equal pay for equal work guaranteed, regardless of gender?		
Are training programmes carried out to inform staff about the Gender Equality Action Plan? If YES, how often?		
Are training programmes and skills development opportunities provided for all employees, regardless of gender? If YES, how often?		
Is there communication with other hospitals and organisations to exchange information on optimising the Gender Equality Action Plan? If YES, please list the organisations and the results.		

Have actions been taken to combat violence and harassment? If YES, please record what actions were taken.		
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Appendix 3 – Data Collection Form

Demographic Data				
Name	Description	M = Mandatory/ O = Optional	Example of Variables	Comments
Gender	Biologically determined characteristics of men and women	M	not known; F ; M; not applicable	
Date of Birth	Date of Birth	M	dd/mm/yyyy	
Country of Birth	Country of Birth	O	FR, DE, IT....	
Nationality	The legal and political status of a person as a citizen of a state with the state to which they belong	O	FR, DE, IT....	
Marital status	Marital Status	O	Single, Married, Divorced, Widowed	
Number of children	Number of children	O	1,2,3	

Education				
Name	Description	M=Mandatory/ O=Optional	Example of Variables	Comments
Master's degree	Level 7 – Master's or equivalent level	M	Master of science, Master of physics, Master of sociology, etc.	
Degree field	General field of degree	M	Natural sciences; engineering and technology; medical and health sciences; social sciences, etc.	
Sub-field of Degree	Thematic Categories to which the Degree belongs	O	Atomic, molecular and chemical physics, Nuclear physics, etc.	
Year of Completion of Degree	Year of Completion of Degree		YYYY	
Country of issue of the degree	Country of issue of the degree	O	FR, DE, IT, etc.	
PhD	Level 8 – Doctoral or equivalent level	M	PhD, DPhil, D. Lit, D. Sc, LL.D, Doctorate	
Year of Degree Completion	Year of Degree Completion	O	YYYY	
Country of Degree Issuance	Country of issue of the degree	O	FR, DE, IT, etc.	

Position in the Organisation				
Name	Description	M=Mandatory/ O=Optional	Example of Variables	Comments
Position of responsibility in the organisation.	Organisation/department for which someone is responsible	O	Director of institute, Responsible of structure, Managing director, etc.	
<i>Start of Position of Responsibility</i>	Date on which the position of responsibility in the organisation/department commenced	M	dd/mm/yyyy	
<i>End of Position of Responsibility</i>	Date Position of Responsibility in the Organisation/Department ended	M	dd/mm/yyyy	
Position of Responsibility in a Project	Project for which someone is responsible	O	Project manager, responsible for project/experiment	
<i>Start of Position of Responsibility</i>	Date on which the position of responsibility in the project began	M	dd/mm/yyyy	
<i>End of Position of Responsibility</i>	Date on which the Position of Responsibility in the Project ended	M	dd/mm/yyyy	
Position in Laboratory	Laboratory for which someone is Responsible	O	Responsible for laboratory, Technical manager	
<i>Start of Position of Responsibility</i>	Date on which the position of responsibility in the laboratory commenced	M	dd/mm/yyyy	
<i>End of position of responsibility</i>	Date Position of Responsibility in the Laboratory ended	M	dd/mm/yyyy	

Research Results			
Name	Description	M=Mandatory/ O=Optional	Example of Variables
Scientific Journal, Article	article, review, editorial comment	O	1,2,3
Contribution to Conference	abstract, poster, oral presentation, conference proceedings	O	1,2,3
Chapter in a book	entries in edited books, introductions, prefaces	O	1,2
Scientific references	working paper, technical report	O	1,2,3
Thesis/dissertation	doctoral thesis, master's thesis	O	1,2,3
Book	book, translation	O	1,2,3
Edited Volume	edited books or volumes, textbooks or encyclopaedias	O	1,2,3
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