



GEOMAR

Gender Equality Plan 2015-2019

Introduction

Dear Colleagues,

We are very pleased to present GEOMAR's first Gender Equality Plan. The plan runs from 2015 to 2019 – it shall be updated in 2017 to meet the latest developments. It will be included into the personnel development concept, which is currently being worked on. The recruitment of excellent male and female researchers is to be used as an effective tool for personnel development. All staff recruitment is done on the basis of qualification, and professional skills. The objective of the Gender Equality Plan is to significantly increase the number of women in leadership positions and permanent scientific positions in the long term. In addition to an analysis of the current situation and a definition of the objectives for 2019, the Gender Equality Plan also contains detailed measures for the implementation.

It sets the basic principles in terms of direction and commitment for the specific advancement of women through staffing and organisational measures.

GEOMAR's executives thereby have a tool at their disposal to fulfil one of their management responsibilities, namely, human resources development.

Equal opportunities for men and women can only be achieved via structural and long-term measures. This is an integral component of modern staff development.

Prof. Peter Herzig
Director

Michael Wagner
Administrative Director

GENDER EQUALITY PLAN 2015 – 2019

Preamble

Women's professional advancement has to become real-life practice. Managerial staff recognises the added value of mixed teams at all levels not only in the operational area but also in scientific teams as well as in top management. Executives in administration and science are committed to equal opportunities and to the advancement of women and men according to their professional and personal potential. GEOMAR's Gender Equality Plan will contribute towards the implementation of Article 3(2) of the German Basic Law (*Grundgesetz*, GG) and Section 11 of the Federal Equality Act (*Bundesgleichstellungsgesetzes*, BGlG).

Current Situation

On **30 June 2014**, GEOMAR had **665 employees**, **396 employees** (234 m and 162 w) in the **scientific department** and **269 employees** (129 m and 140 w) in the **non-scientific department** (technology, infrastructure and administration).

Student assistants, scholarship holders and visiting scientists (in total **approx. 220** people) were not included in this compilation.

Overall, the share of women in positions in **the scientific department** is **41 %** and **in the non-scientific department** it is **52 %**. Detailed observation of the employment structure in the **scientific department** shows the proportion of women in **leadership positions**¹ to be **20 %** and the proportion of women in **permanent positions** to be **17 %**.

Goals by 2019

The goal is to increase the proportion of women in the under-represented departments and, in the scientific department, - based on a cascade model - to promote women's participation especially in higher management levels. A particular need for action exists in both the allocation of permanent positions and leadership positions within the scientific and (to a lesser degree) the non-scientific departments.

In order to increase the **amount of permanent female scientists to 25 %**, measures have to be implemented for offering secure positions to women and to retain highly-skilled female scientists in the long term.

¹ The definitions of the underlying management levels can be found in the appendix.

Another focus is on **increasing the percentage of women in scientific leadership positions²** to 30%. A balanced ratio of 50% is aimed for the non-scientific department.

For new vacancies in leadership positions (especially those with a scientific focus), applications from equally qualified women will be given stronger consideration, and qualified women will be explicitly encouraged to apply.

Part-time employment and flexible working time models for the purpose of reconciling work and family life are basically possible in all scientific and non-scientific occupational groups. Currently, 16% of female employees and 4% of male employees are making use of the option to work part-time. This option, which also offers men opportunities for family care, will be communicated by the Centre's management and the Human Resource department.

In the case of newly vacant trainee positions, women will be particularly encouraged to apply, potentially in cooperation with vocational schools and the appropriate departments at the Federal Employment Agency (*Bundesagentur für Arbeit*), with the Chamber of Commerce and Industry (*Industrie-und Handelskammer, IHK*) and the Chamber of Small Industries and Skilled Trades (*Handwerkskammer*). Using the potential of younger age groups as future experts and leaders from now on is a dedicated aim of all measures.

A concept for young qualified employees in the scientific area as well as in the area of technology, administration and infrastructure should be created as part of future personnel development concept.

Further measures are planned on the basis of the following aspects which are presented in detail in the concluding section of this Gender Equality Plan:

- Women's advancement as a management task
- Personnel recruitment / staffing
- Career advancement / training
- Reconciliation of family and working life;
- Public relations / communication and media
- External / internal activities

The measures are to be integrated into the daily working procedures and to contribute to establishing a culture of equal opportunities at the GEOMAR Helmholtz Centre for Ocean Research Kiel.

² The definition of the management levels that form the basis of this analysis is in the appendix

Overall Employee Structure

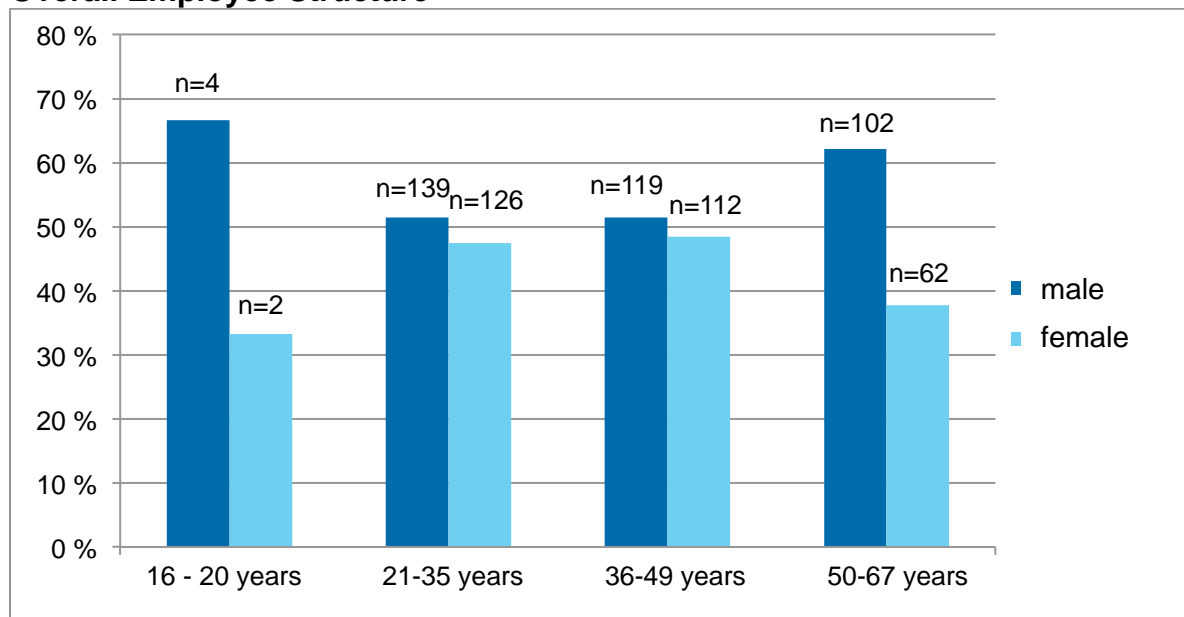


Figure 1: Employee structure according to age groups (as at 30.06.2014). The age distribution shows that for both middle age groups the structure is almost balanced. In the group of young employees (trainees) it is evident there is still potential to promote the proportion of female trainees, particularly in the so-called MINT jobs. A detailed table can be found in the appendix.

Staff at the scientific management level

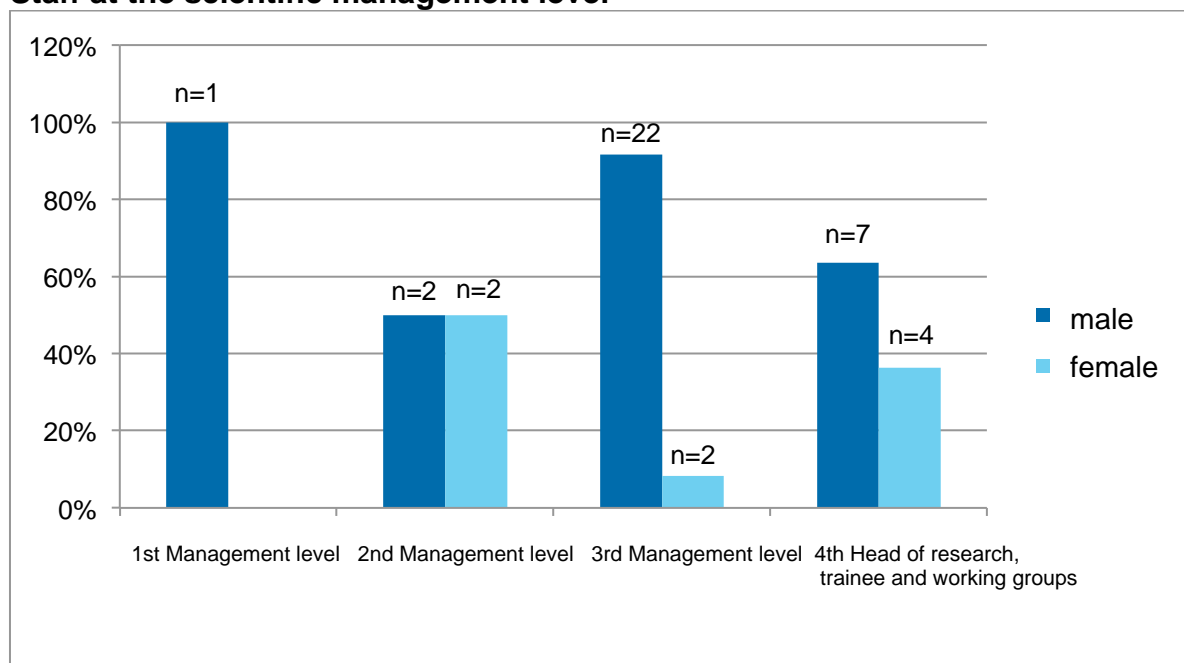
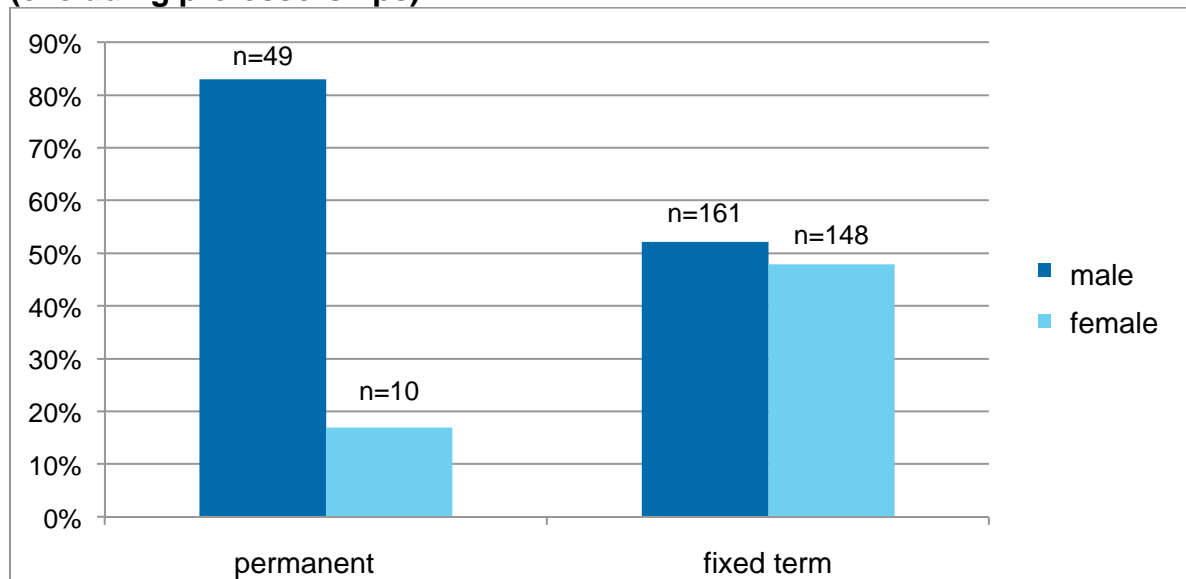


Figure 2: The distribution of scientists in management positions at four defined management levels (see the definitions in the appendix). The percentage share of female management staff at the third management level is only 8%, while the overall share of female professors at the Centre is 18%. As at the time of data collection, the ratio for the second management level was balanced (RD heads: 50%). Detailed figures can be found in Table 2 in the appendix.

Employee structure in the scientific department per head (excluding professorships)



Employee structure in the scientific department in full-time equivalent (excluding professorships)

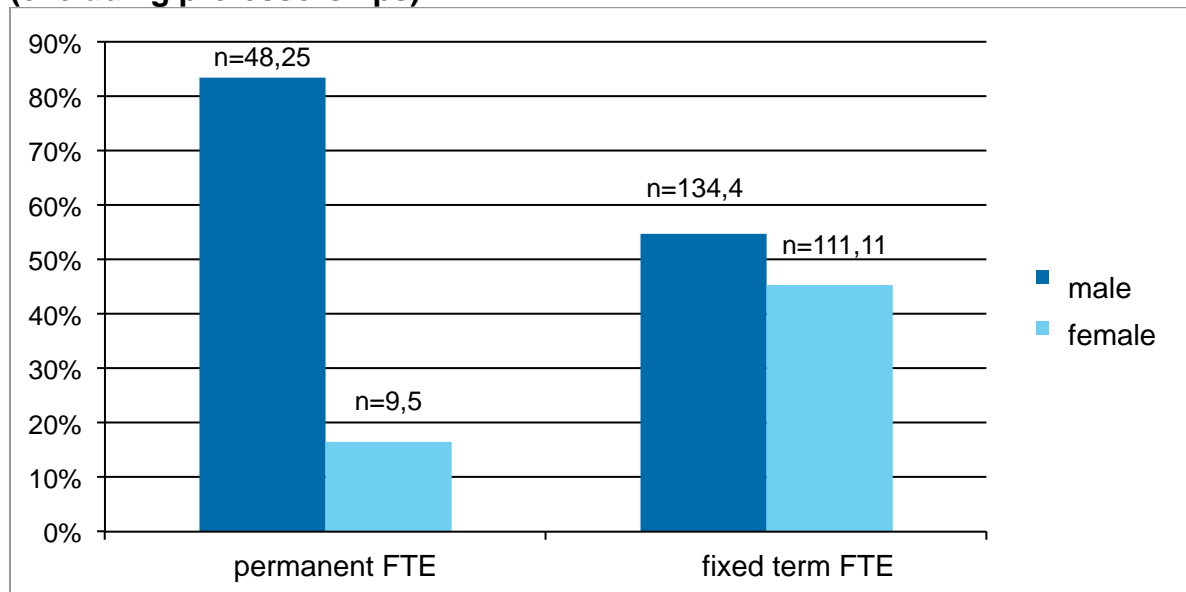


Figure 3a and 3b: A comparison of the number of permanent and non-permanent positions by head (Fig 3a) and by full-time equivalents (FTE) (Fig. 3b). Despite an almost balanced ratio in temporary positions the share of female scientific employees with permanent contracts is only 17%. Detailed figures can be found in Tables 3a and 3b in the appendix.

Employee structure in the non-scientific department (excluding trainees)

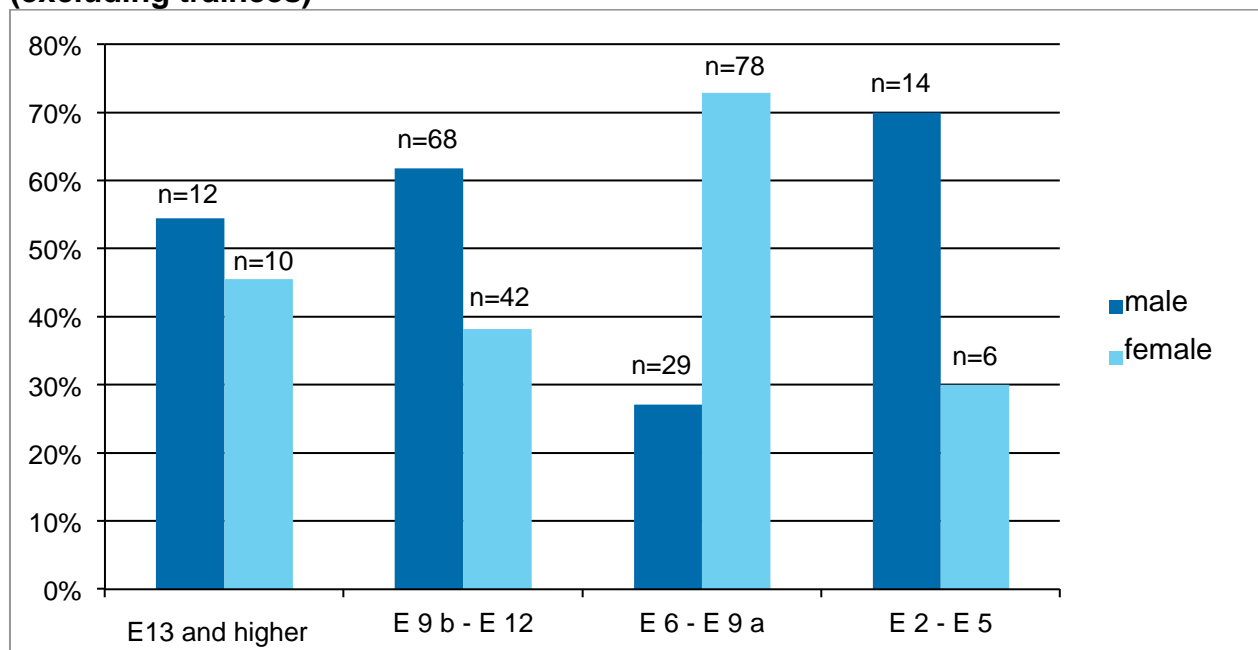
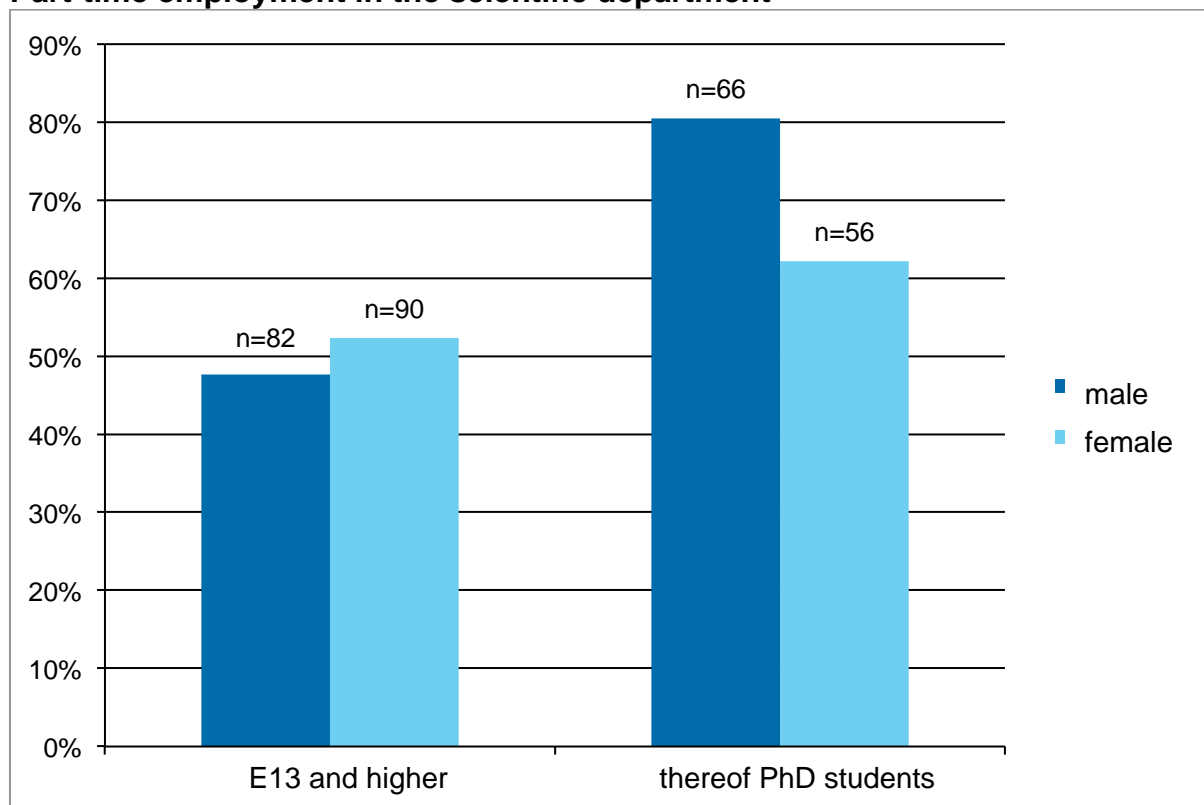
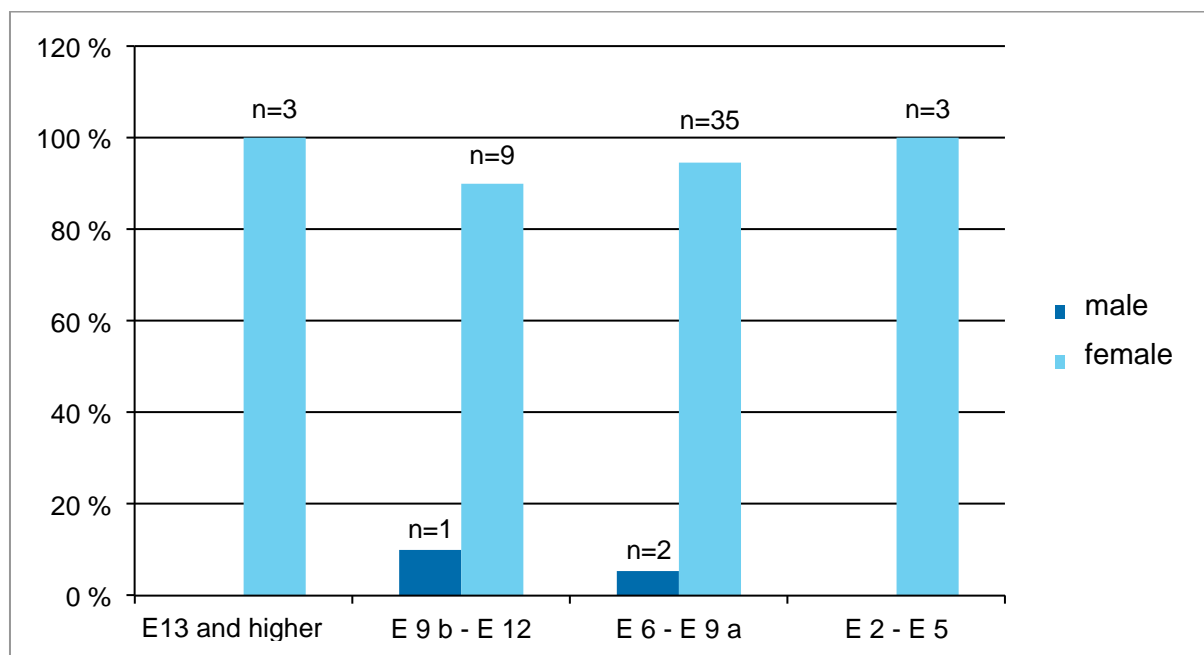


Figure 4: Distribution for individual non-scientific groupings with need for action in the long term. The women’s percentage share of the higher salary groups (E 9b – E 15) is 39 % and, by the end of the term of this Gender Equality Plan, it should be 50%. Detailed figures can be found in Table 4 in the appendix.

Part-time employment in the scientific department



Part-time employment in the non-scientific division



Figures 5a and 5b: Part-time employment in the scientific and non-scientific departments according to salary groups. Here it can be seen that in the non-scientific department more women than men make use of the option to work part-time. The part-time working option for male staff will be communicated by the Centre’s management and the Human Resources department in both departments. Detailed figures can be found in Table 5 in the appendix.

Measures

Women’s advancement as a management responsibility

Measure	Objectives	Responsibility/ Competent authority	Target date
Filling vacancies with women when equally qualified	Increasing the number of women in all underrepresented departments	All managerial staff	Ongoing
Promote women for specialist and leadership positions by, e.g.: <ul style="list-style-type: none"> - Assigning special and/or project tasks - Temporarily assigning leadership positions (e.g. substitution for maternity/paternity leave, sabbaticals and expeditions) - Assigning the chairing of meetings/moderation of discussions - Creating opportunities for presenting work results (e.g. presentations during the RD/RU seminars) - Team leadership - Contact women specifically with respect to management tasks 	Increase commitment to women’s advancement	All managerial staff, particularly RD/RU heads	Ongoing / annual survey to review the effectiveness of the implementation by the RD- heads, e.g. include the ‘highlights’ in the reports to the director

Personnel recruitment/staffing

Measure	Objectives	Responsibility/ Competent authority	Target date
If possible, job advertisements should also be placed in the relevant forums/job boards (e.g. AcademiaNet, FemConsult, Kompetenzz etc.). Mandatorily name and contact three female scientists in the internal job notification form	A higher proportion of women in the incoming applications	Human resources department/ Manager and hiring division	Ongoing
Job advertisements to include a reference that will motivate women to apply, potentially with indication that the Gender Equality Plan is an integral part of the staffing policy with respect to career development.	Motivate women to apply	Human resources department	Ongoing
In those departments where women are underrepresented, at least the same number of men and women with the relevant qualifications are to be invited to the application procedures, as far as this is possible and depending on the application situation.	Increase the percentage of women in all areas where they are underrepresented	The recruitment division. In the case of permanent jobs to be filled, contact the WEB for an additional 'screening' and a subsequent call for applications	Ongoing
Integrate a concept for specifically addressing women in technical professions and scientific fields (e.g. physics) Specifically address women in technical professions / scientific fields via presentations at relevant events/conferences	Recruitment of female applicants, increase the amount of women in the technical divisions	Heads of research divisions and research units, Heads of department, Women's Executive Board	Ongoing

Career advancement/training

Measure	Objectives	Responsibility/ Competent authority	Target date
Increase the proportion of women taking part in external and internal advanced training, development of an advanced training concept	Deficit analysis	Human resources development / all management levels	4th quarter 2015
Organise a 'Women's General Meeting' on current topics	Inform female managers and staff about the current status of equality and discuss future measures and opportunities with them	Equal Opportunity Officer / Women's Executive Board	Annually
<p>After the introduction of the PEK³ women will have review meetings with their management:</p> <ul style="list-style-type: none"> - to provide information about seminars which are necessary for their professional development - to ask about possible desires to take on a leadership task, e.g. managing a team - to provide information about further training courses to increase the professional options in various fields of activity. <p>The outcome of the discussions - in particular any requests that are rejected by the manager - should be documented by the line manager and made available to employees.</p>	Encouraging the professional development of women	All managerial staff	<p>At agreed intervals (at least annually)</p> <p><i>Mandatory discussions are planned as part of the personnel development concept.</i></p>

³ PEK is short for 'Personalentwicklungskonzept', translated as personnel development concept

Preparation of an in-house seminar on the General Equal Treatment Act (<i>Allgemeines Gleichbehandlungsgesetz</i> , AGG) and the Federal Equality Act (<i>Bundesgleichstellungsgesetz</i> , BGleiG) for those who are interested and / or online training for managerial staff	Knowledge of the legal basics of equal opportunities and the professional advancement of women	Staff development / qualified staff and managers, possibly employee representatives	As part of the PEK
Women in leadership positions will be provided with an opportunity to share their experiences in a professional network (e.g. through membership of the Centre).	Facilitate the sharing of experience on the same level	Women's Executive Board, Equal Opportunity Officer	As from 2015

Measures for reconciling work and family life

Measure	Objectives	Responsibility/ Competent authority	Target date
Plan dates for regular business events at family friendly times.	Enabling part-time employees to participate in events	Heads of RD/RU working groups and departments	Ongoing
For emergency childcare, the GEOMAR access to 'pme Familienservice' is available to the members of staff.	Short-term support for emergencies	Contact via the intranet/ Human resources department	Ongoing
Prepare a seminar programme for men and women on the topic of reconciling work and family life (e.g. strong children - strong parents) in cooperation with CAU/FH Kiel and/or companies located at 'Seefischmarkt' area			
Review the feasibility of setting up a day nursery on the Seefischmarkt grounds, or its immediate surroundings	Reconciling work and childcare at the place of work; Internal/external childcare facilities at conference and workshops	Equal Opportunity Officer / Technical Services Construction / External carrier / City of Kiel / Day nursery	Opening as part of the GEOMAR new building / ongoing from setting up of day nursery

CAU holiday programme for children/pupils	Childcare during the holidays	Human / CAU Family Service	Ongoing until the day-care facility on the Seefisch-markt grounds is complete
<p>When employees take leave because of family responsibilities (bringing up children, caring for relatives), it is necessary to clarify how this time and the return to work could be structured</p> <ul style="list-style-type: none"> - While they are on leave, employees can take part in training programmes that will make the return to work easier - Before beginning maternity leave, female employees are informed personally and in writing by the Human Resources department about all the important regulations for legal protection for expectant and nursing mothers and parental leave 	Maintain skills and facilitate the resumption of professional activity	<p>RU Heads / Team Heads / Human Resources</p> <p>Staff development</p> <p>Human Resources</p>	Ongoing
Set up a central budget, in stages, for staff after family leave (award criteria based on actual requirements)	Bridge contractual bottlenecks due to project period, in particular in BMBF projects, completion of dissertations	Equal Opportunity Officer, Women's Executive Board, RD/RU heads	As from 2015

Public relations measures

Measure	Objectives	Responsibility/ Competent authority	Target date
Gender Equality Plan: Internal publication and, if required, distribution	Provide access to information about advancement opportunities	Communication and Media	4th quarter 2014 and subsequently if there are any changes

Ensure that gender-appropriate language is used in all publications	Linguistic equality as a basis for actual equality	Communication and Media	Ongoing
Help with formulation in the intranet, e.g. a little dictionary of gender-appropriate language... ‘Colleagues - a team approach in terms of language, too’, please see also FH Kiel Guidelines		Communication and Media, Intranet contacts in administration / non-scientific areas	Finalisation in 2nd quarter 2015
Develop measures not only to gain more women, such as: - Carrying out a girls/boys day - Supporting MINT events / CAU / FH	Increase the proportion of women in technical/theoretical areas	Communication and Media, working group leaders, school cooperation	Annually

External activities/Audits

Measure	Objectives	Responsibility/ Competent authority	Target date
Review a certification from ‘Audit Beruf und Familie’ www.beruf-und-familie.de	Secure potential, enhance the quality of pools of applicants, increase attractiveness as an employer	Human Resources Development / Equal Opportunity Officer	2017
Review the option of applying for ‘total-e-quality’ rating www.total-e-quality.de/praedikat/wissenschaft.html	Secure potential, enhance the quality of pools of applicants	Human resources development / Equal Opportunity Officer	2017

Miscellaneous

Measure	Objectives	Responsibility / Competent authority	Target date
Regular meeting of those involved in the Gender Equality Plan to ensure the objectives set out in the plan	Review and check current developments	Board of Directors, Equal Opportunity Officer, Chair of the WEB, employee representatives	1st and 3rd quarters after adoption

Kiel, on 5. March 2015

 Prof. Peter Herzig
 Director

 Michael Herzig
 Administrative Director

 Dr. Heidemarie Kassens/Christine Utecht
 Equal Opportunity Office

Appendix

Table 1: Overall Employee Structure

Age Distribution	16 – 20		21 – 35		36 – 49		50 – 67	
	Head-count	Percent	Head-count	Percent	Head-count	Percent	Head-count	Percent
male	4	66.7	138	52.3	119	51.5	102	62.2
female	2	33.3	126	47.7	112	48.5	62	37.8

Table 2: Staff at management level in the scientific division

Professorships/ Management Levels	1st Management Level		2nd Management Level		3rd Management Level		4th Head of independent research groups, junior research groups and working groups	
	Percent	Head-count	Percent	Head-count	Percent	Head-count	Percent	Head-count
male	100.00%	1	50.00%	2	91.67%	22	63.64%	7
female	0.00%	0	50.00%	2	8.33%	2	36.36%	4

Table 3a: Employee structure permanent/fixed term staff in the scientific division - headcount excluding professorships

Permanent/fixed term scientific division excluding professorships	permanent		fixed term	
	Percent	Headcount	Percent	Headcount
male	83.10%	49	52.10%	161
female	16.90%	10	47.90%	148

Table 3b: Employee structure permanent/fixed term staff in the scientific division - FTEs excluding professorships

Permanent/fixed term scientific division excluding professorships	permanent FTEs		fixed term FTEs	
	Percent	FTEs	Percent	FTEs
male	83.5%	48.25	54.74%	134.40
female	16.5%	9.5	45.26%	111.11

Table 4: Employee structure in the non-scientific division

Share of women in non-scientific Division (administration/ infrastructure)	E 13 and above		E 9 b – E 12		E 6 b – E 9		E 2 B – E 5	
	Head-count	Per-cent	Head-count	Per-cent	Head-count	Per-cent	Head-count	Per-cent
male	12	54.5%	68	61.8%	29	27.1%	14	70%
female	10	45.5%	42	38.2%	78	72.9%	6	30%

Table 5a: Part-time employment in the scientific division

Scientific Division part-time employment	E 13 and above		thereof Doctoral candidates	
	Percent	Headcount	Percent	Headcount
male	47.67%	82	80.49%	66
female	52.33%	90	62.22%	56

Table 5b: Part-time employment in the non-scientific division

Staff in the non-scientific Division	E 13 and above		E 9 b – E 12		E 6 b – E 9		E 2 B – E 5	
	Per-cent	Head-count	Per-cent	Head-count	Per-cent	Head-count	Per-cent	Head-count
male	0%	0	10%	1	5.4%	2	0%	0
female	100%	3	90%	9	94.6%	35	100%	3

Definition of management levels in the scientific division:

Level	Group
1st Management Level	Director
2nd Management Level	Head of Research Division
3rd Management Level	a. Automatic membership by appointment to a regular W3 professorship
	b. Automatic membership by appointment to a regular W2 professorship
4th Management Level (Management of independent research, trainee and working groups)	a. Automatic membership by appointment to a regular W1 professorship
	b. Automatic membership through status of extraordinary professorship (<i>außerplanmäßige Professur, APL</i>)
	c. Other scientific managerial staff appointed by the Board of Directors (e.g. Heads of working groups)

List of German Abbreviations

AGG	Allgemeines Gleichbehandlungsgesetz (General Equal Treatment Act)
BGleiG	Bundesgleichstellungsgesetz (Federal Equality Act)
CAU	Christian-Albrechts-Universität zu Kiel (Kiel University)
ED	Erweitertes Direktorium (Consultatory Board of Directors) (Members: 1st and 2nd management levels, Chair of the Scientific Council)
FB	Forschungsbereich (Research Division) (The Heads are the equivalent of the 2nd management level)
FE	Forschungseinheit (Research Unit) (The Heads are the equivalent of the 3rd management level)
FH	Fachhochschule Kiel (Kiel University of Applied Sciences)
MINT	Mathematics, IT, Natural Sciences, Technology
PEK	Personalentwicklungskonzept (personnel development concept)
WEB	Women's Executive Board (An association of female managerial staff with responsibility for employees from the scientific and administration areas)ee



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