Gender Equality Plan
(2025-2030)

Published on 2 July 2025

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Content

1. Introduction and Self-Commitment

The **Austrian Institute for International Affairs** (oiip) is an independent, non-partisan research institute founded in 1979 and based in Vienna/ Austria. The oiip is Austria's leading institute on international politics. It positions itself at the juncture between academic and policy-oriented research. Aside from publishing, the institute's staff are also engaged in teaching, policy consultancy and raising public awareness.

1.1. Principles and General Commitment

The Austrian Institute for International Affairs (oiip) is committed to a working environment characterised by diversity, equity and inclusion. We are committed and practice equity and gender equality in all our activities. People of diverse backgrounds and genders are welcome and respected and have equal opportunities to work, contribute and develop at this institute. This Gender Equality Plan (GEP) reflects the oiip's firm commitment to equity and gender equality in research, innovation, activities, internal and external communications, administrative issues, career development and the organisational culture. The institute's management and the works council ensure that there is no room for discrimination of gender identities and diverse backgrounds and that none of the oiip's employees is disadvantaged in their opportunities. We also actively work against age discrimination and ensure that nobody is disadvantaged because of their age.

The oiip is committed to compliance regulations and is guided by the Code of Conduct of the City of Vienna. Any form of direct or indirect discrimination or harassment of individuals on the grounds of ethnicity, religion, belief, disability, age, sexual orientation, gender identity and gender, in particular on the grounds of pregnancy and parenthood, as well as the incitement of a person to such discrimination is prohibited (see § 2 para. 1 of the Vienna Anti-Discrimination Act, LGBl. for Vienna No. 35/2004).

Furthermore, the research practice, ethical guidelines and activities of the oiip are based on the European Code of Conduct for Research Integrity: ALLEA-European-Code-of-Conduct-for-Research-Integrity-2017-Digital_DE_FINAL.pdf

1.2 EU Guidelines and Recommendations

The oiip's Gender Equality Plan (GEP) is developed in accordance with the guidelines and recommendations of the European Union. The EU defines four mandatory process-related requirements and five recommended content-related elements for institutions implementing a GEP:

Mandatory process-related requirements:

1. Publication of the Gender Equality Plan as a formal document signed by top management and made publicly available.

2. Provision of dedicated expertise and resources to implement the plan effectively.

3. Collect and monitor sex/gender-disaggregated data on personnel, along with annual reporting based on key indicators.

4. Training and awareness-raising activities on gender equality and unconscious gender biases for staff and decision-makers.

Recommended content-related elements:

a. Promoting work-life balance and fostering an inclusive organizational culture.

b. Ensuring gender equality in leadership positions and decision-making processes.

c. Advancing gender equality in recruitment practices and career progression.

d. Integrating the gender dimension into research projects and teaching content.

e. Implementing measures to prevent and address gender-based violence, including sexual harassment.

1.3 Scope

This GEP applies to all employees of the institute, including:

- Executives

- Researchers

- Administrative staff

All staff members are required to adhere to and actively promote the principles of this Plan. The GEP also applies to interns and fellows.

2. Organisational Foundation

2.1. Governance Structure

To ensure the effective implementation and monitoring of the Gender Equality Plan (GEP), the Austrian Institute of International Affairs establishes a governance structure that aligns with the European Union's Horizon Europe guidelines.

Gender Equality Officer

The **Gender Equality Officer** is a central position required to meet the EU's mandatory criteria for a GEP. This role is responsible for:

- Coordinating all activities related to the implementation and monitoring of the GEP.

- Serving as the primary contact person for employees on gender equality matters.

- Advising leadership on inclusive practices and equity and equality-related policies.

- Organizing training sessions and awareness initiatives on equity, gender equality and unconscious bias.

- Collecting and analysing sex/gender-disaggregated data to monitor progress.

- Preparing annual reports based on key indicators to track achievements and identify areas for improvement.

Resources:

The Gender Equality Officer is provided with dedicated resources and relieved from certain other official duties to provide time to focus exclusively on GEP-related tasks. They can also be supported through access to training programs and exchanges with external experts to enhance their expertise.

Gender Equality Council

The Gender Equality Council can act as a strategic advisory body, providing oversight and guidance for gender equality measures. Its responsibilities include:

- Setting strategic goals for gender equality within the institution.

- Monitoring progress toward GEP objectives and reporting findings to management.

- Proposing measures to address challenges in achieving gender equality.

- Assisting with data collection and monitoring efforts,
  Identifying areas for action, developing solution.

- **Resources:**
  The Council will meet regularly and have access to relevant data, resources, and external expertise as needed. For this, the council members are exempted from other official duties to focus on GEP-related tasks.

3. Current Situation and Analysis

To ensure evidence-based measures and monitor progresses effectively, the institute commits to collecting and analysing sex/gender-disaggregated and anonymised data. This data will serve as a foundation for understanding the status quo of equity and gender equality within the institution and supports the implementation of measures outlined in Chapter 4.

The following categories of data will be collected and analyzed annually to provide a comprehensive overview of gender equality at the Austrian Institute for International Affairs.

1. **Gender Representation**:

   - Representation at management levels, across all functions and job categories (mandatory requirement III; recommended area B).

   - Gender representation in project leads (Principal Investigators), including project volume, and gender representation in publications (recommended area B).

   - Gender representation of employees participating in career development activities (recommended area B).

   - Gender composition of participants, organizers, and speakers at institutional events and panels (mandatory requirement III).

2. **Career Development**:

   - Recruitment data: Number of applicants by gender at different levels and functions during each interview stage, including outcomes (recommended area C).

   - Data on career progression: Number of researchers reaching higher career levels, average time for reclassification (recommended area C).

3. **Compensation and Benefits**:

- Mean salary by gender, age, function, years of service, and employment type (recommended area C).

  The compensation system follows a standardized framework. This uniform framework categorizes employees according to their education and function. To be able to take years of service into account in the salary scheme, work is currently underway to adapt the standardised framework.

- Other remuneration such as bonuses, allowances, and professional training by gender and function (recommended area C).

  A bonus system for special achievements and further training is currently being developed.

4. **Work-Life Balance**:

- Parental leave data by gender: Duration of leave and return rates (recommended area A).

- Leave days taken by gender: Type of leave and number of days used (recommended area A).

5. **Research Integration**:

- Number of projects explicitly incorporating a gender dimension into their research topics (recommended area D).

6. **Gender-Based Violence**:

- Number of reported incidents related to discrimination, sexism, or sexual harassment, along with resolved cases (recommended area E).

7. **Capacity Building**:

- Number of workshops organized for capacity building, including training sessions on gender equality and unconscious bias, with gender representation among participants (mandatory requirement IV).

4. Goals and Areas of Action

4.1. Organisational Culture and Compatibility of Work and Private Life (Work-Life Balance)

Goal: Promoting a respectful and family-friendly work environment that incorporates the different realities of employees' lives.

Measures:

- Expansion/Maintenance of flexible working time arrangements

  - Data collection: Recording the use of flexible working time models, surveying employees regarding their needs

- Promoting and maintaining a balanced distribution of workload, taking into account care responsibilities

  - Data collection: Analysis of workload, conducting workshops on the topic of workload management

- Promotion opportunities despite part-time employment

- Sensitising managers to the concerns of employees with family responsibilities

- Expansion/Maintenance of a culture of feedback for the continuous improvement of working conditions

  - Data collection: Conducting regular employee reviews, regularizing anonymous employee surveys.

4.2. Equal Opportunities in Hiring and Career Development (Gender Equality in Recruitment and Career Progression)

Goal: Increasing the proportion of women in management positions and in research areas with underrepresentation, taking into account the qualification and performance of the applicants.

Measures:

- Publication of job advertisements in a language that appeals to all genders, as well as in media that specifically reach women

  - Data collection: Analysis of the language in job advertisements

- Active search for qualified female candidates (active sourcing)

  - Data collection: Recording the number of contacted female candidates

- Promoting women through mentoring programs, career coaching, and leadership training

  - Data collection: Recording the participation of women in support programs

- Transparent and non-discriminatory systems for performance assessment

4.3. Diversity in Management Functions and Decision-Making Processes (Gender Balance in Leadership and Decision-Making)

Goal: Increasing diversity and the proportion of women in decision-making bodies and leadership positions to incorporate a wider range of perspectives into decision-making processes.

Measures:

- Ensuring diverse and equal representation on the board and the advisory board

  - Data collection: Recording the proportion of women board and scientific advisory board.

4.4. Integration of the Gender Dimension into Research and Teaching Content

Goal: Ensuring that the gender dimension is integrated into research and teaching content.

Measures:

- Providing training for researchers on how to integrate the gender dimension into their work.

- Developing guidelines and resources for gender-sensitive research.

- Encouraging research projects that address gender issues.

    - Data collection: Number of research projects with gender dimensions

4.5. Measures against Gender-Based Violence, including Sexual Harassment

Goal: Creating a safe and respectful work environment, free from gender-based violence and sexual harassment.

Measures:

- Establishing clear policies and procedures for reporting and addressing incidents of gender-based violence and sexual harassment.

- Providing training and awareness-raising activities for all staff on the issue of gender-based violence and sexual harassment.

- The Gender Quality Officer offering information support to victims of gender-based violence and sexual harassment.

    - Data collection: Number of reported incidents

4.6. Measures to create and guarantee shared responsibilities within workflows

Goal: To foster a more balanced and equitable task distribution between genders.

- Raising awareness of unequal distribution of administrative tasks (often carried out by women)

- Ensuring that administrative tasks such as taking notes in meetings, creating folder structures for projects, organizing meetings etc. are equally distributed.

    - Data collection: query perception on administrative work load

4.7. Inclusive organizational culture

Goal: Cultivating a positive, inclusive, and respectful work environment where all individuals feel valued, psychologically safe, and empowered to contribute fully, irrespective of gender.

Measures:

- Implementing communication strategies that actively promote values of inclusivity, respect, and psychological safety across all levels of the organization.

- Providing avenues for confidential feedback and dialogue regarding workplace atmosphere and interpersonal dynamics, ensuring that concerns are heard, taken seriously and addressed.

  - Data collection: Annual anonymous employee surveys assessing perceptions of inclusivity, psychological safety, and respect within the workplace. Key indicators will include:

    - Employee satisfaction with the overall work environment.

    - Perception of fairness and equal treatment.

    - Feeling of belonging and psychological safety.

    - Reported instances of constructive feedback mechanisms being utilized.

5. Monitoring and Evaluation

5.1. Key Figures and Indicators

To effectively monitor progress and ensure evidence-based improvements, this chapter outlines the key figures and indicators used to assess gender equality within the organization. By collecting and analysing sex/gender-disaggregated and anonymized data, the organization gains insights into the current situation, identifies areas requiring attention, and evaluates the impact of implemented measures. These indicators serve as the foundation for transparency, accountability, and continuous development in achieving gender equality goals.

- **Proportion of Women**: Survey of the gender distribution in various positions (scientific, administrative, management level).

- **Gender Pay Gap**: Analysis of the salary differences between women and men, both adjusted and unadjusted.

- **Career Development**: Measurement of the participation in further education, promotion rates, and distribution of management positions by gender.

- **Participation in Equality Measures**: Recording the participation rates in training courses, mentoring programs, and other support measures.

- **Research with Gender Dimension**: Proportion of research projects that contain a gender dimension or deal with gender-related topics.

- **Complaints**: Number and type of complaints in connection with discrimination or sexual harassment.

- **Data Collection**: Regular evaluation of HR data, conducting employee surveys, and external audits to check data quality.

5.2. Reporting

An **Annual Gender Equality Report** will be prepared by the Gender Equality Officer and published each year on the oiip's website. The report summarises key findings from the previous year, including:

- **Monitoring Results**: Sex/gender-disaggregated data on recruitment, career progression, salary, parental leave, and other relevant areas.

- **Progress Evaluation**: Achievements in gender equality initiatives, highlighting successes and areas needing improvement.

- **Lessons Learned and Recommendations**: Insights from implementation and proposed measures for future improvements.

This report aligns with Horizon Europe's requirements by providing transparency, accountability, and evidence-based evaluations to guide future actions.

5.3. Noncompliance measures

To ensure the effective implementation of this Gender Equality Plan, clear **non-compliance measures** are established, outlining both **procedures** for addressing deviations and corresponding **consequences**.

Procedures include:

- **Reporting Mechanisms:** Accessible and confidential channels for reporting concerns.
- **Investigation and Assessment:** Prompt and impartial investigation of reported incidents.
- **Corrective Action Planning:** Development of targeted plans to rectify non-compliance and prevent recurrence.
- **Monitoring and Follow-up:** Regular oversight to ensure sustained adherence.

Consequences may range from:

- **Mandatory Training:** Targeted education on gender equality.
- **Formal Warnings:** Documented in personnel records.
- **Performance Management:** Integration into reviews and development plans.
- **Disciplinary Action:** For severe or repeated instances, in accordance with organizational policies and legal frameworks.

6. Communication Strategy

6.1. Communication Goals

- Sensitising all employees to the importance of equality and inclusion at the institute.

- Promoting a culture of transparency through regular reporting on progress and challenges in implementing the GEP.

6.2. Measures

- Publication of the GEP on the institute's website and regular updates on progress and new initiatives.

- Organisation of information events for employees to explain the goals and measures of the GEP.

- Use of internal communication channels such as newsletters and social media platforms to disseminate information about equality measures.

  - Optimisation: Communication strategy for different target groups, e.g. managers, scientific staff or students.

7. Timetable, Responsibilities and Resources

Phase	Timeframe	Measures	Responsibility	Resources
Planning	31 July 2025	Creation of the Gender Equality Plan (GEP), setting of goals	Gender Equality Council	Employee work hours
Implementation	31 December 2026 (annual)	Implementation of all measures as per GEP	Gender Equality Officer Gender Equality Council	Employee work hours Budget for external advice
Monitoring	31 December 2026 (annual)	Data collection on all key figures as per GEP	Gender Equality Council	Employee work hours IT systems for data collection
Evaluation	31 December 2027	External evaluation of the GEP	External experts	Budget for external evaluation

8. Glossary

Important terms in the context of the GEP:

- **Gender dimension**: Integration of gender-specific analyses into research content or designs to improve scientific knowledge and innovation.

- **Gender pay gap**: Difference in the average income between men and women with comparable qualifications and activities.

9. Further Resources

Literature references and links to relevant organisations:

- Angela Wroblewski et al., Guideline for the Development of Gender Equality Plans in Austrian Higher Education and Research Institutions, Vienna 2022.

- European Commission, Horizon Europe Guidance on Gender Equality Plans, Brussels 2020.

- Federal Ministry of Education, Science and Research (BMBWF): www.bmbwf.gv.at

- European Commission – Gender Equality Strategy: www.ec.europa.eu

10. Annexes

- Survey for annual check up

- Gender Checklist for Research Projects

- Template for annual progress reports