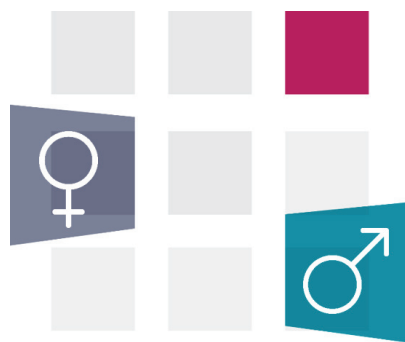


National  
Documentation Centre's  
Gender Equality Plan  
SUMMARY



NATIONAL DOCUMENTATION CENTRE





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# NATIONAL DOCUMENTATION CENTRE

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Online version is available here: [www.ekt.gr/el/policies/gender-equality](http://www.ekt.gr/el/policies/gender-equality)

National Documentation Centre's Gender Equality Plan is a practical commitment to the principles of gender equality and ensures that we (will) continue to work actively to integrate these principles into our activities and to promote ensuring equal opportunities between women and men.

APRIL 2022

# Introduction

National Documentation Centre (EKT) is committed to maintain a work environment that (will) continue to promote respect and diversity, equality, and inclusion. In this context, responding to contemporary requirements and following the plans that have been prepared both at National (National Action Plan for gender equality 2021-2025) and at European level (Gender Equality Strategy for 2020-2025, Gender equality in the European Research Area), gender equality plan is the practical action plan for EKT.

## Gender Equality Officer

EKT's Gender Equality Officer has the primary responsibility for designing, monitoring, and evaluating the gender equality plan as well as creating the necessary adjustments. Also, he/ she organizes information, awareness, and training actions in collaboration with the departments and the units of EKT.

# Main Information

**ORGANIZATION NAME:**

National Documentation Centre (EKT)

**LEGAL STATUS:** A non-profit private law legal entity that belongs to the wider public sector and is supervised by the Minister of Digital Government (Article 59 / Law 4623, Government Gazette A '134, 09/08/2019)

**REGISTERED OFFICE:**

48, Vas. Constantinou Av., GR - 116 35, Athens I

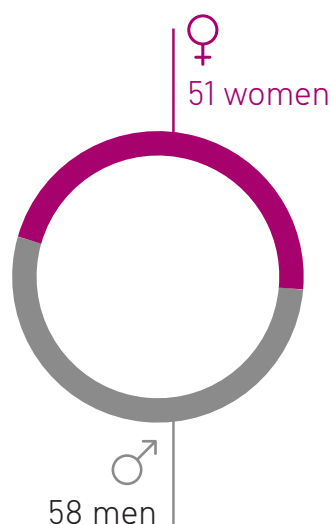
**OPERATING ADDRESS:**

56 Zefyrou str., GR - 175 64, Palaio Faliro

**PLAN'S**

**IMPLEMENTATION PERIOD: :**  
2022 - 2024

**NUMBER OF EMPLOYEES BY SEX:**



[data up to 28.02.2022]

# Gender Equality Plan's Implementation

EKT's employees participate in the gender equality plan's implementation, as defined in detail below.

## Schedule of gender analysis

**SCHEDULE:** December 2021 – March 2022 by a working group set up for this purpose.

## Results/ areas for interventions based on gender analysis

In order to achieve these goals, EKT focuses on the following five thematic areas - priority axes, following the guidelines of the European Institute for Gender Equality (EIGE):

### **PRIORITY AXIS 1:**

Work-life balance and organizational culture

### **PRIORITY AXIS 2:**

Gender balance in leadership and decision-making

### **PRIORITY AXIS 3:**

Gender equality in recruitment and career progression

### **PRIORITY AXIS 4:**

Integration of the gender dimension into research and teaching content

### **PRIORITY AXIS 5:**

Measures against gender-based violence including sexual harassment



# PRIORITY AXIS 1: Work-life balance and organizational culture

| OBJECTIVES                         | ACTIONS  | HUMAN RESOURCES              | TIMETABLE  | RESPONSIBLE FOR IMPLEMENTATION                                    | RESPONSIBLE FOR MONITORING |
|------------------------------------|--|------------------------------|--|---|----------------------------|
|                                    | Ensuring gender equality as a basic principle in existing EKT's texts, policies, procedures  | EKT's total staff/<br>Public | until<br>31/09/2022                                    | Department of Publicity & Communication & Gender Equality Officer | Gender Equality Officer    |
|                                    | Use of inclusive / neutral language in presentations / communication activities and in all new EKT's texts (e.g. publications, publicity material) | EKT's total staff/<br>Public | Ongoing procedure for the overall duration of the plan | Department of Publicity & Communication & Gender Equality Officer | Gender Equality Officer    |
| Gender equality as a key principle | Confirmation of the EKT's commitment through a relevant reference on the website   | EKT's total staff/<br>Public | 30/04/2022   | Department of Publicity & Communication & Gender Equality Officer | Gender Equality Officer    |
|                                    | Promoting gender equality by informing the public (e.g. EKT's website)   | EKT's total staff/<br>Public | 30/04/2022   | Department of Publicity & Communication & Gender Equality Officer | Gender Equality Officer    |
|                                    | Development of new and strengthening of old collaborations with organizations promoting gender equality, etc.                                      | EKT's total staff            | Ongoing procedure for the overall duration of the plan | Gender Equality Officer   | Gender Equality Officer    |

## PRIORITY AXIS 2: Gender balance in leadership and decision-making

| OBJECTIVES  | ACTIONS   | HUMAN RESOURCES   | TIMETABLE  | RESPONSIBLE FOR IMPLEMENTATION  | RESPONSIBLE FOR MONITORING |
|---|---|-------------------|--|---|----------------------------|
| Maintaining and enhancing gender balance in positions of responsibility and decision-making processes | Promoting actions to strengthen the participation of women in positions of responsibility and in committees (project operators, working group leaders, etc.). Encouragement and urge of women to claim positions of responsibility / participation in committees. | EKT's total staff | Ongoing procedure for the overall duration of the plan | Gender Equality Officer & Human Resources Management & Development Unit | Gender Equality Officer    |
|   | Support women by training in leadership and management and by cooperating both with agencies and organizations that specialize in empowerment   | EKT's total staff | Ongoing procedure for the overall duration of the plan | Gender Equality Officer & Human Resources Management & Development Unit | Gender Equality Officer    |

# PRIORITY AXIS 3:

## Gender equality in recruitment and career progression

| OBJECTIVES  | ACTIONS  | HUMAN RESOURCES       | TIMETABLE  | RESPONSIBLE FOR IMPLEMENTATION  | RESPONSIBLE FOR MONITORING |
|---|--|-----------------------|--|---|----------------------------|
| Maintaining and enhancing women's participation / Ensuring a fair recruitment process | Women's participation in recruitment and development committees  | EKT's women employees | Ongoing procedure for the overall duration of the plan | Human Resources Management & Development Unit & Gender Equality Officer   | Gender Equality Officer    |
|   | Gender Equality Officer's advisory participation both in the process of announcing the positions and in the evaluation of each applicant   | Applicants            | Ongoing procedure for the overall duration of the plan | Human Resources Management & Development Unit & Gender Equality Officer   | Gender Equality Officer    |
|   | Utilization of different media - among others - EKT's site, EKT's accounts on social media, for the publication of announcements in order to attract more applicants with different profiles   | Applicants            | Ongoing procedure for the overall duration of the plan | Department of Publicity & Communication & Human Resources Management & Development Unit & Gender Equality Officer | Gender Equality Officer    |
|   | Monitoring the process a) by recording (by gender) the applications submitted in each announcement (on an annual basis), b) by recording (by gender) of the new employees (on an annual basis) | EKT's total staff     | Ongoing procedure for the overall duration of the plan | Human Resources Management & Development Unit   | Gender Equality Officer    |

| OBJECTIVES                    | ACTIONS  | HUMAN RESOURCES    | TIMETABLE  | RESPONSIBLE FOR IMPLEMENTATION  | RESPONSIBLE FOR MONITORING |
|-------------------------------|--|--------------------|--|---|----------------------------|
| Providing equal opportunities | Promoting EKT as an equal opportunity employer through relevant reference to new job advertisements, the website where new jobs are posted, etc.     | Applicants         | Ongoing procedure for the overall duration of the plan | Department of Publicity & Communication & Human Resources Management & Development Unit & Gender Equality Officer | Gender Equality Officer    |
|                               | Promoting and publishing EKT's best practices  | Public             | Ongoing procedure for the overall duration of the plan | Department of Publicity & Communication & Gender Equality Officer   | Gender Equality Officer    |
|                               | Systematic monitoring of payroll data and creating of reports (composition by gender, position and hierarchical level) - only for project associates | Project Associates | Evaluation on an annual basis                          | Human Resources Management & Development Unit & Gender Equality Officer   | Gender Equality Officer    |

## PRIORITY AXIS 4: Integration of the gender dimension into research and teaching content

| OBJECTIVES  | ACTIONS   | HUMAN RESOURCES   | TIMETABLE  | RESPONSIBLE FOR IMPLEMENTATION   | RESPONSIBLE FOR MONITORING |
|---|---|-------------------|--|--|----------------------------|
| Improving the integration of the gender dimension in EKT's activities | Promoting gender mainstreaming in EKT's activities (indicatively), a) maintaining gender distribution in the production of RTD statistics, e.g. R&D staff, Greek PhDs, and b) participation in European research projects aimed at gender equality) | EKT's total staff | Ongoing procedure for the overall duration of the plan | Gender Equality Officer<br><br>& Human Resources Management & Development Unit | Gender Equality Officer    |
|   | Organizing information events in order to understand how gender mainstreaming is integrated into EKT's research and innovation activities   | EKT's total staff | Μία δράση ενημέρωσης/έτος                              | Gender Equality Officer<br><br>& Human Resources Management & Development Unit | Gender Equality Officer    |

| OBJECTIVES  | ACTIONS  | HUMAN RESOURCES   | TIMETABLE  | RESPONSIBLE FOR   | RESPONSIBLE FOR MONITORING |
|---|--|---|--|---|----------------------------|
| Enhancing women's participation both in research and in innovation activities | Encourage the participation both of men and of women in the processes of conception and implementation of research, development projects and innovation actions                        | EKT's total staff   | Ongoing procedure for the overall duration of the plan | Gender Equality Officer & Human Resources Management & Development Unit | Gender Equality Officer    |
|   | Enhancing women's participation in the writing scientific publications, activity reports, guides - manuals, working texts, etc.  | Women researchers/ EKT's total staff                      | Ongoing procedure for the overall duration of the plan | Project Coordinators & Department Heads & Scientific Officers           | Gender Equality Officer    |
|   | Encouragement of women to participate in activities (conferences, workshops, etc.) organized or participated by EKT with an active presence (organizers, speakers, coordinators, etc.) | Women researchers/ EKT's total staff                      | Ongoing procedure for the overall duration of the plan | Project Coordinators & Department Heads & Scientific Officers           | Gender Equality Officer    |
|   | Promoting women's research and disseminating both research and innovation results  | Women researchers/ EKT's total staff                      | Ongoing procedure for the overall duration of the plan | Gender Equality Officer & Department of Publicity & Communication       | Gender Equality Officer    |
|   | Strengthening research conducted by women and women entrepreneurship through specialized services offered by EKT to the domestic research and business community                       | Women researchers/ EKT's total staff/ Women entrepreneurs | Ongoing procedure for the overall duration of the plan | Gender Equality Officer & Innovation & Networking Unit                  | Gender Equality Officer    |

## PRIORITY AXIS 5: Measures against gender-based violence including sexual harassment

| OBJECTIVES  | ACTIONS   | HUMAN RESOURCES   | TIMETABLE   | RESPONSIBLE FOR IMPLEMENTATION  | RESPONSIBLE FOR MONITORING    |
|---|---|-------------------|---|---|-------------------------------|
| <b>Policy on harassment and violence in the workplace</b> | Establish a policy to prevent and combat violence and harassment in the workplace                               | EKT's total staff | Policy development by May 2022 and implementation throughout the validity of the plan | Gender Equality Officer & Regulatory Compliance Officer                 | Regulatory Compliance Officer |
| <b>Training in violence and harassment</b>                | Training to deal with incidents of violence and harassment in the workplace                                     | EKT's total staff | Ongoing procedure for the overall duration of the plan                                | Gender Equality Officer & Human Resources Management & Development Unit | Gender Equality Officer       |
|   | Awareness / information about violence and harassment (e.g. provision of information material) in the workplace | EKT's total staff | Ongoing procedure for the overall duration of the plan                                | Gender Equality Officer & Human Resources Management & Development Unit | Gender Equality Officer       |

## Evaluation & Monitoring

Given that the gender equality plan is an institutional statement by EKT on gender equality in its day-to-day operations and outlines both the objectives and the actions for maintaining or enhancing these gender equality policies, monitoring its implementation as well as its periodic review is an important dimension that ensures that the process of achieving gender equality is time-consuming. The assessment of the need for revision - modification is carried out on a biennial basis.

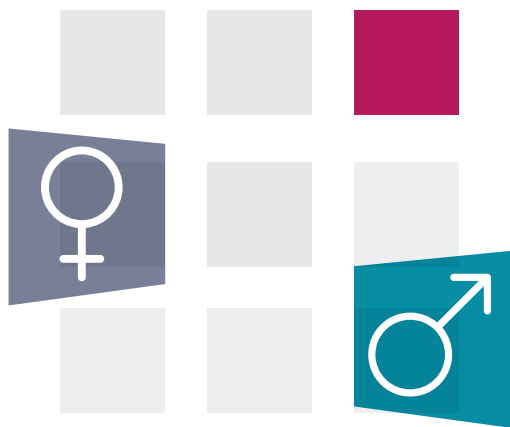
This was approved by EKT's Board (2022/08 / 15.04.2022).

## Gender Equality Plan

<https://www.ekt.gr/en/policies/gender-equality>







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