



IRTA's EQUAL OPPORTUNITIES PLAN

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1. INTRODUCTION

IRTA is an institution committed to its staff and, within its Human Resources policies, has its own Equal Opportunities Plan for women and men.

As an organisation, we want to highlight our majority of female talent dedicated to innovative research, as well as our commitment to eliminate any barrier or obstacle that prevents effective equality from a gender perspective.

We consider the Equal Opportunities Plan to be a strategic tool for enhancing the skills and talent of the people who work in IRTA that is designed to eliminate any stereotype, attitude or obstacle due to gender or other potentially discriminatory conditions.

According to article 46 of Organic Law 3/2007, of 22nd March, the equality plans of companies represent an ordered set of measures, adopted after undertaking an assessment of the situation within an organisation, which aim to achieve equal treatment and opportunities for women and men, as well as eliminating gender discrimination.

In addition, article 46 of the same Law establishes that organisations are obliged to respect equal treatment and opportunities in the workplace and they must therefore adopt measures designed to avoid any type of employment discrimination between women and men. These measures must be negotiated and, if necessary, agreed with the legal representatives of the employees, according to that specified in the current labour legislation.

IRTA expresses its commitment to the establishment and development of policies that integrate equal treatment and opportunities for women and men, without directly or indirectly discriminating on the basis of sex, as well as promoting and developing measures designed to achieve real equality in the organisation, thus establishing equal opportunities as a strategic principle of our corporate and Human Resources policy.

The Equal Opportunities Plan considers different areas: access to work, the organisation of working times to facilitate reconciliation in personal, work and family life, professional classification, promotion and career development, continuous training, salary policies, sexual and gender-based harassment, non-sexist language and communication, aspects related to the prevention of risks and occupational health, and the mobility of personnel.

2. IRTA's EQUALITY COMMISSION

For the design, implementation and evaluation of IRTA's Equality Plan, the Equality Commission was first constituted.

The Commission is composed of six members, with parity from a gender perspective, and includes representation from the Company Committee, as well as employees who occupy different positions and hierarchies within the organisation.

The Equality Commission is responsible for leading the project, and assumes the following functions in all phases: planning, appraisal, development, monitoring, evaluation, communication and dissemination of the Equality Plan*. It is the driving force behind the process, thus guaranteeing the commitment of the management of the organisation, together with the participation and involvement of all staff.

The Commission is comprised of the following staff members:

Name	Position / Representing
Aranzana, Maria Jose	Research staff
Bosch, Joan	Direct Support Staff
Castillo, Moisès	Human Resources
Garcia Lores, Jordi	Direct Support Staff
Hostench, Aurora	Indirect Support Staff
Tey, Laura	Company Committee

These staff members are provided with sufficient time and guaranteed availability for adequate participation and dedication to the assigned tasks.

The actions entrusted to the Commission are the following:

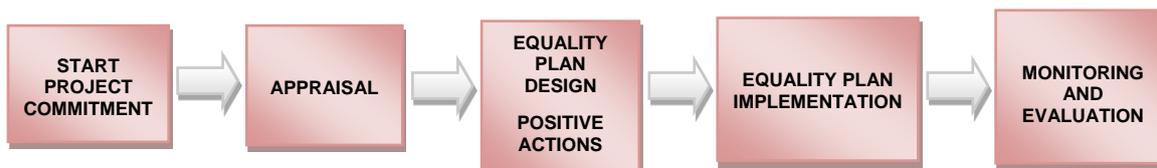
- Staff communication, information and awareness regarding equality, maintaining active communication with the workforce, both at the top and bottom levels, collecting the contributions, opinions and proposals of the employees.
- Support for undertaking the appraisal, development and implementation of the Plan.
- Undertaking an analysis of the position of the organisation with respect to equal opportunities for men and women, and the preparation of a series of proposals for integration into the Plan.
- Deal with staff doubts and any relevant questions.

*In collaboration with an external support consultancy (Grupo Pitagora).

3. PRIOR ASSESSMENT

As already mentioned, according to **article 46 of Organic Law 3/2007, of 22nd March, for effective equality of women and men**, the Equality Plan is an ordered set of measures, adopted after undertaking an assessment of the situation, that aims to achieve equal treatment and opportunities for women and men in the company, as well as eliminating gender discrimination.

The stages of the Equality Plan are the following:



After the commitment of the organisation's management, it is essential to undertake a prior assessment in order subsequently to develop the Equality Plan. This appraisal consists of a quantitative and qualitative study of the current situation of the institution in terms of equal opportunities between men and women.

The assessment provides information on equal opportunities between women and men, as well as the organisational structure, and their participation in all processes, in order to identify any possible inequalities or discrimination.

Knowing the actual situation in IRTA is a previous and necessary step for the development of the plan and the establishment of any measures. It involves knowing the current position and organisation of the staff in order to detect the needs required for defining the objectives that allow improvement through implementation of different actions with respect to equality between women and men.

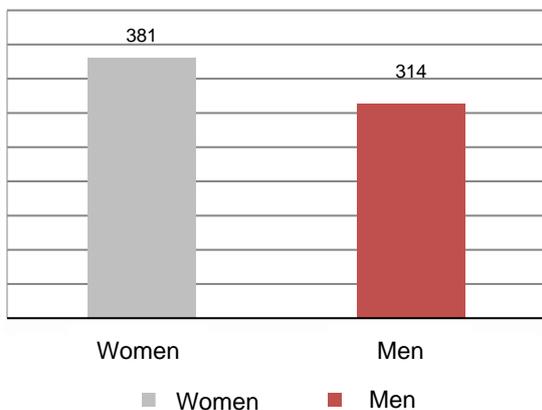
In order to carry out an assessment of IRTA, the following aspects needed to be analysed:

- General staff data, disaggregated by sex, relative to the characteristics of the institution and the organisational structure, characteristics of the employees, access, professional career development, training, working conditions in the company, remunerations (fixed and variable), etc., that allow the situation of women and men in the organisation to be compared.
- The content of existing regulations, manuals, procedures, internal protocols, etc.

The data analysed were extracted from the Human Resources Report dated 31.12.2016

Total employees by gender

IRTA has a total of 695 staff, of which 381 are women and 314 are men, representing a female presence of 55% with respect to the total number of employees.



Women	%	Men	%	Total
381	54.82%	314	45.18%	695

This data is very positive in terms of gender equal opportunity, since it is within the range almost considered as parity (60-40%).

Work Centres

IRTA has work centres located throughout Catalonia in all four provinces and for this assessment they have been divided into 12 groups:

Centres	Women	%	Men	%	Total
1. Cabriils + CRAG	34	8.9%	36	11.4%	70
2. Monells	50	13.1%	42	13.3%	92
3. Fruitcentre	65	17%	47	14.9%	112
4. Mas de Bover	22	5.24%	38	12.1%	60
5. Amposta	7	1.83%	6	1.91%	13
6. CReSA	70	18.37%	28	9%	98
7. Lleida Experimental Station	4	1%	8	2.54%	12
8. Sant Carles	39	10.23%	31	9.87%	70
9. Alcarràs Experimental Station	0	0%	4	1.27%	4
10. Torre Marimon	88	23%	58	18.47%	146
11. Bovine Experimental Station	1	0.26%	4	1.27%	5
12. Experimental Farms and Estates	1	0.26%	12	3.82%	13
TOTAL	381	100.00%	314	100.00%	695

4. EQUALITY PLAN

The objective of IRTA's Equality Plan, in addition to compliance with current legislation on equality, is the interest of the organisation in coordinating actions that ensure equal opportunities between men and women in a real and effective way but above all to integrate the opportunities into the management system of the institution itself.

Through the implementation of the Equality Plan, the intention is to provide a deeper analysis that is more tailored to the current internal situation of the institution, and dedicate efforts to reinforce, structure and implement actions on equality, with the final objectives of:

- Offering an image of IRTA committed to the principle of equality of women and men.
- Conducting a transversal audit with a gender perspective in order to detect both the strengths and the aspects that need improving.
- Planning and formalising new measures to reconcile personal, family and work life, focused on fostering co-responsibility.
- Integrating gender perspectives into all spheres of the organisation.
- Implementing measures aimed at favouring the selection processes to guarantee neutrality and avoid any type of barrier or obstacle from a gender perspective.
- Promoting equal opportunities through communication and training initiatives at all levels of the organisation.
- Establishing gender indicators to measure the evolution of the equal opportunities situation in intervention areas.
- Disseminating the internal protocol for psychological (moral), sexual and gender-based harassment to all employees.

Positive Actions

After carrying out an appraisal of the current situation of IRTA's organisation in terms of equality, a series of specific measures or improvement actions have been proposed that will be applicable to the general staff when these situations exist or arise.

ACTION 1

Publicise or include the institution's commitment to equality in job vacancies.

THEMATIC AREA: Equal organisational management and staff participation (selection).

OBJECTIVES:

- Incorporate and highlight the Institute's commitment to equal opportunities in all job vacancies.
- Eliminate any barrier or obstacle that hinders the presentation of female candidates.

TASKS TO BE CARRIED OUT:

- Select content / iconography that reflect equal opportunities and non-discrimination.
- Incorporate the commitment to equal opportunities into present and future job vacancies.

TARGET GROUP: Personnel that want to form part of IRTA.

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Incorporation of the commitment to equal opportunities into present and future job vacancies.
- Number of job offers that annually reflect this commitment.
- Annual rate of increase for presentation of female candidates.

ACTION 2

Add a section to the Reception/Welcome Manual that refers to a centre's commitment to equal opportunities and the development and implementation of the Equality Plan, as well as the permanent work of the Committee, while identifying areas for improvement, proposals and the application of positive actions.

THEMATIC AREA: Equal organisational management and equal participation.

OBJECTIVES:

- New employees are made aware of a centre's commitment to equal opportunities.
- Inform all persons who enter the organisation of the existence of the Equality Plan, its functions, the members of the Committee, communication channels, etc.

TASKS TO BE CARRIED OUT:

- Select the content to include in the Manual.
- Incorporation of a specific section with the necessary information.

TARGET GROUP: New IRTA employees.

RESPONSABLE FOR IMPLEMENTATION: Corporate Proximity Services (CPS's)

TIMING FOR IMPLEMENTATION: 2018

INDICATORS:

- Introduction of the specific section with the selected information.

ACTION 3

Establish the Equality Committee for dealing with equal opportunities, expanding the understanding of the implementation of the Equality Plan and new actions to be carried out in the area of Human Resources development.

THEMATIC AREA: Equal organisational management.

OBJECTIVES:

- Ensure that the Equality Committee is proficient in aspects of equality in order to expedite its functions.
- Expand the understanding and methodology of the development, evaluation and monitoring of the Equality Plan.
- Implement improvement actions effectively.

TASKS TO BE CARRIED OUT:

- Prepare a budget to carry out training.
- Provide a training room.
- Selection of teaching staff.
- Provide computer and audiovisual equipment.
- Prepare a training dossier.

TARGET GROUP: IRTA's Equality Committee

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2018 (before the Equality Commission meeting)

INDICATORS:

- Attendance and participation in a specialised workshop for all members of the Equality Committee.
- Level of satisfaction for the training received.
- Documentation presented.
- Number of hours training received.

ACTION 4

Development of a contribution account that establishes a formal system for collecting suggestions, contributions and ideas to analyse the prominence of conciliation issues involving all the staff. Establish new measures that can be applied without detriment to the objectives of the institution or the creation of specific multidisciplinary improvement groups that provide suggestions to the Equality Committee.

THEMATIC AREA: Participation and involvement of the staff. Organisation of personal, family and work life.

OBJECTIVES:

- Facilitate the participation of IRTA employees in matters of equality and conciliation.
- Provide a suggestion box using e-mail so that staff can ask questions or provide suggestions related to any conciliation they consider necessary.

TASKS TO BE CARRIED OUT:

- Creation of an e-mail account.
- Inform the staff of the e-mail account so they can make proposals, suggestions or ask questions related to equal opportunities between women and men in IRTA.
- Collect and respond to e-mails received.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: CPS's

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Availability of the suggestion box for the entire staff.
- Number of ideas and suggestions received.
- Percentage of e-mails answered.
- Number of actions carried out based on proposals from the staff.

ACTION 5

The publications and documentation produced by IRTA will adopt the linguistic gender criteria established by the Philology Section of the Institute of Catalan Studies (which would be equivalent to an official Catalan language academy). However, in order to encourage and contribute to the fact that all the information produced within IRTA (e-mails, technical instructions, registers, etc.) is not written using sexist and discriminatory language, a Non-Sexist Language Use Manual will be prepared and made available to all employees.

THEMATIC AREA: Non-discriminatory use of language and internal communication.

OBJECTIVES:

- Eliminate the possible existing presence of sexist language and train the staff in its correct use.
- Incorporate the criteria for the use of non-sexist language by the implementation of a Style Manual throughout the organisation to encourage the use of non-discriminatory language.
- Produce the Style Manual and make it available to all employees.

TASKS TO BE CARRIED OUT:

- Organise a meeting for planning the tasks.
- Gather information on non-sexist language, including examples of inclusive language and already published manuals.
- Design and write the Style Manual.
- Make a copy of the Style Manual available to all employees and, in particular, the departments responsible for writing corporate documents.

TARGET GROUP: All IRTA staff.

RESPONSABLE FOR IMPLEMENTATION: Equality Committee.

TIMING FOR IMPLEMENTATION: 2018 (after the formation of the Equality Committee).

INDICATORS:

- Elaboration of the Style Manual for use of non-sexist language.
- Number of internal channels available for accessing the Manual.
- Collection of suggestions concerning the Manual.

ACTION 6

Revision of internal and external documentation used to detect and correct sexist language.

THEMATIC AREA: Non-discriminatory use of language and internal communication.

OBJECTIVES:

- Ensure that there is no sexist language in the institution after the implementation of the Equality Plan.
- Guarantee the use of neutral, non-sexist and non-discriminatory language in all IRTA's corporate communication material.

TASKS TO BE CARRIED OUT:

- Collection of different internal and external documentation for revision.
- Correction of documents that contain sexist language or images that may be discriminatory.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Management

TIMING FOR IMPLEMENTATION: 2018 - after the above action has been carried out.

INDICATORS:

- Number of internal documents revised.
- Number of external documents revised.
- Report with the conclusions.

ACTION 7

Design a document for staff that conduct interviews for the selection of new recruitments or evaluation of vertical promotions, with a list of objective questions to use and those to be avoided (referring to a personal nature and potentially discriminatory).

THEMATIC AREA: Equal participation in job positions.

OBJECTIVES:

- Avoid gender stereotypes for people who carry out selection interviews.

TASKS TO BE CARRIED OUT:

- Prepare a list of questions for use as a selection tool.
- Preparation and training for staff that conduct interviews.

TARGET GROUP: Personnel responsible for conducting IRTA selection interviews.

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Prepare the document.
- Dissemination to all persons responsible for participating in personnel selection interviews.

ACTION 8

Provide disaggregated data by sex of the candidates applying for job vacancies in order to determine the actual number of women who choose to join the staff.

THEMATIC AREA: Equal participation in job positions.

OBJECTIVES:

- Carry out a study to determine the number of female and / or male candidates.

TASKS TO BE CARRIED OUT:

- Collect and analyse the data of applications submitted in previous periods.
- Preparation of a report with the conclusions obtained from the analysis and any measures recommended for adoption.

TARGET GROUP: Human Resources staff

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2018

INDICATORS:

- List of applications submitted.
- Preparation of a final report with comparative data of female and male candidates and their entry into the organisation.
- Adoption of measures to be implemented, if necessary.

ACTION 9

Prepare all the individuals that form part of committees or selection processes in aspects that favour selection equality and avoid discrimination due to stereotypes or prejudices related to questions of gender.

THEMATIC AREA: Equal participation in job positions.

OBJECTIVES:

- Train IRTA's staff that participate in the selection interview process.
- Identify the main biases, prejudices and obstacles in a staff selection interview.

TASKS TO BE CARRIED OUT:

- Prepare a budget to carry out training actions.
- Provide information to the participants.
- Provide a training room.
- Provide computer and audiovisual equipment.
- Prepare a training dossier.

TARGET GROUP: Personnel that form part of committees or selection processes.

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2018

INDICATORS:

- Number of people who participate in interviews and attend training sessions.
- Level of satisfaction for the training received.
- Documentation presented.
- Number of hours training received.

ACTION 10

Establish a procedure for staff selection processes, under equal conditions, that ensures there is prevalence of the less represented sex in the centre of employment.

THEMATIC AREA: Equal participation in job positions.

OBJECTIVES:

- Obtain the most equal representation possible of men and women in the workplace.

TASKS TO BE CARRIED OUT:

- Prepare a procedure for selection and promotion processes, which establishes, for equal merits and abilities, that the less represented candidacy will be chosen.

TARGET GROUP: IRTA personnel responsible for selection and promotion.

RESPONSABLE FOR IMPLEMENTATION: Management

TIMING FOR IMPLEMENTATION: 2018

INDICATORS:

- Completion of the procedure.
- Dissemination to the personnel responsible for the processes.
- Number of individuals and gender selected in a period of one year after the application of this procedure.

ACTION 11

Provide data disaggregated by sex in order to identify the level of participation and attendance of men and women employees at congresses, symposia, seminars, courses, training sessions, etc.

THEMATIC AREA: Presence of women in positions of responsibility.

OBJECTIVES:

- Detect the presence of barriers or obstacles that prevent access to and participation in seminars and professional training courses for reasons of gender.

TASKS TO BE CARRIED OUT:

- Collect all data related to attendance at events that require travel.
- Preparation of a report with conclusions.
- Establishment of measures, if necessary.

TARGET GROUP: Human Resources

RESPONSABLE FOR IMPLEMENTATION: Mireia Molins

TIMING FOR IMPLEMENTATION: Annual

INDICATORS:

- Data collection report disaggregated by sex.
- Final report with conclusions and corrective measures, if applicable.
- Number and type of measures adopted.

ACTION 12

The need to disseminate again to all staff the Moral, Sexual and Gender Harassment Protocol, already in existence since 2011.

THEMATIC AREA: Prevention of Health and Occupational Risks.

OBJECTIVES:

- Facilitate awareness of the procedure to follow in the event that any person employed by the company needs to report a situation of moral, sexual or gender harassment.
- Establish the bases to prevent and detect possible situations of harassment.
- Inform the staff of the existence of the protocol.

TASKS TO BE CARRIED OUT:

- Organise a meeting for planning the tasks.
- Search for legal information, action and procedure models, preventive measures, etc.
- Design and draw up the operating procedure, prevention measures and sanctions.
- Present a draft for approval at a meeting together with the Equality Commission and Management.
- Communicate the protocol to the staff.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Moisès Castillo

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Dissemination to employees.
- Number of internal communication channels available for access to the protocol.

ACTION 13

Revision of the percentage salary that represents salary supplements differentiated by sex in order to correct any possible inequalities, and communicate the result to the Equality Commission for review in future meetings.

THEMATIC AREA: Equal pay.

OBJECTIVES:

- Guarantee salary transparency in IRTA.
- Correct inequalities that arise from the application of gender-based salary supplements.

TASKS TO BE CARRIED OUT:

- Analysis of the salary percentages for salary supplements from a gender perspective.
- Preparation of a report with conclusions and possible measures.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: Annual

INDICATORS:

- Report that includes the analysis of the data and revision.
- Measures implemented to correct any deviations detected.

ACTION 14

Provide a properly equipped breastfeeding room in each work centre.

THEMATIC AREA: Reconciliation of personal, family and work life.

OBJECTIVES:

- To help breastfeeding women in IRTA, so they can reconcile family and professional life.

TASKS TO BE CARRIED OUT:

- Choose a room intended for this use.
- Provision of the necessary material resources.
- Communicate the new facility to all staff.

TARGET GROUP: Breastfeeding women.

RESPONSABLE FOR IMPLEMENTATION: Management

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Availability of a room with appropriate facilities.
- Adequate communication channels for the staff.
- Number of women that make use of a room in a certain period of time.

ACTION 15

Possibility of accompanying first-degree family members to the doctor without having to recover the hours used.

THEMATIC AREA: Reconciliation of personal, family and work life.

OBJECTIVES:

- Help IRTA employees with the possibility of reconciling their personal and professional life.

TASKS TO BE CARRIED OUT:

- Revision of the internal regulation concerning this aspect and development of the new measure.
- Dissemination of the new conciliation measure to the staff.

TARGET GROUP: IRTA personnel who need to accompany a first-degree relative to the doctor.

RESPONSABLE FOR IMPLEMENTATION: Management.

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Definition of the new measure.
- Dissemination to the staff.
- Number of individuals that make use of the measure during a period of one year.
- Level of satisfaction in work climate surveys for aspects related to conciliation in the organisation.

ACTION 16

Introduce into the negotiation of IRTA's Collective Agreement the possibility of facilitating a reduction of flexible hours and / or allow teleworking for pregnant women in the last month of gestation, without a decrease in salary.

THEMATIC AREA: Reconciliation of personal, family and work life.

OBJECTIVES:

- Provide an alternative for women in the last month of pregnancy, so that they can extend their professional work by one month.

TASKS TO BE CARRIED OUT:

- Define the new measure.
- Facilitate technological resources to implement teleworking.
- Dissemination of the measure to all IRTA women.

TARGET GROUP: Pregnant women in IRTA during the last month of gestation.

RESPONSABLE FOR IMPLEMENTATION: Management

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Inclusion of the measure in IRTA's Human Resources policies.
- Communication of the measure to female staff.
- Number of pregnant women who use these facilities.

ACTION 17

Once IRTA's new Collective Agreement has been approved, publicise the conciliation measures available to the staff, together with those that have been specifically adopted under the Agreement. Provide information on the permission and leave of absence entitlements existing in the Collective Agreement, as well as in the labour legislation.

THEMATIC AREA: Reconciliation of personal, family and work life.

OBJECTIVES:

- Make the staff aware of their rights in this area, as established in the Agreement.
- Encourage the use of the conciliation measures offered by the organisation.

TASKS TO BE CARRIED OUT:

- Collection of all information and selection of contents.
- Selection of the channels to be used for dissemination.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Company Committee.

TIMING FOR IMPLEMENTATION: One year after approval of the new Agreement.

INDICATORS:

- Preparation of a document specifying all the conciliation measures available to IRTA.
- Number of communication channels used for dissemination.
- Increase in the annual rate of use of these measures after their application.

ACTION 18

Leaflet for all the centres with a summary of the Equality Plan and its actions.

THEMATIC AREA: Corporate communication.

OBJECTIVES:

- Make all the employees of the different IRTA centres aware of the actions specified in the Equality Plan and the role of the Equality Commission.

TASKS TO BE CARRIED OUT:

- Selection of content and design.
- Print the leaflet.
- Dissemination to all centres and display in places with easy access.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Moisès Castillo

TIMING FOR IMPLEMENTATION: 2017

INDICATORS:

- Preparation of leaflet (content / format).
- Number of copies and access in the same places available to staff.

ACTION 19

Training workshops to encourage the use of videoconferences, WebEx, etc., to avoid unnecessary travel to other centres, but especially to provide facilities for staff with family responsibilities.

THEMATIC AREA: Mobility.

OBJECTIVES:

- Facilitate work to avoid travel displacement in cases where it is not necessary.

TASKS TO BE CARRIED OUT:

- Preparation of the contents of training workshops and provide resources, rooms, dates, etc.
- Choice of speakers.
- Undertake presentations.

TARGET GROUP: IRTA staff

RESPONSABLE FOR IMPLEMENTATION: Human Resources

TIMING FOR IMPLEMENTATION: 2018

INDICATORS:

- Number of training actions carried out.
- Number of people attending these actions.
- Number of travel displacements avoided due to the adoption of this measure.

Methodology, monitoring and evaluation indicators

The Equality Plan should include criteria and mechanisms for monitoring, evaluation and action in accordance with the provisions of Law 3/2007, of March 22nd, for Effective Equality between Women and Men (BOE of 23rd March 2007).

Monitoring is the process of observing the progress of the Plan, allowing information to be obtained concerning its development and implementation, thus contributing decisively towards reinforcing the image of the organisation that is committed to the advancement of Equal Opportunities in the area where it can be applied.

The Equality Commission is the body in charge of carrying out the implementation of positive actions for equality, monitoring and the evaluation of IRTA's Equality Plan. In this way, the coordination and collection of information on the plan's progress can be guaranteed, since the composition of the responsible team represents different areas of the Institute, which means it is effective and operational.

To undertake the monitoring and evaluation of the positive actions implemented according to the Equality Plan, the monitoring form shown below will be used:

This tool consists of three parts:

1. The first part will collect the basic data, the number of the action, the objective to which it belongs, the date the information is collected, its monitoring period, and the responsible person. This part will be the one that allows the records to be ordered subsequently according to several criteria depending on the type of information required: date, action, responsible person, etc.
2. The second part compiles each action, its degree of implementation, the point where it occurs in the selected monitoring period, the gender of participating individuals, and the actions taken to develop it. This part provides information concerning the process, the degree of participation and / or involvement of the staff or specific individuals according to the action in question.
3. The third part measures the results immediately using the indicators associated with each of the specified actions compared to the previous value of the indicator, which shows whether progress has been made, whether the same value still exists or whether, on the contrary, a decrease is detected. This form allows information to be collected on both qualitative and quantitative indicators.

MONITORING FORM	
AREA:	
Date carried out:	
Period of monitoring: Semester 1st_ / 2nd_ / 3rd_ / 4th _	
Person responsible:	
Action nº:	
Action objective:	
Execution level	<input type="checkbox"/> Not started <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Finalised
Actions carried out during the period	1. 2.
Participants	___ Men ___ Women
Indicator 1:	<input type="checkbox"/> Previous value <input type="checkbox"/> Actual value
Indicator 2:	<input type="checkbox"/> Previous value <input type="checkbox"/> Actual value
Indicator 3:	<input type="checkbox"/> Previous value <input type="checkbox"/> Actual value
Budget/resources	Executed: _____ <input type="checkbox"/> Insufficient <input type="checkbox"/> Adequate <input type="checkbox"/> Excessive
Observations	Obstacles: Generated/derived needs : Proposed correction/adjustment : Taken up by the Collective Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date entered: --/--/--	Signature (responsible person):

Once the implemented improvement actions have been evaluated, the impact of the Equality Plan itself will be evaluated using the following methodologies and indicators:

- Meetings with several participants and interlocutors: management, staff of the different centres, etc.
- Conducting interviews and undertaking surveys with the aforementioned group.
- Analysis of the implementation of the Equality Plan.

Indicators

The same indicators reflected in the defined actions will be used, which will initiate the continuous improvement cycle again.

After undertaking the evaluation of the Equality Plan, other actions can be incorporated for correcting and improving the results obtained through the implementation of an IMPROVEMENT PLAN, which can be structured using the following elements.

1. Identification of problems

This concerns numbering the problems detected during the implementation of the Equality Plan, as well as other needs related to equal opportunities that appear as a result of the continuous changes in the organisation.

2. Definition of objectives

Define the objectives (at the operational level) proposed for correcting problems or any new needs that arise.

3. Definition of improvement actions

Define improvement actions to comply with the specified objectives by detailing the following:

- Description,
- Human resources needed,
- Material resources needed,
- Execution period,
- Time.

4. Implementation of improvement actions.

Carry out the implementation of the defined improvement actions.

5. Undertaking the monitoring and evaluation of the actions.

Carry out monitoring of the actions and evaluate the degree of achievement of the objectives.

Approval of the Equality Plan

IRTA's Equality Commission was constituted on 24th February, 2017 and is composed of six members with parity from a gender perspective. It includes representation from the Company Committee, as well as individuals who occupy different positions and hierarchies within the organisation. Its function is the planning, diagnosis, development, monitoring, evaluation, communication and dissemination of the Equality Plan.

An agreed representation of members from the Equality Commission presented the content, evaluations and proposed actions of the Equality Plan to IRTA's Executive Committee on 24th July, 2017, so they could make any relevant contributions before its subsequent approval.

As a result, the Equality Plan was approved on 15th September, 2017.

It was established that the Equality Plan would be disseminated to all IRTA staff on 21th September, 2017 through the weekly internal communication channel and by being published on the intranet.

Glossary

Androcentrism. Social model that positions the masculine point of view as an archetype and a reference to imitate. Male experience is interpreted as universal, thus despising and suppressing the learning and experiences of women. History and everyday reality is interpreted from the male perspective.

Direct discrimination. To treat a group of people unfavourably for reasons expressly prohibited by the national and international legal system.

Equality (rights or formal). Equality of men and women through legislative measures that also prohibit discrimination. However, social inertia continues to maintain the structural barriers that hinder the achievement of equality.

Equality (rights or real). This designates the social, economic and political situation in which the inequalities created between women and men have disappeared, maintaining the biological and individual differences between people.

Equal opportunities between men and women. Principle that refers to the need to guarantee that women and men access resources in an equal way, compensating for the different position of women. It provides a guarantee that women and men can participate in different spheres (economic, political, social participation, decision making) and activities (education, training, work) based on equality.

Equal opportunity policies. These represent the means of implementing equal opportunities, since they are the interventions from which this principle is put into practice.

Gender. 1. Grammatical category that serves to classify nouns as masculine and feminine and, in the case of adjectives and their determinant nouns, to establish their agreement. 2. Concept that refers to social (as opposed to biological) differences between men and women, which have been learnt and adapted over time, and show large variations both between different cultures and within the same culture.

Gender gap. Ratio of the difference between male and female rates as a single variable category, calculated by subtracting Female Rate - Male Rate. The smaller the "gap", the closer it is to equality. It refers to the different positions of men and women, and the unequal distribution of resources, access and authority within a given context. Finding a gender gap in a specific context usually means that there is an unequal distribution where the group that belongs to the female gender is the group that has fewer resources, power, etc.

Gender harassment. Any behaviour related to the sex of a person, with the purpose or effect of threatening their dignity and creating an intimidating, degrading or offensive environment (Organic Law of Effective Equality between Women and Men, Article 7.2).

Gender stereotypes. These refer to the ideas and beliefs commonly accepted in society concerning how men and women should be and how they should behave. These stereotypes determine social expectations.

Indirect discrimination. Criteria, measures, norms and formally neutral social or political interventions that are unfavourable for a group, given that the initial unequal position of this collective group is not taken into account.

Language. 1. Exclusively linguistic system of signs forming a memorised code; social convention, abstract. 2. System of signs and communication by pictorial, gestural or linguistic means, among others.

Machismo. Male chauvinism representing an attitude, way of thinking or belief that considers men superior to women.

Mainstreaming. Term used to designate the integration of the gender dimension in general policies, in such a way that the principle of equality is constituted as a fundamental part of their structure. It implies that issues related to equal opportunities between men and women should be taken into account in all policies and actions, and not only as a specific and direct approach to favour women.

Patriarchal. A patriarchal society or culture is one recognising that authority and power correspond to the patriarch, and they are passed from man to man. It has been seen as the way to show the different social position of men and women, as well as the "power" of the male sex (patrimony, parental authority, etc.) and the subordination of the female sex.

Positive action. Temporary measure that tries to correct, prevent or eradicate situations of inequality that women suffer with respect to men that are usually subject to beliefs, customs or social roles.

Organic Law 3/2007, of 22nd March, dealing with the effective equality of women and men includes:

“Article 11. Positive actions.

In order to implement the constitutional right to equality, Public Authorities will adopt specific measures in favour of women in order to remedy evident de facto situations of inequality with

respect to men. These measures will be applicable as long as such situations persist but must be reasonable and proportional in relation to the objective pursued in each case.

Positive discrimination. Practice of a positive action that favours a disadvantaged group. It mainly affects groups that suffer discrimination and guarantees access to the opportunities available.

Principle of equality. Legal principle that protects equality between the sexes and condemns discrimination, since all people are equal before the law. It is synonymous with the principle of non-discrimination.

Sex. Organic condition, biologically identifiable, which differentiates animate beings into males and females.

Sexism. This is the behaviour that undervalues sex from a gender perspective and leads to discrimination by rejecting or not taking into consideration the role of women. Sexism involves assigning values, capacities and roles of a lower order to women because of their sex.

Technology gap. This is used to designate inequalities between women and men in the training and use of new technologies.

Wage gap. Refers to the salary differences between women and men, both in the exercise of equal work and that produced in "feminised" jobs.

Equal Opportunities Commission Regulation

This regulation provides the basic instruments necessary to enable the institution's Equal Opportunities Commission to identify possible situations of discrimination or inequality that may exist in the workplace or those that, indirectly, could be produced, so the management can propose appropriate corrective measures.

These measures should be directed towards the development and implementation of the Equality Plan for all employees. This plan will determine the set of measures to be addressed, the objectives to be achieved, the strategies and practices to be adopted for their implementation, as well as the establishment of effective systems for monitoring and evaluating the objectives specified (Article 46.1 of the Organic Law of Effective Equality between Women and Men).

The members of the Equality Commission, as well as headquarters and its advisors, are obliged to respect professional confidentiality and secrecy both for the matters dealt with in the meetings and the relevant documentation, as well as the data presented and contributed by the parties involved.

The Equality Commission will hold an ordinary meeting once a year, and an additional extraordinary meeting, when necessary, convened at least fifteen days in advance by a quorum of half its members.

During the process of preparing the Equality Plan, the following three meetings at least will be held:

- For the constitution of the Equality Commission,
- For approval of the findings,
- For approval of the Equality Plan and improvement actions.

The Equality Commission shall be declared validly constituted with the attendance of half plus one of its members.

The decisions of the permanent Equality Commission will be adopted by a simple majority of those attending each of its meetings.

Minutes will be drafted for all the meetings held, whether they finish in agreement or not.

For validity, the agreements of the Commission will be adopted by an absolute majority.

COMPETENCES of the Equality Commission.

To guarantee the consistent adoption of decisions and effective compliance with the actions established in the framework of the Equality Plan, the Equality Commission is set up to ensure:

- Gender equality, understood as the extent of equality between women and men while maintaining the recognition of the difference.
- Gender equality, understood as the identical choice for the same opportunities and professional resources by both genders.
- The non-discrimination, direct or indirect, of workers according to their gender, as well as the elimination of barriers, visible or not, that imply differences between men and women.
- The promotion of the participation of members of both genders in different spheres and activities based on equality.
- The eradication of any indication of sexual harassment or gender-based harassment in the workplace, as well as any other form of moral harassment, whether technical or declared.
- The eradication of any occasion in the workplace that could lead to behaviour considered as gender-based violence.
- The elimination of sexist stereotypes.
- Staff awareness of the promotion and dissemination of the values and practices within the company on which equality between men and women is based, as well as promotion of the balanced representation of both sexes in all bodies and positions of responsibility in the company.
- The establishment of practical mechanisms for the participation of all persons engaged in the detection and elimination of discriminatory behaviours due to gender.
- The monitoring and updating of the Equality Plan, as well as preparing proposals for future actions related to continuous improvement.
- The use of non-sexist language in internal and external communications.
- The reconciliation of work, family and personal life as a tool for managing human resources that harness staff potential.
- Compliance in the institution with the actions proposed by the Commission.

TRANSITIONAL PROVISIONS

FIRST - Any legal or regulatory provision that affects the content of this agreement will be adapted for inclusion by the Equality Commission.

Modifications or variations that could be considered in the current regulation must be dealt with in accordance with the absolute majority of all members of the Commission.