

ENGLISH VERSION

Gender Equality Plan (GEP)

Institute for Research and Development "Utrip" | 2026-2029

Institution: Institute for Research and Development "Utrip" (Institute "Utrip")

This Gender Equality Plan (GEP) sets out the formal commitment of the Institute for Research and Development Utrip (Institut "Utrip") to promote gender equality, equal opportunities, dignity at work, and a safe, inclusive, and respectful organisational culture in all areas of its work.

The plan is designed for publication on the Institute's website and for implementation across the organisation. It is aligned with the minimum process-related requirements and recommended thematic areas for Gender Equality Plans under Horizon Europe, and it is proportionate to the size, mission, and governance structure of a non-governmental, public-interest organisation active in research, development, education, prevention, advocacy, and project implementation.

1. Purpose and legal basis

This document constitutes the Institute's formal Gender Equality Plan.

- European Commission requirements for Gender Equality Plans under Horizon Europe.
- Applicable Slovenian labour, anti-discrimination, and occupational safety legislation.
- Internal policies, codes of conduct, contractual obligations, and project management procedures of the Institute.

2. Scope and objectives

This plan applies to employees, management, board members, external associates, experts, consultants, volunteers, trainees, and other persons acting on behalf of the Institute. It covers internal organisational processes as well as external activities where the Institute has influence over design, management, content, partnerships, safeguarding, and communication.

The key objectives are:

- to ensure equal treatment and equal opportunities regardless of gender, gender identity, gender expression, family status, age, disability, ethnicity, religion, sexual orientation, or other personal circumstance;
- to maintain a zero-tolerance approach to discrimination, harassment, sexual harassment, and gender-based violence;
- to improve gender-sensitive organisational practices in recruitment, career development, leadership, work allocation, and internal decision-making;
- to promote work-life balance, flexibility, and wellbeing for staff, associates, experts, and where relevant volunteers and trainees;
- to integrate the gender dimension, where relevant and appropriate, into research, education, training, communication, programme development, and evaluation.

3. Governance and accountability

Overall responsibility for implementation of the GEP lies with the Director of the Institute. Day-to-day coordination may be delegated to a designated GEP focal point or another staff member appointed by management. The Director, management team, and governing bodies shall review progress at least once per year and adopt updates when necessary.

The Institute commits appropriate human and organisational resources to implement this plan. Given the Institute's size, implementation will be embedded into existing governance, human resource management, project development, training, safeguarding, communication, and quality assurance processes. Where needed, external expertise may be engaged for training, legal advice, safeguarding, mediation, or policy review. A modest annual operational allocation shall be reserved within administrative or project-supported budgets for awareness raising, learning, adaptation of procedures, and monitoring.

4. Data collection, monitoring and reporting

The Institute will collect and review sex/gender-disaggregated data, where lawful, proportionate, and feasible, at least every two years, and internally review key indicators annually when relevant data are available. Monitoring may cover: composition of staff and leadership; participation in recruitment procedures; access to training; representation in speaking roles and expert functions; working arrangements; uptake of leave and flexible work; complaints or reported incidents; and participation in gender equality activities. Personal data shall be handled confidentially and in line with applicable data protection rules.

5. Awareness raising and training

The Institute will provide periodic awareness raising and practical training for staff and decision-makers. This will include induction information for new personnel, refresher sessions for existing staff, and targeted briefings for managers, project leaders, and board members. Training topics may include equal treatment, inclusive communication, work-life balance, prevention of harassment, safeguarding, and unconscious bias in recruitment, supervision, and decision-making.

6. Thematic areas, measures and targets

The Institute addresses all recommended thematic areas of a Horizon Europe-compliant GEP through the measures below. Targets are realistic for a small organisation and will be reviewed in light of staffing levels, available resources, and legal obligations.

Area	Measure	Indicator	Target by 2029	Lead
Work-life balance and organisational culture	Maintain flexible and family-friendly working arrangements, where operationally feasible, including reasonable flexibility in working time, remote work, and planning of meetings within normal working hours.	Internal practice reviewed annually	Flexible arrangements available and used fairly; meetings normally scheduled within regular hours	Director
Work-life balance and	Use inclusive, respectful,	Communication check	Gender-sensitive	All staff

organisational culture	and non-stereotypical language and visuals in internal and external communication.	applied	communication standard used in major outputs and events	
Gender balance in leadership and decision-making	Strive for balanced gender representation in management, boards, panels, advisory groups, expert teams, and public events organised by the Institute.	Share of women/men in leadership and expert roles	No single gender systematically under-represented where the Institute controls nominations	Director
Gender equality in recruitment and career progression	Ensure vacancy notices, selection criteria, interview practices, fees, and professional opportunities are fair, transparent, and free from gender bias.	Recruitment checklist in use	Checklist used in all formal recruitments and major expert selections	Director / HR lead
Gender equality in recruitment and career progression	Support equal access to professional development, mentoring, visibility, and leadership opportunities.	Training participation and role allocation reviewed	Equal access monitored and discussed annually	Management
Integration of the gender dimension into research and/or teaching content	Consider the relevance of sex, gender, diversity, and inclusion in project design, research questions, educational content, data collection, communication, and evaluation whenever appropriate to the topic.	Project and content review	Gender dimension considered in all new relevant projects and training products	Project leads
Measures against gender-based violence including sexual harassment	Maintain clear internal rules for prevention, reporting, response, confidentiality, and referral in cases of discrimination, harassment, sexual harassment, bullying, or other gender-based violence.	Procedure available and communicated	Internal reporting route defined and communicated to all personnel	Director
Measures against gender-based violence including sexual harassment	Offer safe channels for raising concerns and ensure that reports are handled promptly, respectfully, and without retaliation.	Incidents logged confidentially and reviewed	All reports acknowledged and addressed according to procedure	Director / appointed contact
Cross-cutting implementation	Collect sex/gender-disaggregated organisational data and report on GEP implementation at least	Monitoring note / review report	Review completed at least every two years	Director / GEP focal point

	every two years.			
Cross-cutting implementation	Provide awareness raising and training on gender equality and unconscious bias for staff and decision-makers.	Number of sessions / participation	At least one awareness-raising or training activity per year	Director / external expert as needed

7. Implementation, review and publication

This GEP enters into force upon approval by the Director and publication on the Institute's website. It remains valid for the period 2026-2029, unless updated earlier. A brief annual implementation note will be prepared internally, and a more structured review will be carried out at least every two years.

The current GEP will be published on the Institute's website in English and Slovenian. Earlier versions, major revisions, or formal adoption records may also be retained on the website or in the Institute's internal records to demonstrate continuity and compliance when required.

8. Approval

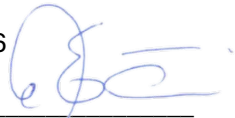
Approved by:

Matej Košir, Director / Legal Representative

Institute for Research and Development "Utrip"

Date: 09.04.2026

Signature: _____




Implementation note: This plan should be accompanied by simple internal implementation records (e.g. annual note, meeting minutes, training attendance list, or short monitoring report).