

INSTITUTO PEDRO NUNES GENDER EQUALITY - ANNUAL REPORT 2022

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1. EXECUTIVE SUMMARY

This report describes the actions carried out to promote Gender Equality (GE) throughout 2022, in accordance with the Instituto Pedro Nunes (IPN) GE Plan for the three-year period 2021-2023, hereinafter referred to as the Plan.

In 2022, the IPN reinforced its commitment to promoting initiatives that value GE in RD and Innovation activities, and even organized two sessions to promote reflection among both male and female employees, as well as society in general, on the importance of considering the gender dimension in these matters. It has also made support documentation available internally to help better address gender issues in its activities and applied for the EU Award for (Academic) Gender Equality Champions (HORIZON-WI-DERA-2022-GENDER-Prize). The Code of Good Conduct for Preventing and Combating Harassment at Work has also been revised to comply with the provisions of Law 93/2021 of December 20th.

Analysing the gender of the people working at the institution, the respective proportion is balanced (54% are men and 46% are women), considering that the activities developed, and services provided are mostly in the areas of engineering and technology, where more men than women tend to study and work.

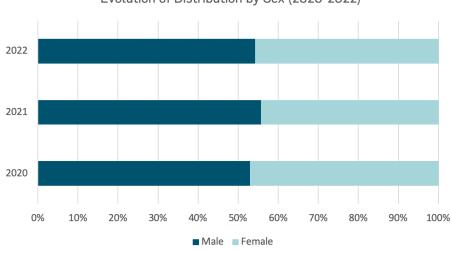
Regarding access to funding, the 33 applications submitted to the Horizon Europe program in 2022 were analysed: around 42% of the researchers were women, with a balance and predominance of the female gender in 2 of the 4 categories under analysis. IPN has also shared initiatives and facilitated the participation of its teams in actions to promote their personal and professional development, in all its different aspects; it has participated in projects that promote gender balance in the areas where women are less represented (e.g., leadership, decision-making, entrepreneurship). The IPN has also considered all the national and EU legislation in force relating to GE.

Recognizing that this structured approach to GE is still recent, it is possible to see that the initiatives implemented already have a positive impact on the sensibility of people at IPN and the external community to GE, both in a professional context and on a personal level.

2. STATISTICS DISAGGREGATED BY SEX

IPN carried out a quantitative information survey to monitor the situation of men and women linked to the institution by employment contract. The data analysed and presented here refers from January 1st to December 31st, 2022, compared to that collected in 2021, which is included in the 2021 Gender Equality Report.

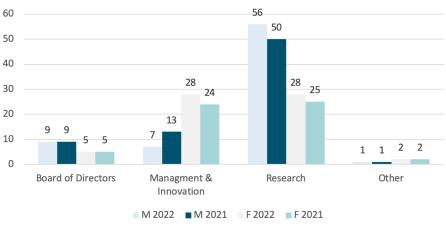
Based on the information collected, the following indicators have been updated:



Evolution of Distribution by Sex (2020-2022)

Chart 1 - Evolution of distribution by sex 2021-2022

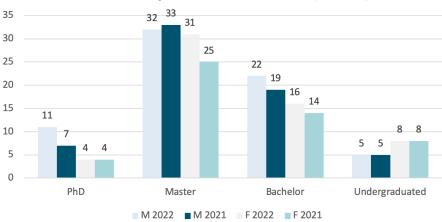
After analysing the data, it can be observed a balance in the distribution by gender at IPN over the last 3 years of activity, with no significant differences between the number of men and women. In 2022, there was a slight increase in female representation compared to the previous year.



Distribution by Sex and Function (2021/22)

Chart 2 - Distribution by sex and function 2021-2022

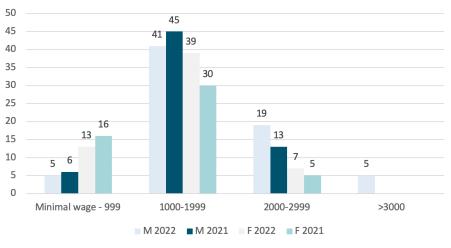
An analysis of the distribution by sex and function shows that the situation remained practically unchanged in management and auxiliary functions between 2021 and 2022. However, in the research and management and innovation support functions, in 2022 the predominance of gender already seen in 2021 increased. In other words, in 2022 there was an increase in the predominance of women in management and innovation support roles and an increase in the predominance of men in research roles.



Distribution by Sex and Education Level (2021/22)

Chart 3 -Distribution by sex and education level 2021-2022

An analysis of the distribution by gender and by level of education shows that there are no significant differences between 2021 and 2022, with a similar distribution by gender at all levels of education. However, there is a slight increase in male representation at doctoral level, in line with the pattern often observed in senior research careers.



Distribution by Sex and Remuneration Level (2021/22)

An analysis of the distribution by gender and by basic monthly salary shows an increase in female representation in the intermediate salary range, 1000-1999, thus leading to a balance between men and women in this range. However, men are predominant in the higher ranges, a trend that increased in 2022.



Distribution by sex and age group (2021/22)

 $\mbox{Chart}\, 5$ - Distribution by sex and age group 2021-2022

An analysis of the distribution by sex and age group shows that there are no significant differences compared to 2021 and 2022, with a tendency towards a balance between women and men given the predominance in the central age groups of 26 - 35 and 36 - 45 for both sexes.

From an analysis of the indicators, it can be said that in 2022 the balance in the distribution by sex for most of the indicators was maintained overall, apart from the distribution by sex and by function and pay grade, where there was a worsening in the period under analysis. This is because in the course of 2022, most new hires were in engineering jobs, where there is a clear gender imbalance, which is well known in Portugal and in Europe in general.

Chart 4 - Distribution by sex and remuneration level (in euros) 2021/2022

3. YEAR HIGHLIGHTS BY DIMENSION

A summary of the activities carried out by dimension is listed below.

DIMENSION 1 - ORGANIZATIONAL

The team responsible for addressing the GE policy at IPN has carried out various searches for information and good practices to update its knowledge, thus fostering useful documentation for the activities of IPN employees.

DIMENSION 2 - COMMUNICATION

IPN's employees and its external community were informed about the gender dimension through different communication channels, namely the Internal Information System (SI); e-mail; website.

The organisation of two events stands out:

— The first, internal, held on September 22nd, attended by 24 people, 15 women and 9 men, with the aim of involving the community in a joint reflection on the organisation's equality policy and clarifying potential questions about future activities; and another

— Meet Up Women in Space, open to the public, held on November 25th, with the aim of promoting networking as well as mapping and boosting the female entrepreneurship and technology ecosystem in the Coimbra region, attended by 29 people, 26 of whom were women and 3 men.

DIMENSION 3 - RTD ACTIVITIES

The 33 proposals submitted to the Horizon Europe program between January and December 2022 and involving IPN researchers were analysed, with a positive evolution in the ratio of women to men (42% women and 58% men) compared to the previous year (21% women and 79% men).

The IPN guidance document on how to approach the topic of gender in RTD activities was presented and made available. It summarizes a set of questions/reflections/tips on how to consider the gender dimension in the life cycle of RTD projects and includes suggestions for approaching this dimension in participatory and co-creation activities.

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

A mechanism for communicating and reporting internal infractions has been developed to comply with the provisions of Law 93/2021 of December 20, available on the IPN website at https://www.ipn.pt/canaldenuncias.

DIMENSION 5 - WORK-LIFE BALANCE

Documentation on the rights of male and female employees is available on the SI, particularly regarding absences for parenthood and to care for a family member. In 2022, 4 professionals returned after taking parental leave.

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

As part of the process of welcoming new hires, awareness was raised of the policies in force at IPN, and they were shown, among other information of interest, the current version of this Plan, which is available for consultation on the IPN SI. Participation in training activities was also promoted, aiming the personal and professional development of all staff in their different areas of interest.

DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

IPN promoted and took part in activities on entrepreneurship, female empowerment, and leadership; it implemented 10 projects/activities on entrepreneurship which included (among other topics) modules on leadership, pitch, communication, and negotiation.

4. DESCRIPTION OF IMPLEMENTED ACTIONS

DIMENSION 1 - ORGANISATIONAL

Action 1	Setting up the GE team
Measurement indicator/ form of verification	N/A
Frequency of verification	N/A
Implementation schedule	From March to June 2021
State	Completed

Action 2	Initial compilation of sex-disaggregated statistics
Measurement indicator/ form of verification	Inclusion of a specific section for this purpo- se in the Plan
Frequency of verification	N/A
Implementation schedule	From June to July 2021
State	Completed

Action 3	Elaboration of the GE Plan
Measurement indicator/ form of verification	GE Plan
Frequency of verification	N/A
Implementation schedule	From June to August 2021
State	Completed

Action 4	Elaboration of the Annual Evaluation Report
Measurement indicator/ form of verification	Annual Report
Frequency of verification	Annual
Implementation schedule	From January to August 2022, 2023 and 2024
State	Partially completed

The team responsible for addressing the GE policy at IPN has carried out research into information and good practices in order to update knowledge and share documentation that is useful for IPN's activities.

This report on the activities of 2022 was approved by the institution's board of directors the 25th of September of 2023.

DIMENSION 2 - COMMUNICATION

Action 5	Internal dissemination of the implementa- tion of the GE Plan
Measurement indicator/ form of verification	Dissemination through internal communica- tion tools (via email and available to download in the IPN's SI)
Frequency of verification	Annual
Implementation schedule	From September 2021
State	Completed

Action 6	Publication of the GE Plan on the IPN Website
Measurement indicator/ form of verification	N/A
Frequency of verification	N/A
Implementation schedule	September 2021
State	Completed

Action 7	Publication of the summary of the Annual Evaluation Report on the IPN Website
Measurement indicator/ form of verification	N/A
Frequency of verification	Annual
Implementation schedule	September 2022, 2023 and 2024
State	Partially completed

This report will be made available on the IPN website: https://www.ipn.pt/equalitypolicy.

Action 8	Training the communication team on the GE topic
Measurement indicator/ form of verification	Evidence of the session (photos, attendance list, materials used, etc.)
Frequency of verification	N/A
Implementation schedule	From January to June 2022
State	Completed (March de 2023)

The training of the communication team on the topic of IG was postponed and took place on the 16th of March 2023. The aim of the training was to update the team's knowledge of inclusive communication from the perspective of equality between women and men, to understand the importance of communication in promoting equality within the framework of the organisation, its mission, and areas of intervention, and to identify strategies and practices to make organisational communication promote social equality between the sexes. The course was given by CIG – Comissão para a Cidadania e a Igualdade de Género, lasted 4 hours and was attended by 3 members, 2 women and 1 man, of IPN's communication team.

Action 9	Creation of a guideline document on neutral and inclusive language at IPN
Measurement indicator/ form of verification	Document concluded and released
Frequency of verification	Bi-annual
Implementation schedule	From July to December 2022
State	In progress.

Action to be verified in the next Annual Evaluation Reports.

Action 10	Internal dissemination of the document emerging from Action 9
Measurement indicator/ form of verification	Dissemination through internal communica- tion tools (by email and available to download in the IPN's SI)
Frequency of verification	N/A
Implementation schedule	From January 2023 onwards.

Action to be verified in the next Annual Evaluation Reports.

Action 11	Periodic raising awareness of employees on the GE topic
Measurement indicator/ form of verification	Evidences of the action implemented (photos, videos, etc.)
Frequency of verification	Annual
Implementation schedule	From March 2021 onwards
State	Partially completed

During 2022, various events were organised at the IPN with the aim of addressing gender issues, namely:

— Celebration of International Women's Day. This day was symbolically marked among the women who work at IPN and materialised in a publication by an IPN employee. The text, available on the IPN website: https://www.ipn.pt/noticias/noticia/3562; summarises the relevant events in history that have contributed to gender balance in society and describes the reality of this issue in one of IPN's strategic areas - entrepreneurship and technology, as a way of publicly publicising the organisation's equality policy.

— Organisation of a session on GE at IPN, 22nd September. An internal session was held with the aim of involving the IPN community in a joint reflection on the organisation's equality policy and clarifying potential questions about future activities. This session included a period to collect comments, ideas, and suggestions for improving the approach. After the session, a questionnaire was sent out to give the opportunity to complement the ideas previously shared and to support the team dedicated to analysing the suggestions (it was suggested that workshops be set up to discuss clear examples of how to include the gender dimension in the life cycle of projects). — Organisation of the Meet Up Women in Space event, 25th November: https://space.ipn. pt/1st-meet-up-women-in-space. IPN, through the SAAC Space Solutions - Entrepreneurship & Space Economy in the Region project, co-funded by CENTRO2020, PT2020 through the European Social Fund and as part of the activities of ESA Space Solutions Portugal, organised an event giving voice to women who are active in the areas of Innovation, Space and Technology. The aim of this event was networking to map and boost the female entrepreneurship and technology ecosystem in the Coimbra region. It was attended by 29 people, of whom 26 were women and 3 were men.

As part of their activities, IPN teams took part in events related to the gender dimension in applied research and innovation activities, which enabled them to update knowledge and information on GE in these matters, such as:

— Participation in the webinar "Horizon Europe: Quick guide to tackle gender dimension and cross-cutting issues - Expert Insights", 10th February. The webinar focussed on the gender dimension when preparing applications for European funds.

— Participation in the 3rd online workshop "Empowering Women & Achieving Gender Equality in the EU", 30th March. The event discussed EU measures to bridge the gender gap and promote women's empowerment. Questions were also raised about the GE theme in the various European programmes.

— Participation in the webinar "GE Plan - Eligibility Criteria for the Horizon Europe Programme", 23rd June. The session presented the European Commission's guidelines on EU funds. Concrete examples of GE Plans developed by European organisations were also presented.

— Participation in the Women Tech EU event, 21st July. The event, promoted by the Portuguese National Innovation Agency (ANI), brought together the national community of female entrepreneurs who lead technology-based companies and aimed to help mobilise national participation in the European Commission's awards dedicated to female entrepreneurs. It featured a round table entitled Women Tech League followed by a networking event.

— Participation in the 1st GE Forum 2022 of the European Institute of Gender Equality (EIGE), 24th and 25th October. The forum featured inspiring sessions and workshops, where knowledge was shared and views exchanged on the most pressing issues affecting progress on GE.

— Participation in the Tech Planet A: Space and Ocean event, 23th November. Tech@ Week is a series of weeks designed to bring together the main players in the National Innovation System, with the aim of exploring the main trends and challenges in the area through a panel discussion. At the 3rd Tech@Week, dedicated to space, IPN took part as a speaker in the session "Women in space and defence: How to promote GI".

— Participation in the online workshop "Pilot assessment activities for the European knowledge and support facility on Gender Equality", 9th December. The workshop presented the main conclusions of the study on assessment activities for the European Knowledge and Support Facility on Gender Equality in research and innovation organisations.

DIMENSION 3 – RTD ACTIVITIES

Action 12	Gender balance per application submitted by IPN
Measurement indicator/ form of verification	Number of researchers per candidate project
Frequency of verification	Annual
Implementation schedule	From June 2021
State	Partially completed

Most applications to the funding program Horizon Europe include in the form a table "Researchers involved in the proposal" where it is possible to determine the gender of researchers involved in the proposal, by level of research category. The table below summarizes this information regarding the number of IPN researchers involved in the 13 proposals submitted between September and December 2021.

	Top Gra search			- Senio search		C - Recognised Researcher		D - First Stage Researcher		TOTAL				
W	М	NB	W	М	NB	W	М	NB	W	М	NB	W	М	NB
3	1	0	1	5	0	1	5	0	0	8	0	5	19	0
75%	25%	0%	17%	83%	0%	17%	83%	0%	0%	100%	0%	21%	79%	0%

Table 1 – Res	search Categ	ory Levels 2021

	Top Gra search				C – Recognised Researcher		D – First Stage Researcher		TOTAL					
W	M	NB	W	м	NB	W	м	NB	W	М	NB	W	М	NB
3	10	0	10	23	0	15	8	0	5	5	0	33	46	0
23%	77%	0%	30%	70%	0%	65%	35%	0%	50%	50%	0%	42%	58%	0%

Table 1 – Research Category Levels 2021

In general, the evolution in the gender balance of the elements involved in the proposals submitted is positive, with 42 per cent women and 58 per cent men, when compared to the previous year's data, which showed a significant disparity of 21 per cent women to 79 per cent men. This evolution is particularly reflected in category levels B, C and D, with an increase in the number of women participating in proposals in all three categories, with level D achieving a complete gender balance (50 per cent). In category C, the increase in the number of women was so significant that it resulted in a predominance over men. In category B, despite the considerable increase in the number of women in the proposals submitted, which went from just one in the last four months of 2021 to a total of 10 in 2022, the prevalence of men is still notable. The same occurs at A level, in line with the pattern often observed in research careers.

It should also be noted that, in October 2022, an application was submitted for the EU Award for (Academic) Gender Equality Champions (HORIZON-WIDERA-2022-GENDER--Prize), with the IPN Plan and results already achieved. The application was not approved.

Action 13	Creation of a guidance document on how to approach the topic of GE in RTD activities
Measurement indicator/ form of verification	Document created
Frequency of verification	Bi-annual
Implementation schedule	From October 2021 to January 2022
State	Completed

Action 14	Dissemination of the document emerging from Action 13
Measurement indicator/ form of verification	Dissemination through internal communica- tion tools (by email and available to download in the IPN's SI).
Frequency of verification	N/A
Implementation schedule	Completed

The guidance document on how to approach the topic of gender in RTD activities was presented to IPN staff at the session on 22nd September (already described in action 11) and was also made available to everyone in the SI - employee information module. This document summarises a set of questions/ reflections/ tips on how to consider the gender dimension in the life cycle of RTD projects and includes suggestions for addressing this dimension in participatory and co-creation activities. More information: https://ipn.pt/noticias/noticia/3273.

DIMENSION 4 - PREVENTING HARASSMENT IN THE WORKPLACE

Action 15	Review of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/ form of verification	New version of the Code
Frequency of verification	N/A
Implementation schedule	From July to August 2021
State	Completed

In parallel with the revision of the Code of Good Conduct for Preventing and Combating Harassment at Work, a mechanism for communicating and reporting internal offences was developed to comply with the provisions of Law 93/2021 of 20th December. Thus, in June 2022, the new IPN and IPN Incubator Channel for the Internal Reporting of Infractions came into operation, available on the IPN website at https://www.ipn.pt/canaldenuncias.

Action 16	Strengthening the internal dissemination of the existing Code of Good Conduct to Prevent and Combat Harassment at Work
Measurement indicator/ form of verification	Dissemination through internal communica- tion tools (by email and available to download in the IPN's Information System)
Frequency of verification	Annual
Implementation schedule	Completed

The Code of Good Conduct for Preventing and Combating Harassment at Work is an integral part of the IPN Plan and is available for consultation in the SI - employee information module and on the IPN website at: https://www.ipn.pt/equalitypolicy.

DIMENSION 5 - WORK-LIFE BALANCE	
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Action 17	Ensure the internal dissemination of infor- mation on rights in the field of parenthood and rights of absence due to family support
Measurement indicator/ form of verification	Dissemination through internal communica- tion tools (by email and available to download in the IPN's SI)
Frequency of verification	N/A
Implementation schedule	From September 2021 onwards
State	Partially completed

A module for disseminating information to employees has been made available on the IPN SI. This module provides information on personal rights, particularly regarding absences due to parenthood or caring for a family member.

Action 18	Accompanying the return to work after long periods of absence due to parental leave, ensuring their reintegration into the unit/ department, promoting specific training if necessary
Measurement indicator/ form of verification	Follow-up record
Frequency of verification	Annual
Implementation schedule	From September 2021
State	Partially completed

During 2022, 4 workers took parental leave: 3 women and 1 man. The women were accompanied on their return after taking 150 days of parental leave and the man was accompanied on his return after taking 30 days to share the initial parental leave.

Action 19	Analysis of flexible ways of organizing work given the specific conditions of each employee
Measurement indicator/ form of verification	Follow-up record
Frequency of verification	Annual
Implementation schedule	From September 2021
State	Partially completed

During the reporting period, no flexible working arrangements were requested by IPN employees.

DIMENSION 6 - RECRUITMENT AND CAREER DEVELOPMENT

Action 20	Review of the existing GE policy for hiring Human Resources		
Measurement indicator/ form of verification	Document concluded and released		
Periodicity of verification	Bi-annual		
Implementation schedule	From July to August of 2021 and 2023		
State	Partially completed		

There was no need to revise the existing policy, which is available as an annex to the IPN Plan.

Action 21	Mention the GE policies in the welcoming process of new employees		
Measurement indicator/ form of verification	Follow-up record		
Frequency of verification	Annual		
Implementation schedule	From September 2021 onwards		
State	Partially Concluded		

During the reporting period, 38 meetings were held to welcome new staff. At the 38 welcome meetings, new staff were made aware of the GE policies in force at IPN and informed of the existence in IPN's SI of a module for disseminating various pieces of information to staff, including the GE policy.

Action 22	Raising awareness and dissemination of activities that foster professional and personal development		
Measurement indicator/ form of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g., training oppor- tunities, conferences, workshops, relevant document/ readings.		
Frequency of verification	Annual		
Implementation schedule	From September 2021		
State	Partially completed		

During this period, IPN employees took part in several training courses, either at the initiative of the IPN or on their own initiative, with a view to developing their careers. Here are a few examples:

- Management and Closure of Funded Projects, 24th January,
- Communication and Use of the LinkedIn Platform, 4th February,
- Horizon Europe: from the Proposal to the Project Completion, 31st March,

- Social Selling: Increasing Sales and Notoriety by Implementing a Social Media Strategy, 5th, 6th and 13th May,

- 2 Cybersecurity Best Practices Sessions, 7th and 14th December,
- iiiUC Training Research Support Tools, 20th December.

DIMENSION 7 - BALANCE IN LEADERSHIP AND DECISION MAKING

Action 23	Awareness and dissemination of activities that foster the professional and personal development of employees in management and leadership positions		
Measurement indicator/ form of verification	Evidence of IPN employees sharing activities that contribute to their professional and personal development, e.g., training oppor- tunities, conferences, workshops, relevant documents/ readings.		
Frequency of verification	Annual		
Implementation schedule	From September 2021.		
State	Partially completed		

IPN seeks to disseminate activities that foster the development of leadership skills (training, workshops, seminars, among others), especially the organisation of the Meet Up Women in Space event and participation in Women Tech EU (events already detailed in action 11). It also encourages and implements projects and services related to entrepreneurship, which includes (among other topics) modules on leadership, pitching, communication and negotiation. During 2022 the IPN implemented the following projects/activities, more information: https://www.ipn.pt/vci/programas:

— Organisation of the 2022 edition of the Women Entrepreneurship Bootcamp. The training and mentoring project is supported by EIT Health and involves 10 European start-ups founded or co-founded by women in the health sector (medical technology, such as medical devices, digital health or biotech) who receive dedicated support from a training and mentoring team to grow their businesses in areas such as value proposition, marketing, market access, regulatory issues, financing, pitch, communication and leadership. Networking and access to investment opportunities are also promoted.

— Organisation of the 2022 edition of the Healthy and Active Ageing Bootcamp. IPN promoted this bootcamp, supporting the creation and validation of new services, products and companies in the area of longevity and active ageing. Supported by the EIT Health programme, 10 companies from various European countries took part.

— Participation in the InnoStarts Awards Bootcamp, 2022 edition. The bootcamp funded by the EIT Health programme consists of a training and competition programme in which 20 early-stage companies and SMEs receive funding for business development and product validation. IPN organised 4 training modules, totalling 36 hours, and over 60 hours of mentoring for the 20 participating teams.

— Organisation of MedTech Bootcamp, 2022 edition. Funded by the EIT Health programme, this initiative aims to train interdisciplinary teams of young people in the fields of engineering and health professionals with a set of personalised tools to facilitate entrepreneurship, providing support in areas such as the development of a structured business plan, access to the market, pitching, among others. In the 2022 edition, in which 9 teams took part, IPN was the jury for assessing the applications and coordinated 2 workshops that supported the participants in constructing their final pitch for investors.

— Participation in the Entrepreneurship 5.0 project throughout 2022. Funded by the BPI Senior Award 2021, the IPN collaborated in organising the training programme, based on training and mentoring activities aimed at entrepreneurs over the age of 50, and aimed at developing skills by valuing the participants' experience and strengthening their network of contacts. A total of 22 participants completed the programme.

— Organisation of the 1st edition of the Acelera@UC programme, from 28th April to 20th May. The acceleration programme for entrepreneurs had 18 participants and was organised in conjunction with the University of Coimbra. There were 5 face-to-face bootcamps and several coaching sessions. This programme is part of the activities of the UI-CAN project - Universities as an Interface for Entrepreneurship, co-financed by COMPETE 2020 through the European Social Fund.

— Organisation of the 11th edition of INEO Start, between 4th and 15th October. The acceleration programme saw the participation of 10 teams with technology-based projects in areas such as health, sport, nutrition, agri-food, among others. The participants had access to workshops, training and mentoring on topics as varied as financing, marketing, business plans and pitching. This programme is part of the activities of the INOVC+ project - Intelligent Innovation Ecosystem of the Central Region and is funded by CENTRO 2020 - the Regional Operational Programme for the Centre, Portugal 2020 and the European Union, through the European Regional Development Fund.

— Organisation of the EIT Health Investor Forum, 3rd and 4th November. The event was supported by EIT Health InnoStars and was attended by more than 100 startups and 50 investors, totalling around 300 participants who, over two days, discussed current opportunities in the European innovation ecosystem, creating synergies that will be beneficial to the entire EIT community in the future. The agenda included workshops, networking moments and a pitch competition, coordinated by IPN, where 24 startups presented their projects to a jury of investors.

— Participation in the 1st edition of BioSTART. The programme is part of the BiotechS-TARS project – Biotechnological Entrepreneurship Programme, co-financed by Centro 2020, Portugal 2020 and the European Social Fund, and aims to train entrepreneurs in biotechnology in the fields of health, industry, the sea and agri-food. IPN hosted the module on female entrepreneurship on 24 November.

				2021		2022		2023	
Dimension	Action	Name	3456	7 8 9 10 1:	10 11 12	1 2 3 4 5 6 7	8 9 10 11 12	1 2 3 4 5 6 7 8 9 10	10 11 12
	1	Setting up the GE team	~ ~ ~ ~						
1 Output interiment	2	Initial compilation of sex-disaggregated statistics	>	>					
	8	Elaboration of the GE Plan	>	~ ~					
	4	Elaboration of the Annual Evaluation Report			-	* * * * * * *	~	* * * * * * * *	
	5	Internal dissemination of the implementation of the GE Plan		*	• • •	******	* * * * *		
	9	Publication of the GE Plan on the IPN website		>					
	7	Publication of the summary of the Annual Evaluation Report on the IPN website					>	>	
2 Communication	8	Training the communication team on the GE topic						>	
	6	Creation of guidance document on neutral and inclusive language in the IPN							
	10	Internal dissemination of the document emerging from Action 9							
	11	Periodic raising awareness of employees on the GE topic	~	*	>	~	~ ~		
	12	Gender balance per application submitted by IPN		~ ~ ~ ~ ~	>	~ ~ ~ ~ ~ ~ ~ ~	~ ~ ^ ~ ~		
3 RTD Activities	13	Creation of guidance document on how to address the topic of GE in RTD activities		*	、 、 、	<pre></pre>	>		
	14	Dissemination of the document emerging from Action 13					~ ~ ~ ~		
4 Preventing	15	Review of the existing Code of Good Conduct to Prevent and Combat Harassment at Work			``	~ ~ ~ ~ ~ ~			
Harassment in the Workplace	16	Strengthening the internal dissemination of the existing Code of Good Conduct to Prevent and Combat Harassment at Work				* *	< < < < <		
	17	Ensure the dissemination of information to employees regarding their rights in the field of parenthood and rights of absence due to family support		> > >	>	* * * * * * *	* * * * *		
5 Work-life balance	18	Accompanying the return of employees who have been absent for long periods due to parental leave, ensuring their reintegration in the unit/ department, promoting specific training if necessary		> > >	· · ·	* * * * * * *	* * * * *		
	19	Analysis of flexible ways of organising work according to the specific conditions of each employee		> >	·	* * * * * * *	~ ~ ~ ~ ~		
6 Recruitment and	20	Review of the existing GE policy for hiring Human Resources		>					
Career	21	Mention the GE policies in the welcoming process of new employees		~ ~ ~	、 <u>、</u> 、	~ ~ ~ ~ ~ ~ ~ ~	~ ~ ~ ~ ~		
Development	22	Raising awareness and dissemination of activities that foster professional and personal development		~ ~ ~	>	~ ~ ~ ~ ~ ~ ~ ~	× × × ×		
7 Balance in leadership and decision making	23	Awareness and dissemination of activities that foster the professional and personal development of employees in management and leadership positions		> > >	>	* * * * * *	> > > >		

5. TIMELINE