



# GENDER EQUALITY PLAN

Report for 2022

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### 1 Tasks established on the basis of the Gender Equality Plan

The Central European Service for Cross-Border Initiatives (CESCI) adopted the Association's Gender Equality Plan at its 2022 General Assembly meeting of 25 May 2022. In order to coordinate the implementation of the Plan, the need to appoint a gender equality officer has also been laid down. In addition to coordination, task of the rapporteur is to continuously monitor and annually report the implementation of the Plan towards the directors, hence indicating the results achieved so far and reporting of any obstacles that may emerge. The Association shall publish the annual report on its website. If an interim change or amendment of the Gender Equality Plan becomes necessary, the working group shall draw up a proposal to amend it.

There was no volunteer to perform the duties of officer; consequently, the Directors decided that part of the rapporteur's duties would be carried out by one of the Directors, with the assistance of two colleagues. This document contains an assessment of the first year's progress in the Gender Equality Plan.

## 2 Annual Monitoring of the Gender Equality Plan (2022)

This chapter examines the development of gender equality actions for the period of 2021-2027 on the basis of the pre-defined indicator values for 2022, including the actions implemented in relation to the given action.

### 2.1 Gender equality in management, decision-making, work organisation and scientific activities of the Association

Action	Measure	Current situation (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
1.1 Improving gender equality in the Board	Enlargement of the Board and improving the gender balance of mandates and their annual monitoring	The previous six-member Board was expanded to 8 members. The enlargement involved 1 female and 1 male member in the spirit of gender equality. The taken measure have improved the proportion of women in the Presidency.	Share of women in the Board	16.67 %	25 %	—	Secretary-General	2022-2027
1.2. Improving the gender equality in the top management of the work organisation	Enlargement of the top management of the work organisation, taking into account gender equality	In addition to the previous 2 senior managers, 1 female senior manager was appointed, thus the proportion of women in senior management improved.	Share of women in the top management	0 %	33.3 %	33.3 %	Secretary-General	2022

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Action	Measure	Current situation (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
	Monitoring salary differences between genders in the top management	Male and female executives were paid the same salary.	Pay gap between female and male top managers	n.r.	0 %	0 %	Secretary General	2022-2027
1.3 Improving gender equality in the work organisation	Monitoring salary differences between genders regarding the scope of activities and the years of employment within the organisation	There is only a marginal difference in pay-outs for non-leading workers due to different jobs and working years within the organisation (less than 0.5 %).	Pay gap between female and male employees in the case of non-chief senior and junior employees	0 %	<0.5 %	0 %	Secretary General	2022-2027
		The number of researchers of the Association was only 1 in 2022, so the indicator cannot be interpreted.	Pay gap between non-chief female and male researchers	n.r.	n.r.	0 %	Officer	2022-2027
	Improving and annual monitoring of gender equality among the members delegated to the research group in case of increasing the number of employees delegated to the research group	The number of employees delegated to the research group did not change in 2022, so the value of the indicator did not change.	Share of female researchers	33.3 %	33.3 %	—	Officer	2022-2027

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Action	Measure	Current situation (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
1.4 Developing an institutional structure supporting gender equality	<p>Appointing a gender equality officer and dedicating working hours to carry out the tasks. The primary task of the officer is to implement the measures set out in the Plan.</p> <p>In particular:</p> <ul style="list-style-type: none"> <li>• preparing recommendations, proposals,</li> <li>• organising training courses,</li> <li>• monitoring the implementation of the Plan,</li> <li>• data collection,</li> <li>• preparing annual reports,</li> <li>• ensuring the principles listed in the point 2 of the Plan.</li> </ul>	<p>In the absence of a volunteer, the directors decided to share the duties of the officer with a female and a male employee. Some recommendations were drawn up in 2022 (recruitment directives; procedures relating to sexual harassment; information for the new employees), and the annual monitoring was completed.</p>	Number of gender equality officers	0	(3)	1	Directors	2022

## 2.2 Gender equality in recruitment and career development

The recruitment process was not regulated by any formal guidelines in the past, but the professional suitability and human quality of the applicants were the primary evaluation criteria in all the cases. We intend to define the relevant guidelines primarily along these values also in the future, supplementing them with the gender balance intention.

For years, CESCI has been eager to strengthen the professionalism of its work organisation. This has been done through regular organising and offering of various training opportunities to the employees. What is more, the employees are provided with the opportunity to continue their studies, through individual study contracts, according to their needs.

Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
2.1. Ensuring gender equality during recruitment	Definition of new recruitment guidelines, with particular attention to: <ul style="list-style-type: none"> <li>• pursuit gender equality among the candidates of the job interview;</li> <li>• take into account the possible obstacles of the applicants who have been temporarily excluded from the labour market due to childcare;</li> <li>• gender equality among the interviewers</li> </ul>	The main guidelines to be applied during the recruitment process have been drawn up taking into account their applicability and practical handling. The guidelines can be found in the annex of the report.	Collection of guidelines	0	1	1	Officer	2022
	Annual monitoring of the application of the recruitment guidelines.	The officer was only selected during 2022, so the full year was not monitored.	Proportion of women invited for job interviews	N.A.	N.A.	—	Officer	2022-2027

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Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
		The officer was only selected during 2022, so the full year was not monitored.	Proportion of women interviewees	N.A.	N.A.	—	Officer	2022-2027
2.2 Providing gender equality in career development	Seeking gender equality in the field of labour development (participation in occasional trainings, institutional training structures) and annual monitoring.	During 2022, none of the workers were newly trained. One person continued previous studies, so the examination of the indicator is not relevant.	Proportion of female and male workers in training	50 %- 50 %	n.r.	—	Directors	2022-2027

## 2.3 Work - private life balance and organizational culture

Since the establishment of the Association, it has been giving significant emphasis on creating flexible working frames in order to support its employees in establishing a balance between work and private lives, which reflects their current life situation (studying, commuting from outside the capital city, health issues, having children, etc.).

According to the values of the Association, having children should not be an obstacle to the professional ambitions of the employees; subsequently, this document also expresses the commitment to support the employees who are raising children.

Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
3.1. Providing working time and other benefits in order to establish a balance between work and private life	Continuation of practice of providing flexible working frames, including flexible working hours, part-time work and teleworking opportunities	Flexible working frameworks were also provided in 2022.	n.r.	—	n.r.	.	Directors	2022-2027
	Providing part-time employment contract at the initiative of an employee who raises a child under the age of 10	During 2022, all part-time applications were accepted by the Association.	Proportion of accepted part-time applications	100 %	100 %	100 %	Directors	2022-2027
	In addition to the statutory additional leave, a provision of an additional 5-day working time allowance for fathers, which can be used within one year of the birth of a child	No such application was received in 2022. Due to changes to the relevant higher level of regulation, it is proposed to delete the indicator.	Proportion of the accepted extra days off request	0 %	n.r.	100 %	Directors	2022-2027



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Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
	Developing and continuously implementing a system of one-time financial support for the birth of a child of the employee	The support scheme was not yet developed in 2022.	Proportion of the employee, having a child, who received a one-time financial support	0 %	0 %	100 %	Directors	2022-2027
	Individual working hours and other benefits for the employees dealing with health problems	n.r.	n.r.		n.r.		Directors	2022-2027
3.2 Contact with the employees who are on their parental leave	Meeting opportunities within CESCI Light and within other informal frames and continuation of the established good practice	CESCI Children's Day was announced in 2022, but the event was postponed due to the illness of several affected children. During the organisation of CESCI Light events, family workers' perspectives are taken into account by the Association (earlier start) and the former colleagues are invited to attend the events.	Number of family meetings in a year	1	1+	1	Officer	2022-2027

## 2.4 Raising awareness about prejudice and sexism

CESCI has always avoided any discrimination on the basis of gender, it has avoided any distinction based on religion, ideology, nationality or gender identity during employment. We intend to continue this principle and the present Plan primarily helps to raise the awareness during work organisation and recruitment.

Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
4.1 Organising a sensitisation training	Organising a training for all the employees with the involvement of an external NGO with experience in the subject	No such training was organised in 2022.	Number of training opportunities	0	0	1	Officer	2022
4.2 Informing of the new employees of the Association	Informing the new employees about gender equality measures upon their entry	The brief information sheet has been developed. The new employee who arrived in 2022 was subsequently informed.	Proportion of the informed new employees	0 %	100 %	100 %	Officer	2022-2027
4.3 Striving for gender equality at the events of the Association			Number of invited female speakers at the events	n.r.	26.19 %	—	Secretary General	2022-2027

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Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
	Striving to increase the proportion of female speakers (taking into account the aptness) during professional events and annual monitoring	In organising professional events, it was a priority to address female speakers.	Proportion of female speakers at the professional events	35 %	22.54 %	—	Secretary General	2022-2027

## 2.5 Measures against gender-based violence, including sexual harassment

Directive 2002/73/EC defined sexual harassment as unwanted conduct of a sexual nature, be it either verbal, non-verbal or physical, with the aim or effect of violating the dignity of the concerned person, and particularly if it creates an environment that is intimidating, hostile, humiliating, shameful, or offensive.

Our employees often work with external partners; consequently, the measures against sexual harassment should not only cover the cases within the Association itself, but it should cover also the cases that emerge during external cooperation.

Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
5.1. Develop a procedure and rules for a gender equality complaint	Defining and sharing of the procedures and consequences for reporting and investigating sexual harassment with the employees	The rules of procedure were worked out and it is involved in the annex to the report.	Manual that contains procedures and rules	0	1	1	Officer	2022

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Action	Measure	Action implemented (2022)	Indicator	Initial value	Value (2022)	Target	Responsible	Period
	Monitoring and handling of complaints of sexual harassment that are processed according to the procedure	There were no complaints in 2022.	Proportion of handled complaints	n.r.	n.r.	100%	Officer	2022-2027

### 3 Results of annual monitoring

Based on the above tables, the Association has progressed in several issues with the implementation of the measures set out in the Gender Equality Plan:

- The Association achieved an improvement in a significant part of the measures for 2022-2027, but the evolution of the aspects related to the period still needs to be examined.
- Most of the one-time measures were implemented by the Association (forming of the guidelines, recommendations), therefore, there is no longer need to consider the issue in the next reports, but the one-time financial support scheme, planned for 2022, was not developed and it should be kept on the agenda.
- On the basis of the size of and the balanced functioning of the Association, it became questionable during 2022 whether the appointment of an independent gender equality officer was justified and whether there was a real need for targeted trainings.

## 4 Annex

### 4.1 Recruitment policy

The Association takes into account the establishment of gender equality conditions at all stages of recruitment. Therefore, the Association pays particular attention to the fact that job advertisements should always be drafted in such a way which ensures that the applicants have the same conditions for applying for the advertised jobs. During a job interview, the applicants for the same position answer the same questions and perform the same tests and tasks, regardless of their gender.

The Association pays attention to applicants who are temporarily excluded from the labour market due to childcare. The Association aims to provide flexible opportunities during the recruitment process that allow families to reconcile work and family life more easily; such measures could be, for example, flexible setting of the dates of the interviews.

The Association also takes into account gender equality among the interviewers. On the one hand, the interviewers are well-informed about the issues of equal opportunity issues. The interviewers ask their professional questions in such a way that they create the same conditions for the candidates and they do not use any interviewing techniques that could give priority to some candidates. The interviewers are aware that gender bias or discrimination have no place in the recruitment process. Furthermore, the Association aims to ensure that if possible, men and women should be equally represented among the interviewers.

## 4.2 Procedures for reports and investigations related to sexual harassment

Since the existence of the Association, there has been no precedent for sexual harassment within the organisation. Maintaining a direct, but far-reaching respectful atmosphere can continue to contribute to the absence of such cases. At the same time, in compliance with the actions of the Gender Equality Plan, the following specific steps have been developed for reporting and investigating the issues related to sexual harassment.

1. **Announcement:** The first step in dealing with the issue of sexual harassment is to notify the gender equality officer of the Association as soon as possible, or to notify any member of the management who is most trusted by the employee who has been the object of harassment. The officer or the management member hears the details of the case and helps to deal with the trauma associated with it, and, if necessary, proposes a police report or advises the victim to a specialist psychologist.
2. **Detailed examination:** After the meeting — if the case does not involve a formal complaint — the Association conducts a comprehensive investigation of sexual harassment. The investigation includes the collection of all necessary information, including the date of sexual harassment, its location, the name of the harasser and the details about the harasser's behavior. In order to detect unfounded accusations, harassment should also be investigated during the procedure.
3. **The decision:** Following the comprehensive investigation, the Association shall make a decision containing the measures that the Association shall take as a consequence of sexual harassment, such as condemnation, warning, disciplinary report, dismissal in the case of own employees, as well as to take legal advice, where appropriate, about further steps.
4. **Communication:** Following the decision, the Association communicates the decision with the victim of sexual harassment, with the perpetrator and with the other members of the Association if it is necessary. Communication should be sensitive and avoid blaming, retraumatizing and humiliating the victim of sexual harassment.
5. **Precautionary measures:** After the investigation of sexual harassment, the Association shall take precautionary measures to ensure that, if the harasser has not been dismissed, the hurtful behaviour must not be repeated (e.g. introducing stricter rules on harasser, or measures to protect the victim, such as changing the working environment, preparing a separate working schedule, etc.).
6. **Advice and support:** The victim and the other members of the Association should also have access to counselling and support in order to assist in processing after sexual harassment. This can take the form of individual or group therapy.

The purpose of the procedure, complemented by the introduction of sensitisation sessions, is to assist the Association in preventing and treating sexual harassment and to ensure the support and protection of the victims.

### **4.3 Information on gender equality measures to the newly arrived employees**

Dear New Employee!

We would like to draw your attention to the fact that our Association places significant emphasis on gender equality. Equal treatment and non-discriminatory work are fundamental human rights that we fully respect. To this end, if you have any questions or problems with this topic, feel free to contact CESCI's Gender Equality Officer, who will help you discreetly and effectively. The names of the respective officer will be indicated in a verbal form during your interview.

Our Gender Equality Plan and the related annual reports are available at the following link: <https://budapest.cesci-net.eu/rolunk/hivatalos-iratok>.

The Plan was established with the involvement of the employees of CESCI, respecting the principle of participation. We will continue to give everyone the opportunity to comment and propose the Plan so that we can further develop the document. All the employees are involved in the implementation of the Plan.

The Plan aims to promote gender equality in the following areas:

1. Ensuring equal opportunities in management, decision-making, work organisation and scientific activities.
2. Ensuring equal opportunities in recruitment and career development.
3. Ensuring a balance between work and private life, as well as the development of an organisational culture.
4. Raising awareness about prejudice and sexism.
5. Taking of the measures against gender-based violence, including sexual harassment.

The principle of transparency is important in the development of equal opportunities. All the employees, including the new ones, can get to know and easily benefit from the measures and discounts that are available in the Association. The administrative staff can provide detailed information about the current available discounts.

We hope that we have managed to provide an overview about our gender equality measures. If you have any further questions about this topic, please feel free to contact our respective Gender Equality Plan officer.