

INESC MN GENDER EQUALITY AND DIVERSITY PLAN



Microsistemas e Nanotecnologias

Approved by INESC MN Directorial Board in September 2024

Objectives

Gender equality is one of the Sustainable Development Goals (SDGs) set forth by the 2030 Agenda of the United Nations (UN) and the EU has committed to implement these goals in both its internal and external policies. The main objectives will act as a driver for European institutions to achieve a more balanced and diverse workforce and a more just society.

The objective of this document is to establish a framework to ensure that INESC MN provides fair treatment of its personnel at all levels, that recruitment and hiring is non-discriminatory and transparent and that diversity in all its aspects is encouraged and valued.

INESC MN has maintained an excellent gender balance over the last 7 years, so the objective of this plan is to monitor this balance going forward, to detect any significant deviation and to analyze if there are gaps in other aspects of diversity and inclusion that are not being addressed.

To carry out this objective, the goal of this document is to:

1. Make a statement of principles;
2. Map and analyze the evolution of the gender balance of INESC MN personnel in the last 10 years at all levels;
3. Make a gap analysis to pinpoint where additional actions need to be taken to improve gender equality and diversity;
4. Make a list of KPIs that will be monitored regularly and related actions to be taken if necessary.

Statement of Principles

INESC MN is committed to the following basic principles:

- Equality, diversity and inclusion in our working environment;
- Best practices in recruitment including providing a transparent process and following principles of merit-based equal opportunity;
- A healthy work-life balance and making every effort to provide this to our workforce;
- Zero tolerance to harassment and discriminatory behavior in the workplace.

Evolution and Current Situation of Gender Distribution

The evolution of gender balance over the last 10 years is presented in Table 1.

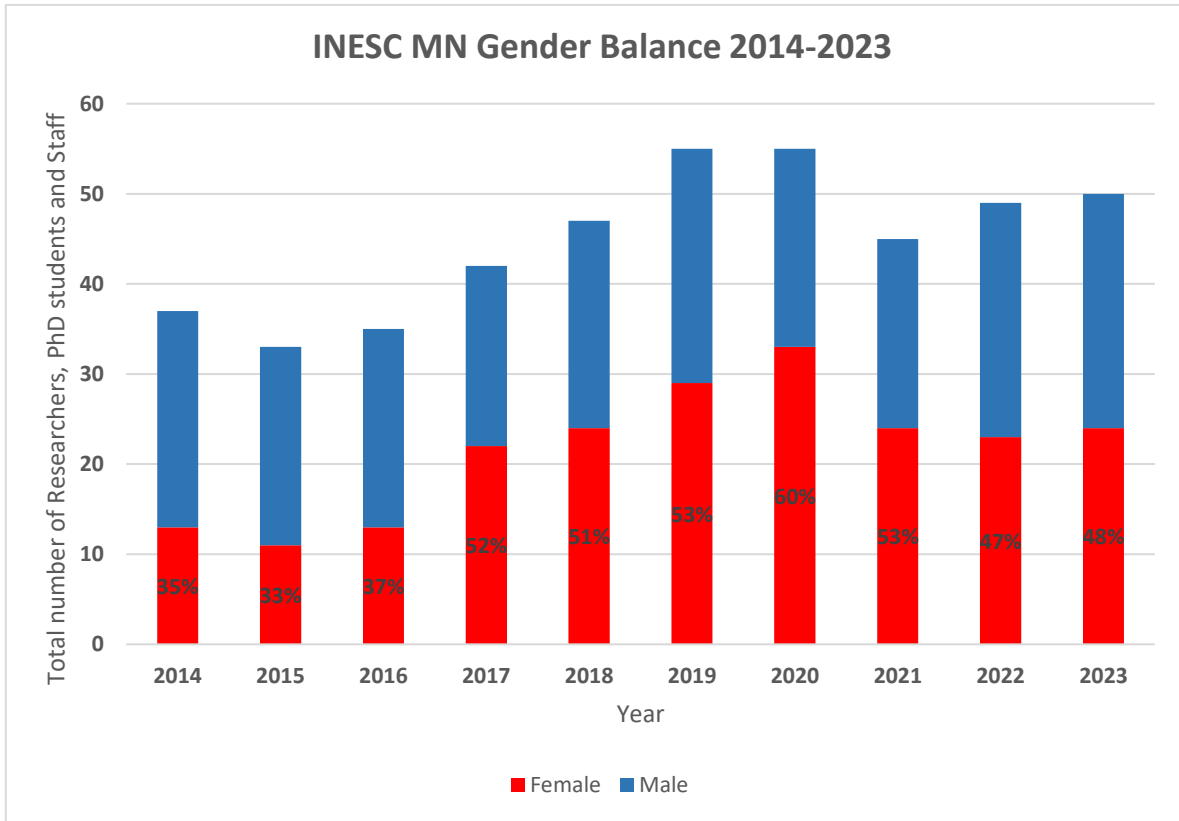


Table 1. Gender of INESC MN Researchers, PhD students and Staff 2014-2023

As can be seen, between 2014 and 2016, the gender balance varied around 33-37 % female. However, starting in 2017, the percentage of female collaborators increased to 52 % and has then climbed to 60 % in 2020. Currently INESC MN has a nearly 50:50 gender balance.

Table 2 shows the gender of researchers with PhDs (senior and junior) over this same period. From this graph, it can be seen that starting in 2016, INESC MN recruited more female researchers, going from 30% in 2015 to 64% in 2017. This period also saw increased INESC MN research activity in fields that traditionally attract more female researchers and students (biosensors, biomedical devices, microfluidics, etc).

This trend is confirmed when looking at the gender of PhD students in Table 3. Starting in 2016, there was a notable increase in the percentage of female PhD students from 30-40% to around 60%. Currently, INESC MN has maintained a gender balance of around 50:50 in its PhD student population.

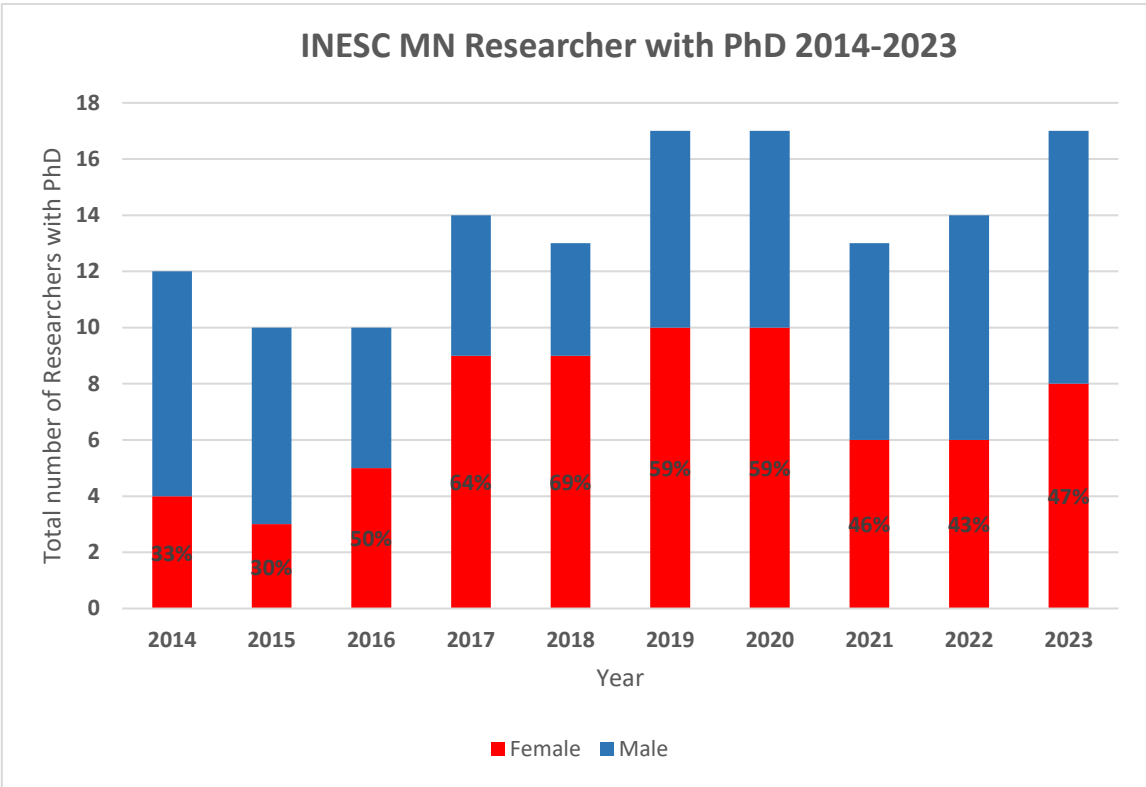


Table 2. Gender of INESC MN Researchers with PhD in 2014-2023

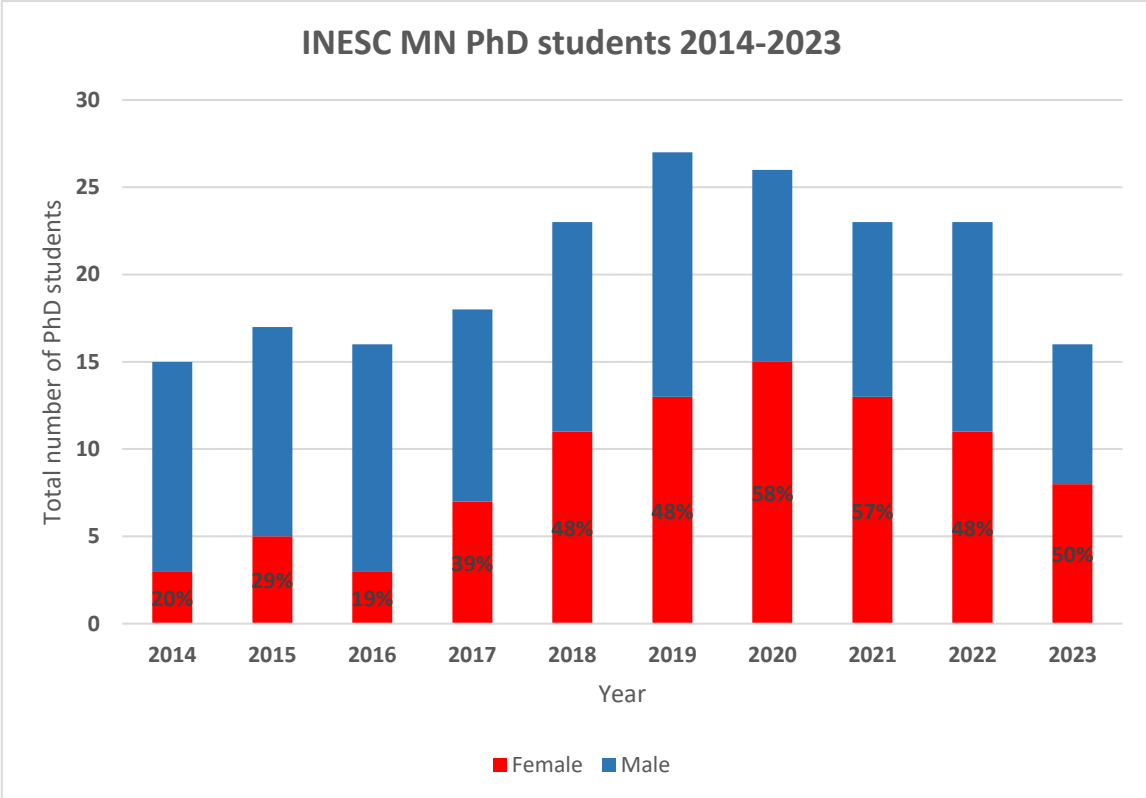


Table 3. Gender of INESC MN PhD students 2014-2023

Gap analysis and Action Plan

a) Gender Balance

As shown in the previous section, over the last 5 years, the overall gender balance at INESC MN has been excellent, falling within the 60:40 ratio in either direction.

The Institution leadership has 3 male and 2 female directors, a ratio that has been maintained for over 10 years.

As INESC MN is a relatively small institute (~15 researchers with PhD and ~20 PhD students), some variations in the % of male/female is expected as any new hire will significantly affect this number. For this reason, we aim to maintain the balance inside of the 60:40 range.

CONCLUSION	Current gender balance at INESC MN is satisfactory.
ACTION	Yearly reviews will be made to monitor any deviations and if the gender balance falls outside of the 60:40 range for more than 2 years in a row, a review will be made and corrective action will be recommended.

b) Work/Life balance

INESC MN makes every effort to accommodate its personnel to maintain a good work/life balance.

We offer employees the possibility of **flexible work schedules** to accommodate those with children and other personal compromises within the normal daytime working hours.

Researchers with children who are sick and must stay home from school have the possibility to **work from home** when needed.

Holiday scheduling is fully flexible and left up to the needs of the researcher/employee.

INESC MN implements and discloses to its staff the **legal rights** issues related to parenting, paternity, maternity, and family assistance, providing access to resources that facilitate balance of professional, family and personal life.

However, we recognize that it may be necessary to make regular formal inquiries to our personnel to find out if they have needs that are not met by the current policies.

CONCLUSION/GAP	It is needed to identify if the current measures implemented for work/life balance are sufficient and to find out if collaborators have special needs that are not being met.
ACTION	A yearly survey will be sent out to all researchers, PhD students, technical and administrative staff asking for input on various topics. This survey will include inquiries about work/life balance and any special needs.

c) Recruitment

INESC MN follows Portuguese legislation governing the recruitment of researchers:

- **PhD recruitment** - Decreto-Lei 57/2016, de 19/08, alterado pela Lei 57/2017, de 19/07 - Legal regime for contracting holders of doctorates aimed at stimulating scientific and technological employment in all areas of knowledge.
- **Fellowships** - Law 40/2004, from 18 August - Research Grant Holder's Statute, amendment by Decree-law 123/2019, from 28 August.
- **Other types of recruitment (staff, technicians)** - Código do Trabalho - Lei n.º 7/2009, de 12/02 , in particular articles 23 and 28 – section “Equality and non-discrimination”.

INESC MN also subscribes to the European Charter (euraxess.ec.europa.eu/jobs/charter/european-charter) and Code for the Recruitment of Researchers (euraxess.ec.europa.eu/jobs/charter/code). Evaluation processes are clearly described in recruitment calls which are all published on Euraxess (<https://euraxess.ec.europa.eu/>). COARA signatory (Coalition for Advancing Research Assessment; <https://coara.eu/>). INESC MN is a fully equal opportunity employer and does not discriminate on any basis.

The gender balance of successful candidates in recruitment over the last five years (at all levels) is summarized in the following Table:

Year	Academic Degree					
	PhD		Master's		Other	
	M	F	M	F	M	F
2019	3	1	0	1	0	0
2020	1	3	2	3	0	0
2021	2	0	2	2	0	0
2022	1	1	3	3	0	0
2023	1	1	3	4	0	0
TOTAL	8	6	10	13	0	0

Table 4 Gender balance of new recruitments

New recruitments in the last 5 years have resulted in the hiring of 43% female researchers at the PhD level and 57% female researcher/engineers at the Master’s level. This gender balance depends strongly on the topic of the recruitment with projects in physics and electrical engineering attracting more male candidates and projects in bioengineering attracting a more balanced field of candidates in terms of gender. Because our recruitment is merit based and gender-neutral, the result is generally a reflection of the gender balance of the candidate pool.

CONCLUSION/GAP	Because we have found that the gender balance of new recruitments depends strongly on the topic, it is important to find innovative ways to reach target candidates.
ACTION	<ul style="list-style-type: none"> • Organizing a network of INESC MN alumni who can serve as inspiring mentors. • Collaborate in projects and events that promote Gender Balance. These can be organized jointly with INESC Lisboa or Instituto Superior Técnico. • Participate in student organized “Jornadas” in the different departments at Instituto Superior Técnico.

d) Engagement of staff and students

There is a clearly identified need to engage researchers, staff and students in this effort. In this context and following the Gender Equality and Diversity Plan approved in March of 2022, a Gender and Diversity committee has been formed in 2022, separate from the Institute leadership. This committee includes members from each level of INESC MN personnel and serves mandates of 2 years. The objectives of this committee are to execute this plan, identify needs, recommend initiatives and to serve as intermediaries between staff/students and the Institute leadership.

A survey (as previously mentioned) is sent on a yearly basis designed to solicit input from the INESC MN community. This survey is reassessed and modified as needed on a yearly basis.

CONCLUSION/GAP	Improvement in the engagement of the full INESC MN community in aspects of gender equality and diversity is identified as necessary.
ACTION	<ul style="list-style-type: none"> • A Gender and Diversity Committee is appointed for mandates of 2 years. It includes members from each level of the INESC MN community and will report to the Institute leadership. • A yearly Gender, Diversity and Inclusion survey is sent to all researchers, staff, students with the objective of collecting input and suggestions for improvement. The Gender and Diversity Committee organizes the creation and collecting of information and uses it to create a yearly report to be sent to the Institute management. • Appropriate training actions will be organized either within INESC MN or in collaboration with other INESCs or Instituto Superior Técnico.

Action Plan Implementation and Key Performance Indicators (KPIs)

Item	Action	Implementation	When/Frequency	KPI
1	Appointment of a Gender Equality and Diversity Committee	INESC MN leadership will survey researchers, staff and students to find out who is interested and has relevant experience to take on this task.	Every two years	Formation of Gender Equality and Diversity Committee
2	Mapping of Gender Balance with goal to maintain it within the 60:40 range.	The Gender Equality and Diversity Committee will gather and map gender disaggregated data and produce a report for the Institute leadership addressing the gender balance and the results of the survey.	Yearly at the beginning of each year	1 report per year including mapping of gender disaggregated data and results of survey
3	Revise and implement a survey sent to all members of the INESC MN community to get	A survey designed to solicit input and feedback from the INESC MN community will be designed, in consultation with the Institute leadership and sent to all INESC MN personnel and students.	Yearly	1 survey per year to be sent to INESC MN community, the results of which will be included in the yearly report

	their feedback and input	Ideally, an online form will be developed allowing for rapid collection of data.		
4	Internal actions on Gender Equality, Diversity and related topics of Work/Life balance	<p>The Gender Equality and Diversity Committee will organize appropriate training and dissemination activities related with e.g. career development plans, measures for a balanced participation of women and men in management/leadership positions, and best practices in work/life balance.</p> <p>These can be organized either internally at INESC MN or jointly with INESC Lisboa or Instituto Superior Técnico.</p>	Aim for at least 2 training actions per year.	2 internal training actions per year
5	External actions that contribute to promote an improved gender balance among future candidates to a research and engineering position	<p>The Gender Equality and Diversity Committee will identify actions near target groups from the external community to share best practices in relation to diversity.</p> <p>Organizing a network of INESC MN alumni who can serve as inspiring mentors.</p> <p>Collaborate in projects that promote Gender Balance. These can be organized jointly with INESC Lisboa or Instituto Superior Técnico.</p> <p>Participate in student organized “Jornadas” in the different departments at Instituto Superior Técnico</p>	Aim for at least 2 training actions per year.	2 training actions in collaboration with external entities