

STRATEGIC OBJECTIVE 1: GUARANTEEING BC3 AS A SAFE WORKING PLACE																				
EU	ID	Specific objectives	Activities	Responsible(s)	Deadline				Resources	Indicators	Responsible(s)	2020		2021		2022		2023		Principles
					2020	2021	2022	2023				Objective	Result	Objective	Result	Objective	Result	Objective	Result	
IAP3_A1	HR1.1 (Specific objective 1.1. of Equality Plan) Zero tolerance for sexual and gender-based harassment or any kind of violence toward women.		A 1.1.1. Preparing a protocol to fight and prevent sexual and gender-based harassment.	Equality Commission - Administration (MA)	✓				32h	IOE 1.1.1. 12 months after the MC approves the Plan, a bc3 protocol was drawn up based on other existing protocols and Emakunde's recommendations.	Administration (MA)	100%							10,14,27	
			A 1.1.2. Selecting and training someone as "Gender Focal Point" to manage sexual and gender-based harassment.	Equality Commission - Administration (OM)	✓				8h	IOE 1.1.2. 6 months after beginning the plan, the Gender Focal Point person received specific training to hear and manage harassment cases.	Administration (OM)	100%								
			A 1.1.3. Holding a training session on violence and harassment, to share the bc3 protocol and train staff.	Equality Commission - Administration (MA)	✓				2h/year	IOE 1.1.3. 6 months after beginning the Plan, bc3 staff knows the protocol document in force for cases of harassment, and knows about the Gender Action Plan	Administration (MA)									
			A 1.1.4. Monitoring the operational system for the harassment protocol (outsourced assessment).	Equality Commission - Administration (MA)	✓	✓	✓	✓	14h/year	IOE 1.1.4. Within 1 month after Plan approval, include the protocol in force in the Welcome Plan and the Intranet (highlighted section).	Administration (OM)	100%								
			A 1.1.5. Include the protocol in the Welcome Plan and the Intranet (highlighted section).	Equality Commission - Administration (OM)	✓				2h/year											
	HR1.2 (Specific objective 1.2. of Equality Plan) Preventing sexual and gender-based harassment, as well as any kind of violence toward women.			A 1.2.1. Adding the commitment to eradicate harassment and violence to institutional discourse (website, documents, contracts, etc.) and developing a manifesto for commitment to equality.	Equality Commission - Administration (OM)	✓				14h	IOE 1.2.1. 12 months after the Plan was begun, all institutional documents were revised and modified where it was pertinent to include the commitment to eradicate harassment and violence.	Administration (OM)	90%		100%					
				A 1.2.2. Conducting internal campaigns (emailing, etc.) to share the protocol and to prevent harassment and violence.	Equality Commission - Administration (MA)	✓	✓	✓	✓	2h/year	IOE 1.2.2. Upon Plan completion, 24 months at least two internal campaigns were conducted to share the plan and prevent harassment and violence.	Administration (MA)			1		1			
				A 2.2.1. Formalise the Equality Commission as an institutional entity	Equality Commission - Administration (OM)	✓				3h	IOE 2.2.1. 3 months after beginning the Plan, an Equality Commission was created	Administration	100%							
				A 2.2.2. Define objectives and prepare a work agenda for the Equality Commission	Equality Commission - Administration (OM)	✓				7h	IOE 2.2.2. Since beginning plan implementation, all staff has been aware of EC and knows what its role is	Administration	80%		100%		100%			100%
	HR1.3 (Specific objective 2.2. of Equality Plan) Create structures specifically designed to boost equality			A 2.2.3. Track implementation of the Equality Plan	Equality Commission - Administration (MA)	✓	✓	✓	✓	28h	IOE 2.2.3. At least every 6 months, the EC monitors compliance with indicators set forth in the plan	Administration								
				A 2.2.4. Evaluate the Equality Plan when its execution is completed (outsourced assessment).	Equality Commission - Administration Research (S) Research (M) Research (J)		✓		✓	7h	IOE 2.2.4. Once implementation is complete (and no later than 6 months afterward), the EC has rated plan compliance and provided proposals for a second plan	Administration Research (S) Research (M) Research (J)								100%
				A 2.3.1. Establish a training plan for the entire staff that includes work on : attitudes, terms of inequality, inequality in science, violence, etc.	Equality Commission - Administration (MA)	✓	✓	✓	✓	28h	IOE 2.3.1. 12 months after beginning the Plan, there is an equality training plan for all staff.	Administration	80%		90%		90%			100%
A 2.3.2. Create and maintain a repository with relevant information on equality aspects				Equality Commission - Research (J)	✓	✓	✓	✓	28h	IOE 2.3.2. 80% of participants in training express that it was useful to gain further knowledge about equality. IOE 2.3.3. Implement the repository with relevant information on equality aspects	Administration Research (J)	60%		70%		75%		80%		
IAP1_A2	HR1.5 Guarantee the employees safety in every circumstance		A 1.4.1. Benchmarking - conduct a benchmark asking to other centres about protocols of labour safety in labs and field work (including trips to conflict zones or other type of issues)	Research (S - Res Fellow)		✓			35h	IOE 1.5.1. Within 1 month after safety guide in Labs approval, include the protocol in force in the Welcome Plan and the Intranet	Administration					100%				
			A 1.4.2. Prepare a safety guide for working in labs	Research (S) Administration			✓		70h	IOE 1.5.2. Within 1 month after safety guide in field work approval, include the protocol in force in the Welcome Plan and the Intranet	Administration						100%			
			A 1.4.3. Prepare a safety guide for field work (including trips)	Research (S) Administration				✓	70h											
			A 1.4.4. Ensure an effective communication of the protocols/guides	Administration (MA)			✓	✓	14h											

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STRATEGIC OBJECTIVE 2: ATTRACT TALENT THAT CONTRIBUTE TO EXCELLENCE GUARANTEEING EQUALITY PRINCIPLES																				
EU	ID	Specific objectives	Activities	Responsible(s)	Deadline				Resources	Indicators	Responsible(s)	2020		2021		2022		2023		Principles
					2020	2021	2022	2023				Objective	Result	Objective	Result	Objective	Result	Objective	Result	
IAP1_A1	HR2.1	(Specific objective 3.1 of Equality Plan) Promote actions to guarantee equality criteria when hiring women and men	A 3.1.1. Analyse hiring policy and propose changes, if necessary, to promote equal opportunity. (OTM-R policy)	Equality Commission - Research (S)	✓	✓			2h/year and person	HOE 3.1.1. 12 months after beginning the plan, the Hiring Policy was amended from an equality perspective.	Research (S)	50%		50%					10,14,27	
			A 3.1.2. Add criteria to the hiring policy, by means of which BCI's Hiring Commission will be blended, representing both women and men whenever possible. (OTM-R policy)	Equality Commission - Administration (DM)	✓	✓			2h	HOE 3.1.2. The percentage of application of women	Administration (DM)	50%		50%		50%		50%		
IAP1_A3	HR2.2	Guarantee that OTM-R principles are applied	A 2.2.1. Analyse hiring policy problems faced by call promoters at BCI (Workshop with seniors)	Research (S - IKB Prof)	✓				14h	HOE 2.2.1. The percentage of trained senior researchers (recruiters)	Administration (DM)	50%		75%		85%		90%	12,13,14,15,19,20	
			A 2.2.2. Holding training sessions on good practices in recruitment (seniors). (OTM-R policy)	Research (S) Administration (DM)		✓	✓	✓		2h/year and senior										
			A 2.2.3 Prepare a guide on OTM-R principles for recruiters	Research (S) Administration (DM)			✓			35h										

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STRATEGIC OBJECTIVE 3: KEEP A SUSTAINABLE, FAIR AND VIBRANT WORKING ENVIRONMENT																						
EU	ID	Specific objectives	Activities	Responsible (s)	Deadline				Resources	Indicators	Responsible (s)	2020		2021		2022		2023		Principles		
					2020	2021	2022	2023				Objective	Result	Objective	Result	Objective	Result	Objective	Result			
HR.3		(Specific objective 3.2 of Equality Plan) Promote actions to guarantee equality in professional career development for people at BC3	A.3.2.1. Introduce the new Equality Plan at the BC3 Board of Directors Meeting	Equality Commission - Administration (OM)	✓				2h	IOE 3.2.1.-Post BC3's commitment to EQUALITY on BC3's media as of the moment the Plan is approved by the Management Committee	Administration (OM)	100%										
			A.3.2.2. Send the HR EXCELLENCE work group ideas to revise the evaluation process for researchers within the framework of professional career development.	Equality Commission - Research (S)	✓	✓	✓	✓	26h	IOE 3.2.2. Share the new equality plan with BC3's Board of Directors to involve members in its execution and success.	Administration (OM)	1										
			A.3.2.3. Formalise institutional policies to regulate and define work-life balance and welfare measures for everyone at BC3, which also contribute to women attaining positions of responsibility at the job place	Equality Commission - Administration (OM)	✓	✓			14h	IOE 3.2.3. 16 months after beginning the plan, BC3 has specific measures for work-life balance and co-responsibility	Administration Research (S)	2		1		1		1				
IAP1_A1	HR.3.2	(Specific objective 2.1. of Equality Plan) Raise visibility for equality between women and men as a value for bc3	A.2.1.1. Revise all institutional documents that include organisation values and add equality as one of them.	Equality Commission - Administration (OM)	✓				14h	IOE 3.2.4. + than 40% of women hold positions of responsibility (scientific direction, operations management, senior researchers (prof.-fellows)	Administration (OM)	20%		25%		30%		40%		10,14,27		
			A.2.1.2. Create a space on the website that states this commitment and shares reports, news, etc. on science and equality between women and men.	Equality Commission - Research (S)	✓	✓	✓	✓	28h	IOE 2.1.1. 12 months after beginning the Plan, equality was added as another value to institutional documentation.	Administration (OM)	100%										
			A.2.1.3. Add the commitment to equality in the Welcome Plan.	Equality Commission - Administration (MA)	✓				7h	IOE 2.1.2. The equality clause is added to BC3's open hiring processes	Administration (MA)	100%		100%		100%		100%				
			A.2.1.4. Raise visibility for work done by women at bc3 in different media held by the organisation.	Equality Commission - Research (M)	✓	✓	✓	✓	28h	IOE 2.1.3. 12 months after beginning the Plan, a web space on equality and science was created.	Administration (MA)	100%										
			A.2.1.5. Enter into strategic alliances with institutions committed to equality to generate joint activities to promote equality.	Equality Commission - Administration (OM)	✓	✓	✓	✓	28h	IOE 2.1.4. 3 months after beginning the Plan, commitment to equality was added to the Welcome Plan.	Administration (MA)	100%										
			A.2.1.6. Promote gender balance on scientific panels, summer schools, ISAC, etc.	Equality Commission - Administration (OM)	✓	✓	✓	✓	28h	IOE 2.1.5. Equality collaboration agreements with INSTITUTIONS committed to equality to generate joint activities to promote equality.	Administration (OM)	1		1		1		1				
IAP1_A4	HR.3.3	Promote the PhD representative figure to identify better junior researcher's challenges	A.3.3.1. Introduce at the BC3's employee corner information of the PhD representative and her/his role	Research (J -PhD)	✓				2h	IOE 2.1.6. Promote a gender balance on the International Scientific Advisory Committee (ISAC) for the end of the plan	Administration Research (S)	30% women		40% women		40% women		50%women		30,34		
IAP1_A5	HR.3.4	Identify problems and issues in a rapid way to effectively respond to them	A.3.4.1. Remind the mentoring guide developed within the HRSAR process	Research (J -Postdoc)	✓	✓	✓	✓	8h/year	IOE 3.3.1. Identify PhD Representative and her/his role	Research (J)	100%		100%		100%		100%	25,28,30,34			
			A.3.4.2. Send reminder with the conflict management system guide elaborated within the HRSAR process	Research (J)	✓	✓	✓	✓		IOE 3.3.2. Number of meetings (virtual face to face) between PhD Rep and OM	Research (J)	2		2		2		2				
IAP1_A6	HR.3.5	Promote a sustainability plan	A.3.5.1. Compile a set of good practices for research centres in terms of Sustainability and create BC3's Sustainability Plan	Research (S - IKB Prof,J)	✓				35h	IOE 3.4.1 Identify Ombudsperson's	Administration Research (S)	100%		100%		100%		100%	23			
			A.3.5.2. Promote the Sustainability Plan	Administration (PG)	✓	✓	✓	✓		IOE 3.4.2 Number of official claims presented and responses from SD or OM	Administration Research (S)	90%		90%		100%		100%				
IAP1_A7	HR.3.6	Promote a collaborative and friendly working environment	A.3.6.1. Create a virtual social corner at BC3's Employees intranet	Administration (OM)	✓				100h	IOE 3.5.1 Publication of BC3's Sustainability Plan at Employees' corner	Administration (MA)			100%					23			
			A.3.6.2. Create a reading room at the office	Administration (OM)	✓					IOE 3.6.1 Publication of the new Employees' corner	Administration (OM)			100%								
			A.3.6.3. Create a quiet corner at the office	Administration (OM)	✓					IOE 3.6.2 Reading room ready	Administration (OM)			100%								
			A.3.6.4. Communication process improvement - internal and external communication improvement	Administration (OM)	✓	✓	✓	✓		IOE 3.6.3 Quiet room ready	Administration (OM)			100%								
			A.3.6.5. Lunch seminars - new approach	Research (J)	✓	✓	✓	✓		IOE 3.6.4. New approach for Lunch Seminars ready	Research (J)			100%								

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STRATEGIC OBJECTIVE 4: CONTRIBUTE TO THE ALIGNMENT OF THE SCIENTIFIC CAREERS AND SOCIETAL CHALLENGES (special focus on early career stages)																				
EU	ID	Specific objectives	Activities	Responsible (s)	Deadline				Resources	Indicators	Responsible (s)	2020		2021		2022		2023		Principles
					2020	2021	2022	2023				Objective	Result	Objective	Result	Objective	Result	Objective	Result	
IAP1_A1	HR4.1	(Specific objective 4.1. of Equality Plan) Strengthen team capacities to do research with a gender perspective	A 4.1.1. Conduct training (specialist training or through in-house seminars) for research staff on how to add the gender perspective to different phases of research.	Equality Commission - Research (S)	✓	✓	✓	✓	16h	IOE 4.1.1. Train and inform research staff on how to add the gender perspective (provided the scientific discipline provides for doing so) during different phases of research.	Research (S)	1		1		1		1		10,14,27
			A 4.1.2. Invite a guest expert on gender through the Visitor Programme on a biannual basis.	Equality Commission - Research (S)	✓		✓		8h	IOE 4.1.2. Two experts on gender were invited through the Visitor Programme during Plan execution.	Research (S)	1		0		1		0		
IAP1_A8	HR4.2	Strengthen the relationship between early career stage researchers and supervisor aligning BC3's Strategy and researchers activities	A 4.2.1. Conduct the Scientific Annual Planning process and others	Research (J - PhD)	✓	✓	✓	✓	35h/year	IOE 4.2.1. Percentage of early career stages researchers fulfill the annual Scientific Plan.	Administration (OM)	75%		80%		90%		95%		25,28,30,36,28,40
IAP1_A9	HR4.3	Improve BC3's training plan to align researcher needs and BC3 Strategy (Identify needed skills and expert training services)	A 4.3.1. Conduct the Scientific Annual Planning process and include a section for needed skills (agreed with supervisors)	Research (J - Postdoc) Administration (OM)		✓			28h/year	IOE 4.3.1. Training needs section included at the Scientific Annual Plan.	Administration (OM)			80%		100%				39
			A 4.3.2. Identify common needed skills and also expert training services to have a continuous training program	Research (J)			✓		14h	IOE 4.3.2. Training services database ready	Administration (OM)					100%				

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