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GENIS LAB The Gender in Science and Technology LAB – GENIS LAB

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1 WORKING DOCUMENT FOR SELF - TAILORED ACTION PLAN (TAP)

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SELF TAILORED ACTION PLAN: DEFINITION AND AIM

The self-tailored action plan (TAP) is the main tool of GenisLab project to implement structural change in the organisation. It is based on Gender Participatory Audit¹ results and aims to define concrete actions in order to produce tangible and measurable gender focused structural changes.

THE PROCESS

In 2011, the participatory gender audit (PGA) was run by ILO researchers

In June – July 2012 meeting ...

Name and Surname	Role in the organisation

¹ Gender Participatory Audit was run in the first part of the GenisLab project.

THE MAIN DECISIONS

During the meetings Managers and Head of Units of organisation discussed the results of PGA and agreed to work for defining the self tailored action plan by November 2012. The main decisions concerning the TAP are briefly summed up. TAP will focus on:

1.
2.

THE NEXT STEPS

- GenisLab team makes comments to the first working document for TAP, by the 2012.
- FGB will meet GenisLab team by SKYPE in one of the following day: 2012.
- Meeting on 24th and 25th September in Italy to finalise the TAP for each GenisLab partners' organisation and mutual learning (partners are invited to discuss good practices and obstacles).
- By 15th November 2012, TAP has to be defined and approved by Managers and Head of Units organisation.
- By 15th December 2012, external evaluators will assess each TAP and express suggestions for improvement.
- By 15th January 2013, the last version of TAP will be approved and will be ready for implementation.
- By February, a seminar within each organisation will be organised in order to share TAP.
- The implementation of action plans will be object of periodical (3 times, each 6 months on a 18 months period) and final assessment against qualitative and quantitative indicators indicated in the action plan. External evaluator report will include suggestions and concrete indications for action plans sustainability after project conclusion.

GENDER BUDGETING IMPLEMENTATION

Gender budget implementation in the organisation would require two main steps:

1. Gender budget analysis aimed to analysis the gender resource distribution in the organisation
2. Gender budget programming aimed to change the gender resource distribution in the organisation.

The TAP will last two years. In the first year (2013) the organisation could focus on gender budgeting analysis and in the second (2014) on gender budgeting programming.

Moreover, based on the analysis of the results of PGA of the organisation, FGB suggests to implement Gender Budgeting on three main types of resources:

- A) Funds
- B) Space
- C) Time

FGB elaborated a table summing up different dimension on which to implement Gender Budgeting process.

The organisation is invited to select the dimension that will be included in the TAP.

TABLE 1 GENDER BUDGET ANALYSIS

A) Funds

	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
F U N D S	Internal funds	Funds allocation procedure	What is the funds allocation formal procedure? -Who are responsible for funds allocation?	Data collection	Desk analysis. Interviews with stakeholders	Complete information on procedure of funds allocation and related responsibilities.	Diagram and organisation chart of funds allocation procedure.
		Gender balance in the process of funds allocation.	Do the organisation have gender disaggregated data on people involved in funds allocation procedure? How many women and men are involved in the funds allocation process and with what responsibilities?	If yes, collect data already available. If not, introduce the procedure to collect gender disaggregated data (see ...) in this item.	Desk analysis.	Total n. of women involved in the funds allocation procedure/ n. of total people involved in funds allocation procedure. n. of women/ n. of total people according to responsibilities they have.	Gender disaggregated data concerning funds allocation procedure.
		Funds allocation criteria	What are the criteria in funds allocation?	Data collection	Desk analysis. Interview with stakeholders.	Number and typologies (objective – subjective) of criteria in funds allocation	List of criteria in funds allocation.

	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTIONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
			<p>Do funds allocation criteria consider gender dimension? And if yes, how gender is considered in the funds allocation criteria?</p>	<p>Data collection</p>	<p>Desk analysis. Interview with stakeholders.</p>	<p>Gender is explicitly considered: Yes/no</p>	<p>Data on gender consideration in funds allocation criteria.</p>
		<p>Funds beneficiaries</p>	<p>Do the organisation have gender disaggregated data on funds beneficiaries?</p>	<p>If yes, collect data already available. If not, introduce the procedure to collect gender disaggregated data (see ...) in this item.</p>	<p>Desk analysis. Interview with stakeholders.</p>	<p>Gender disaggregated data on funds beneficiaries: yes/no n. of women funds beneficiaries/ total n. of beneficiaries</p>	<p>Gender disaggregated data on funds beneficiaries.</p>
		<p>Gender equality funds</p>	<p>Are there funds specifically targeted to gender equality policies? What is the amount of the gender equality targeted funds? What or who does decided the amount of the gender equality targeted funds? What are the main gender equality activities funded? Is there a system to evaluate their efficacy and efficiency?</p>	<p>Data collection</p>	<p>Desk analysis. Interview with stakeholders.</p>	<p>Funds specifically targeted to gender equality: Yes/no. Gender equality targeted funds/ total of internal funds.</p>	<p>Data on gender equality targeted funds and related activities.</p>

	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
	External funds	Gender focus in externally funding researches organisations	<p>Does the organisation collect data on the sources of external funds?</p> <p>Are there external funds coming from organisations specifically working on gender equality ?</p> <p>What organisations are?</p> <p>How many of external organisations are gender oriented?</p> <p>How much these organisations contributes in external research fund for the organisation?</p>	<p>If yes, collect data already available.</p> <p>If not, introduce the procedure to collect data on this item.</p>	Desk analysis. Interview with stakeholders.	<p>Yes /No</p> <p>list of organisations gender oriented</p> <p>n. of external organisations funding the research project with a specific attention on gender equality/ total external organisations</p> <p>external gender oriented organisations funds rate on total external funds.</p>	Map and analysis of organisations externally funding research.

	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTIONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
		Coordinator of externally funded researches	<p>How many externally funded researches are coordinated by women?</p> <p>are there women coordinating externally research project funded by organisation with specific focus on gender?</p>	<p>If yes, collect data already available.</p> <p>If not, introduce the procedure to collect data on this item.</p>	Desk analysis. Interview with stakeholders	<p>1.n. of women coordinating research with external funds/ total n. Of research funded by external funds.</p> <p>2. n. of women coordinating research project funded by organisations specifically focus on gender equality</p>	Map of gender coordinators of research projects.
		Research team working on externally funded researches	<p>What is the gender composition of research team working on externally funded researches?</p> <p>What are the role of women and men in the research team?</p>	Data collection	Desk analysis. Interview with stakeholders	n. of women in the research team working on externally funded researches / total n. of men working on the same researches	Gender analysis of externally funded researches team.
		Topic of externally funded researches	Do externally funded researches have a specific focus on gender	Data collections	desk analysis. Interview with stakeholders	n. of externally funded researches with specific focus on gender/ n. of total externally funded researches	Gender analysis of externally funded researches.

	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTIONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
T I M E	Time managing for : Head of departments, Professors, teachers, researches, phd students, post doc. researchers, technicians, students....	Gender differences in time managing	Does the organisation collect data on gender differences in time managing? Are there gender differences in time managing for people in the same position?	If yes, collect data already available. If not, introduce the procedure to collect data on this item (Daily diary) ²	desk analysis. Interview with stakeholders. Participatory observation. Analysis of filled daily diary forms.	Data on gender differences in time managing: yes/no Introduction of data collection on gender differences in time managing: yes/no n. of diary filled/ n. of diary that were supposed to be filled.	Data on gender differences in time managing. Daily Diary.
S P A C E	Office for: Head of departments, Professors, teachers, researches, phd students, post doc. researchers,	Gender differences in space allocation	Does the organisation collect data on gender differences in space – office allocation? Are there gender differences in office allocation according to the role in the organisation?	If yes, collect data already available. If not, introduce the procedure to collect data on this item. Analysis of data	desk analysis. Interview with stakeholders. Participatory observation	Dimension and quality of office according to gender.	Map of office allocation according to gender.

² Daily diary for phd students could include the following dimensions: bibliographic research, field research, fund raising activities, preparing materials for laboratories cleaning, publications,
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	SUBDIMENSION TO INVESTIGATE	GENDER BUDGETING ITEM	LEADING QUESTIONS	ACTIONS	METHODOLOGY	INDICATORS	OUTPUT
	Laboratories	Access of laboratories for senior / junior researchers	Does the organisation collect gender disaggregated data access to laboratories? Are there gender differences in access to laboratories for senior researchers?	If yes, collect data already available. If not, introduce the procedure to collect data on this item (form to fill)	desk analysis. Interview with stakeholders. Participatory observation. Analysis of form filled.	n. of form filled/ n. of form introduced	Data of gender differences in accessing laboratories for senior /junior researchers.

Procedure to collect gender disaggregated data

In order to define new procedure aimed to collected gender disaggregated data the following features should be considered:

1. Is the existing data collection systems collecting gender disaggregated data even if they are not analysed?
2. If not, would it be possible to add gender disaggregated information to the existing data collection systems?
3. If not, would it be possible update and innovate the data collection systems in order to collect gender disaggregated data?
4. Who is responsible for gender disaggregated data?
5. Who is collecting gender disaggregated data?
6. Are resources (funds, time, space) adequate to collect gender disaggregated data?

From gender budgeting analysis to gender structural changes

Gender budgeting analysis is the first step towards gender budgeting programming. Adequate **dissemination** of the results of the gender budgeting analysis is recommended to increase gender awareness and to implement further gender focused structural changes.

The role of **institution for promoting gender equality** is crucial to guarantee a successful implementation of TAP. This institution could be responsible for coordinating all TAP actions.