



Universidade do Minho

# GENDER EQUALITY PLAN OF UNIVERSITY OF MINHO

JANUARY 2022 – DECEMBER 2024

## **GENDER EQUALITY PLAN UMINHO (IGUM 2022-2024)**

The **Gender Equality Plan of University of Minho** for January 2022 –December 2024 is based on the following pillars:

- Development of UMinho's gender equality guiding principles;
- Creation of the Gender Equality Commission UMinho (CIGUM). The example of reference Universities has been followed (*e.g. Universidad Autónoma de Madrid*<sup>1</sup>), leading to the proposal that CIGUM operates in close interaction with all UMinho's organic units and other management bodies, namely those responsible for information production and dissemination, as well as other organisations dealing with the topic, including the Commission for Citizenship and Gender Equality (CIG)<sup>2</sup>, under the Presidency of the Council of Ministers;
- Analysis and reorganisation of UMinho's internal procedures for data collection, reporting and dissemination, implementing gender disaggregated data collection and analysis processes;
- Development of training actions of interdisciplinary nature on gender issues in academia and science, aimed at each specific target group: teaching staff and researchers, students and technical, administrative and management staff, with the participation of both men and women;
- Training on gender equality and unconscious gender biases for teaching staff, decision-makers, top managers, technical, administrative and management staff, and students, raising awareness among the various groups and target audiences;
- Promotion of gender balance in career progression and teaching;
- Promotion of measures aimed at improving work-family and personal life balance;
- Implementation of measures against gender-based violence and elaboration of a gender discrimination and sexual harassment complaint procedure for students and employees.

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<sup>1</sup> [https://transparencia.uam.es/wp-content/uploads/2020/02/1.2.8. Acuerdo\\_8\\_CG\\_de\\_13-12-19\\_aprobaci%C3%B3n\\_III\\_Plan\\_de\\_Igualdad.pdf](https://transparencia.uam.es/wp-content/uploads/2020/02/1.2.8. Acuerdo_8_CG_de_13-12-19_aprobaci%C3%B3n_III_Plan_de_Igualdad.pdf)

<sup>2</sup> <https://www.cig.gov.pt>

# 1 POLICY PRINCIPLES AND GUIDELINES

- I. The gender equality core ethical principle is the dignity of the human person. The promotion of gender equality is a priority for University of Minho, as clearly established in its Statutes (Article 3 (1))<sup>3</sup> and Code of Ethical Conduct (section 2 – Institutional Ethical Values and Principles)<sup>4</sup>. Through its organic and service units, the University commits itself to raise awareness on the gender inequalities in the academia, as well as to implement measures that contribute to the elimination of any form of gender-based discrimination.
- II. The quality of and the access to data/information and a more in-depth knowledge of the University status-quo of gender equality practice are shared and explicitly recognized objectives by the multiple organizational participants/stakeholders: i) the continuous support to monitoring and following up the actions and measures to be adopted by CIGUM; (ii) the promotion of special conditions for data collection and analysis, either at central level or through the organic and research sub-units; (iii) commitment towards the adoption of measures to raise and increase awareness on the various dimensions of gender equality; (iv) integration of the gender dimension in research, contributing to the diversity of perspectives and references in the elaboration of successive gender equality plans.
- III. The methodologies adopted for the recruitment, selection and performance evaluation of teaching staff, researchers and non-teaching staff reflect the gender equality principle, at all hierarchical levels and contexts of the teaching and research activity.
- IV. The communication policy supports a communication culture that advocates intersectionality, fighting for the elimination of all kinds of stereotypes and forms of harassment in the academia.
- V. To build a gender equality culture implies the commitment to implement human resources management procedures and regulations that take the gender dimension into consideration, namely regarding performance assessment, work-life balance and working time management. This culture will reinforce UMinho as an institution that promotes gender equality.
- VI. The Gender Equality Plan reflects the compromise to create services and/or commissions/task forces specialised on gender equality, operating as counselling and intervention mediators in

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<sup>3</sup> <https://www.uminho.pt/PT/uminho/Informacao-Institucional/Paginas/Estatutos.aspx>

<sup>4</sup> <https://www.uminho.pt/PT/uminho/Etica/Codigo-de-conduta-etica>

relation to issues which are potentially disruptive and likely to constitute a disciplinary and/or criminal action.

- VII.** The revision of this Gender Equality Plan is an integral action of its institutional practice compliance, originating critical analysis aimed at answering emerging challenges and trends at the University related to gender equality, in broad and plural terms.

## **2 CIGUM – METHODOLOGY FOR IMPLEMENTATION AND MONITORING**

In line with the guidelines set by the European Union (Normative Order No. 18/2019) that require an institutional entity with specific gender equality function, it is proposed the creation of the *Gender Equality Commission UMinho* (CIGUM), under the coordination of the Rectorate, with dedicated human and material resources appropriate to the achievement of the objectives outlined.

This commission develops its activity in close cooperation and in full alignment with the designated representatives in the different organic units and services as well as on behalf of teaching staff, researchers, students and technical, administrative and management staff.

### ***General Duties and Function***

The main function of CIGUM, to be considered in its own regulation, include:

- To develop the actions foreseen in the Gender Equality Plan, during the 3-year period 2022-2024, ensuring its monitoring and overall assessment, as well as the intersectional collaboration between and among organic units and research areas;
- To promote participatory actions at UMinho, aiming at the development of the Gender Equality Plan for subsequent years;
- To broaden and deepen the debate on the implementation of Gender Equality Plans within UMinho (organic units and sub-units; service units) as well with other Universities;
- To create institutional contexts that promote the debate on Gender Equality, paying particular attention to the dialogue with the Commission for Citizenship and Gender Equality (CIG).

The creation of CIGUM has foreseen its ethical and normative framework, namely regarding the duty of secrecy in the treatment of sensitive information, in particular that related with possible complaints and

formalized claims. It has also foreseen the appropriate promotion of interactions with other bodies and services of the University, in order to collect and treat information in an articulated manner.

### ***Human Resources***

It is proposed that the Commission should integrate 2 higher executive officers, with proper qualification and training in the area of gender equality plans in higher education and science, experience in the use of quantitative methods and participatory methodologies and tools, and knowledge of the existing legislation.

### ***Material Resources***

CIGUM will have a budget and a specific space equipped with internet access, computers and other resources considered essential for the development of its activity.

CIGUM will also have a website with a repository of information on gender equality, a forum open to participation/debate at UMinho, which will also include data collection and a gender discrimination and sexual harassment complaint procedure section, among others.

### ***Follow-up / Monitoring***

CIGUM is accompanied by an institutional and scientific advisory committee composed of experts in Gender Equality in Higher Education (to be designated).

### 3 MAP OF MEASURES AND INDICATORS

Objective/Challenge	Measures	Target Groups to be involved	Indicators	Date	Responsible Unit (budget)
<b>1. Creation of the structure for the management of University of Minho's Gender Equality Plan</b>	Creation of the Gender Equality Commission UMinho (CIGUM)	Teaching Staff Researchers TAG <sup>5</sup> Staff Students	Commission in full operation with associated Human Resources  No. of meetings	2022	Rectorate
	Hiring an expert in the area of gender equality, science and higher education (higher executive officer contract)				
	Dissemination of information on CIGUM's general duties and function as well as its <i>modus operandi</i> .	Teaching Staff Researchers TAG Staff Students	CIGUM's internet portal/website CIGUM' social networks No. of flyers produced No. of dissemination events	2022-2024	CIGUM
<b>2. Increasing and Raising awareness about gender equality issues at UMinho at all levels and with the explicit involvement of decision-makers</b>	Organisation of seminars open to all target groups, addressing gender and academia issues freely.	Teaching Staff Researchers TAG Staff Students	No of seminars/year Participation rate/target group in conferences and seminars promoted/organised by CIG	2022-2024	CIGUM
	Production and dissemination of content on gender equality (radio programmes, webinars) aiming at identifying and raising awareness about non-conscious bias in teaching, research and academic management.	Teaching Staff Researchers TAG Staff Students	No. of multimedia content/pieces No. of webinars Satisfaction Level with the videos and lives (likes, share, downloads)	2022-2024	CIGUM
	Specific training on the promotion of diversity and gender equality in the presentation and development of projects, as well as in the dissemination of scientific results/outcomes.	Teaching Staff Researchers TAG Staff	Gender equality in the academic juries' composition Gender equality in the supervision of thesis and dissertations Gender equality in R&I project proposals Gender equality in scientific dissemination activities	2022-2024	CIGUM Research Units
	Specific training on the promotion of diversity and gender equality in decision-making	Teaching Staff Researchers TAG Staff	Gender equality in leadership positions, having under having the legislation in force as a reference (Gender Equality in Public Administration – Law 26/2019) <sup>6</sup>	2022-2024	CIGUM Research Units

<sup>5</sup> Technical, Administrative and Management (TAG) Staff

<sup>6</sup> Lei 26/2019, de 24 de março "[Regime da representação equilibrada entre homens e mulheres no pessoal dirigente e nos órgãos da Administração Pública](#)".

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<b>Objective/Challenge</b>	<b>Measures</b>	<b>Target Groups to be involved</b>	<b>Indicators</b>	<b>Date</b>	<b>Responsible Unit (budget)</b>
	Specific training on the promotion of diversity and gender equality in the academic activity (particular focus should be given to recruitment, selection and assessment methodologies)	Teaching Staff Researchers Students	Guide to the legal framework on gender-related issues in Higher Education Gender equality in recruitment and academic and research career progression Gender equality in the academic juries' composition Gender equality in the supervision of thesis and dissertations Gender equality in R&I project proposals Gender equality in scientific dissemination activities	2022-2024	CIGUM Departments Research Units
<b>3. Deepening the diagnosis and extending the knowledge on gender equality issues at University of Minho, in a transversal and articulated manner.</b>	Carry out an inventory of the studies developed about and by UMinho	Teaching Staff Researchers	Repository of studies	2022-2024	CIGUM
	Promotion of meetings with the Presidents of the Organic Units (OU) aimed at encouraging gender studies focused on UMinho (including discrimination perceptions).	Teaching Staff Students	No. of dissertations and thesis on UMinho's gender-related issues No. of publications	2022-2024	CIGUM Directions of Study Programmes
	To promote diagnosis meetings on how to improve the organisation of gender-sensitive data.	Teaching Staff Researchers TAG Staff Students	No. of accesses to the analysis results	2022-2024	CIGUM
<b>4. Promotion and development of gender-sensitive research</b>	Specific training on the promotion of diversity and gender equality in project presentation and development as well as in the dissemination of scientific results.	Teaching Staff Researchers TAG Staff	Gender equality in the academic juries' composition Gender equality in the supervision of thesis and dissertations Gender equality in R&I project proposals Gender equality in scientific dissemination activities	2022-2024	CIGUM Rectorate Departments Research Units
	Development of specific guidelines on how to promote diversity and gender equality in scientific events	Researchers Students	% of women and men, as invited speakers, in the various events organised by UMinho	2022-2024	CIGUM Research Units
<b>5. Development of human resources management policies aimed at promoting work-family/personal life balance</b>	Diagnosis of the difficulties related to work-family/personal life balance	Teaching Staff Researchers TAG Staff Students	Reports/studies about work-family/personal life balance No. of cases for referral and attended/treated	2022-2024	CIGUM
	In articulation with the decision-makers, promote the assessment of methodologies aimed at improving work-family/personal life balance (flexible schedules, calendar of activities, teleworking, childcare and other care services)	Teaching Staff Researchers TAG Staff Students	No. of interventions	2022-2024	CIGUM

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<b>Objective/Challenge</b>	<b>Measures</b>	<b>Target Groups to be involved</b>	<b>Indicators</b>	<b>Date</b>	<b>Responsible Unit (budget)</b>
<b>6. Development of active information measures and complaint procedures</b>	Elaboration and presentation of a gender-violence, gender-discrimination and sexual harassment complaint procedure for students and employees at the University.	Teaching Staff Researchers TAG Staff Students	Complaint protocol (to be made available at CIGUM's website) No. of incidents reported/year	2022-2024	CIGUM
<b>7. Development of a gender-sensitive institutional communication policy</b>	Development of a gender-sensitive institutional communication policy, in the scope of the several pillars of the University's mission.	Teaching Staff Researchers TAG Staff Students	Good practice guide for a gender-sensitive communication. Periodic monitoring mechanism for the guide implementation, including educational offer dissemination support materials (website, flyers, among others) Other dissemination means that favour the interaction with the target-groups (e.g. <i>website</i> )	2022	CIGUM



## 4 IMPLEMENTATION CALENDAR / SCHEDULE

### List of Measures:

- M01 Creation of the Gender Equality Commission UMinho (CIGUM).
- M02 Hiring an expert in the area of gender equality, science and higher education (higher executive officer contract).
- M03 Dissemination of information on CIGUM's general duties and function as well as its *modus operandi*.
- M04 Organisation of seminars open to all target groups, addressing gender and academia issues freely.
- M05 Production and dissemination of content on gender equality (radio programmes, webinars) aiming at identifying and raising awareness about non-conscious bias in teaching, research and academic management.
- M06 Specific training on the promotion of diversity and gender equality in the presentation and development of projects, as well as in the dissemination of scientific results/outcomes.
- M07 Specific training on the promotion of diversity and gender equality in decision-making.
- M08 Specific training on the promotion of diversity and gender equality in the academic activity (particular focus should be given to recruitment, selection and assessment methodologies)
- M09 Carry out an inventory of the studies developed about and by UMinho.
- M10 Promotion of meetings with the Presidents of the Organic Units (OU) aimed at encouraging gender studies focused on UMinho (including discrimination perceptions).
- M11 To promote diagnosis meetings on how to improve the organisation of gender-sensitive data.
- M12 Specific training on the promotion of diversity and gender equality in project presentation and development as well as in the dissemination of scientific results.
- M13 Development of specific guidelines on how to promote diversity and gender equality in scientific events.
- M14 Diagnosis of the difficulties related to work-family/personal life balance.
- M15 In articulation with the decision-makers, promote the assessment of methodologies aimed at improving work-family/personal life balance (flexible schedules, calendar of activities, teleworking, childcare and other care services)

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- M16 Elaboration and presentation of a gender-violence, gender-discrimination and sexual harassment complaint procedure for students and employees at the University.
- M17 Development of a gender-sensitive institutional communication policy, in the scope of the several pillars of the University's mission.

Measures	2022		2023		2024	
	S1	S2	S1	S2	S1	S2
M01						
M02						
M03						
M04						
M05						
M06						
M07						
M08						
M09						
M10						
M11						
M12						
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M16						
M17						