



Gender Equality Action Plan

Version 1.2

Equality Committee

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Introduction

The Catalan Institute of Classical Archaeology (ICAC) is a public research centre for classical archaeology created by the Government of Catalonia and Rovira i Virgili University (URV) in conjunction with the Interuniversity Council of Catalonia. Its purpose is to conduct research, offer advanced training, and disseminate knowledge on classical civilisations and cultures.

The institute's activities are based on collaboration and synergies with Catalan universities and research institutes active in the same areas of interest. Its aim is to make ICAC an international scientific benchmark in the field. As a research centre, it has well established lines of research and research programmes, and is staffed by expert research personnel.

ICAC's focus is classical archaeology in the broadest possible sense, both geographically (the Mediterranean arc and the environments in which classical cultures evolved) and chronologically (including the Greek and Roman civilisations and other peoples directly linked to them).

ICAC is a consortium formed by the Government of Catalonia and Rovira i Virgili University. Its statutes were published in the Official Gazette of the Government of Catalonia on 19 May 2000 under entry number 3,143. The institute is an institutional public legal entity and has legal personality for the pursuit of its objectives.

The institute is categorised as a Catalan research centre belonging to the Centres de Recerca de Catalunya (CERCA) network. It is subject to the legal regime provided in Chapter IV of Title II of Law 7/2011 of 27 July on fiscal and financial measures, the eighth additional provision of that law, and other specific legislation issued by the Government of Catalonia governing research.

Staff

ICAC's staff includes research staff, grant holders, scientific-technical services staff, and research management and research support staff.

The institute has a flexible research structure organised into research teams that participate in the consolidated research group *Miradas sobre el Mediterráneo en la Antigüedad. D'Orient a Occident, de la Protohistòria a l'Antiguitat Tardana* (MIRMEDGIAC, or 'Perspectives of the Mediterranean in Antiquity: From East to West, from Protohistory to Late Antiquity'). Each research team is led by a coordinator.

Contracted research staff

This is the research staff hired by means of ICAC vacancy announcements or public research calls. Contracted research staff are responsible for and/or work on approved research projects. They belong to a research team and can take part in advanced training courses offered through the institute. Contracted researchers also include Rovira i Virgili University faculty whose research is affiliated with the ICAC.

ICAC has four types of research staff: senior (R4), junior (R3), post-doctoral (R2) and pre-doctoral (R1). Pre-doctoral research staff are the beneficiaries of public research grants from the Ministry, the Government of Catalonia, or others, or of from ICAC calls for proposals. Pre-doctoral staff receive research training from the institute and perform research primarily within the framework of one or more approved ICAC projects.

Associate research staff

These are research staff from other research centres (university teaching staff, museum curators, etc.) who voluntarily join an ICAC research team, either to play an active role in planning ICAC activities or to take part in projects, programmes or lines of research the institute is involved in

with external or internal support.

Through agreements regulating the terms and conditions of collaborations, ICAC is able to enjoy the benefits of working with research staff from other institutions. ICAC also has associate research staff who, on an individual basis, seek to take part in the institute's research activities.

Collaborating and visiting research staff

These are research staff from other research entities (university lecturers, museum curators, etc.) who express an interest in ICAC's work and a desire to collaborate on an ad hoc basis or to provide support of a general nature. Since collaborating and visiting researchers are often deeply involved in ICAC's research activities, they sometimes become associate research staff. In addition, the institute may have specialists of recognised prestige who, as visiting research staff, participate in specific research activities or advanced training courses.

Grant-holders

ICAC offers grants to students in the advanced training programmes it co-organises with universities. The aim is to introduce students to research and allow them to join the institute's research teams.

Scientific and technical services staff

The scientific and technical services include the Documentation Centre and Library, the Graphic Documentation Unit and the Archaeometric Studies Unit. The different services are staffed by specialised technical personnel who perform the tasks required in each of them.

Research support and management staff

This section includes specialist and general management personnel and manages advanced training, support for research and research activities, communications and publications, human resources, financial management, ICT and audiovisual services, and general services.

Objectives

Primary objective

To ensure real and effective equality of women and men in all areas of the institute, to prevent and compensate for any imbalances, biases or conflicts related to gender in any of its forms in staff selection and promotion processes, and, in general, in all of the institute's activities and the activities it takes part in.

Specific objectives

1. To spearhead and drive actions that can be measured, quantified and evaluated regularly and rigorously with the aim of introducing and implementing a proactive policy to manage gender equality
2. To ensure gender balance in ICAC's management and decision-making structures (governing collegial bodies, staff selection, evaluation and advisory committees, etc.), as well as in all institutional actions and actions related to research (management of research and scientific activities)
3. To ensure gender equality in staff selection and promotion processes and in the organisation and execution of ICAC actions

4. To advance the application of the gender perspective in ICAC's lines of research
5. To promote the gender perspective in ICAC research, training and knowledge dissemination activities
6. To define and implement systems to monitor, evaluate and raise awareness of actions related to equality applied implemented at ICAC

Assessment

The Gender Equality Action Plan is based on a gender assessment performed with data from the 2016 and 2017 ICAC reports, with the aim of evaluating the state of effective equality between women and men. The results identified the priority lines of action set out in the objectives section.

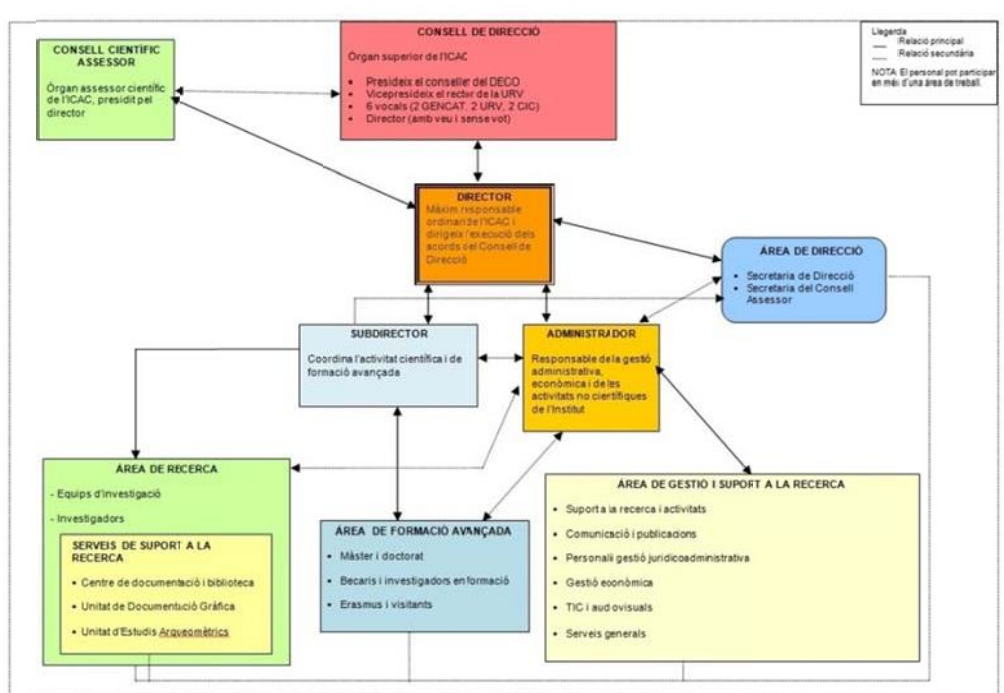
This plan is a living document that has evolved as actions have advanced and diagnostic data has been updated. The following is a description of the current situation at ICAC and examines the measures envisaged in greater detail.

Organisational chart

ICAC is governed by two collegial bodies (the Board of Directors and the Scientific Advisory Board), several individual bodies (director, deputy director, areas of management and administration), and the staff described in the previous section. It also includes non-statutory collegial bodies such as the Editorial Committee.

Figure 1. ICAC organisational chart

Source: ICAC website, 2018



Parity among ICAC staff

This section contains data on the gender distribution among ICAC contracted and associate staff (data from 2018), according to different classifications (staff classification, research staff categories, technical staff categories, positions, etc.).

Table 1. Distribution by gender of contracted staff by classification

<i>Classification¹</i>	<i>Women</i>	<i>Men</i>	<i>Total²</i>	<i>% women</i>
R2, R3 and R4 researchers	6	10	16	37.5%
Pre-doctoral researchers (R1)	3	8	11	27.3%
Scientific and technical services	5	3	8	62.5%
Administrative and research support	9	4	13	69.2%
Total	2	25	48	47.9%

¹ Includes senior management staff, employees, affiliated staff and others

² The total number of staff is calculated in full-time equivalent (FTE) positions.

Source: compiled by authors (2018)

Gender parity can be seen among the ICAC staff as a whole. Approximately 48% of ICAC staff are women. If a distinction is made according to classification of personnel, however, women's presence is more pronounced in the categories of scientific and technical services and research support and management, where the percentage of women exceeds 60%. In contrast, in the researcher categories, the proportion of women is less than 40% in the case of R1, R2 and R3 researchers, and less than 30% in the case of R1 researchers.

Table 2. Distribution by gender of ICAC research staff by category

<i>Category</i>	<i>Women</i>	<i>Men</i>	<i>Total¹</i>	<i>% women</i>
R1	3	8	11	27.3%
R2	1	1	2	50%
R3	3	2	5	60%
R4	2	7	9	22.2%
Total	9	18	27	33.3%

¹ The total number of people is calculated in full-time equivalent (FTE) positions.

Source: compiled by authors (2018)

A detailed breakdown of the distribution by gender among the different categories of research staff shows that women make up a much larger proportion of associate research staff (56.5%) than researchers (33.3%). Among ICAC researchers, the R2 and R3 categories have a better balance than the other categories, although they also have the lowest total number of researchers. Among associate researchers, of which there are a higher number, all categories have at least 50% women, although the higher categories have lower proportions of women.

Table 3. Distribution by gender of associate research staff by category

<i>Category</i>	<i>Women</i>	<i>Men</i>	<i>Total</i>	<i>% women</i>
R1	10	5	15	66.7 %
R2	19	15	34	55.9 %

R3	5	5	10	50 %
R4	5	5	10	50 %
Total	39	30	69	56.5 %

Source: compiled by authors (2018)

The presence of women in positions of responsibility is not well balanced. The highest positions of responsibility (ICAC senior management) are 100% men (although there are only two positions). The highest proportion of women is in heads of the services, where women account for more than 60%. In contrast, the proportion of women who are principal investigators of active research projects is less than 37%, and just over 33% of heads of research teams are women.

Table 4. Distribution by gender of ICAC staff by position of responsibility

<i>Position</i>	<i>Women</i>	<i>Men</i>	<i>Total</i>	<i>% women</i>
Other positions	0	2	2	0 %
Research staff in competitive research projects	7	12	19	36.8
Research team leaders	3	6	9	33.3
Heads of services*	5	3	8	62.5
Total	15	23	38	39.5

* Includes heads of advanced training services (master's and doctorate).

Source: compiled by authors (2018)

Parity among grant-holders

Each year the ICAC holds a public call for applications for 20 initiation in research grants (*beques d'iniciació a la recerca*, or BIR) in classical archaeology for students in their second year of the Inter-University Master's Degree in Classical Archaeology (ICAC-URV-UAB) programme. The aim of the grant is for trainees to work on an ICAC research team project and prepare their final master's degree thesis based on the results of the collaboration.

ICAC also has research staff with FPU (training for university education professionals), FI (researcher training), the research training programme (PIR) and FPI (professional researcher training) grants. Table 6 shows the distribution of all grant holders by gender and grant type (2018 data).

Table 6. Distribution of grant holders by gender and grant type

Type of grant	Women	Men	Total	% women
Initiation in research grant (BIR)	1	3	4	25 %
Training university education professionals	1	2	3	33.3 %
Researcher training (FI)	1	2	3	33.3 %
Research training programme (PIR)	4	3	7	57.1 %
Research trainees (FPI)	2	0	2	100 %
Total	13	6	19	68.8 %

Source: compiled by authors (2018)

Almost 70% of grant holders in 2018 were women (68.4%). This percentage is lower among BIR, FPU, and FI grant holders. In the case of BIR (initiation to research) grants, only 1 of 4 grant recipients is a woman. In contrast, the two FPI (professional researcher training) grants were awarded to women.

Parity in collegial bodies

ICAC's ability to influence the composition of these bodies is limited, but the Equality Committee has recommended including gender criteria when renewing membership or adding new members to these bodies. Consequently, in the renewal of the Editorial Board's Standing Committee, gender parity has been achieved.

Table 7. Distribution by gender of members of statutory and non-statutory collegial bodies

	Women	Men	Total	% women
Board of Directors	5	5	10	50 %
Scientific Advisory Board	1	7	8	12.5 %
Editorial committee	5	5	10	50 %

Source: compiled by authors (2018)

In statutory collegial bodies, there is a significant difference between the composition of the Board of Directors, where 50% of the members are women, and the Scientific Advisory Board, where only 12.5% are women. The Editorial Committee, which is a non-statutory collegial body, has also reached parity (50% women).

Work-life balance and support for research careers

There has been no change in the trend since data was collected in 2017. Nobody has taken paternity leave in the last four years, while there was one instance of maternity leave each year. Maternity leaves have also been combined with reduced hours and extended maternity leave for breastfeeding, while reduction of working hours for childcare was requested only in the last two years (by a woman).

Table 8. Births, maternity leave and reduced working hours for childcare

<i>Births</i>	<i>Maternity leave</i>	<i>Paternity leave</i>	<i>Breastfeeding: reduced hours or extended leave</i>	<i>Reduced working hours for childcare</i>
2015	1	0	1	0
2016	1	0	1	0
2017	1	0	1	1
2018	1	0	1	1

Source: compiled by authors (2018)

ICAC promotes specific measures to support the careers of research staff and guarantee equal opportunities for men and women. As in previous versions of the Equality Plan, the 2016 call for postdoctoral research staff included a noteworthy clause allowing for an extension of the date on which a doctoral degree is awarded in the event of maternity or paternity leave or serious illness or accident with medical leave exceeding three months.

Measures

Measure 1	Formation of the Gender Equality Committee
Objective	To create a three-member committee of representatives, renewable every three years, in order: <ul style="list-style-type: none"> - To continuously monitor and assess the gender equality situation - To promote awareness-raising, conflict prevention and the promotion of gender equality at ICAC - Manage possible conflicts
Target groups	ICAC staff
Responsible body	Management and employee representatives
Assessment indicators	Annual committee report including: <ul style="list-style-type: none"> - Actions taken to promote equality. - Incidents or conflicts managed.

Measure 2	Monitoring and assessing the gender equality situation
Objective	To exhaustively monitor and assess the current gender equality situation at ICAC every year
Target groups	ICAC staff
Responsible body	Equality Committee
Assessment indicators	Gathering and preparing annual statistics on: <ul style="list-style-type: none"> - Staff - Research groups - Members of the Scientific Advisory Board - Members of the Editorial Committee - Members of defence panels - Presentations on ICAC research, training and knowledge dissemination activities - Collaborating and visiting research staff - Grant-holders <p>To be published on the website.</p>

Measure 3	Creation of a reference document on gender equality
Objectives	<ul style="list-style-type: none"> - To define a style manual to promote the use of non-sexist language in oral and written communications at ICAC - To define a best practices manual for organising work and working at ICAC - To define an action protocol for incidents and conflicts related to gender equality that guarantees the confidentiality of the victims of gender-based violence to ensure their physical and moral integrity are protected - To develop a glossary to define the terms used in the

	Gender Equality Action Plan
Target groups	ICAC staff
Responsible body	Communications Department / Equality Committee
Assessment indicators	Existence and accessibility of the document

Measure 4	Promoting gender balance in governance and decision-making structures
Objectives	<ul style="list-style-type: none"> - To promote gender balance on ICAC's Scientific Advisory Board and in non-statutory collegial bodies such as the Editorial Committee - To ensure gender balance in ICAC's staff selection, assessment and promotion bodies (defence panels, committees, etc.)
Target groups	ICAC governing and decision-making bodies and structures
Responsible body	Management and administration / Equality Committee
Assessment indicators	Data on gender balance in ICAC's governing and decision-making bodies and structures reflected in annual assessment of gender equality To be published on the website.

Measure 5	Promoting gender balance in ICAC events and activities related to research
Objective	To promote gender balance in ICAC events and research-related activities (conferences, courses, media appearances, committees, etc.)
Target groups	ICAC staff
Responsible body	Management and administration / Research staff / Equality Committee
Assessment indicators	Data on gender balance in ICAC events and activities related to research that can be included in the annual assessment of gender equality at ICAC To be published on the website.

Measure 6	Promoting gender balance in research teams
Objective	To promote gender balance in research teams
Target groups	Research staff
Responsible body	Research staff / Equality Committee
Assessment indicators	Data on gender balance in research teams that can be included in the annual assessment of gender equality at ICAC To be published on the website.

Measure 7	Ensuring equal opportunities in selecting and promoting staff
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Objective	To design and implement systems to ensure the absence of bias and discrimination in staff selection and promotion processes
Target groups	ICAC staff
Responsible body	Administration / Equality Committee
Assessment indicators	Compliance with ICAC's action protocol and best practices for equality Use of non-sexist language in job descriptions Positive report from the Equality Committee

Measure 8	Introducing the gender perspective in scientific, training and dissemination activities
Objective	<ul style="list-style-type: none"> - To include the gender perspective in research (integrating the gender perspective into research projects, implementing special projects) - To include the gender perspective in training activities (master's degrees, teacher training courses, etc.). - To include the gender perspective in research awareness raising and knowledge dissemination activities
Target groups	Scientific community and general public
Responsible body	Research staff / Equality Committee
Assessment indicators	List of research, training and dissemination actions on ICAC website

Measure 9	Creating a special space for equality on the institutional website
Objective	<ul style="list-style-type: none"> - To publish and raise awareness of ICAC actions related to its equality policy - To publish raise awareness of research, training and knowledge dissemination activities at ICAC that include the gender perspective - To publish the objectives of the Gender Equality Action Plan and information on committee members - To disseminate and raise awareness of the Gender Equality Action Plan
Target groups	ICAC staff
Responsible body	Communication Department / Equality Committee
Assessment indicators	Existence of a specific space for gender equality on the website

Measure 10	Transparency, monitoring and evaluation of the equality policy
Objective	To include a section in the annual report on gender equality (assessment of current status, actions and achievement)

	indicators)
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Target groups	ICAC staff / External assessment bodies
Responsible body	Communication Department / Equality Committee
Assessment indicators	Development of a system of indicators to assess achievement of objectives Publication of the results on the website and as an appendix to ICAC's annual report

Measure 11	Managing equality and diversity
Objective	<ul style="list-style-type: none"> - To guarantee mechanisms to ensure all members of ICAC apply the equality policy and provide specific means of communication - To create a physical suggestion box to safeguard anonymity - To create a personalised email address for the committee
Target groups	ICAC staff
Responsible body	Equality Committee
Assessment indicators	Number of proposals received

Measure 12	Campaign to raise awareness of the Gender Equality Action Plan.
Objective	To raise awareness of the Gender Equality Action Plan, the website and channels to communicate with committee among members of ICAC
Target groups	ICAC staff
Responsible body	Communication Department / Equality Committee
Assessment indicators	Number of awareness-raising communications made

Annex 1. Legislative framework

- Law 17/2015 of 21 July on effective equality between women and men
- Law 8/2006 of 5 July on measures to balance personal, family and working life for the staff of public administrations of Catalonia
- Law 7/2007 of 12 April on the Basic Public Employee Statute
- Organic Law 1/2001 of 28 December on measures to provide comprehensive protection against gender violence
- Law 5/2008 of 24 April on the right of women to eradicate gender-based violence
- Royal Legislative Decree 2/2015 of 23 October approving the consolidated text of the Workers' Statute Law
- Law 14/2011 of 1 June on science, technology and innovation