



Dear All,

We would like to present the first annual report summarizing the implementation of the "Gender Equality Plan for the University of Warsaw and the 2020-2023 Equality Action Plan".

The activities envisaged in the Gender Equality Plan are aimed at strengthening the principle of non-discrimination and equal treatment, which are the values that are respected at the University of Warsaw. The overriding goal of the Plan is to make the University a friendly and safe place for the entire academic community.

As a result of the outbreak of the COVID-19 pandemic, the implementation of the Plan began with a delay - according to the original assumptions, the implementation of the Plan was scheduled for January 2020, but the Plan was adopted in August 2020, therefore the implementation of actions was possible starting from September 2020. The coronavirus pandemic affected many activities which had to be reformulated, some activities has changed their format from stationary to online, and some activities had to be suspended. Nevertheless, despite these difficulties, the vast majority of planned activities are carried out and we strongly believe that they will be fully implemented.

For the Gender Equality Plan to be fully implemented, it is necessary to involve the entire academic community, so we encourage you to join the work on individual activities, as well as to follow the progress and effects of our work on the equality website weareallequal.uw.edu.pl.

GENDER EQUALITY PLAN FOR THE UW: OBJECTIVES, ACTIONS, INDICATORS, STATUS

OBJECTIVE 1. RAISING AWARENESS OF THE IMPORTANCE OF EQUALITY ISSUES AND STRENGTHENING POSITIVE ATTITUDES TOWARDS DIVERSITY.

Objective	Target group	Action	Indicator	Person responsible	Status
Raising awareness of the importance of equality issues and strengthening positive attitudes towards diversity	Community of the University of Warsaw	Establishment of the Equality Observatory (see: description). Tasks: <ul style="list-style-type: none"> – gathering data on gender equality at the UW; – collecting results of studies on equality and diversity carried out in the community of the UW; – regular verification of the equality status at the UW and status of knowledge of equality solutions at the UW; – publications of results of studies and analyses on rownowazni.uw.edu.pl website; – publication of statistics in the national and European context. 	Increase of awareness measured by results of regular surveys pertaining to the development of knowledge, modification of attitudes and beliefs	Equality Officer on Research and Education	The start of collecting data on the gender distribution in particular groups in the UW community, publication on the website http://en.rownowazni.uw.edu.pl/uw-and-gender-in-numbers/ cooperation with the UniSAFE project - preparation for the study in 2022, which will allow to estimate the scale of experiences related to sexual harassment and sexual violence at the university. quantitative research
		Training for male and female employees (scientific and administrative), as well as male and female students and doctoral candidates:	Increase of anti-discrimination awareness measured in OR	Equality Officer on Research and Education	Students: Dissemination of the Understanding Equality Course in Polish and

		<ul style="list-style-type: none"> - developing the knowledge of discrimination phenomena (including discriminatory language), violence (including based on prejudice or gender), harassment and sexual harassment; - developing skills related to identifying and responding to these phenomena. <p>The knowledge status verified before and after the training. Information on the certificate of completing the training can be entered into the periodic evaluation form.</p> <p>Introduction of anti-discrimination trainings for management staff of organisational units and persons representing student self-governments.</p>	<p>surveys every 2 years.</p> <p>All new male and female employees trained as of 2021.</p> <p>At least 100 male and female employees trained in 2021.</p> <p>Management staff of organisational units trained in the new term at the UW.</p> <p>Male and female first-year students of the first and second cycle programmes trained – training available to interested persons at each unit in 2020, in 2023 – obligatory training.</p>		<p>English in the form of OGUN - from the winter semester 2020/21, nearly 4,000 people took part in the course</p> <p>Workshops for students on equality attitudes, offered as OGUN in Polish and English</p> <p>In preparation: course "Preventing sexual harassment at the university" - an online tutorial, available to students in the summer semester 2021/22</p> <p>Staff, decision bodies:</p> <p>Academy of Deans - general training for the deans of the cadence, includes antidiscrimination topics.</p> <p>Facultative training for individual faculties at UW - 117 persons (62 women, 55 men).</p> <p>Training on sensitivity to violence and sexual harassment for:</p>
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					<p>disciplinary ombudsmen, members of disciplinary committees, faculty plenipotentiaries for equality, people working in the student union.</p> <p>Student Union Training on equality and counteracting discrimination at the orientation camp organized by the University of Warsaw Student Union Training on preventing discrimination for representatives of the union. Training on supporting sexual harassment and violence survivors.</p>
		Workshop meetings for male and female lecturers on anti-discrimination in teaching.	Three meetings of this type for 10 people arranged during the academic year.	Equality Officer on Research and Education	Due to the pandemic changes in the education process, this action was so far transformed into one of the threads in meetings and training for departmental plenipotentiaries for equality.
		Promotion, popularisation of the online course on	At least	Equality Officer	KnR as OGUN-

		<p>equality – “Kurs na Równość/Understanding Equality” – for people working and studying, in all UW information channels. The course is available as of 2019. Introduction of the Course to Equality as the OGUN subject in 2020. Introduction of the Course to Equality as the obligatory subject as of 2023.</p>	<p>100 employees and at least 200 students per year participating in the Course to Equality until 2022. Mandatory participation in the Course to Equality for male and female students as of 2023.</p>	<p>on Research and Education</p>	<p>introduced. Preparation for the introduction of KnR to the compulsory classes program: from the beginning of 2022. Course promotion - e-mailing to faculties.</p>
		<p>Disseminating knowledge on existing equality guides at the UW.</p> <p>Introduction of the Anti-Discrimination Procedure allowing for formal complaint proceedings: secure reporting and combating sexual harassment and discrimination both by the person, who experienced discrimination, and by the management of the unit.</p>	<p>Increased number of downloads of the Anti-Discrimination Guidebook from rownowazni.uw.edu.pl website.</p> <p>Increased number of downloads of the “Recommendations concerning non-discriminatory language at the University of Warsaw” from</p>	<p>Equal Opportunity Chief Specialist + Equality Officer on Research and Education</p>	<p>Mailing to faculties, meetings with the communities of individual faculties.</p> <p>Introduction of the Anti-Discrimination Procedure: ordinance no 205 31.08.2020. http://rownowazni.uw.edu.pl/wp-content/uploads/2020/10/AntiDiscrimination-Procedure.pdf</p> <p>Launching the possibility of submitting formal complaints under the Anti-Discrimination Procedure to the</p>

		<p>Showing that there are two paths for reporting discrimination at the UW:</p> <ul style="list-style-type: none"> - formal complaint procedure governed by the Anti-Discrimination Procedure; - informal recovery procedure involving activities of the Anti-Discrimination Ombudsman – popularisation of knowledge about the functioning of both paths. <p>Cooperation of representatives of both paths, knowledge and experience transfer.</p> <p>Systematisation of equality and anti-discrimination activities at the UW by separating functions of the Anti-Discrimination Committee and Equality Committee (see: description).</p> <p>The procedure contains information on the process after the complaint is made: person handling the complaint, timeframe, method of providing the information on the process to the person, who reported the complaint, etc.</p> <p>Dissemination of knowledge of the catalogue of matters analysed and consequences to perpetrators of discrimination and sexual harassment at the UW is the element of the procedure.</p> <p>Including the link to the Anti-Discrimination Guidebook on the website of every organisational unit.</p> <p>Including the link to the guide titled “Recommendations concerning non-discriminatory language at the University of Warsaw” on the</p>	<p>rownowazni.uw.edu.pl website.</p> <p>Increased number of visits to the website with information on procedures.</p> <p>Evaluation of the Anti-Discrimination Procedure after 3 years of its functioning.</p>		<p>Rector's Commission for Counteracting Discrimination (Spring 2021)</p> <p>Creation and publication of the "Guide on counteracting sexual harassment at universities", dissemination in organizational units http://en.rownowazni.uw.edu.pl/wp-content/uploads/2021/06/FIN_Guide-to-the-Prevention-of-Sexual-Harassment_elekto-1.pdf</p>
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		<p>website of every organisational unit.</p> <p>Including the Anti-Discrimination Guidebook in welcome materials for male and female students and employees.</p> <p>Development of the “Guide on combating sexual harassment at the University of Warsaw.”</p> <p>Regular emailing to organisational units of the UW reminding of equality actions at the University of Warsaw together with links to guidebooks and procedures.</p>			
		<p>Introduction of an electronic tool in the form of the website supporting information and education, as well as allowing reporting sexual harassment and discrimination.</p>	<p>Increased number of visits to the website and increased number of interventions after reporting discrimination and sexual harassment.</p>	<p>Equal Opportunity Chief Specialist</p>	<p>work in progress</p>
		<p>Introduction of the Code of Ethics of the University of Warsaw.</p>	<p>Adopting the Code in 2020.</p>	<p>Academic Ombudsman in cooperation with Equal Opportunity Chief Specialist +</p>	<p>In preparation, substantive discussions.</p>

				Equality Officer on Research and Education	
		Introduction of the function of equality representatives at units, cooperating with the Equality Officer on Research and Education	Details of representatives available on websites of units.	Equality Officer on Research and Education	A bottom-up process, an initiative by the faculties, with the support of the equality office. Currently, plenipotentiaries are at the faculties: Artes Liberales, Biology, Physics, Philosophy, History, Political Science and International Affairs, Polish Studies, Sociology. Several faculties are in the process of discussion of the idea.
		<p>Arranging the “Week for awareness” campaign aimed at highlighting diversity of the university community and encouraging to combat discrimination at various areas. For this reason, the themes of “Weeks” go beyond gender equality and include other dimensions.</p> <p>Themes of “Weeks:”</p> <p>Themes of “Weeks” will focus on combating social problems and emphasising positive phenomena.</p> <p>Examples of themes:</p> <ul style="list-style-type: none"> - combating gender-based prejudices and supporting women’s scientific careers, as well as combining professional work with family life by mans; - combating homophobia and transphobia, Rainbow Week; 	At least two events with 40 participants (in total) / per week. Posters + video, events.	Equal Opportunity Chief Specialist + Equality Officer on Research and Education	Pandemic conditions meant that some initiatives of this type had to change; instead, the Różowa Skrzyneczka/ Pink Box campaign at the University of Warsaw was launched, equipping those organizational units that expressed interest in boxes with personal hygiene products for women (about half of the departments of the University of Warsaw,

		<ul style="list-style-type: none"> - development of knowledge and skills related to responding to manifestations of racism at the UW, multiculturalism at the UW; - the UW available to everybody; - combining work and education at the UW with taking care of children. 			<p>University Library, administration buildings)</p> <p>dr hab. Julia Kubisa took part in the social campaign "Power is a woman" organized by the Students' Union of the University of Warsaw http://rownowazni.uw.edu.pl/sila-jest-kobieta-spot/ and gave longer interviews to student television on equality and anti-discrimination activities at UW</p> <p>Publication of information and materials related to the support of LGBT + persons http://en.rownowazni.uw.edu.pl/lgbt-people-in-the-university/ http://en.rownowazni.uw.edu.pl/supporting-transgender-persons-at-the-university/</p>
		Establishing cooperation with other universities/ organisations with respect to dissemination of ideas of equality and diversity included in the Gender Equality Plan for the UW.		Equal Opportunity Chief Specialist +	<p>active participation in the inter-university network</p> <p>exchange of experiences and good practices</p>

				Equality Officer on Research and Education	between university experts within the 4EU+ alliance participation in webinars, meetings and conferences on the development and implementation of GEP (exchange of good practices)
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OBJECTIVE 2. SUPPORTING THE DEVELOPMENT OF WOMAN'S SCIENTIFIC CAREERS

Objective	Target group	Action	Indicator	Person responsible	Status
<p>Supporting the development of woman's scientific careers</p> <p>Description: the action is aimed at supporting persons, whose careers slowdown for systemic causes. The action is aimed at combating the women stopping or giving up at certain stages of scientific career (defence of the doctoral dissertation, promotion to the position of the assistant lecturer, the award of <i>doktor habilitowany</i> degree).</p>	<p>Women on research, research and teaching, as well as teaching positions</p> <p>Female doctoral candidates</p>	<p>Networking groups for female doctoral candidates:</p> <ul style="list-style-type: none"> - including female doctoral candidates in the network of contacts with male and female researchers, and organisation of lectures with invited female lecturers on careers of women in science, in Poland and all over the world (e.g. managers of international grants at the UW); - setting up a mailing group. 	<p>Arranging three events a year.</p>	<p>Equality Officer on Research and Education</p>	<p>Starting desk research on networking solutions, establishing cooperation with doctoral schools, launching a separate Understanding Equality Course for people in doctoral schools, preparing a consultation workshop for doctoral students before launching the project.</p>
		<p>Launching the research and development programme for young female research and teaching employees – mentoring: limitation of the phenomena of women's committeemen loss in the process of the development of scientific career.</p> <p>More detailed analysis of needs of young female employees with respect to support of the scientific career development.</p> <p>Testing the tools, developing methodology and organisational solutions for future development programmes at the UW.</p> <p>Supporting a group of young female research employees in the development of scientific and teaching careers in cooperation with male and female mentors.</p>	<p>Launching the first edition of the programme for at least 10 persons, establishing the programme board prepared to promote the idea of women's career development in research and teaching.</p>	<p>Equality Officer on Research and Education</p>	<p>Substantive preparation of the project, organization of two consultation meetings, preparation of the composition of the Program Council, preparation for recruitment and research accompanying the project.</p>

		Promotion of the idea of young talent development in the area of research and teaching at the UE.			
		Popularisation of good practices related to supporting women's careers, applied at faculties and units – transfer of information on solutions used at organisational units to the Equal Opportunity Officer.	Regular publication on www.rownowazni.uw.edu.pl .	Equal Opportunity Chief Specialist	collecting data on existing practices applied in university faculties and units
		Systematic monitoring of participation of women and men in contests for grants, projects and financial support + publications. additional action: preparation of guidelines for researchers on integration of the gender dimension into research and innovation content	Equalization of the percentage of applications for grants submitted by women and man, increasing the participation of female researchers at an early stage of their career in grants.	Equal Opportunity Chief Specialist	collecting data starting preparation of the guidelines
		Doctoral Schools gathering statistical data on starting doctoral dissertation procedures and defence of doctoral dissertation by gender, and submitting these data to the Equality Officer on Research and Education	Equalization of the percentage of men and women starting doctoral dissertation procedures and defending their	Equality Officer on Research and Education	collecting data

			doctoral dissertations.		
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OBJECTIVE 3. ENSURING GENDER EQUALITY IN RECRUITMENT OF FEMALE AND MALE EMPLOYEES, AND IN DOCTORAL SCHOOLS

Objective	Target group	Action	Indicator	Person responsible	Status
<p>Gender equality in recruitment of female and male employees, and in doctoral schools Talent acquisition taking into account sex underrepresentation in particular areas of science</p>	<p>Candidates to work at the University of Warsaw – research positions</p>	<p>Using good practices, soft instruments (incentives) in the case of underrepresented sex:</p> <ul style="list-style-type: none"> ● promotional campaign, appropriate language, visualization promoting women starting scientific careers in masculinized areas and men – in feminized areas; ● providing information on the contest to the widest possible group of potential male and female candidates, taking into account gender – <p>active search for female candidates for positions in masculinized areas and male candidates in feminized areas;</p> <ul style="list-style-type: none"> ● recruitment announcements including: transparent criteria, clear guidelines for the evaluation of achievements, disclosure of applications, possible consultation with male and female external experts. 	<p>Campaign launched by 2023.</p>	<p>Equal Opportunity Chief Specialist</p>	<p>collecting best practices</p> <p>cooperation with the Human Resources Office in relation to contests/recruitment procedures</p>
	<p>Candidates to doctoral schools</p>	<p>In the case of candidates having the same qualifications, it is suggested to selected the person of underrepresented sex/from underrepresented group. To this end, it is necessary to:</p> <ul style="list-style-type: none"> ● draw up a clear procedure; ● obtain acceptance of and support for the implementation of the procedure at certain units; 	<p>No contest with more than one candidate and only candidates of one gender at particular units.</p> <p>In 2021: the gender</p>	<p>Equal Opportunity Chief Specialist</p>	<p>collecting data on existing practises</p>

		<ul style="list-style-type: none"> dissemination of information on recruitment principles – taking into account the affirmative action – together with the recruitment announcement, in order to ensure that everybody is aware of the principles from the very beginning. 	proportion of candidates of at least 2:1, aimed at 1:1 at the level of the University and organisational units.		
		Gender-balanced contest and other committees or committees comprising representatives of both genders – development of guidelines.	Report after 2 years from the implementation.	Equal Opportunity Chief Specialist	work in progress
		The contest committee should be chaired by men and women alternately (change after every term of office).	In the years 2020-2021, a half of chairpersons should be men and a half – women.	Equal Opportunity Chief Specialist	work in progress
		Cooperation between recruitment/ contest committees and the Equality Observatory at the UW. Gathering and publishing statistical data on the number of candidates and persons selected by gender, taking into account the specifics of the area.	Data published on an annual basis.	Equality Officer on Research and Education	
		Development of the standardised questionnaire for the evaluation of female and male candidates, taking into account discrimination prevention and diversity actions, or preparation of qualification interview scenarios.	100% of announcement prepared in accordance with the	Equal Opportunity Chief Specialist	work in progress

		<p>Development of the standardised periodic evaluation form.</p> <p>Drawing up announcements targeted at male and female candidates for work, to doctoral schools and study, emphasising equality actions at the UW.</p>	questionnaire guidelines.		
		<p>Development of the policy of remuneration and other employee benefits transparently determining principles of remuneration at particular positions.</p> <p>Monitoring of remunerations and other employee benefits taking into account the gender criterion and the criterion of employment based on flexible employment forms and/or flexible working time.</p> <p>Male/female employees of the UW employed on the same positions and/or with similar scopes of tasks and duties and employment terms receive similar remunerations.</p>	Reports on the Gender Pay Gap issued every two years.	Equal Opportunity Chief Specialist	work in progress

OBJECTIVE 4. RECONCILIATION OF WORK AND FAMILY LIFE

Objective	Target group	Action	Indicator	Person responsible	Status
<p>Solutions that support combining work or study and family life are available at the University</p>	<p>Persons working and studying at the UW, male and female doctoral candidates</p>	<p>Separation of the scope of activities pertaining to combining work or study with family life and UW activity areas in this respect.</p>	<p>Appointing a representative in charge of family at the UW (female or male) (see: description).</p>	<p>Equal Opportunity Chief Specialist</p>	<p>in preparation analyses on the tasks and needs of establishing the position</p>
		<p>Development of the care infrastructure at the University:</p> <ul style="list-style-type: none"> - extending the offer of the university day care centre at Karowa St. by increasing the number of places; - developing a plan to establish a day care centre or kindergarten on the Ochota Campus, as part of the Excellence Initiative; - developing a plan to establish an hourly care point for children, open during school hours on a selected campus (Śródmieście, Ochota or Służew), as part of the Excellence Initiative. 	<p>Increase in the number of children of employees, female doctoral candidates and female students looked after by care facilities of the UW.</p>	<p>Equal Opportunity Chief Specialist</p>	<p>data collection on infrastructure possibilities at the Ochota Campus and Śródmieście Campus</p> <p>cooperation with the Office of Research Administration, Office of Innovation in Academic Space, Social Support Office, central authorities, existing UW</p>

					childcare facilities
		Formulating recommendations with respect to hours of meetings of Scientific Councils, Teaching Councils and Faculty Councils supporting work and family life balance.	Recommendations sent to all faculties, teaching departments and Scientific Councils.	Equal Opportunity Chief Specialist	work in progress
		The periodic evaluation form includes the “care duties” – in cooperation with the representative in charge of family. Making amendments to the periodic evaluation form allowing noting that important external circumstances affected the achievement of previously assumed research goals and proposing the method of achieving these goals in such a situation. Important external circumstances can include care duties (taking care of children, taking care of sick relatives, taking care of elders). Completing this section of the form shall be facultative.	Introduction of the form by 2022.	Equal Opportunity Chief Specialist	work in progress
		Introducing home office opportunities and flexible working hours for male and female administrative employees. Introduction of an individual work schedule, task-based working time and other flexible forms allowing combining work and family life.		Equal Opportunity Chief Specialist	work in progress
		Diagnosis of needs of persons coming back to research and teaching work after parental leave, with respect to the support from the university.	Carrying out consultations and surveys;	Equal Opportunity Chief	cooperation with the coordinators of the project "Parents at the

		<p>additional action:</p> <p>Organizing a competition under the IDUB programme (Excellence Initiative – Research University 2020-2026), the aim of which is to support female researchers and researchers returning to scientific activity after a break related to childcare</p>	<p>publishing results by 2023 as part of works related to the next Gender Equality Plan for the UW.</p>	<p>Specialist</p>	<p>University" in determining the needs of parents returning to work at the university</p> <p>analysing of the possibility of carrying out the follow up research on parental needs at the UW (continuation of the research carried out in the project "Parents at the University")</p> <p>as a result of the cooperation with the Human Resources Office website, collection and dissemination of useful information on parenthood at the UW. The information can be found in the Employment Handbook at: https://bsp.adm.uw.edu.pl/en/useful-information-in-the-employment-process/</p> <p>dissemination of the information on</p>
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					parenthood at http://en.rownowazni.uw.edu.pl/important-and-useful-information-about-parenthood-in-the-employment-handbook/
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OBJECTIVE 5. INCREASING BALANCED SEX REPRESENTATION WITH RESPECT TO CHAIRPERSONS OF FACULTY AND UNIVERSITY COMMITTEES, MANAGEMENT, EXPERT AND REVIEWER TEAMS, AND CHAIRPERSONS OF SCIENTIFIC AND POPULARISATION EVENTS

Objective	Target group	Action	Indicator	Person responsible	Status
Balanced gender representation and men and women acting as chairpersons of: – projects and scientific and popularisation events held at the UW;	UW community, with special consideration of research and teaching employees, male and female doctoral	Formulating recommendations with respect to balanced gender representation at events arranged at the UW, expert and reviewer committees, faculty and university committees and management, as well as popularising them at the level of all units.	Implementation of guidelines by 2022.	Equal Opportunity Chief Specialist	in preparation analysis of existing practices and development of recommendations
		Formulating and implementing guidelines on percentage representation of women and men in expert, reviewer and examination teams and committees.	Reaching at last 40% share of women by 2023.	Equal Opportunity Chief Specialist	in preparation analysis of existing practices and development of recommendations

<ul style="list-style-type: none"> - expert and reviewer committees and teams; - faculty and university committees, management. 	<p>candidates, male and female students.</p>	<p>Formulating and implementing guidelines on appointing both women and men as chairpersons of decision-making authorities.</p>	<p>Reaching at last 40% share of women by 2023.</p>	<p>Equal Opportunity Chief Specialist</p>	<p>in preparation analysis of existing practices and development of recommendations</p>
		<p>Co-financing scientific and popular science events by units of the UW:</p> <p>Gathering data on the percentage of men and women in organisation committees and groups preparing events, and in presentation programmes.</p> <p>Based thereon, preparing recommendations pertaining to gender equality in organisation of such events and activities aimed at ensuring balanced gender representation.</p> <p>Drawing up a form for co-financing of events held at the UW including a section with information on gender proportions of panel participants, organisers, persons cooperating with respect to organisation. This information will be one of the evaluation criteria.</p>	<p>Introducing the form in organisational units by 2023.</p>	<p>Equal Opportunity Chief Specialist</p>	<p>in preparation analysis of existing practices and development of recommendations</p>
		<p>Establishing the database pertaining of the aforementioned actions by the Equality Observatory, publishing aggregated results on www.rownowazni.uw.edu.pl.</p>		<p>Equality Officer on Research and Education</p>	<p>work in progress</p>