



Gender Equality and Diversity Plan

**Max Planck Institute for Gravitational Physics
(Albert Einstein Institute/AEI)**

Potsdam and Hannover



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Preamble

The Albert Einstein Institute is located in Potsdam and Hannover.

The Potsdam part is led by two directors, Prof. A. Buonanno, and Prof. M. Shibata. The Hannover part is led by two directors, Prof. B. Allen and Prof. K. Danzmann. The Hannover Institute has an additional location at the GEO600 gravitational wave detector in Ruthe.

The present Gender Equality and Diversity Plan is a follow-up to the first plan dated 25.6.2019, which was created by the local Equal Opportunity Officers in cooperation with the Gender Equality Office at the Max Planck Head Quarter and the GENERA Project, as well as the Staff Unit for Strategic Projects at the AEI.

Equality and diversity goes beyond the formally equal treatment of different genders. It seeks de facto equality in the sense of equal opportunities, which recognises and respects the diverse life situations, opportunities and needs of all employees.

The declared goal of the institute's management is to establish equal opportunities in all work areas and levels, eliminating existing disadvantages and promoting awareness of equal opportunities among all employees at the institute.

This Gender Equality and Diversity Plan (GDP) therefore describes according measures to even further improve the work environment for the members of the two AEI institutes in Potsdam and Hannover. After this short preamble, the document starts with a brief description of the status quo, and is then structured according to different fields of concern, like structural measures, measures to increase the visibility of female scientists, measures for gender-inclusiveness, and measures regarding the reconciliation of career and family life. Finally, it describes how the progress of the implementation of the new measures shall be monitored and evaluated and concludes with statistics and a tabular summary of the measures in the Annex.

The number of measures and their extent is not designed for a short implementation period, but are intended as catalogue of long-term measures instead. The changes to be implemented as very first steps are:

- the appointment of the equal opportunity officers as diversity officers
- the implementation of a diversity committee
- the definition of a roughly scheduled priority list of the tasks to be implemented in the time period until 2023 - to be done by the diversity committee

The plan does not specify priorities beyond these three items, since all changes proposed and planned in the GDP directly affect all AEI members. The prioritization and scheduling of the defined measures therefore needs to be performed by a diverse group representing the various different



views on the institute. This will be ensured by the implementation of the diversity committee, which will then further specify the prioritization and scheduling of this GDP.

This procedure will increase the visibility and acceptance of the planned changes and allows institute members to contribute to the realization of the goals of the GDP.

The GDP will be evaluated regularly both internally as well as by the MPS. External evaluation is currently expected at an interval of 3 years. The plan can be adjusted at any time if the need arises, and should be adapted at least once after each evaluation. The GDP is valid until a new version becomes effective.



Status quo

For each of the institute parts, the AEI has two female Equal Opportunity Officers (EOOs) who were elected by the female members of the MPI/AEI or were appointed by the Managing Director. In 2017, the directors agreed that the EOOs have access to a cost centre (Kostenstelle) which was allocated according to a rough estimate of the expected costs and defined as a starting value that can be adapted if necessary.

The Equal Opportunity Officers are members of the sub-institute meeting (TIB).

Joint meetings with the works council or the institute management shall take place when needed.

However, these meetings have not yet taken place on a regular basis.

Neither in Potsdam nor in Hannover have the Equal Opportunities Officers their own office nor a room available at all times for confidential discussions.

The Leibniz University Hannover (LUH) has a separate network of Equal Opportunity officers, who represent the members of the AEI who are part of the LUH.

Survey on “My well-being and satisfaction at my institute”

A survey on well-being and satisfaction was conducted at the institute between November 2019 and January 2020.

This was prepared by the equal opportunity officers on the basis of a survey template from the GENERA¹ project and coordinated with the works councils.

The evaluation was carried out by an external institute. The detailed report should be finalized by the end of March 2021 and then be available to all employees on the intranet.

Even though there is broad satisfaction overall, some points that show up in the details need to be looked at more closely:

- There is a percentage of people who have experienced bullying that is not very high. Since every case is one case too many, special attention must be paid to this issue.
- Though the majority of respondents feels treated fair at work, there are differences in the details. There were noticeable gender differences and differences between persons with different employment status.
- The respondents assume different responsibilities, which differ by position and age, also by gender. Though a majority is satisfied with the current role of responsibility, in particular respondents with fixed term positions and employees with part-time positions would like to have more responsibility
- 75% of the respondents wish more feedback on their work

¹ The Horizon 2020 Project GENERA (Gender Equality Network in the European Research Area) aims at fostering systematic institutional and cultural change through the design, development and implementation of tailored, evidence-based Gender Equality Plans (GEPs) in physics. (<https://genera-project.com/>)



Childcare and other caring:

The childcare situation for Hannover as a city is difficult, and there are no childcare or kindergarten facilities on-site. In Potsdam, there is a cooperation contract with a Kita with all three MPIs on the Campus Potsdam.

Members of the AEI are able to bring their children to the institute with them. In Hanover, there is a multi-purpose room in the meantime, which is to be used for on-site work with a child, among other things. In addition, there is a small meeting room that can also be used as a parent-child room or similar. In Potsdam, a corresponding room at the neighbouring institute (MPIMP) can be used temporarily until a parent-child room is set up at the AEI.

It is defined by German law (Arbeitsstättenverordnung - ASR A4.2, Nr 6) that the institute should supply a room that can be used for a pregnant woman to rest, and for breast feeding.

In Hanover, the multi-purpose room can now be used for this purpose.

In Potsdam, a room for this purpose has already been determined, the plans for conversion and furnishing are ready, and the conversion is to be carried out as soon as possible. The building application has been submitted.

Home office hours are taken by scientists; however, no Works Agreement (Betriebsvereinbarung) defines any policies to accommodate working from home in case of caring responsibilities.

Recruitment:

The proportion of men and women in the AEI at different levels is representative of the situation in physics institutes in Germany, though the proportion of female scientists in Potsdam is even lower than in Hannover. The processes in place for the hiring of scientific staff at all levels, and the involvement of the Equal Opportunity Officers in those hiring processes, vary between the directorates. In general, the process is not standardized and therefore are not yet optimised in terms of defined workflows and gender equality concepts.

The Equal Opportunity Officers are only partially and differently involved in recruitment processes. For non-scientific staff, the process is more standardized and the Equal Opportunity Officers are involved, though time and scope of the involvement could be reviewed.

There are various trainings regarding anti-bias, equal opportunity, and diversity offered by the AEI, by the Max Planck Society (MPG) head quarter (GV) as well as by the LUH. However, there is no compulsory anti-bias training for institute members, including those involved in the hiring of staff.

Code of conduct:

There have been cases of bullying and sexualized harassment or other kinds of conflicts reported to the Equal Opportunity Officers.



Since January 2018, the MPS has a “Policy against sexualised discrimination, harassment and violence for the Max Planck Society” with rules of conduct, binding for all Max Planck Institutes, which covers sexualized harassment and violence, but not bullying or other kinds of conflicts. In addition, there is a "Code of Conduct of the MPG", which describes the core values of the Max Planck Society, and which all employees as well as guests and partners are expected to respect. In Potsdam, there is a “Employer/Works Council Agreement on Social Interaction“, which covers all kinds of conflicts (conflicts, bullying, sexualized harassment and violence), whereas in Hannover there is no institute’s code of conduct that defines the behaviour expected within in the institute, or to define what behaviour is unacceptable, up to now.

There are documents for both sites of the AEI listing the relevant internal contact points for grievances:

<https://intranet.aei.mpg.de/general-information/conflict-management>

To make it easier for employees to keep track of the various information, contact points and rules within the Institute and the Max Planck Society, the Equal Opportunities Officers have compiled a page on the intranet with relevant links and documents.

Statistics:

The analysis of the current situation according to data and findings on the institutional commitment to equal opportunities is one goal of the Equality Plan. An in-depth examination requires gender-sensitive personnel statistics that capture the specific situation of women and men at the institute.

The survey on 31 December 2020 of the AEI personnel statistics with detailed tables and figures also by age, type of employment (part-time/full time) and scientific level can be found in Annex 1.

These figures reflect the situation of all AEI employees, including scientists working at the institute who are not financed by the MPG. This concerns scientists in Hannover, who are financed by the Leibniz Universität Hannover (LUH) due to the collaboration with the LUH, but also others, who are financed by scholarships or other external funds.

Statistics according to the people data base, showing a snapshot of the institute on 31 December 2020: and comparison with statistics as of a snapshot on 1 January 2019

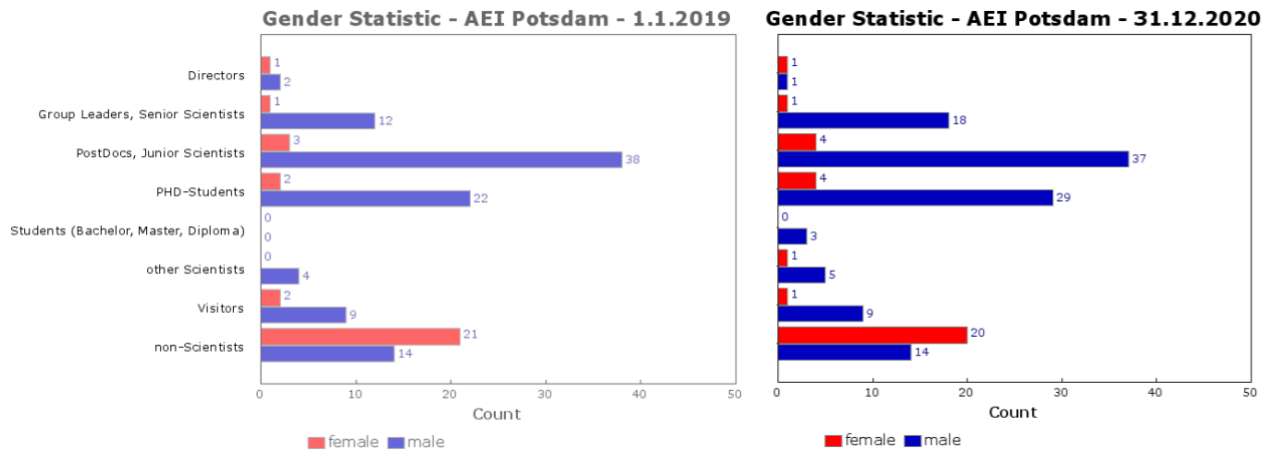
The following figures and tables provide an overview of the gender distribution of all persons, i.e., incl. the non-MPG- or LUH-financed positions, working at the institute.

As the diagrams and tables on the following pages show, there has been a slight increase in the proportion of female scientists in both Potsdam and Hannover. At the director level,



the change (in Potsdam) is due to the emeritus status of one director. There are no significant changes in the other groups.

The total number of employees, but especially in the scientific area, is slightly higher than two years ago at both locations.

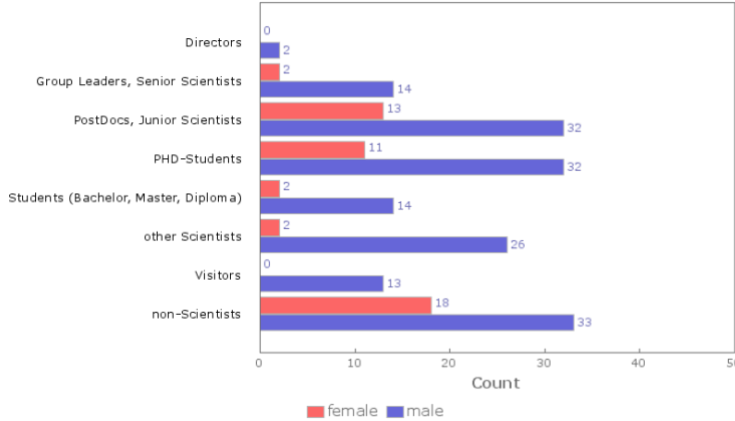


Gender Statistics AEI Potsdam	1.1.2019					31.12.2020				
	female		male		total	female		male		total
	count	%	count	%	count	count	%	count	%	count
Directors	1	33.3	2	66.7	3	1	50.0	1	50.0	2
Group Leaders, Senior Scientists	1	7.7	12	92.3	13	1	5.3	18	94.7	19
PostDocs, Junior Scientists	3	7.3	38	92.7	41	4	9.8	37	90.2	41
PHD-Students	2	8.3	22	91.7	24	4	12.1	29	87.9	33
Students (Bachelor, Master, Diploma)	0		0		0	0	0.0	3	100.0	3
other Scientists	0	0.0	4	100.0	4	1	16.7	5	83.3	6
Visitors	2	18.2	9	81.8	11	1	10.0	9	90.0	10
Total (scientists)	9	9.4	87	90.6	96	12	10.5	102	89.5	114
non-Scientists	21	60.0	14	40.0	35	20	58.8	14	41.2	34
total	30	22.9	101	77.1	131	32	21.6	116	78.4	148

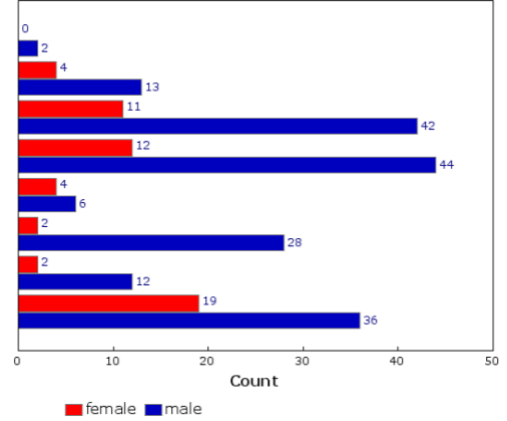


Statistics for AEI-Hannover:

Gender Statistic - AEI Hannover - 1.1.2019



Gender Statistic - AEI Hannover - 31.12.2020



Gender Statistics AEI Hannover	1.1.2019					31.12.2020				
	female		male		total	female		male		total
	count	%	count	%	count	count	%	count	%	count
Directors	0	0.0	2	100.0	2	0	0.0	2	100.0	2
Group Leaders, Senior Scientists	2	12.5	14	87.5	16	4	23.5	13	76.5	17
PostDocs, Junior Scientists	13	28.9	32	71.1	45	11	20.8	42	79.2	53
PHD-Students	11	25.6	32	74.4	43	12	21.4	44	78.6	56
Students (Bachelor, Master, Diploma)	2	12.5	14	87.5	16	4	40.0	6	60.0	10
other Scientists	2	7.1	26	92.9	28	2	6.7	28	93.3	30
Visitors	0	0.0	13	100.0	13	2	14.3	12	85.7	14
Total (scientists)	30	18.4	133	81.6	163	35	19.2	147	80.8	182
non-Scientists	18	35.3	33	64.7	51	19	34.5	36	65.5	55
total	48	22.4	166	77.6	214	54	22.8	183	77.2	237



Fields of action for equality measures

The following fields of action have been developed within the framework of the GENERA project² and prioritised in needs-orientated discussions at the institute. The definition of these fields serves the understanding, the target orientation and the systematisation of the measures:

Institutional commitment to equal opportunities

The equal participation of women and men should be anchored and further developed structurally at the institute. Therefore, the goal of the measures is to provide resources on a long-term basis, but also to develop and regularly establish gender-sensitive statistics as the basis for effective gender equality policies.

Visibility and presence

The proportion of women in science and research is very low. This is also the case for the AEI. The under-representation of women rises with increasing levels, as is the case on average in science. The exception in Potsdam with a 50% portion of women in the directors' level is due to the very low numbers (1 male, 1 female director). In order to counteract this, measures are aimed at increasing the visibility and presence of female scientists at the institute. The visible presence of female scientists is a clear signal that the institute is benefiting from the potential of women and encouraging younger women to pursue a career in science, as they have female role models. The increased visibility includes all working areas of the institute and should increase the institute's attractiveness for women.

Gender-inclusive organizational culture

Gender-inclusive organizational culture focuses on the development of gender competence among all employees of the institute. An effective and sustainable cultural change towards more equal opportunities is sought. Effective measures are aimed primarily at knowledge and understanding of gender roles and insight into their changeability. This includes awareness raising of discrimination and knowledge of strategies for the implementation of equal opportunities. Gender competence is a key professional qualification.

Reconciliation of career and family life

Although there has been a change in thinking over the reconciliation of career and family life in the last few decades, it still remains difficult for many to reconcile looking after children or caring for relatives along with their profession. Here, effective measures are based on reconciliation, in order

² The Horizon 2020 Project GENERA (Gender Equality Network in the European Research Area) aims at fostering systematic institutional and cultural change through the design, development and implementation of tailored, evidence-based Gender Equality Plans (GEPs) in physics. (<https://genera-project.com/>)



to relieve the strain on employees, and on a renunciation of rigid gender roles, so that men are equally involved.

Measures

1. Institutional commitment to equal opportunities

1.1. Cost centre for the Equal Opportunity Officers

Field of action: Institutional commitment to equal opportunities

Goal: Anchoring equal opportunity in the long-term planning of the organization

Responsibility: Management, Head of Administration, Equal Opportunity Officers

Schedule: Implementation 2019, and ongoing annual review

Financing: Ongoing

Description:

The AEI supports the work of the Equal Opportunity Officers with its own cost centre in order to guarantee equal opportunity in the long term. A budget of roughly estimated costs will therefore be made available to the Equal Opportunity Officers.

The aim is to provide Potsdam with 0.1 percent of the respective (partial) institute budget for this purpose. This corresponds to the recommendation from the presidential letter of 30.9.2013 to the institutes. For Hannover, the budget can be based on that of Potsdam.

Task:

Annual provision of budgets for Equal Opportunity Officers in Potsdam and Hannover

1.2. Cooperation on campus Potsdam with the involvement of the Hannover Sub-Institute

Field of action: Institutional commitment to equal opportunities

Goal: Greater efficiency (work to promote equal opportunities) and load distribution

Responsibility: Management, Head of Administration, Equal Opportunity Officers of the participating institutes, Press and Public Relations

Time schedule: from 2018

Financing: Ongoing

Description:

Many offerings and measures regarding equal opportunities are not necessarily limited to specific institutes or subjects and can therefore be organized jointly for the three institutes on the Potsdam MPI campus. This reduces the effort for each institute and enables a wider range of offerings.

These include seminars, lectures on gender competence, information events on MPG measures (networks, career advancement, family service, etc.) or even offerings on campus (e.g. childcare services)



Tasks:

Creation of a page on the campus-wide intranet with all information and offerings across the institutes.

Also, in the future such events should be organized jointly for the institutes of the campus and AEI Hannover. Invitations to these events should be sent to the employees of the participating institutes by email. Costs incurred, such as seminar and travel costs, are settled via a central cost centre, irrespective of the department or group to which the participants belong.

1.3. Information material for employees

Field of action: Institutional commitment to equal opportunities

Goal: Strengthening/supporting work to promote equal opportunity

Responsibility: Head of Administration, Equal Opportunity Officers, Secretariats, International Office

Schedule: 2019 and annual update

Financing: Ongoing

Description:

For all employees, especially new employees, information about structures, measures and offerings at the institute and beyond is appropriate and useful.

For Potsdam, a notice and a flyer already exist and should also be created for Hannover.

Tasks:

Leaflets containing the necessary equal opportunities information to be made available to all new and existing institute members. They should include for instance

- Contact information for the equal opportunities officers.
- Information relating to the equal opportunities and sexualized harassment policies of the MPI and where the full details can be found
- Information about what to do in the case of sexualized harassment.
- Information about the childcare facilities and opportunities available.

The materials for Hannover and Potsdam should be aligned with each other where appropriate.

The information should be issued to new employees at the commencement of work by the personnel administration, the secretariats or International Office. In addition, they should be provided and displayed.

1.4 Preparation of a Code of Conduct for all AEI employees

Field of action: Institutional commitment to equal opportunities

Goal: Strengthening/supporting work to promote equal opportunity

Responsibility: Management, Head of Administration, Works Council



Consultancy: Equal Opportunity Officers

Schedule: 2019/2020, then regular review

Financing: Ongoing

Description:

A code of conduct is the definition of behaviour expected by the institute in everyday interaction with one another. In addition, the Code of Conduct stipulates who the employees can turn to in a conflict situation and which measures can then be initiated.

The goal is to make the collaboration of all employees and guests at the institute pleasant and free of conflict.

Tasks:

Create a code of conduct with the parts as described above:

- Definition of expected behaviour at the institute
- Possible contact persons and possible further measures in conflict situations for affected parties

Preferably, this should be adopted in the form of a Works Agreement.

An excerpt containing the part of the expected behaviour as well as a reference to the complete code of conduct should be displayed in the institute so that everyone can see it.

All employees and (long-term) guests should acknowledge it by signing the information and therefore confirm their commitment to comply with the code of conduct.

1.5. Employment of an assistant (e.g. student) to support the Equal Opportunity Officers of the institutes involved

Field of action: Institutional commitment to equal opportunities

Goal: Strengthening/supporting work to promote equal opportunity

Responsibility: Head of Administration, Equal Opportunity Officers

Time schedule: from 2018

Financing: Ongoing, divided among the participating institutes

Description:

An assistant who can support the Equal Opportunity Officers in organizational and design tasks should be employed.

The tasks include:

I. Workshop Organization

- Organization of events:
Request for quotations, registration process, implementation and settlement, archiving of necessary documents

Here, "implementation" is meant in the sense of: prepare lists, provide name badges, participant



lists, other documentation and seminar materials.

II. Websites, posters, flyers

- Designing and maintaining the internet and intranet pages of the Equal Opportunity Officers, setting up a website on this topic on the campus intranet.
- Design and maintenance of information material (notice, flyer, welcome brochure if applicable) of the respective institutes.

III. Statistics / analyses

- on the basis of statistical information provided by the HR Department, needs-orientated statistics should be presented in a clear format in tabular and graphical form. As far as the numbers are available, a representation of the development over a period of time can be shown.

Task:

Recruitment of an assistant.

Update:

An assistant was hired for a limited contract period until 31 May 2022.

1.6. Regular statistical survey of institute employees

Field of action: Structural integration of equal opportunities

Goal: Monitoring and evaluation of the institute's equal opportunity politics

Responsibility: Head of Administration, here: HR Department

Consultancy: Equal Opportunity Officers

Time schedule: from 2019

Description:

Statistical figures should be collected regularly to record the personnel situation at the institute (e.g., semi-annually or annually) in order to evaluate and illustrate the structure in terms of gender, age, part/full time, etc. of staff members at the institute.

The aim is the automatic analysis of the Personnel Management System (PMS) data base by means of a report to be created, so that the effort is low and the comparability is guaranteed. The presentation of the data obtained can then be carried out by the Equal Opportunity Officers or an assistant (see above). Until a report is created, a table with all the individual data can be provided with the desired figures and representations, which can be analysed by the assistant of the Equal Opportunity Officers.

Tasks:

Structure of an Excel spreadsheet that uses functions to compile the numbers required for the statistical evaluation, based on a list of persons to be counted which is raised from the SAP system. The statistics are then compiled (semi-)annually and published on the intranet for internal purposes and measures.



2. Visibility and presence

2.1. Visibility of female scientists - project: “Physics is female”

Field of action: Visibility and presence

Goal: Visibility of female scientists on the AEI’s online presence

Responsibility: Press and Public Relations

Consultancy: Equal Opportunity Officers

Time schedule: from 2019

Financing: Fixed budget/year, amount to be discussed

Description:

Physics is very male-dominated: the proportion of women among German universities is only 28% in the first semester (Federal Statistical Office, WS2016/2017, in comparison: the average across all subjects is 49%). In the field of theoretical physics, the proportion of women is considerably lower and so it is difficult for the AEI to hire women in the scientific field (doctoral students, postdocs, group leaders). Positive examples can help here and attract interest in applying to the institute (key word “role model”). We call this project “Physics is female” and can imagine it either in form of video clips or short text presentations with photographs on the AEI website. In either version, AEI female scientists could present their motivation, their science and their daily work.

Tasks:

decision on form of project

create texts or video clips from female scientists of the institute and post these on the institute website

Update:

For the International Day of Women and Girls in Science 2020, portraits of 18 female scientists from the Institute were presented on the AEI website and the AEI Twitter channel.

2.2. Conference of female scientists

Field of action: Visibility and presence

Goal: Visibility of female scientists in the research environment

Responsibility: Management, N.N.

Consultancy: Equal Opportunity Officers

Time schedule: from 2019

Financing: Fixed budget/year, amount to be discussed

Description:

A scientific conference, where all speakers are women, aims to show that women are present in science and conduct equivalent science.



Task:

A scientific conference on the scientific topic of the institute is organized, in which all lecturers are women.

2.3. Organization of seminars for female scientists

Field of action: Visibility and presence

Goal: Offer of seminars to female scientists

Responsibility: Equal Opportunity Officers of the institutes involved

Time schedule: from 2018

Financing: Fixed budget/year, amount to be discussed

Description:

In recent years, the Equal Opportunity Officers of the three Max Planck Institutes on the campus Potsdam have regularly organized seminars for female scientists on topics such as self-presentation, etc. Here, the focus is on gender-specific differences in the workplace and how to deal with them correctly. These seminars should be continued and expanded and the Hannover Sub-Institute should be included. Some can also be offered to mixed gender groups of participants.

Task:

In cooperation with the participating institutes, corresponding offerings, also in English, are regularly organized for female scientists.

Update:

Seminars and workshops are offered. In 2019, there were 17 offers on topics such as work-life balance, self-presentation and coaching sessions.

In 2020, these could not be continued due to Corona, and digital alternatives will be offered from 2021.

3. Gender-inclusive organizational culture

3.1. Establishment of a diversity culture at the institute

Field of action: Gender-inclusive organizational culture

Goal: Awareness raising of the topic of diversity as an extension of gender equality.

Responsibility: Management, Head of Administration, Equal Opportunity Officers, all relevant stakeholders, Press and Public Relations

Time schedule: from 2019

Financing: Ongoing

Description:

The restriction of the work of Equal Opportunity Officers to the topic gender discrimination is being called into question more and more. However, the regulations of the MPG, based also on



specifications from the Federal Ministry of Education and Research (Bundesministerium für Bildung und Forschung – BMBF), limit the tasks of the Equal Opportunity Officers relating to this.

At the level of the institute however, the issue of diversity can be taken up independently of these regulations.

For this purpose, the Equal Opportunity Officers should also be appointed by the institute as Diversity Officers in order to promote equality and equity for under-represented or disadvantaged groups and to protect all persons at the institute against discrimination based on origin, gender, religion, belief, disability, age or sexual identity and orientation, in accordance with the General Act on Equal Treatment (Allgemeines Gleichbehandlungsgesetz, AGG). This keeps the tasks for all under-represented or disadvantaged groups in the same hands.

In addition, a diversity committee is to be established. Members on the base of their position are the Equal Opportunities Officers and their deputies. Further members of the committee should be elected by all members of the institute if possible, and all areas should be adequately represented. This committee should develop individual measures to establish a diversity culture at the institute and to promote and monitor its implementation.

Tasks:

Appointment of the Equal Opportunity Officers as Diversity Officers.

Establishment of a Diversity Committee.

Elaboration of Rules of procedure incl. an election procedure

Development of measures to establish a diversity culture and monitor its implementation.

Update:

Rules of procedure and rules of election were drawn up by the Equal Opportunities Officers and interested employees, agreed with the works councils and signed by the Institute's management on 14 October 2020.

In Potsdam, after the regular election of the Equal Opportunities Officers in November 2020, the election of the members of the Diversity Committee has taken place, so that the committee can now take up its work.

3.2. Compulsory further education on gender and diversity competence

Field of action: Gender-inclusive organizational culture

Goal: Awareness raising of the issue of equality and discrimination against disadvantaged groups.

Responsibility: Management, all relevant stakeholders, Head of Administration

Consultancy: Equal Opportunity Officers

Time schedule: from 2019

Financing: Ongoing



Description:

In order to ensure a gender and diversity-friendly organizational culture, all AEI staff members should regularly take part in further education and lectures on gender competence and diversity.

For employees with managerial responsibility, regular participation in such events should be compulsory and offered to all others.

Employees with managerial responsibility are Heads of Division, Group Leaders, Supervisors, HR Department, etc.

Tasks:

Creation of a list of employees with managerial responsibility.

Determination of a person, if necessary by location, who keeps this list and records the participation in further education and lectures.

Information about ongoing training and lectures every three months by email and where applicable, on the intranet.

Determination and notification by the Directors that one lecture per year and further training every two years is obligatory for employees with managerial responsibility.

Offer 1-2 internal training programmes or lectures per year

Integration of gender and diversity training measures and presentations in the IMPRS training plan.

This may include measures during the lecture weeks.

3.3. Reviewing recruitment processes

Field of action: Gender-inclusive organizational culture

Goal: Equal opportunities in the recruitment process

Responsibility: Management, all relevant stakeholders, Head of Administration

Consultancy: Equal Opportunity Officers

Schedule: from 2019

Description:

According to the “Max Planck Gender Equality Policy” (“Central Works Agreement Equal Opportunities for Women and Men at the Max Planck Society” in Annex 1: “Max Planck Gender Equality Policy”) “the Institute or facility shall inform the Gender Equality Officers at an early stage, especially in the case of HR matters; this concerns preparation and decisions with regard to [...] b) recruitment, secondment, transfer and redeployment of staff members for more than three months at a time”

With regard to recruitment processes, this is currently being implemented at the AEI mainly in the non-scientific field. In the field of science, the involvement of Equal Opportunity Officers is usually limited to access rights to the IMPRS application portal (Hannover) and to the access to the works council outlines for recruitment.



Therefore, in the future, the Equal Opportunity Officers should be informed about application procedures at an early stage. This includes the tender text before publication, access to applications, candidate lists for invitations to interviews, and information on offers and acceptance.

Upon request by the Equal Opportunity Officers, they will be invited to attend interviews.

The diversity committee should review the recruitment processes and make suggestions for improvement to the directors from the standpoint of diversity and equal opportunities.

Tasks:

Improve involvement of Equal Opportunity Officers in the scientific application and recruitment process.

Development of a concept for application and recruitment procedures that optimizes workflows and takes equality and diversity concepts into account.

Implementation of the new processes.

4. Reconciliation of career and family life

4.1. Parent-child office in Potsdam

Field of action: Reconciliation of career and family life

Goal: childcare bottlenecks should be resisted and times without care should be bridged.

Responsibility: Management, Head of Administration, Occupational Safety Officer

Consultancy: Equal Opportunity Officers

Time schedule: from 2018

Financing: Ongoing

Description:

The AEI aims to provide the employees with a parent-child office, which can be used to resist childcare bottlenecks and to bridge periods without care (e.g. holidays). Children up to the age of 10 can be looked after by their parents there. At the same time, parents are able to pursue their professional activity. A separate room with the necessary equipment is necessary to implement this measure (desk and network connection, barrier-free, play area, possibly with a water connection (sink), etc.).

Tasks:

Specify an office space.

Necessary construction measures and child safety measures must be carried out

A workplace for employees must be arranged

Equipment for the children (toys for different age groups, play mat, etc.) must be purchased

Creation of a usage policy

Development of a disinfection/cleaning and maintenance plan



Update:

A room is planned for this purpose in Potsdam. However, it will not be available until further reconstruction work has been completed at the Institute.

4.2. Nursing room in Potsdam

Field of action: Reconciliation of career and family life

Goal: Support nursing mothers.

Responsibility: Management, Head of Administration, Occupational Safety Officer

Consultancy: Equal Opportunity Officers

Time schedule: from 2018

Financing: Ongoing

Description:

The AEI aims to provide employees with a room to breastfeed their babies or to pump their milk to provide their child with breast milk later on.

This facilitates an early return to work after birth. To implement this measure, a separate small room, such as 2.12, with the appropriate equipment is necessary (sofa, refrigerator, baby changing unit, possibly with a water connection (sink), etc.). So, the room is also suitable for pregnant women to rest.

Tasks:

Specify a room, e.g. room 2.12.

Necessary construction measures and child safety measures must be carried out.

A sofa, refrigerator and baby changing unit, and a shelf and/or other storage space must be supplied.

Creation of a usage policy

Development of a disinfection/cleaning and maintenance plan

“Free”/“occupied” signage on the outside of the door.

Update:

In Potsdam, room 2.12 has already been designated for this purpose. The plans for the conversion and furnishing are ready, and the conversion is to be carried out as soon as possible. A building application has been submitted, most recently for 2021.

4.3. Multi-Purpose Rooms in Hannover

Field of action: Reconciliation of career and family life

Goal: childcare bottlenecks should be resisted and times without care should be bridged.

Interception of spatial bottlenecks.

Responsibility: Management, Head of Administration, Occupational Safety Officer

Consultancy: Equal Opportunity Officers



Time schedule: from 2019

Financing: Fixed budget/year, amount to be discussed

Description:

The introduction of multi-purpose rooms.

The multi-purpose rooms should act as a place where someone could work if they needed to bring their child to work with them, and as a room for small meetings, as a short-term visitor office.

The AEI aims to provide the appropriate rooms to cope with childcare bottlenecks and to bridge times without care (e.g. holidays). Children up to the age of 10 can be looked after by their parents there. At the same time, parents are able to pursue their professional activity. A separate room with the necessary equipment is necessary to implement this measure (desk and network connection, barrier-free, play area, possibly with a water connection (sink), etc.).

The rooms must be suitably equipped for small meetings.

Tasks:

Rooms can be identified step by step. Existing guest offices, for example, whose function can be expanded into multi-purpose rooms by slightly changing the furnishings, can be used for this purpose. In addition, planned or existing reconstruction measures can be used to set up further multi-purpose rooms.

The equipment of the multi-purpose rooms could include, for example, the following elements:

- A workplace (desk, office chair, network connections, telephone if necessary).
- A cupboard for storing toys for children of all ages, foldable baby bed
- Toys for children of all ages, foldable baby bed, baby changing facilities, blinds for breastfeeding and privacy protection
- a sofa big enough for someone (for example a pregnant woman) to rest on properly
- a separate (small) refrigerator

Creation of a usage policy

Development of a disinfection/cleaning and maintenance plan

“Free”/“occupied” signage on the outside of the door.

Update:

In Hannover, a room on the first floor of building 3406 has initially been made available for this purpose. The conversion and furnishing will be completed shortly.

4.4. Child-friendly toilet facilities

Field of action: Reconciliation of career and family life



Goal: Support of parents with children in the workplace.

Responsibility: Head of Administration, Occupational Safety Officer

Schedule: from 2019

Financing: Fixed budget/year, amount to be discussed

Description:

Adapting bathroom facilities to ensure they are suitable for babies and young children as far as possible.

Tasks:

Procurement of the appropriate equipment, e.g. for toilet seats and steps, possibly also changing facilities. The disabled toilet is ideal for this, as it offers more space and is gender-independent.

Development of a disinfection/cleaning and maintenance plan

4.5. Collaborations with childcare institutions

Field of action: Reconciliation of career and family life

Goal: needs-based care of children

Responsibility: Head of Administration

Consultancy: Equal Opportunity Officers

Schedule: 2018/2019 and regular review

Financing: Ongoing

Description:

The AEI aims to provide flexible child care for needs-based care, possibly also outside the usual childcare hours (e.g. evening hours, weekends) but also in different places. Collaborations with local crèches/child day care centres/childminders will be established. In addition to the already existing Potsdam collaboration with the Fröbel Crèche, additional crèche will be sought in Berlin and Potsdam, and possibly analogously in Hannover, to allow parents a selection of different services. To match the needs of the parents, alternatives should also be offered.

Support of the “Co-workingspace with childcare” project.

In Potsdam, there are efforts to establish a project that provides parents with a workplace with childcare in the immediate vicinity. This should enable parents to work at least temporarily after the birth of a child, but always have the child close by. Thanks to childcare, concentrated work is still possible.

Tasks:

For Potsdam, the previous collaboration agreement with Fröbel should be extended. If necessary, further collaborations are to be developed.

For Hannover, an appropriate collaboration may be required.

The establishment of a co-working space should be examined with the management of the Science Park.



4.6. Family-aware Meeting Policy

Field of action: Reconciliation of career and family life

Goal: Elimination of time conflicts with family responsibilities

Responsibility: All persons with managerial responsibility in scientific divisions and groups as well as in administration and service departments

Schedule: from 2019

Financing: Continuous/none

Description:

If possible, regular and other important meetings for the respective organizational unit should take place within the opening hours of regular care facilities in order not to disadvantage employees with children or care obligations. Such a policy will raise awareness of this issue and empower employees with family responsibilities.

Task:

An appropriate meeting policy will be implemented.

4.7. Childcare at conferences

Field of action: Reconciliation of career and family life

Goal: Support for conference participants with childcare obligations

Responsibility: Head of Administration, all persons involved in the organization of conferences

Time schedule: from 2019

Financing: Continuous/none

Description:

For conferences organized by the AEI, childcare should be offered to all conference participants as needed. Support and advice for the implementation of the family service (currently PME family services). In Hannover there are also possibilities and offers of LUH available.

The need can be determined by means of an appropriate query during conference registration.

Tasks:

Definition of a process to ensure childcare at conferences as needed.

This includes the early consultation to establish the need for childcare at conference registration, which the organizers of the conference is responsible for, usually the responsible secretariat.

Evaluation and Monitoring

In order to facilitate the implementation and evaluation of this Equality Plan, the AEI agrees to provide Equal Opportunity Officers with all necessary information and data to produce gender equality



statistics. In addition, the AEI seeks to continuously survey the gender equality situation through employee surveys. Through the measures mentioned above and the continuous evaluation of the gender equality situation, the current equality plan is to be extended by new fields of action. This also includes a monitoring of the individual measures. (See annex 2: Table of Measures)

The Diversity Committee (see Measure 3.1.) will take over the evaluation and monitoring of the plan and report at regular intervals.

This Gender Equality and Diversity Plan contains a large number of measures to improve the equality situation at the AEI and covers a broad spectrum of fields of action.

Not all of these measures can be implemented within the term of this plan, so part of them will have to be included in an update. As a result, a prioritisation needs to be given and to be carried out by the Diversity Committee.