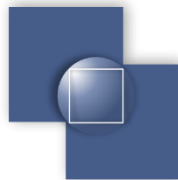




Linking Research & Innovation for Gender Equality

GENDER EQUALITY PLAN

Shota Rustaveli National Science Foundation of Georgia



შოთა რუსთაველის სახელმწიფო
ეროვნული სამეცნიერო ფონდი

SHOTA RUSTAVELI NATIONAL SCIENCE
FOUNDATION OF GEORGIA

1st iteration: July 2021



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This document reflects only the author's view and the Commission/Agency is not responsible for any use that may be made of the information it contains

Table of contents

1 Introduction	4
2 Gender Equality Strategy and Key Priority Areas	5
• 1 Human resources	6
1.1 Recruitment and selection	7
■ Measure n. 1 - Training for the staff involved in recruitment process	7
○ 1.2 Working conditions and work-life balance.....	10
■ Measure n. 3 - Development of exit questionnaire for staff.....	10
○ 1.3 Career support and development strategies	12
■ Measure n. 4 - Provision of different training and activities improving professional skills of staff ...	12
• 2 Institutional Governance	14
■ Measure n. 1 - Collecting gender disaggregated data at the organization institutional level	14
■ Measure n. 2 Modifying existing job descriptions in the administration unit of SRNSFG, by adding targeted functions towards gender related issues in the organization	16
• 3 Institutional Communication	18
■ Measure n. 1 - To elaborate a strategy encompassing measures aspects related to institutional communication: special training, conferences, workshops, symposia	19
■ Measure n. 2 - To create a special section on a website revealing successful Georgian women in STEM	21
■ Measure n. 3 - To design and implement a strategic communication plan based on all aspects that could motivate all internal/external stakeholders to become active participants in developing institutional communication.....	23
• 4 Research Funding	26
■ Measure n. 1 - Checking the existence of gender equality in research teams at the project registration stage	27
■ Measure n. 2 - Establishing award for woman scientists	28
■ Measure n. 3 - Providing evaluators/committee members gender related guidelines	30
• 5 Sexual Harassment	32
■ Measure n. 1 - Adopt a sexual harassment policy	32
■ Measure n. 2 - Establish a mechanism for reporting	35
• 6 Intersectionality	37
■ Measure n. 1 - Gather disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion, etc.....	37
3 Collaborative actions	40
○ Collaborative action n. 1 - Elaborate ToR for Annual Female Scientists Award with academia and universities	41
○ Collaborative action n. 2 - Providing evaluators/committee members gender related guidelines.....	42

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 873134.

- Collaborative action n. 3 - Collaboration in the process of creating gender dimension in the evaluation criteria for the future grant call..... 44
- Collaborative action n. 4 - Femtech..... 45
- Collaborative Action n.5 - Organize with joint efforts special targeted events..... 46
- Collaborative Action n.6 - Share and provide information related to women researchers for popularization on SRNSFG web-page and social media 47
- Collaborative Action n.7 - To motivate all internal/external stakeholders to become active participants in developing institutional communication 49

4 Gantt Chart**51**

1 Introduction

Within the framework of CALIPER project Shota Rustaveli National Science Foundation of Georgia developed the present Gender Equality Plan (GEP).

In order to finalize the GEP, the following steps were organized:

- Two multi-stakeholder dialogues;
- Meeting with the middle management;
- Meeting with the top management.

Based on the meetings and the dialogues special reports and documents were elaborated. Information gathered was re-organized and included in the first draft version of the GEP.

Finalized GEP includes an introductory part, the description of the Gender Equality Strategy, with an explanation of the main challenges identified and priorities set for achieving the desired institutional changes and the list of actions and activities that will be implemented during the first iteration. For each action a detailed description is provided including information from elaborated log-frames and concrete timeframes for each action. There will be two implementation phases of GEP which include redesign/adjustment steps between the two phases.

The CALIPER team members (the Organization's team and the GEP WG) and colleagues from different departments (Public Relations Office, Law and Administration Department and Science Department) participated in the finalization process of GEP.

2 Gender Equality Strategy and Key Priority Areas

SRNSFG has adopted the strategy targeting the main challenges identified during the internal and external assessment. One of the main goals within the framework of CALIPER project is the adoption of a GEP at the organizational level and the improvement of the situation related to gender equality which means making SRNSFG more gender equal. Besides that, SRNSFG aims to support the involvement of more female researchers in STEM, improving their careers prospects and integrating a gender dimension in research. Such kind of activities overall will contribute to the ERA priorities on Gender Equality and Georgia's integration to ERA.

Key areas of the strategy are: Research funding, Human Resources and Institutional Communication which were identified based on the existed challenges and opportunities. However, the strategy is also targeting other areas according to the emerged challenges. It is important to mention that SRNSFG, as research funding organization, finds very important to address challenges within the research funding area and is willing to make, to some extent, changes in this direction. However, during the GEP design process unexpected resistances raised, making the setup of suitable actions in this specific area more complicated than expected. The Institution is committed in raising the awareness about gender equality issues both at management level and at the Georgian scientist community level and the importance of implementing structural change. The measures included in the research funding area in this first version of the GEP can be considered as preparatory activities - more soft measures – with the aim of preparing the ground for the implementation of more structural actions during the second iteration.



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• 1 Human resources

At SRNSFG there is no separate unit for Human Resources, however the Law and Administration Department covers Human resources issues. Currently, at SRNSFG more women than men are employed, however it's not a result of particular internal measures or protocols/policies and there are no guaranties that in the future there will be no cases of gender inequalities. In order to avoid any gender issues and tackle already existed ones, the Foundation foresees particular measures targeting different sub-areas. Besides that, Foundation aims to improve work-life balance and enhance improvement of working conditions.

N.	Measures/actions	Objective	Timeframe of implementation
1	Training for the staff involved in recruitment process	Raising awareness about gender equality issues and ensuring that every person involved in the recruitment process is aware of gender-issues, discrimination and stereotypes.	October 2021 - March 2022
2	Informational brochure/guide to recruited staff about gender equality	Raising awareness about gender equality and ensuring that every person who starts working at Foundation is aware of gender-issues.	November 2021
3	Development of exit questionnaire for staff	Understand the reasons why employees leave the organization from a gender perspective.	December 2021

4	Training and other activities improving professional skills of staff	Improve professional skills of the Foundation staff and contribute to their career development.	October 2021 - December 2022
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1.1 Recruitment and selection

At the organization level of SRNSFG, there are no particular gender-sensitive recruitment protocols/policies. SRNSFG is only obliged to follow the regulations provided at a national level. The statistics show that in recruitment processes, more females apply for open positions across all departments, succeed and have both, permanent and temporary contracts. However, they get a middle or low management positions, while top management positions mostly are covered by males. Raising awareness about gender equality issues and provision of special training will help to avoid gender bias in recruitment.

■ Measure n. 1 - Training for the staff involved in recruitment process

Name of the action: Training for the staff involved in recruitment process	Sources: Repository of measures elaborated by Smart Venice - Training for the members of selection and promotion committees at Mondragon University
Target audience: Staff involved in recruitment and promotion process	Timeframe: October 2021, March 2022

Goals & Objectives

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

- Short-term (< 1 year): raising awareness about gender equality issues and ensuring that every person involved in the recruitment process is aware of gender related issues, discrimination and stereotypes;
- Medium-term (1-2 years): to lead to changes in attitudes, knowledge, skills, and behaviour of staff;
- Long-term (3-5 years): to avoid gender bias in recruitment.

Activities and Available Resources

Main activity is organization of training which will include sub-activities, such as preparation of information and topics for training, identification of trainers, organization of the place for training or online platform and materials. Those activities require particular resources:

Time – 2-3 hours training + 2-3 working days for preparation of the training

Human - 1 expert trainer and 2 volunteer facilitators (exact number of people involved depends)

Financial – low budget intervention on voluntary basis (depends on the training)

Material- conference room, laptops

Targets & Indicators

Main target is prevention of gender bias in recruitment.

Indicators:

- Short-term (< 1 year): number of training and staff participated in training;
- Medium-term (1-2 years): organization of 1 training per 2 years;
- Long-term (3-5 years): All staff in recruitment should be trained.

Facilitating & Hindering Contextual Factors

Policy context: The Law of Georgia on Gender Equality determines the state's obligation to ensure gender equality in labour relations. In general, gender biases are often overlooked or neglected in Georgia, because the common perception is that men and women are equal and have equal opportunities in Georgia. However, government supports the different activities and initiatives related to the prevention of discrimination and achievement of gender equality.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

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History/past interventions: There is no example of the training related to gender equality issues at organization. However, within the framework of CALIPER project, the project team has already participated in different training related to GE topics and it will be useful to share their knowledge and experience particularly in recruitment sector.

Measure n. 2 - Informational brochure/guide to recruited staff about gender equality

<p>Name of the action: Informational brochure/guide to recruited staff about gender equality</p>	<p>Sources: UN Gender Equality Briefing Brochure https://www.un.am/up/library/Gender%20Equality%20Briefing%20Brochure_eng.pdf</p>
<p>Target audience: Staff of the Foundation</p>	<p>Timeframe: November 2021</p>

Goals & Objectives

- Short-term (< 1 year): raising awareness about gender equality issues and ensuring that every person who starts working at Foundation is aware of gender equality related issues;
- Medium-term (1-2 years): leading to changes in attitudes, knowledge, skills, and behaviour of staff;
- Long-term (3-5 years): avoiding gender equality related issues.

Activities and Available Resources

Main activity is preparation of brochure/guide which will include sub-activities, such as research and identification of proper information for brochure, preparation of brochure design and identification of staff involved in the process. Those activities will require particular resources:

Time – 2-3 working days for preparation of the Brochure/guide

Human - 1-2 employees (exact number of people involved depends)

Financial – low budget intervention - electronic version of Brochure/guide will be prepared, that can be sent via emails or printed by the administration department. Printing will not require additional funds.

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Material- laptop, printer

Targets & Indicators

Main target is information of newly recruited employee about gender equality.

Indicators:

- Short-term (< 1 year): number of staff informed;
- Medium-term (1-2 years): number of staff informed;
- Long-term (3-5 years): number of staff informed;

Facilitating & Hindering Contextual Factors

Policy context: The Law of Georgia on Gender Equality determines the state's obligation to ensure gender equality in labour relations. In general, gender biases are often overlooked or neglected in Georgia, because the common perception is that men and women are equal and have equal opportunities in Georgia. However, government supports the different activities and initiatives related to the prevention of discrimination and achievement of gender equality.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such brochures/guides.

History/past interventions: There is no example of such activities related to gender equality issues at the organization. However, within the framework of the CALIPER project, the project team has enough knowledge and examples in order to elaborate informational brochure/guide for new employees.

○ 1.2 Working conditions and work-life balance

SRNSFG has not adopted any internal measures in order to improve work-life balance. The main measures at the organization level which have been implemented in order to enhance work-life balance are only those defined by the "Law of Georgia on Public Services". According to statistics about work-life balance during the last three years, women used to drop out or break their careers in a shorter period than men. No parental leaves (no by w/m) and no part-time/flexible hours arrangements took place at the organization. During the last three years, there weren't any teleworking positions at the organization either.

■ Measure n. 3 - Development of exit questionnaire for staff

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Name of the action: Development of exit questionnaire for staff	Sources: Repository of measures elaborated by Smart Venice – exit questionnaire for staff developed by Özyeğin Üniversitesi
Target audience: Staff of the Organization	Timeframe: December 2021

Goals & Objectives

- Short-term (< 1 year): collect relevant data;
- Medium-term (1-2 years): analyse the data in order to understand the reasons for leaving the organization from a gender perspective;
- Long-term (3-5 years): improvement of work-life balance.

Activities and Available Resources

Main activity is creation and provision of exit questionnaire for staff which will require particular resources:

Time – 2-3 working days for preparation of the questionnaire

Human – 1-2 team members who will structure the questionnaire (exact number of people involved depends)

Financial – low budget intervention on voluntary basis

Material – no need for additional materials, can be used in the electronic form of questionnaires.

Targets & Indicators

Main target is to collect relevant data based on the analysis of which will be possible to improve work-life balance.

Indicators:

- Short-term (< 1 year): number of questionnaires filled;
- Medium-term (1-2 years): number of conducted data analysis;
- Long-term (3-5 years): number of measures for improvement of work-life balance.

Facilitating & Hindering Contextual Factors

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Policy context: “Law of Georgia on Public Service” defines main measures oriented to enhance work-life balance in the public sector which are mandatory to follow for public law organizations.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such activities.

History/past interventions: There is no example of the exit questionnaires implemented inside the organization. However, within the framework of CALIPER project, there were provided good examples of such activities which can be very useful.

○ **1.3 Career support and development strategies**

There are periodically organized professional training for employees of the Foundation. However, training does not always cover all departments. Provision of more professional training and development activities can provide significant career support for all employees from different departments.

■ **Measure n. 4 - Provision of different training and activities improving professional skills of staff**

Name of the action: Training and activities improving professional skills of staff	Sources: Repository of measures elaborated by Smart Venice - mentoring programme for women academic and administrative staff at Radboud University (Netherlands)
Target audience: Staff of the organization	Timeframe: October 2021- June 2022

Goals & Objectives

Main objective and goal of the action is to contribute to the improvement of professional skills of the Foundation staff.

- Short-term (< 1 year): organization of training for professional development of staff;
- Medium-term (1-2 years): contribute to the improvement of professional skills of the Foundation staff;

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- Long-term (3-5 years): provide career support and improved career prospects for employees from different departments.

Activities and Available Resources

Main activity is organization of training which will include sub-activities, such as identification of relevant training, preparation of information and topics for training, organization of the place for training or online platform and materials. Those activities require particular resources:

Time – 2-3 hours training + 2-3 working days for preparation of the training

Human - 1 expert trainer and 2 volunteer facilitators (exact number of people involved depends)

Financial – low budget intervention on voluntary basis (depends on the training)

Material- conference room, laptops

Targets & Indicators

Main target is to increase the number of activities and training and participation of employees in such activities; improved career prospects for the employees of the Foundation.

Indicators:

- Short-term (< 1 year): number of training;
- Medium-term (1-2 years): number of staff participated in training;
- Long-term (3-5 years): number of employees with improved career prospects.

Facilitating & Hindering Contextual Factors

Policy context: No relevant policies were identified.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: There are examples of the provision of training oriented to improve professional skills. Previous experiences will be useful for the organization of activities and it will be useful to share knowledge and experience.

• 2 Institutional Governance

Institutional governance is the direction for the organization where gender equality needs to be reflected and gender equality balance needs to be maintained at the staff and top managerial levels. On the level of institutional governance, an organization is capable of regularly monitoring gender situation and ensuring gender balance inside the organization, as well as having special capacity to discuss gender equality issues.

Currently, no special data is collected and regularly updated at SRNSFG institutional level, which is specifically gender disaggregated and oriented on gender equality on both, staff and high managerial levels. Also, a gender equality position/s does not exist within the organization, which focuses on gender balance, monitors the gender situation in the organization, ensures the gender balance in the governance.

#	Measures/actions	Objective	Timeframe of implementation
1	Collecting gender disaggregated data at the organization institutional level	To set gender disaggregated data and update it regularly, with the aim of monitoring gender balance at organization level;	October, 2021
2	Modifying existing job descriptions in the administration unit of SRNSFG, by adding targeted functions towards gender related issues in the organization	To add targeted functions to Promote and monitor gender related issues in the organization and ensure supporting gender balance at staff and higher management levels;	September, 2021

■ Measure n. 1 - Collecting gender disaggregated data at the organization institutional level

Name of the action:	Sources:
Collecting gender disaggregated data on the organization institutional level	<u>European Institute for Gender equality</u>
Target audience:	Timeframe:
Employees of SRNSFG	October 2021

Goals & Objectives

- Short-term (< 1 year): Elaboration of special methodology and mechanism for SRNSFG to collect gender disaggregated data on organization level and ensure its regular update;
- Medium-term (1-2 years): Ensure regular analyses of collected gender disaggregated data for raising awareness of gender balance inside the organization and regular monitoring by the top management;
- Long-term (3-5 years): ensuring necessary actions to maintain gender balance inside the organization and demonstrating transparency in annual reports about the gender situation inside the organization;

Activities and Available Resources

Activities:

- Plan necessary actions and analyse SRNSFG gender situation based on quantitative data;
- set up gender situation reports of the organization and present to the top management;
- establish regular monitoring of gender balance inside the organization.

Available Resources:

Human - 1 employee from administration department for gathering and updating information;

Financial: Collecting gender disaggregated data is an internal action of the organization and no additional financial resources are needed;

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Targets & Indicators

Targets:

- Ensure the availability of gender disaggregated data and raising awareness in terms of organization gender equality statistics to promote gender equality within the organization;

Indicators:

- Short-term (< 1 year): comprehensive gender disaggregated data, collected and regularly updated inside the organization;
- Medium-term (1-2 years): set up a regular gender balance monitoring process in the organization;
- Long-term (3-5 years): increased awareness and promoting gender balance in the organization.

Facilitating & Hindering Contextual Factors

Policy context: there is no existing legislative background in this regard, as the common insight envisages equality between men and women in terms of having equal opportunity. However different initiatives are welcomed for promoting gender balance in the organization.

Organization context: Expressed willingness and consensus from management to obtain clear overview of gender balance in SRNSFG sorted by targeted time period;

- **Measure n. 2 Modifying existing job descriptions in the administration unit of SRNSFG, by adding targeted functions towards gender related issues in the organization**

<p>Name of the action:</p> <p>Modifying existing job descriptions in the administration unit of SRNSFG, by adding targeted functions towards gender related issues in the organization</p>	<p>Sources:</p>
<p>Target audience:</p> <p>SRNSFG staff</p>	<p>Timeframe:</p> <p>September, 2021</p>

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Goals & Objectives

- Short-term (< 1 year): Define targeted functions for monitoring gender related issues and promoting gender balance on organizations managerial levels;
- Medium-term (1-2 years): obtain regular monitoring on gender balance and gender related issues inside organization
- Long-term (3-5 years): To encourage gender balance maintenance inside the organization;

Activities and Available Resources

Activities:

- To amend job description/s and define targeted functions for monitoring and discussing gender issues in the organization with the high management;

Available Resources:

Human - an employee/s who will be added by the targeted function;

Financial - promoting gender issues in the organization via adding targeted functions to the administration staff member/s is an internal action and doesn't requires additional financial sources;

Targets & Indicators

- Short-term (< 1 year): Number of targeted staff members of SRNSFG with modified job description towards gender issues in the organization;
- Medium-term (1-2 years): Number of conducted meetings with top management to discuss gender balance related issues;
- Long-term (3-5 years): Number of discussions and meetings in organizations managerial level to ensuring gender balance in the workplace;

Facilitating & Hindering Contextual Factors

Organization context: Expressed willingness and readiness from SRNSFG management for relevant changes in this regard;

Hindering: Additional responsibilities in scope of work for targeted staff member/s.

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3 Institutional Communication

Institutional communication is a primordial point at institutional level and a powerful tool for people understating gender equality related issues and the necessities for changes. It brings together the ideas and concepts of communities, organizations and individuals how to respond to the actual challenges and modern society needs. All managerial level representatives at SRNSFG as well as stakeholders (internal/external) agree to undertake with joint efforts such activities which will pave the way for the effective and tangible results in the light of gender balance in STEM.

At the moment at SRNSFG there are no specific raising awareness training activities on gender sensitive language use and/or gender sensitive communication. Also, there are no gender related modules. No special policies/guidelines on internal and external gender sensitive communication exist. As Georgian language consists of no exclusionary forms such as he/she, there exists no policies and training on this issue.

N.	Measures/actions	Objective	Timeframe of implementation
1	Elaborate a strategy encompassing measures/actions related to the institutional communication enhancement on the matter of gender equality: conferences, webinars, workshops, symposia, special training.	To encourage SRNSFG institutional capacities by creating special policy envisaging concrete measures and focusing on awareness raising	September, 2021 – June, 2022
2	Create a special section on the website revealing successful Georgian women in STEM/research.	One of the “example giving” steps from the side of SRNSFG to demonstrate the will for women enhancement and at the same time to get popular Georgian female researchers.	September, 2021-December, 2021

3	To design and implement a strategic communication plan based on all aspects that could motivate all internal/external stakeholders to become active participants in developing institutional communication	<ul style="list-style-type: none"> · To support the harmonization of STEM system; · To establish a sustainable and efficient ground for Georgian STEM ecosystem. 	September, 2021 – June, 2022
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■ **Measure n. 1 - To elaborate a strategy encompassing measures aspects related to institutional communication: special training, conferences, workshops, symposia**

<p>Name of the action:</p> <p>To elaborate a strategy encompassing measures aspects related to institutional communication: special training, conferences, workshops, symposia</p>	<p>Sources:</p> <p>European Institute for Gender Equality https://eige.europa.eu/</p>
<p>Target audience:</p> <p>SRNSFG Staff, Ministry, Universities, Research institute, female researchers and female employees that will benefit from the execution of planned activities, business sector</p>	<p>Timeframe:</p> <p>September, 2021 – June, 2022</p>

Goals & Objectives

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Short-term (<1 year):

- To encourage SRNSFG institutional capacities by creating special policy envisaging concrete measures;

Medium-term (1-2 years):

- To enable participants and actors of planned events to be informed, engaged, motivated and empowered;
- To demolish stereotypes and come up with a consensus of positive changes.

Long-term (3-5 years):

- To establish institutional communication policy related to gender equality and awareness-raising,
- To bridge the gap between societies, communities, organizations;
- To raise social/institutional awareness on gender diversity and balance.

Activities and Available Resources**Activities:**

- Plan special targeted events: conferences, webinars, workshops, symposia, special training.
- Involve stakeholders in the planning process;
- Writing and disseminating press releases, photos, interviews to the media;
- Distributing specially printed materials.

Available Resources:

- Organization staff, people involved in the project;
- To provide necessary space, equipment and material.

Targets & Indicators**Targets:**

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- To implement elaborated strategy
- To raise awareness in terms of gender equality

Indicators:**Short-term (<1 year):**

- Special strategy document.

Medium-term (1-2 years):

- Number of implemented activities.

Long-term (3-5 years):

- Number of implemented activities.

Facilitating & Hindering Contextual Factors

Facilitating: Expressed willingness and readiness to the changes;

Hindering: Not sufficient financial or material resources.

■ **Measure n. 2 - To create a special section on a website revealing successful Georgian women in STEM**

Name of the action:	Sources:
To create a special section on a website revealing successful Georgian women in STEM	www.rustaveli.org.ge
Target audience:	Timeframe:
	September, 2021 - December, 2021

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Female researchers, researchers in general

Goals & Objectives

Short-term (<1 year):

- To refine SRNSFG web-site by creating a special section.

Medium-term (1-2 years):

- Make popular Georgian female researchers;
- Give the clarity of individual goals;
- By active communication with Universities/Institutes/ business sector to shade the light to the women having the progress in their professional career.

Long-term (3-5 years):

- To encourage women in their career advancement and to inspire their motivation.

Activities and Available Resources

Activities:

- To find out information worth to be published on the web-site;
- To learn untold histories across the science;
- To take the interviews from female researchers.

Available Resources: Staff from PR Office and people involved in the project.

Targets & Indicators

Targets:

- Promotion of women researchers;
- Give motivation to others;

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- Find out the ways by which researchers achieved success.

Indicators:**Short-term (<1 year):**

- Number of published information, interviews on web-page.

Medium-term (1-2 years):

- Number of published information, interviews on web-page.

Long-term (3-5 years):

- Number of well-known women in the society.

Facilitating & Hindering Contextual Factors

Facilitating: Expressed willingness and readiness to the action from SRNSFG

Hindering: Resistances from top managerial level

■ **Measure n. 3 - To design and implement a strategic communication plan based on all aspects that could motivate all internal/external stakeholders to become active participants in developing institutional communication**

Name of the action:

To design and implement a strategic communication plan based on all aspects that could motivate all internal/external stakeholders to become active participants in developing institutional communication

Sources:

CALIPER Repository file

Target audience:

**SRNSFG Staff, Ministry, Universities,
Research institute, business sector**

Timeframe:

September, 2021- June, 2022

Goals & Objectives**Short-term (<1 year):**

- To implement special targeted plan streaming to cooperate in all aspects.

Medium-term (1-2 year):

- To develop efficient communication process between institutions.

Long-term (3-5 year):

- Establish sustainable and efficient ground for Georgian STEM eco-system.

Activities and Available Resources**Activities:**

To design special oriented meetings with stakeholders with the aim to figure out joint action plan related for each topic (internal aspects: human resources, governance; external aspects: institutional communication, research, sexual harassment, intersectionality)

Available Resources:

People involved in CALIPER project;

Internal stakeholders;

External stakeholders.

Targets & Indicators**Targets:**

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To establish institutional communication by using different means: jointly organized events, media, newspapers, web-pages.

Indicators:**Short-term (<1 year):**

- A special elaborated plan.

Medium-term (1-2 years):

- Number of jointly organized events;

Long-term (3-5 years):

- Number of jointly organized events;

Facilitating & Hindering Contextual Factors

Facilitating: Commitment to change the situation

Hindering: No sufficient financial resources

● 4 Research Funding

SRNSFG does not take measures to ensure gender equality and eliminate gender related discrimination. At SRNSFG there are no guidelines on gender stereotypes and unconscious bias to evaluators. Project evaluators are not trained and also, they are not provided with any kind of gender related evaluation practices and SRNSFG does not administrate gender specific funding programs.

At SRNSFG Grant call Normative Acts and Regulations (Decrees of the Government of Georgia, Decrees of the Ministry of Education, Science, Culture and Sport of Georgia, Decrees of Director General of SRNSFG) do not include requirement of gender equality in research teams and it is not linked to the evaluation process. At SRNSFG gender equality is not a funding requirement. There are no specific policies which will be the guarantee that gender equality in research teams is represented.

#	Measures/actions	Objective	Timeframe of implementation
1	Checking the existence of gender balance in research teams at the project registration stage	Ensuring gender balance and eliminating discrimination in research teams	December, 2021 – June, 2022
2	Establishing reward for woman scientists	Establishing an award for women scientists working in various scientific fields. Encouraging their activities and introducing successful women scientist to the wider community in Georgia	January, 2022 – June, 2022

3	Providing evaluators/committee members gender related guidelines	Providing evaluators/committee members with specific guidelines on gender stereotypes, unconscious bias and training will ensure successful evaluation process without any kind of gender bias.	September, 2021 – March, 2022
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This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

■ Measure n. 1 - Checking the existence of gender equality in research teams at the project registration stage

SRNSFG does not control gender balance in research teams at any stage of grant call administration. This situation comprises a risk in terms of discrimination against female researchers.

<p>Name of the action:</p> <p>Checking the existence of gender equality in research teams at the project registration stage</p>	<p>Sources:</p> <p>Commission, E. (n.d.). Research & Innovation - Funding & Tenders Portal H2020 Online Manual. Gender - H2020 Online Manual https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm.</p>
<p>Target audience:</p> <p>Scientific community of Georgia, female Researchers of Georgia</p>	<p>Timeframe:</p> <p>December, 2021 – June, 2022</p>

Goals & Objectives

Short-term (< 1 year) - Creating gender balance control mechanism in scientific teams at the project registration stage, where PIs will be obliged to fill information about the number of female/male researchers involved in the project.

Medium-term (1-2 years) - Implementing gender balance control mechanism in all scientific grant calls administered by SRNSFG; Preparing and encouraging Georgian scientific community to establish research teams with equal involvement of male and female researchers by introducing the mechanism;

Long-term (3-5 years) - Maintaining gender balance in all scientific teams

Activities and Available Resources

Activities: SRNSFG has been administrating projects through the Grant Management Unified Electronic System (GMUS) for the last 4 years. At the registration stage PIs upload grant call documents and fill an information about their research team in this system. Gender balance in scientific teams will be checked by creating a control field in the electronic system, where PIs will fill the information about the number of female/male researchers involved in the project. Gender balance mechanism aims to check whether the gender balance is maintained in a particular scientific team or not.

Resources: Top and middle management, employees of Science Department, staff working on the CALPIPER project

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Budget: No additional budget is required

Targets & Indicators

Target of this measure is maintaining gender balance among researchers in all future grant call competitions administered by the Foundation, equal involvement of male and female researchers.

Indicators of this measure will be the number or research projects where gender balance will be maintained.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: There is no example of controlling gender balance in research teams.

■ Measure n. 2 - Establishing award for woman scientists

SRNSFG does not carry out activities directly aimed at women researchers, which would encourage and promote the career development of women researchers of Georgia.

<p>Name of the action:</p> <p>Establishing award for woman scientists</p>	<p>Sources:</p> <p>The OWSD - Elsevier Foundation Awards for Early Career Women Scientists in the Developing World</p> <p>https://owsd.net/awards/awards</p>
<p>Target audience:</p> <p>Scientific community of Georgia, female researchers of Georgia</p>	<p>Timeframe:</p> <p>January, 2022 – June, 2022</p>

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Goals & Objectives

Short-term (< 1 year) - Establishing an award for women scientists working in various scientific fields;

Medium-term (1-2 years) - Encouraging women scientists and research activities, annually introducing successful women scientists to the wider community in Georgia;

Long-term (3-5 years) - To lead to positive changes in attitudes towards women scientists; encouraging more young women to pursue their career in science.

Activities and Available Resources

Activities: Allocating funds in the budget of the SRNSFG for administrating the reward for women scientists;

Compilation of grant call documentation and evaluation criteria;

Announcing the grant call and revealing the winners.

Resources: Middle management and employees of Science Department, staff working on the CALIPER project.

Budget: Existing budget of SRNSFG.

Targets & Indicators

The target of this measure is promoting and encouraging female researchers in general.

Indicators will be:

Short-term (< 1 year) - Number of submitted proposals

Medium-term (1-2 years) - Number of women participating in the call compared to the first year;

Long-term (3-5 years) - Increased number of active and successful women scientists.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Beside from this record in law, In Georgia there is not particular mechanisms for promoting gender equality in research and science or to encourage women scientists in general.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: SRNSFG has never administered specific programs or grant calls for promoting gender equality or encouraging women scientists. On the other hand, SRNSFG administers grant call “Award for the best scientist and group of scientists of the year”. Therefore, establishment of reward for woman scientists will be experience based in terms of grant call documentation and other procedures.

Collaborations. To elaborate gender related guidelines and training materials for evaluators/committee members external stakeholders. Existing collaborations and networks with the wider R&I Ecosystem of the organization can provide important hinder or supporting factors. Diverse external stakeholders can provide support in terms of experience, advice, best practice. They can also offer competing solutions – which might diminish the success of an internally organized action

■ **Measure n. 3 - Providing evaluators/committee members gender related guidelines**

At SRNSFG there are no guidelines on gender stereotypes and unconscious bias to evaluators. Project evaluators are not trained and also, they are not provided with any kind of gender related evaluation practices.

<p>Name of the action:</p> <p>Providing evaluators/committee members gender related guidelines</p>	<p>Sources:</p> <p>Repository of measures elaborated by Smart Venice – Guidelines and protocols by The University of Modena and Reggio Emilia</p>
<p>Target audience:</p> <p>Scientific community of Georgia, female Researchers of Georgia</p>	<p>Timeframe:</p> <p>September, 2021 – March, 2022</p>

Goals & Objectives

Short-term (< 1 year): Introducing evaluators/committee members with specific guidelines and training on gender stereotypes, unconscious bias;

Medium-term (1-2 years) - Training of all evaluators/committee members in accordance with specific training materials and guidelines;

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 873134.

Long-term (3-5 years) - To ensure successful evaluation process without any kind of gender bias.

Activities and Available Resources

Activities: Creating specific guidelines and training materials with the involvement of gender experts

Resources: Middle management and employees of Science Department, staff working on the CALPIPER project.

Budget: Existing budget of SRNSFG

Targets & Indicators

Target of this measure is to prepare evaluators and committee members for a more transparent and gender bias-free evaluation process.

Indicators

Short-term (< 1 year) - Number of guidelines and training

Medium-term (1-2 years) - Number of trained evaluators/committee members

Long-term (3-5 years) - Conducting the evaluation procedure without any kind of gender bias.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: At SRNSFG there are no specific protocols on gender sensitive recruitment of evaluators. The procedure and conditions for recruitment of evaluators are determined by the Code of Conduct for Independent Experts under the Decree N87 of the Director General of SRNSFG. The code does not include criteria on gender sensitive recruitment of evaluators.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

• 5 Sexual Harassment

Shota Rustaveli National Science Foundation of Georgia is obliged to follow the national regulations according to which sexual harassment is not allowed in labour relations (Law of Georgia on Gender Equality, Article 6(1b) and harassment, in general, is prohibited in the workplace (Labour Code of Georgia, Article 4(5,6)).

For the time being, the foundation does not have any particular policies or strategies addressing sexual harassment. The relevant research showed that there were no reported cases of harassment in 2017, 2018, 2019. On the one hand, the situation may seem unproblematic. But on the other hand, it is important to take into account that no reporting mechanisms have been put in place at the foundation so far. For that reason, sexual harassment might have gone unreported.

N.	Measures/actions	Objective	Timeframe of implementation
1	Adopt a Sexual Harassment Policy.	Adopt a formal policy that forbids sexual harassment.	January, 2022 - March, 2022
2	Establish a mechanism for reporting.	Make sexual harassment policy effective.	January, 2022 - March, 2022

■ Measure n. 1 - Adopt a sexual harassment policy

Name of the action:	Source:
Adopt a Sexual Harassment Policy	1. Ending violence and harassment against women and men in the world of work, ILO, 2018 2. Wayne J. Positan, Esq. and Christina Silva Lee, The Value of an Effective Anti-Harassment Policy, 2003

Target audience:**All Employees****Timeframe:****January, 2022 - March, 2022****Goals & Objectives**

The main goals of this measure are as follows:

Short-term (< 1 year):

- Adopt a formal policy that forbids harassment and describes the consequences of abusing it.
- Create a better workplace.

Medium-term (1-2 years):

- Maintain a work environment free of sexual harassment.

Long-term (3-5 years):

- Promote equal employment opportunities.
- Ensure that all employees are aware of and understand the organization policy regarding sexual harassment.

Activities and Available Resources

In order to reach these goals, the foundation will develop a written policy prohibiting discrimination on any ground and harassment in any form including sexual harassment; provide the policy to all employees; distribute the policy to new employees; periodically review and redistribute it; organize regular informational activities/office meetings/training sessions on the issue of workplace sexual harassment.

Adoption of a sexual harassment policy is an internal measure and the members of the CALIPER Working Group will be involved in developing the Sexual Harassment Policy and in other activities mentioned above. Therefore, no additional financial resources are needed.

However, the members of the CALIPER Working Group may consult some subject-matter experts if the need arises. In this case, there might be a need for allocating some financial resources.

Targets & Indicators

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Measure	Activity	Output	Outcome Indicator	
			Short-term	Medium-term
Adopt a Sexual Harassment Policy	Develop a written policy prohibiting discrimination on any ground and harassment in any form including specifically sexual harassment.	A formal policy that forbids harassment and describes the consequences of violating it.	Number of elaborated policies.	Workplace where sexual harassment is not tolerated.
	Provide the policy to all employees of the foundation. Distribute the policy to new employees.	All employees are aware of and understand the organization policy regarding sexual harassment.	Number of policy copies distributed to the employees.	Increased awareness about workplace sexual harassment.
	Organize regular informational activities/office meetings/training sessions on the issue of workplace sexual harassment.	All employees are aware of and understand the organization policy regarding sexual harassment.	Number of conducted informational activities/ office meetings/training sessions.	Increased awareness about workplace sexual harassment.

Facilitating & Hindering Contextual Factors

Organizational context: SRNSFG has never before had any kind of policies, regulations or initiatives addressing sexual harassment. However, there are no specific regulations at the foundation that can contradict the adoption of a policy preventing sexual harassment. It should also be noted that decision-

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making bodies of the foundation have demonstrated willingness to maintain a workplace that is free of harassment.

Policy context: Sexual harassment is against the law in Georgia. Article 6(1) of the Law of Georgia on Gender Equality states that sexual harassment in labour relations is prohibited. Further, Article 4(5,6) of the Labour Code of Georgia states that harassment in the workplace, including sexual harassment is a form of discrimination and is therefore prohibited.

■ **Measure n. 2 - Establish a mechanism for reporting**

Name of the action:	Source:
Establish a Mechanism for Reporting	<p>1. Ending violence and harassment against women and men in the world of work, ILO, 2018</p> <p>2. Wayne J. Positan, Esq. and Christina Silva Lee, The Value of an Effective Anti-Harassment Policy, 2003</p>
Target audience:	Timeframe:
All Employees	January, 2022 - March, 2022

Goals & Objectives

The main goals of this measure are as follows:

Short-term (< 1 year):

- Establish a reporting mechanism.

Medium-term (1-2 years):

- Encourage employees to report harassment;
- Support the prompt investigation of harassment complaints.

Long-term (3-5 years):

- Eliminate sexual harassment in the workplace.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Activities and Available Resources

In order to reach these goals, the foundation will designate appropriate individual/individuals to whom an employee may make a complaint. The person/persons in charge of receiving harassment complaints will protect the confidentiality of those who report harassment, act immediately to investigate all complaints and respond appropriately.

Providing a reporting mechanism is an internal measure and an employee/employees of the foundation's relevant office will coordinate compliance. Therefore, no additional financial resources are needed.

Targets & Indicators

Measure	Activity	Output	Outcome Indicator	
			Short-term	Medium-term
Establish a Mechanism for Reporting	Designate appropriate individual/individuals to whom an employee may make a complaint.	Employees are encouraged to report harassment.	Number of individuals to whom an employee of the foundation may make a complaint.	Effective Sexual Harassment Policy with an effective complaint procedure.

Facilitating & Hindering Contextual Factors

Organizational context: SRNSFG has never before had any kind of reporting mechanisms that address sexual harassment. However, there are no specific regulations at the foundation that can contradict the adoption of such a reporting mechanism. It should also be noted that decision-making bodies of the foundation have demonstrated willingness to maintain a workplace that is free of harassment.

Policy context: Sexual harassment is against the law in Georgia. Article 6(1) of the Law of Georgia on Gender Equality states that sexual harassment in labour relations is prohibited. Further, Article 4(5,6) of the Labour Code of Georgia states that harassment in the workplace, including sexual harassment is a form of discrimination and is therefore prohibited.

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• 6 Intersectionality

In a broader context, (on a national level), the Law of Georgia on the Elimination of all forms of discrimination (Parliament of Georgia, 2014), ensures to „eliminate every form of discrimination and ensure equal rights of every natural and legal persons under the legislation of Georgia, irrespective of race, skin colour, language, sex, age, citizenship, origin, place of birth or residence, property or social status, religion or belief, national, ethnic or social origin, profession, marital status, health, disability, sexual orientation, gender identity and expression, political or other opinions, or other characteristics. (Parliament of Georgia, 2014). Considering this, SRNSFG, operates in accordance with the law and ensures non-discrimination and equal treatment of its employees as well as its beneficiaries: the researchers and scientists. Nevertheless, particularly, in respect to intersectionality, one should mention that, currently, at an institutional level (SRNSFG) there are no specific policy and institutional mechanisms that consider gender in conjunction with other discriminations. Thus, interaction of gender and other variables has not yet been addressed through an intersectional approach at the Foundation. Such a situation can be explained by the fact that Intersectionality is a new concept and approach and is not understood appropriately at the Organization. According the internal assessment conducted in the frame of CALIPER project, there is a misunderstanding of a concept of an intersectional approach to gender equality, as the most of the participants misconnect this term with gender equality, therefore, intersectionality is not perceived as a component of equality policies within the institution.

N.	Measures/actions	Objective	Timeframe of implementation
1	Gather disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion, etc.	Ensure that data collection does not overlook the experiences of individuals with intersectional identities and ensure an inclusive and transparent system of data collection.	December, 2021- June, 2022

■ Measure n. 1 - Gather disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion, etc.

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 873134.

Name of the action: Gathering disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion etc	Sources: EU gender equality strategy: a missed opportunity to be truly intersectional <u>https://www.enar-eu.org/EU-gender-equality-strategy-a-missed-opportunity-to-be-truly-intersectional</u>
Target audience: Staff of SRNSFG; researchers	Time frame: December, 2021- June, 2022

Goals and Objectives:

Short-term (< 1 year): creation of the reporting system of disaggregated data collection to ensure that the experiences of individuals with intersectional identities are not overlooked

Medium-term (1-2 years): reporting system of disaggregated data collection is well functioning on a regular basis

Long-term (3-5 years): gradually adopting an intersectional approach as a component of equality policy at the Institutional level

Activities and Available Resources

Staff of the Foundation, specifically, representatives of the Administration Unit in cooperation with other respective units can be involved in the process of collection of desegregated data.

Budget: No additional financial resources are required.

Targets & Indicators

Targets: Staff of SRNSFG; researchers.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Indicators:

Activity	Output	Output indicator	Outcome indicator	Impact indicator
Gathering disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion etc	reporting system of disaggregated data collection is in place; number of cases reported considering the intersectional identities	Share of researchers, employees with intersectional identities at the institutional level compared to the overall monitoring and evaluation system of the Institution	Data reporting system compliant with the standards of transparent and inclusive data gathering and equality policy	Intersectional approach is used as a component of equality policy at the institutional level

Facilitating & Hindering Contextual Factors

There might be a lack of human resources to deal with such a method of data collection, collecting disaggregated data might also require close cooperation with other national entities which in its turn might require some time until a mechanism of cooperation is fully developed.

3 Collaborative actions

Collaborative actions were identified during the dialogues with external stakeholders. Stakeholders suggested the activities they are interested to collaborate based on existing challenges and possibilities. They discussed various activities in different areas according to their experiences and knowledge.

n.	Collaborative action	Area	Stakeholders involved	Timeframe
1	To elaborate ToR for Annual Female Scientists Award with academia and universities	Research	Academia and Universities	January, 2022 – June, 2022
2	Providing evaluators/committee members gender related guidelines	Research	Academia and Universities	September, 2021 – March, 2022
3	Collaboration in the process of creating gender dimension in the evaluation criteria for the future grant calls	Research	Academia and Universities	December, 2021 – June, 2022
4	Femtech	Research	Academia and Universities, Public Sector	April, 2022
5	Organize with joint efforts special targeted events, conference, symposia, e.g., in the frame of “Science Fest” one conference dedicated for Georgian Female Researchers	Communication	Academia and Universities	September, 2021- October, 2021
6	Share information related to women researchers for their popularization on SRNSFG web-page and social media	Communication	Academia and Universities	September, 2021- June, 2022
7	Motivate all internal/external stakeholders to become active participants in	Communication	Academia and Universities	September, 2021- June, 2022

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 873134.

developing institutional communication			
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○ **Collaborative action n. 1 - Elaborate ToR for Annual Female Scientists Award with academia and universities**

SRNSFG does not carry out activities directly aimed at women researchers, which would encourage and promote the career development of women researchers of Georgia

Elaborate ToR for Annual Female Scientists Award with academia and universities	Repository of measures elaborated by Smart Venice
Scientific community of Georgia; female researchers of Georgia	January, 2022 – June, 2022

Goals & Objectives

Establishing an award for women scientists working in various scientific fields. Encouraging their activities and introducing successful women scientist to the wider community in Georgia

Activities and Available Resources

Activities:

- Allocating funds in the budget of the SRNSFG for administrating the reward for women scientists;
- Creating ToR, compilation of grant call documentation and evaluation criteria with the involvement of external stakeholders,
- Announcing the grant call and revealing the winners.

Resources: Middle management and employees of Science Department, staff working on the CALIPER project, external stakeholders.

Budget: Existing budget of SRNSFG.

Targets & Indicators

The target of this measure is Promoting and encouraging female researchers in general.

Indicators will be: Number of submitted proposal and number of awards;

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

Beside from this record in law, In Georgia there is not particular mechanisms for promoting gender equality in research and science or to encourage women scientists in general.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: SRNSFG has never administered specific programs or grant calls for promoting gender equality or encouraging women scientists. On the other hand, SRNSFG administers grant call “Award for the best scientist and group of scientists of the year”. Therefore, establishment of reward for woman scientists will be experience based in terms of grant call documentation and other procedures.

Collaborations: To elaborate ToR for Annual Female Scientists Award with academia and universities. Existing collaborations and networks with the wider R&I Ecosystem of the organization can provide important hinder or supporting factors. Diverse external stakeholders can provide support in terms of experience, advice, best practice. They can also offer competing solutions – which might diminish the success of an internally organized action.

○ Collaborative action n. 2 - Providing evaluators/committee members gender related guidelines

At SRNSFG there are no guidelines on gender stereotypes and unconscious bias to evaluators. Project evaluators are not trained and also, they are not provided with any kind of gender related evaluation practices.

Providing evaluators/committee members gender related guidelines	Repository of measures elaborated by Smart Venice
Scientific community of Georgia; female researchers of Georgia	September, 2021 – March, 2022

This project has received funding from the European Union’s Horizon 2020 research and innovation programme under grant agreement no 873134.

Goals & Objectives

Providing evaluators/committee members with specific guidelines on gender stereotypes, unconscious bias and training will ensure successful evaluation process without any kind of gender bias.

Activities and Available Resources

Activities: Creating specific guidelines and training materials with the involvement of gender experts with the involvement of external stakeholders

Resources: Middle management and employees of Science Department, staff working on the CALPIPER project, external stakeholders.

Budget: Existing budget of SRNSFG

Targets & Indicators

Target of this measure is to prepare evaluators and committee members for a more transparent and gender bias-free evaluation process.

Indicators will be: Number of guidelines and training.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: At SRNSFG there are no specific protocols on gender sensitive recruitment of evaluators. The procedure and conditions for recruitment of evaluators are determined by the Code of Conduct for Independent Experts under the Decree N87 of the Director General of SRNSFG. The code does not include criteria on gender sensitive recruitment of evaluators.

Collaborations. To elaborate gender related guidelines and training materials for evaluators/committee members external stakeholders. Existing collaborations and networks with the wider R&I Ecosystem of the organization can provide important hinder or supporting factors. Collaborative actions: workshops and meetings with diverse external stakeholders (Academia & Universities) can provide support in terms of experience, advice, best practice. They can also offer competing solutions – which might diminish the success of an internally organized action.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

○ **Collaborative action n. 3 - Collaboration in the process of creating gender dimension in the evaluation criteria for the future grant call**

SRNSFG does not control gender balance in research teams at any stage of grant call administration. This situation comprises a risk in terms of discrimination against female researchers.

<p>Collaboration in the process of creating gender dimension in the evaluation criteria for the future grant call</p>	<p>Commission, E. (n.d.). Research & Innovation - Funding & Tenders Portal H2020 Online Manual. Gender - H2020 Online Manual. https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm</p>
<p>Scientific community of Georgia; female researchers of Georgia</p>	<p>December, 2021 – June, 2022</p>

Goals & Objectives

Promoting gender equality in the grant calls by Introducing a gender balance control mechanism in scientific teams at the project registration stage. Preparing and encouraging Georgian scientific community to establish research teams with equal involvement of male and female researchers.

Activities and Available Resources

Activities: SRNSFG has been administrating projects through the Grant Management Unified Electronic System (GMUS) for the last 4 years. At the registration stage PIs upload grant call documents and fill an information about their research team in this system. Gender balance in scientific teams will be checked by creating a control field in the electronic system, where PIs will fill the information about the number of female/male researchers involved in the project. Gender balance mechanism aims to check whether the gender balance is maintained in a particular scientific team or not. Next activity regarding gender balance checking procedure will be collaborative actions (workshops and meetings) with external stakeholders (Academia & Universities) in order to establish the specifics of the gender dimension balance mechanism in the evaluation criteria for the future grant calls.

Resources: Top and middle management, employees of Science Department, staff working on the CALPIPER project, external stakeholders.

Budget: No additional budget is required

Targets & Indicators

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Target of this measure is maintaining gender balance among researchers in all future grant call competitions administered by the Foundation, equal involvement of male and female researchers.

Indicators of this measure will be the number of research projects where gender balance will be maintained.

Facilitating & Hindering Contextual Factors

Policy context: Law of Georgia on Gender Equality includes an Article 7 about state guarantees for gender equality in education and science. According to this article everyone has the right to freely choose a profession and speciality according to their abilities. Such equality shall be ensured through equal access, without discrimination, to general, vocational and higher education. The State shall ensure that equal conditions are created for men and women to acquire general, vocational and higher education in all kinds of educational establishments, and to participate in educational and scientific processes.

Organizational context: There is a consensus among administration and management of the organization regarding the necessity of the provision of such training.

History/past interventions: There is no example of controlling gender balance in research teams.

Collaborations: Collaboration with external stakeholders, especially academia and universities, in the process of creating gender dimension in the evaluation criteria for the future grant calls. External stakeholders can provide support in terms of experience, advice, best practice. They can also offer competing solutions – which might diminish the success of an internally organized action.

○ Collaborative action n. 4 - Femtech

Femtech	CALIPER project repository
Universities, Research centres and industry	April, 2022

Goals & Objectives

- To popularize and promote mobility of young female researchers between research and industry
- To demonstrate role models and future possibilities in STEM

Activities and Available Resources

Organization of workshop

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Targets & Indicators

Target: Encourage young generations for building STEM career in Business

Indicator: One organized workshop

Facilitating & Hindering Contextual Factors

Facilitating factors: Previous experience in promoting science

Hindering factors: Not sufficient readiness

Collaboration: Participation of stakeholders in the organization of the event.

○ Collaborative Action n.5 - Organize with joint efforts special targeted events

Goals& Objectives

- To establish institutional communication policy related to gender equality and awareness-raising;
- To bridge the gap between societies, communities, organizations;
- To raise social/institutional awareness on gender diversity and balance.
- To encourage SRNSFG institutional capacities by creating special policy envisaging concrete measures;
- To enable participants and actors of planned events to be informed, engaged, motivated and empowered;
- To demolish stereotypes and come up with a consensus of positive changes.

Activities and Available Resources

Activities:

- To plan special targeted events: conferences, webinars, workshops, symposia, special training.
- To involve the stakeholders in the planning process;
- Writing and disseminating press releases, photos, interviews to the media;
- Distributing specially printed materials.

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Available Resources:

- Organization staff, people involved in the project, stakeholders
- To provide necessary space, equipment and material.

Targets & Indicators**Targets:**

- To raise awareness in terms of gender equality

Indicators:

- Number of implemented activities

Facilitating & Hindering Contextual Factors

Facilitating: Expressed willingness and readiness to the joint actions

Hindering: Not sufficient financial or material resources.

Collaboration: to share the ideas with stakeholders on suggested events and make the actors actively involved in the process of planning.

○ **Collaborative Action n.6 - Share and provide information related to women researchers for popularization on SRNSFG web-page and social media**

Goal & Objectives:

To encourage women in their career advancement and to inspire motivation

- To make popular Georgian female researchers;
- To give the clarity of individual goals.
- By active communication with Universities/Institutes/ business sector to shade the light to the women having the progress in their professional career

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement no 873134.

Activities and Available Resources

Activities:

- To share information worth to be published on the web-site;
- To learn untold histories across the science
- To take the interviews from the female researchers.

Available Resources: Staff from PR office, people involved in the project, stakeholders.

Targets & Indicators

Targets:

- Promotion of women researchers;
- To give motivation to others;
- To find out the ways by which researchers achieved success.

Indicators: Numbers of published information, interviews on web-page.

Facilitating & Hindering Contextual Factors

Facilitating: Expressed willingness and readiness to the action from SRNSFG

Hindering: Resistances from top managerial level

Collaboration: To receive the information from stakeholders on female researchers whose scientific achievement and progress is unknown. To discuss which format of popularization could be used (interview, article, etc.)

○ **Collaborative Action n.7 - To motivate all internal/external stakeholders to become active participants in developing institutional communication**

Goals & objectives

- To support the harmonization of STEM system;
 - To run communication process with stakeholders related to each topic area
- To establish sustainable and efficient ground for Georgian STEM eco- system

Activities:

To design special oriented meetings with stakeholders with the aim to figure out joint action plan related for each topic (internal aspects: human resources, governance; external aspects: institutional communication, research, sexual harassment, intersectionality)

Available Resources

People involved in CALIPER project;

Internal stakeholders;

External stakeholders.

Targets & Indicators

Targets:

To establish institutional communication by using different means: jointly organized events, media, newspapers, web-pages.

Indicators: Number of jointly organized events

Facilitating & Hindering Contextual Factors

Facilitating: Commitment to change the situation

Hindering: No sufficient financial resources

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Collaboration: To share the ideas and practise on all aspects in the format of appropriate events. To discuss and bear in mind the suggestions which could be relevant to the development of STEM harmonization and the whole scientific ecosystem.

4 Gantt Chart

Activity	Date	Start/End Date	7/21	8/21	9/21	10/21	11/21	12/21	1/22	2/22	3/22	4/22	5/22	6/22
Training for the staff involved in recruitment process		October, 2021 – March, 2022				█	█	█	█	█	█			
Informational brochure/guide to recruited staff about gender equality		November, 2021					█							
Development of exit questionnaire for staff		December, 2021						█						
Training and other activities improving professional skills of staff		October, 2021-March, 2022				█	█	█	█	█	█			
Collecting gender disaggregated data on the organization institutional level		October, 2021				█								
Modifying existing job descriptions in the administration unit of SRNSFG, by adding targeted functions towards gender related issues in the organization		September, 2021			█									
Elaborate a strategy encompassing measures/actions related to the institutional communication enhancement on the matter of gender equality: conferences, webinars, workshops, symposia, special training		September, 2021 – June, 2022			█	█	█	█	█	█	█	█	█	█
Create a special section on the website revealing successful Georgian women in STEM/research		September, 2021 - December, 2021			█	█	█	█						
To design and implement a strategic communication plan based on all aspects that could motivate all internal/external stakeholders to become active participants in developing institutional communication		September, 2021 – June, 2022			█	█	█	█	█	█	█	█	█	█
Checking the existence of gender balance in research teams at the project registration stage		December, 2021 – June, 2022						█	█	█	█	█	█	█
Establishing reward for woman scientists		January, 2022 – June, 2022							█	█	█	█	█	█
Providing evaluators/committee members gender related guidelines		September, 2021 – March, 2022			█	█	█	█	█	█				
Adopt a Sexual Harassment Policy		January, 2022 - March, 2022							█	█	█			
Establish a mechanism for reporting		January, 2022 - March, 2022							█	█	█			
Gather disaggregated data by gender in conjunction with ethnicity, gender identity, age, disability, religion, etc.		December, 2021- June, 2022						█	█	█	█	█	█	█
Femtech		April, 2022										█		
Elaborate ToR for Annual Female Scientists Award with academia and universities		January, 2022 – June, 2022							█	█	█	█	█	█
Providing evaluators/committee members gender related guidelines		September, 2021 – March, 2022			█	█	█	█	█	█				
Collaboration in the process of creating gender dimension in the evaluation criteria for the future grant calls		December, 2021 – June, 2022						█	█	█	█	█	█	█
Organize with joint efforts special targeted events, conference, symposia, e.g., in the frame of “Science Fest” one conference dedicated for Georgian Female Researcher		September, 2021 - October, 2021			█	█								

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Share information related to women researchers for their popularization on SRNSFG web-page and social media	September, 2021 – June, 2022													
Motivate all internal/external stakeholders to become active participants in developing institutional communication	September, 2021- June, 2022													