

Gender Equality Plan of the Centro de Astrofísica da Universidade do Porto

1. Scope and guiding principles

The Centro de Astrofísica da Universidade do Porto (CAUP) is a private, non-profit, scientific and technical association, recognized as of public utility. Its objectives are to support and promote:

- Scientific research in Astronomy/Astrophysics (fundamental and applied) through its projects, as well as the acquisition of interdisciplinary knowledge, in view of opening novel perspectives for applied research;
- The areas of Astronomy/Astrophysics in the country through the organisation of conferences, short-term courses, seminars and other similar activities;
- The training of scientific and technical personnel, possibly leading to the development of master's or doctoral theses;
- The teaching of Astronomy/Astrophysics, namely at the undergraduate and postgraduate levels;
- Science outreach in the area of Astronomy/Astrophysics.

With the creation of the research unit Instituto de Astrofísica e Ciências do Espaço (IA) in 2015, the competencies of CAUP's Research Unit were delegated to IA's Executive Board, which also includes members of CAUP. Furthermore, CAUP's Administration Unit works closely with IA's Executive Board, and CAUP's Outreach Unit also co-manages IA's Science Communication group.

Diversity and equality of opportunities are core values of CAUP's mission. Besides being key principles in democratic society, of which CAUP and its members are part, the reinforcement of these values only strengthens CAUP in all its areas of action, from research and university education to outreach and the advancement of scientific culture. CAUP, through its outreach activities, is in a particularly favourable position to act upon society at large, presenting itself as an exemplary institution in the integration and dissemination of these values.

Beyond the abstract upholding of these values, it is crucial to ensure that they are followed in practice. This involves not only detecting and eliminating direct discrimination, but also combating the more subtle issue of unconscious biases that can affect decision-making processes.

It is with this objective in mind, and in the context of the European Commission's Gender Equality Strategy for 2020-2025, that the IA Diversity & Inclusion Group (DIG) was created, composed of volunteers from the different operational areas within IA and CAUP. The DIG serves both an advisory and monitoring role on diversity, equity, and inclusion issues, and it was in this context that this Gender Equality Plan was prepared.

This plan is not intended to replace the protections that already exist in the Constitution of the Portuguese Republic or the labour law, but to supplement them with commitments and

sensible proposals that foster working conditions, diversity, inclusion, transparency and the protection of individual freedoms in CAUP and its activities in interaction with society.

In addition to implementing the immediate measures proposed, this plan also necessarily requires a component of regular monitoring. It is only through the collection of relevant indicators, as well as the internal survey of members, that it is possible to guarantee the plan's implementation and verify its success, and thus decide on the implementation of new measures in the future. While the DIG will do its best efforts to perform this monitoring and help implement the measures in this document, the Executive Board of CAUP is ultimately responsible for its execution.

2. Intervention Areas

In view of determining the objectives and concrete actions for this Gender Equality Plan, six areas of intervention were identified:

- A. **Organisation:** Strengthening CAUP as an organisation that promotes equity, inclusion and transparency
- B. **Equality of access:** Elimination of barriers in applications, selection and integration
- C. **Working conditions:** Promotion of a welcoming working environment for all members
- D. **Work/Life balance:** Protection of the right to personal and private life and protection of parenthood
- E. **Outreach and Public Image:** Promotion of an inclusive and diverse image of CAUP and of the scientific community
- F. **Monitoring Gender Equality:** Regular assessment of the situation in CAUP and monitoring of the implementation of the Gender Equality Plan

3. Measures & Indicators

In order to evaluate the current and future state of CAUP regarding gender balance, bias, and discrimination, it is useful to analyse the following metrics regularly, and check how they are impacted by the proposed measures. In addition to the quantitative data in most of these indicators, we will also use qualitative data obtained via climate surveys and anonymous feedback from members.

- MEMB: Distribution of members of CAUP by gender¹
- GROUP: Distribution of members in research groups or administrative roles by gender
- MANAG: Distribution of management positions by gender
- CONTR: Distribution of contracts, and types of contracts, by gender
- STUD: Distribution of students, and supervisors, by gender
- APPLI: Distribution of applicants by gender
- JURY: Distribution of members of juries by gender
- WAGE: Distribution of mean wage by gender
- GRANT: Distribution by gender of Principal Investigators (PIs) and co-PIs in applications to grants and projects
- PUBL-1: Distribution of publications by gender of first author (total and normalised)
- PUBL-ALL: Distribution of publications by gender of all authors (total and normalised)
- SEMIN: Distribution by gender of those giving seminar talks
- OUTR: Distribution by gender of those giving outreach talks/workshops/events
- NEWS: Distribution by gender of people mentioned in articles of newsletter/press release
- TRAI: Number of training and awareness activities on gender equality and inclusion
- SURVEY: Climate survey

¹ Self-identified gender will be used whenever possible. Otherwise, perceived gender (on the basis of name) will be used instead.

A. Organisation	Act to further advance CAUP in a stimulating and inclusive atmosphere of cohesion, openness and respect.		
Objective	Actions/Measures	Timeline	Indicators
A.1. Increase diversity and transparency in governing bodies and decision-making committees	A.1.1 Ensure the transparency in decision-making processes, including with regards to diversity, management of conflicts and Code of Conduct violations	2024	MANAG SURVEY
	A.1.2 Encourage applications (including self-nomination and nomination by peers) and training for management and senior positions, aimed at possible candidates	2024	
A.2. Foster the participation of all members of CAUP in decision-making	A.2.1 Create regular town hall meetings for all members of CAUP to discuss important issues and to ensure an effective information flow	Second semester 2023	SURVEY
	A.2.2 Maintain an internal wiki where all members, particularly newcomers, can have easy access to all information and important documents of CAUP	2024	
A.3. Creation of an official role of Diversity & Inclusion Commissioner, working in coordination with the IA Diversity and Inclusion Group	A.3.1 Open a period for self-nominations and nominations by peers of candidates to fulfil this role. Candidates cannot be in hierarchical roles (Executive Board, group/unit leaders, ...). The Commissioner is then chosen from this candidates' pool by general suffrage	2023	N/A
	A.3.2. Allocate a budget for diversity and inclusion	2023	
A.4. Capacitate members of the Executive Board, the Diversity & Inclusion Commissioner, and all members of CAUP	A.4.1. Promote key training actions on unconscious bias and bystander intervention to value and protect diversity	Annual	TRAI
	A.4.2. Promote a seminar series on the topic of diversity and inclusion	2023	

B. Equality of access		Widen and strengthen CAUP's team by supporting each of the prospective members, increasingly removing barriers in application, selection and integration.		
Objective	Actions/Measures	Timeline	Indicators	
B.1. Eliminate gender bias in selection criteria	B.1.1. Clearly state the rules in calls regarding evaluation periods of productivity and experience, and the compensation (in months) to be given for pauses in the career, e.g. for parenting, caring, illness reasons (according to financing agency rules)	2023	APPLI CONTR JURY TRAI	
	B.1.2. Encourage a balanced and diverse composition of juries and panels	2023		
	B.1.3. Promote awareness training on checking for unconscious bias, gender and inclusion	Annual		
	B.1.4. Prepare short guidelines for jury members to prevent bias in decisions	2023		
B.2. Increase size and diversity of pool of applicants	B.2.1. Create a list of websites and mailing lists to help advertise calls more broadly	2023	APPLI GROUP	
	B.2.2. Have a permanent page with information to provide support to applicants with bureaucracy (e.g. on how to obtain degree recognition)	2023		
	B.2.3. Verify and adapt call templates with gender-neutral language	First semester 2023		

C. Working conditions	Foster a welcoming and safe environment in CAUP which supports and empowers each of its members, in both their needs and responsibilities.		
Objective	Actions/Measures	Timeline	Indicators
C.1. Create mechanisms to address workplace discrimination and harassment	C.1.1. Create mechanisms for victims to make complaints safely, e.g. through designated contact persons (Diversity & Inclusion Commissioner/Group)	2023	TRAJ SURVEY
	C.1.2. Rewrite the Code of Conduct to clarify what constitutes harassment and discrimination, and their consequences	2025	
	C.1.3. Create guidelines for the use of public forums (e.g. mailing lists, Slack spaces)	2024	
	C.1.4. Create mechanisms to address harassment that involves CAUP members and non-members	2025	
	C.1.5. Promote early intervention in potential conflicts	2025	
	C.1.6. Disseminate the availability of the Code of Conduct, guidelines, and complaint mechanisms	2025	
C.2. Protection of caretakers and parents	C.2.1. Create dedicated spaces to care for small children (bottle- or breastfeeding, diaper changing, etc.)	2025	SURVEY
	C.2.2. Promote the availability for remote work for caretakers	2023	
C.3. Accessibility for people with physical disabilities and chronic conditions	C.3.1. Identify ways to improve access to the building for people with reduced mobility	2025	SURVEY
	C.3.2. Create a dedicated room for resting for people with disabilities and chronic conditions	2025	
C.4. Promotion of inclusive treatment	C.4.1. Ensure that restrooms are welcoming for all CAUP members	2023	SURVEY TRAJ
	C.4.2. Create guidelines for the writing of documents and materials using gender-neutral language	2023	
	C.4.3. Encourage people to include their personal pronouns in their CAUP profiles and email signatures, and to respect other people's personal pronouns	2023	
C.5. Raise awareness on discriminatory factors and on intersectional discrimination ²	C.5.1. Promote training/education actions for all members on diversity, inclusivity, (un)conscious bias	Annual	SURVEY TRAJ
	C.5.2. Identify (e.g. via surveys or contact forms) the individual needs of CAUP members, and create ways to address them	Every 3 years	

² Intersectional discrimination occurs when more than one factor (gender, age, disability, social and economic status, ethnicity, race, etc.) are simultaneously at play, and their effects combine and amplify each other.

D. Work/Life balance	Nurture a healthy equilibrium in the way CAUP members engage in their work, upholding and caring for each person's roles and responsibilities.		
Objective	Actions/Measures	Timeline	Indicators
D.1. Promote parent-friendly conferences, seminars, workshops, and working visits	D.1.1. Promote the existence of options for nursing/baby-sitting in or near the event location	2023	SEMI SURVEY
	D.1.2. Promote appropriate funding for parents that have to travel with small children (< 12 months)	2023	
D.2. Improve Work/Life balance in team work	D.2.1. Promote a culture where there is no expectation to reply to emails immediately at all hours (include in guidelines for public forums)	First semester 2023	SURVEY
	D.2.2. Promote a work culture in which people are not expected or pressured to work beyond their contractual hours, and where tasks and responsibilities are assigned in a timely fashion	2023	
	D.2.3. Allow for flexible work hours to accommodate people's individual needs	2023	
	D.2.4. Raise awareness of CAUP members as to their rights for parental and family leave and to work remotely to care for children under 8	Annual	

E. Outreach and Public Image	Cultivate equity of opportunities by enriching the way society perceives the field of Astronomy and CAUP in particular.		
Objective	Actions/Measures	Timeline	Indicators
E.1. Promote a more inclusive image of CAUP and Astronomy	E.1.1. Update CAUP, IA and Planetarium webpages and social media with inclusive language and images	2024	OUTR NEWS MEMB TRAI
	E.1.2. Track and ensure gender balance of people giving outreach talks/workshops/events	2024	
	E.1.3. Track and encourage gender balance of people mentioned in the articles of newsletter/press releases	2024	
	E.1.4. Training on gender equality and diversity for the communication group	Every 3 years	
E.2. Promote easy access to relevant diversity and inclusion resources	E.2.1. Include in CAUP's website, visible and easily accessible (in both Pt and En): <ul style="list-style-type: none"> - The Gender Equality Plan - Information and contacts for CAUP's Diversity & Inclusion Commissioner, and/or Diversity & Inclusion group - Link to anonymous feedback form - Reports on statistics for monitoring of gender equality, etc. 	2023	N/A
	E.2.2. Provide a list of external gender and inclusion resources in the internal wiki	2023	

F. Monitoring Gender Equality		Respond adequately to the concrete and evolving context of CAUP and its members, attentively and consistently assessing the impact of the GEP and reviewing its measures.	
Objective	Actions/Measures	Timeline	Indicators
F.1. Assess situation and identify issues	F.1.1. Collect gender segregated data (e.g Newsletter/Press release mention)	Annual	ALL
	F.1.2. Create a more centralised data storing mechanism for calls, projects, etc, to make subsequent analysis easier and faster	2025	
	F.1.3. Perform regular climate surveys and collect feedback from all members	Every 3 years	
	F.1.4. Collect gender-segregated data about publications and communications in the yearly Activity Report	Annual	
	F.1.5. Store contact information for alumni and past members and collect feedback	2025	
F.2. Evaluate the situation on gender equality at CAUP	F.2.1. Regularly store and publish on the website the gender equality indicators	Annual	ALL
	F.2.2. Regularly review the Gender Equality Plan	Every 3 years	

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