



INSTITUTE OF GEOPHYSICS
OF THE CZECH ACADEMY OF SCIENCES



Equal Opportunities Plan

The Institute of Geophysics of the Czech Academy of Sciences (IG CAS) is committed to providing a positive working environment for all employees, regardless of their nationality, gender, ethnicity, sexual orientation, or health status. These principles are presented in this Equal Opportunities Plan.

This plan is effective until December 31, 2027.

Aleš Špičák,
Director of IG CAS

Eduard Petrovský,
Chairman, Board of IG CAS

Prague, June 29, 2022

Institute of Geophysics of the Czech Academy of Sciences, v. v. i. Equal Opportunities plan (EOP)

Statement

The Institute of Geophysics of the Czech Academy of Sciences is a public research institution whose mission is to conduct fundamental and applied research in the Geophysics and Earth sciences, to maintain a network of Earth observation facilities, and to engage in education and informing the public on scientific issues of high societal importance. We understand that offering a stable and supportive social environment is essential for work success and productivity of our researchers. We consider the individual circumstances that may have an impact on our employees and their partners and/or families and strive to support them in achieving a balanced work-life relationship. As an institute, we are committed to ensuring a positive working environment for all of our employees, irrespective of their nationality, gender, ethnicity, sexual orientation, or disability.

Introduction

Number of employees as of January 1, 2022

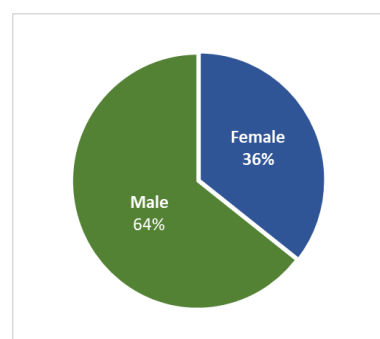
As of January 1, 2022, the IG CAS employs a total of 104 employees, of which 37 are women and 67 are men, including academic staff, PhD students, and technical and administrative staff. Of this number, 14 employees (13.5%) are foreign nationals.

Composition of the workforce at IG CAS

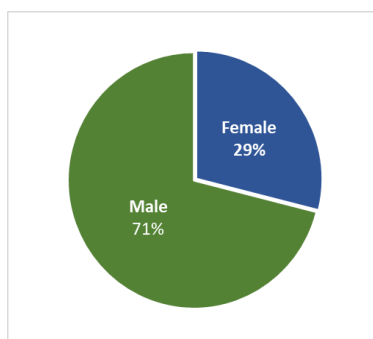
Gender / Area	Female	Male	Total	Percentage Female
Scientific staff	22	54	76	28.9%
Technical and Administrative staff	15	13	28	53.6%
Total	37	67	104	35.6%
Percentage	35.6%	64.4%		

Table 1: Structure of IG CAS staff by gender and type of work.

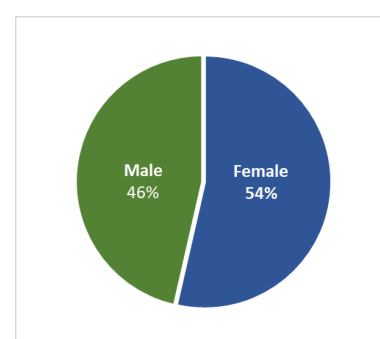
Total IG CAS staff



Scientific staff



Nonscientific staff



Overall, there is a higher number of men than women in the institute. The proportion of women is lower in the scientific staff (28.9%), while there are more women than men in the technical and administrative staff (53.6%). There are 5 women and 6 men in the Board of the IG CAS. The IG CAS is represented, besides director of the institute, by 1 woman and 1 man in the Academy Assembly, the supreme body of the Czech Academy of Sciences (CAS).

Composition of scientific staff

Gender / Qualification Level	Female	Male	Total	Percentage Female
Group leaders	2	9	11	18.2%
Senior researchers	2	6	8	25.0%
Researchers	4	13	17	23.5%
Researcher Assistant	0	1	1	0.0%
Postdoctoral researchers	5	6	11	45.5%
PhD students	5	5	10	50.0%
Scientific technicians	4	13	17	23.5%
Emeritus researchers	0	1	1	0.0%
Total	22	54	76	28.9%

Table 2: Structure of scientific staff by gender and level of seniority.

Among scientific staff, there is a lower proportion of women with increasing levels of career progression, although there is a balanced proportion of female PhD students (50%) and slightly fewer female postdocs (45.5%) than male postdocs.

A smaller percentage of women (18.2%) hold group leader positions.

Composition of non-scientific staff

Gender / Qualification Level	Female	Male	Total	Percentage Female
Section heads	2	0	2	100.0%
Administrative and technical staff (without university degree)	8	12	20	40.0%
Administrative and technical staff (with university degree)	5	1	6	83.3%
Total	15	13	28	53.6%

Table 3: Structure of non-scientific staff by gender and level of seniority.

Among non-scientific positions, there are more women (53.6%) compared to men. This is more pronounced for administrative and technical staff with a university degree (83.3% women), also the top two positions of technical and economic managers are also held by women.

Composition of new employees

We suggest annual data collection (by the categories listed in Tables 1-3 above) to track changes in the composition of new employees over time.

Part-time versus full-time employment

IG CAS offers part-time employment. This is important because part-time work allows parents of young children and other careers (who care for older family members or people with disabilities, for example) to balance family and work life. Among researchers at postdoctoral level and above, 18% work part-time (women 44%, men 56%). PhD students are typically employed on a part-time basis while receiving a state-funded scholarship at the university.

Current practice at IG CAS

Support for parent employees (parents of children under 18)

At the IG CAS, 21% of employees work part-time, which is higher than the average for the EU-27 (17.9%), and much higher than the average in the Czech Republic (5.5%, according to Eurostat). Part-time work is not only provided but actively offered and encouraged by the Institute.

IG CAS offers a specialized allowance for nursery school fees in nurseries, playgroups and private kindergartens to mothers and fathers who return to work after parental leave. The allowance is provided to all employees whose child/children attend the preschool institutions.

Parents can apply for financial support for children's summer and/or winter camps and outdoor schools, and get Christmas vouchers.

Gender-neutral language in communication and position advertising

Currently, there is an effort to advertise jobs using gender-neutral language (e.g., "postdoktorand/ka)" in Czech). Improvements for advertising in English will be implemented, e.g., adding "(m/f)" to position advertisements or statements encouraging applications from underrepresented groups. In addition, reports on the Institute's activities and internal and external documents will be written in gender-neutral language. Scientific and science-related writing by academics is within the individual research freedom of specific authors.

Salary support for postdoctoral researchers

IG CAS provides a special salary bonus to postdoctoral researchers. Postdocs can also apply for support under the PPLZ programme provided by the Academy of Sciences of the Czech Republic.

Formal support for the equal-opportunity agenda

All communications are provided in Czech and English to promote inclusivity. For foreign employees, Czech language courses are provided and for Czech speaking staff English, German and French language courses are available through the Language Centre of the Academy of Sciences of the Czech Republic.

Access to information on the internet and intranet

Information relating to equal opportunities, including documents on measures to support parents, is available on the Institute's intranet and internet, all documents are available in Czech and are currently being translated to English.

Considering the increasing number of foreign colleagues, all official communication in IG CAS is in English. Throughout the Covid-19 pandemic, the IG CAS actively supported the international scientific community by summarizing in Czech and English the current legislation and restrictions as they were announced by the Czech government.

Evaluation and monitoring

This Equal Opportunities Plan of IG CAS entered into force on March 5, 2022. It contains short-term goals (to be implemented by December 31, 2022), medium-term goals (implemented by December 31, 2025) and finally long-term goals (implemented by December 31, 2027). At the end of each period, IG CAS will monitor progress on each of the objectives. Emphasis will be placed on progress in Career Development and Reduction of Under-representation, Combining and Balancing Work and Family Life, and Visibility of Equal-Opportunity Work.

Plans, challenges and measures.

The planned actions are divided according to the time schedule for their implementation. The Equal Opportunities Plan will be publicly available on the IG CAS website and will also be distributed among employees.

Short-term goals (implemented by December 31, 2022)

Challenges	Measures	Responsibility
<i>Equal Opportunities Plan (EOP) accessible to the public and employees</i>	Creation of the EOP webpage on the IG CAS website	PR officer
<i>Appointment an EOP officer</i>	Defining the tasks of the EOP officer and the appointment procedure Appointment of EOP officer	IG CAS Board Executive management
<i>Gender-neutral language in job advertisements</i>	Formulate advertisements to encourage applicants from all backgrounds and update job advertisement templates to be gender neutral	PR officer EOP officer Group leaders HR officer
<i>Publication EOP agenda on the website</i>	Providing information on EOP and responsible persons (intranet and webpage)	PR officer
<i>More women in science</i>	Encourage group leaders to nominate women for awards (especially early career) Increase awareness of gender equality at the institute (invited lectures, workshops, etc.)	EOP officer Group leaders Board of IG CAS

<i>Needs and requirements of employees</i>	Organize an anonymised survey among employees to find out their needs and requirements related to the EOP agenda. If necessary, revise medium- and long-term goals.	EOP officer
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Medium-term goals (implemented by December 31, 2025)

Challenges	Measures	Responsibility
<i>Awareness of possible bias in hiring decisions</i>	Arrange an (online) course on unconscious bias in hiring decisions EOP officer available to attend hiring interviews	EOP officer Group leaders
<i>Training and mentoring available for underrepresented groups</i>	Leadership skills courses for researchers Formal mentoring to (not only) female group leaders	EOP officer Board of IG CAS
<i>Verification that English and gender-neutral language is used in internal communication</i>	Revision of documents to ensure that they are available in English and that they are written in inclusive/gender-neutral language	PR officer EOP officer Executive management
<i>Transparency in internal issues relevant to equal opportunities</i>	Support the open exchange of information	EOP officer Executive management Board of IG CAS
<i>Verification that anti-sexual harassment and bullying policy exists</i>	Make it an integral part of the IG CAS Code of Ethics	EOP officer Group leaders Board of IG CAS
<i>Need to collect sex/gender-disaggregated data on staff and students</i>	Update data as categorized in Tables 1-3 of this document	EOP officer HR officer

Long-term goals (implemented by December 31, 2027)

Challenges	Measures	Responsibility
<i>Review of achieved goals and setting the new Equal Opportunities Plan</i>	Review and analyze actual EOP and setting the new Equal Opportunities Plan for the next period	EOP officer
<i>Finding out the needs and requirements of employees</i>	Organize an anonymized survey among employees Revise long-term goals according to survey	EOP officer