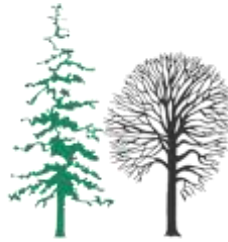


ACTION PLAN FOR THE ENFORCEMENT OF GENDER EQUALITY

2021-2026





GOZDARSKI INŠTITUT SLOVENIJE
SLOVENIAN FORESTRY INSTITUTE

**ACTION PLAN
FOR THE ENFORCEMENT OF GENDER
EQUALITY**

at the

**SLOVENIAN FORESTRY INSTITUTE
(SFI)**

Ljubljana, August 2023

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INTRODUCTION

This Action Plan for the Enforcement of Gender Equality at the Slovenian Forestry Institute (hereinafter referred to as the “Action Plan”) is an underlying document which has been prepared in cooperation with researchers, experts, the Education, Science and Culture Trade Union of Slovenia (hereinafter referred to as the “Trade Union”), the Scientific Council of the Slovenian Forestry Institute (hereinafter referred to as the “SC SFI”) and the Management Board of the Slovenian Forestry Institute (hereinafter referred to as the “Management Board of the SFI”).

The Action Plan contains an analysis of the situation and also identifies any deviations noticed and reported by employees, as well as the guidelines for addressing challenges in the field of enforcing gender equality at the Slovenian Forestry Institute (hereinafter referred to as the “SFI”).

The Action Plan foresees the following minimum procedural requirements:

- a publication of the official document entitled “Action Plan for the Enforcement of Gender Equality at the Slovenian Forestry Institute” on the website of the SFI,
- earmarking dedicated funds¹ (financial resources and expert support) for the enforcement of the Action Plan,
- collecting data in order to monitor the implementation and realisation, and prepare annual reports on the implementation of the Action Plan, and
- training sessions in order to increase awareness of the importance of gender equality, and educate employees in the field of gender equality and covert discrimination at the workplace.

The Action Plan foresees the following fundamental building blocks which address the following topics:

- equal gender opportunities when it comes to employment and career advancement,
- a balanced representation of both genders in leadership and decision-making positions,
- work-life balance within the culture of the organisation,
- considering the gender dimension when it comes to the content of research and teaching materials,
- measures intended to prevent gender-based violence, including sexual harassment.

As a living document, the SFI Action Plan will be examined on an annual basis in order to verify the implementation of the objectives that have been set, and update and amend the content pursuant to the demonstrated needs of the employees of the SFI. In the framework of the group responsible for the Action Plan, we are planning to hold at least one annual session intended to address the impact of the measures, as well as annual reporting in the form of an

¹ The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.

“Annual Report on the Implementation of the Action Plan for the Enforcement of Gender Equality at the Slovenian Forestry Institute”.

An administrator shall be appointed to monitor the implementation of the Action Plan, while an action group that will meet at least once a year will examine the realisation of the plan, conduct a survey among the employees, and prepare a status report on the situation in the past year, as well as a comparison with the baseline year.

	First and last name
Plan administrator	Darja Stare , researcher and representative of the Department for Forest Technique and Economics
Members of the action group	Nika Guštin – technical assistance, member from joint services
	Tjaša Baloh – representative of the employees of the Board of Directors of the SFI, representative of the Department of Forest Physiology and Genetics
	Daniel Žlindra – trade union representative, representative of the Department of Forest Ecology
	Simon Zidar – project coordinator, representative of the Department of Forest Protection
	Polona Hafner – researcher, representative of the Department of Forest Yield and Silviculture
	Mitja Skudnik – researcher, representative of the Department for Forest and Landscape Planning and Monitoring

The plan administrator and the action group will be appointed for the duration of the Action Plan, i.e. until 2026.

1 Current situation

At the SFI, we are well aware of the importance of enforcing gender equality and of the issue of inequality that all scientific institutions are grappling with. In order to improve the situation and prevent any deviations, the SFI has set up an Action Plan in order to point out the awareness of the importance of this topic, and strive to achieve a more balanced gender representation. This is the only approach that will allow us to employ top-quality staff members and perform excellent work in our scientific fields, thereby enabling a high-quality functioning of all employees at the SFI. The starting point and changes that are taking place every year are obtained through a thorough analysis of the causes of any differences or deviations, pursuant to the methodology set out in this document. Detailed results of the starting point (the situation at the time of adoption of this document) and the result of the annual situation at the time of reporting, as well as identification of any discrepancies, are of an internal nature.

2 Goals of the Action Plan and the building blocks to which the objective relates:

- 1) Enabling equal opportunities to all employees at the Slovenian Forestry Institute (all building blocks);
- 2) Gender balance of employees in all areas of work and in leadership positions (building blocks 1, 2, 4);
- 3) Equal opportunities for career advancement (building block 1, 2);
- 4) Creation of working conditions that will enable a more successful work-life balance (building blocks 1, 3);
- 5) Creation of a safe working environment (building blocks 1, 3, 5);
- 6) Elimination or prevention of gender stereotypes, inequality, and gender bias (building blocks 1, 5);
- 7) Guaranteeing the possibility of the consideration of different needs of employees at the SFI (building blocks 3, 4);
- 8) Gradual introduction of gender-inclusive language in SFI documents and the use of gender-inclusive language in research applications (building block 4);
- 9) Promotion of the inclusion of the gender dimension and gender representation in research content and project groups (building block 4);
- 10) Prevention of gender-based violence (building block 5);
- 11) Implementing a system for providing assistance in the event of gender-based violence, and raising awareness of the impact of said violence on the SFI team (building block 5).

3 Action Plan

3.1 EQUAL GENDER OPPORTUNITIES WHEN IT COMES TO EMPLOYMENT AND CAREER ADVANCEMENT

Strategies (Activities)	Direct addressees	Indirect addressees	Indicators	Responsible person/authority	Time frame	Funds ²
Analysis of the situation (survey)	Group responsible for preparing the gender equality enforcement survey	Employees of the SFI	Conducted survey	Group responsible for preparing the gender equality enforcement survey	Annually, from 2021 to 2026	*
The annual statistics of the indicators related to the career paths of our employees according to gender	Management Board of the SFI Board of Directors of the SFI SC SFI	Employees of the SFI	Statistics	HR department	Annually	*
Implementation of the Action Plan with an act adopted by the competent authority of the recipient of stable funding (Article 29, indent 1, of the SRIAA), in the part defining the process of appointing mentors to early-stage researchers (Article 29, indent 3, of the SRIAA)	SC SFI	Management Board of the SFI, Board of Directors of the SFI, employees of the SFI	Guidelines adopted by the SC	SC SFI	Annually	*
Training sessions for mentors	Researchers who meet the conditions for mentorship	Researchers of the SFI	Number of annually implemented training sessions	Project office	Annually	*

² *The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.

Training sessions for new and existing employees of the SFI	Employees of the SFI	Management Board of the SFI	Number of annually implemented training sessions	Heads of departments	Annually	*
Inclusion of the gender dimension in the decision about selecting candidates in the event of internal vacancies, whereby said decision which favours the underrepresented gender is only possible if the competences of the candidates of the underrepresented gender are comparable or better than the competences of all candidates	Management Board of the SFI	Heads of departments	Number of employees according to department and gender	HR department, heads of departments	Permanently	No additional funds necessary

3.2 A BALANCED REPRESENTATION OF BOTH GENDERS IN LEADERSHIP AND DECISION-MAKING POSITIONS

Strategies (Activities)	Direct addressees	Indirect addressees	Indicators	Responsible person/authority	Time frame	Funds ³
Annual statistics of gender representation in leadership and decision-making positions	Management Board of the SFI Board of Directors of the SFI SC SFI	Employees of the SFI	Annual statistics	HR department	Annually	*
Implementation of the Action Plan in the amended SFI Memorandum, Charter, and other internal acts which have been amended/prepared pursuant to the SRIAA ⁴ .	SFI	SFI	Adopted acts	SFI	Pursuant to the SRIAA implementation timeline	*
General training sessions for candidates for leadership or decision-making positions about the importance of the enforcement of gender equality	Candidates for and current employees in leadership and decision-making positions	Candidates	Number of implemented training sessions	Heads of departments, CEO, Board of Directors of the SFI, SC SFI	As appropriate	*

³ *The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.

⁴SRIAA: Scientific Research and Innovation Activities Act (the SRIAA), Official Gazette of the Republic of Slovenia, No. 186/2021 of 30 November 2021.

3.3 WORK-LIFE BALANCE WITHIN THE CULTURE OF THE ORGANISATION

Strategies (Activities)	Direct addressees	Indirect addressees	Indicators	Responsible person/authority	Time frame	Funds ⁵
Analysis of the situation in terms of work-life balance among the employees of the SFI (survey)	Employees of the SFI	Employees of the SFI	Survey, statistics	HR department, Accounting department	Annually	*
Guaranteeing an employee-friendly work environment and decent work ⁶	Employees of the SFI	Employees of the SFI	Adoption of updated Rules on working time Employee satisfaction survey, statistics of fixed/indefinite/full-time/part-time work	SFI team	Permanently	*
Promoting work-life balance at the SFI	Employees of the SFI	Employees of the SFI	Survey, statistics	Heads of departments	Permanently	*
Workshops for children during school holidays	Children and adolescents	Employees and their children and adolescents	Number of workshops performed	Heads of departments, Management Board, HR department	During school holidays	*

⁵ *The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.

⁶ E.g. right to disconnect, coordination of work responsibilities, deadlines, and working time.

3.4 CONSIDERING THE GENDER DIMENSION WHEN IT COMES TO THE CONTENT OF RESEARCH AND TEACHING MATERIALS

Strategies (Activities)	Direct addressees	Indirect addressees	Indicators	Responsible person/authority	Time frame	Funds ⁷
Use of gender-inclusive language in project documents and public actions (publications, appearances, etc.)	Project staff	Project staff	Language used in documents	Project managers	As appropriate	*
Inclusion of the gender dimension in all phases of fundamental and applied research, particularly if the research in question deals with socio-demographic sources	Employees of the SFI	Project staff	Statistics	Project managers	As appropriate	*
Training employees for the preparation of project applications by taking into consideration the balance of project groups and the enforcement of gender equality	Project applicants	Employees of the SFI and project participants	Number of training sessions Annual statistics of submitted applications and successful projects	“Project office”	Annually	*To be defined in the working plan
Gender balance in the project group	Project managers	Researchers of the SFI	Statistics of the gender balance in the project group	Project manager, project applicant	As appropriate	*

⁷ *The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.

3.5 MEASURES INTENDED TO PREVENT GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

Strategies (Activities)	Direct addressees	Indirect addressees	Indicators	Responsible person/authority	Time frame	Funds ⁸
Preparation of the publication entitled <i>Instructions on measures and actions to be taken in order to prevent and eliminate any form of harassment or bullying at the workplace</i>	Employees of the SFI	Employees of the SFI	Adoption of the Act	HR department, Trade Union	2022	*
Raising awareness among employees about the prevention of gender-based violence and sexual harassment	Employees of the SFI	Employees SFI	Number of implemented training sessions	HR department, management	Annually	*
Creation of a group for reporting any instances of violence, harassment or bullying at the workplace (including sexual harassment) and appointing confidants	Employees of the SFI	Employees of the SFI	Created group, appointed confidants	Employees of the SFI	2022	*
Implementation of an action protocol in the event of detecting any violence, harassment or bullying at the workplace (including sexual harassment)	Employees of the SFI	Employees of the SFI	Adoption of the Protocol	HR department, management	2022	*

⁸ *The funds are allocated pursuant to the current financial plan, based on the annual verification and amendment of the Action Plan.