

Gender Equality Plan of the Transport Research Centre for 2022-2025

Date: 15 December 2022

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1. Introduction

The European Union Gender Equality Strategy¹ is the result of the determination of the Commission, led by Ursula von der Leyen, to create a Union based on real equality. The strategy sets out policy objectives and actions to make significant progress towards a Europe of gender equality by 2025. The aim is to create a society where women and men, girls and boys, in all their diversity, have the opportunity to choose their own path in life, where they have equal opportunities to achieve success, and where they can contribute equally to European society and be at the forefront of social development.

The main objectives of the Gender Equality Strategy 2020-2025 are to address gender-based violence, to challenge gender stereotypes, to close the gender gap in the labour market, to ensure equal representation of men and women in different sectors of the economy, to address the gender pay and pension gap, to close the care gap, and to achieve gender balance in decision-making positions and politics. The strategy takes a two-pronged approach: gender mainstreaming, which is combined with targeted measures, and a cross-sectoral approach to implementing the measures taken. The strategy focuses on actions within the EU and is also in line with the EU's external policy on gender issues and women's empowerment.

The European Framework Programme Horizon Europe² is based on the requirements of the Gender Equality Strategy 2020-2025 and the objectives of the new European Research Area. The terms of Horizon Europe emphasise the strengthening of gender equality across Member States, including in research and development. The objectives include:

- involving more women in research and development programmes;
- improving the integration of the gender dimension into the content of research and development;
- strengthening the participation of Central and Eastern European countries in promoting gender equality in research organisations;
- expanding equality policies in research and development to include an intersectional approach that considers other grounds for potential discrimination, such as age, ethnicity, sexual orientation, etc.

The introduction of the Gender Equality Plan (GEP) becomes an eligibility criterion for three categories of organisations applying for any part of the Horizon Europe Programme: public institutions, research organisations (public and private) and higher education institutions (public and private) from EU Member States and associated countries. This condition applies to projects with deadlines in 2022 and later. Similarly, the integration of the gender dimension into the research content will be mandatory in project proposals (or it will be necessary to explain in detail why the integration of the gender dimension is not relevant) and will be taken into account in the evaluation under the excellence criterion.

¹ https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_cs

² <https://genderaveda.cz/horizont-evropa>

Gender equality is also one of the fundamental values of the Czech Republic, expressed, among other things, in the Charter of Fundamental Rights and Freedoms. In relation to this issue, the Government approved the Gender Equality Strategy 2021-2030³. The document formulates the measures necessary to raise the quality of life of women and men in the Czech Republic to a level comparable with other European countries.

The Transport Research Centre (Centrum dopravního výzkumu, v. v. i., hereinafter also referred to as “CDV”) sees the importance of the European Union Gender Equality Strategy as well as the importance of other planned measures in the field of gender equality. On 20 January 2020, the Transport Research Centre subscribed to the principles enshrined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. As of 6 September 2021, CDV is the proud holder of the HR Award certificate awarded by the European Commission to research institutions that implement the Human Resources Strategy for Researchers (HRS4R) based on these principles. As a holder of the prestigious HR Award, CDV improves the quality of care for human resources, develops the professional growth of researchers, creates conditions for better career growth in research and development, guarantees quality and equal conditions for recruitment and selection of new researchers, etc.

The establishment of the Gender Equality Plan is thus a further step towards streamlining these processes and strengthening gender equality in science and research. This document is issued by CDV management and contains measures for 2022 to 2025 that support the gender equality objectives of CDV.

2. Basic Information About the Transport Research Centre

The Transport Research Centre is a public research institution established under Act No. 341/2005 Coll., on public research institutions, and it is the only research organisation under the Ministry of Transport. It was established by decision of the Minister of Transport on 1 January 1993 as the legal successor of the Czech parts of the then federal Transport Research Institute (VÚD) based in Žilina. CDV thus continues the activities that began in 1954 and has a tradition of almost 70 years.

The mission of CDV is to:

- carry out research and development activities in the field of transport;
- provide independent expert and service support to ministries (in particular, the Ministry of Transport, the Ministry of the Interior and the Ministry of the Environment), local governments and regional and municipal state administration authorities for their strategic and tactical decision-making;
- be a support and tool for knowledge transfer to commercial entities in order to strengthen their competitiveness at home and in Europe;
- represent the Ministry of Transport in international organisations and be active in the field of training and education.

³ https://www.vlada.cz/assets/ppov/rovne-prilezitosti-zen-a-muzu/Aktuality/Strategie_rovnosti_zen_a_muzu.pdf

With these missions in mind, the institution employs researchers to help meet these objectives. The long-term effort is to recruit and train other experts in the field of transport so that CDV continues to function as a specific organisation covering the key needs of transport development in the Czech Republic, at national, regional and local level. CDV deals with usual fields such as road safety, technologies of construction, maintenance, repair and reconstruction of transport infrastructure including geotechnical aspects and diagnostics of transport structures, environmental impacts of transport and its infrastructure, but also transport economics, multimodal transport, transport psychology, transport education, transport demand modelling, management systems, geographic information systems, dispatching and parking systems, telematics control systems, etc.

3. Existing Gender Equality Measures at CDV

The Transport Research Centre has long been involved in the issue of gender equality. Gender issues are also part of the action plan of the HR Award Project. The measures we have taken at CDV so far are:

- internal document entitled “Measures to strengthen the representation of women in research and development”;
- internal document entitled “Procedure for the Recruitment of Researchers (OTM-R Policy)”, which is in line with statutory principles and therefore also with the Anti-Discrimination Act;
- formulating job advertisements in gender-sensitive language without using generalising masculinities;
- gradual integration of women and men back into the workforce during or after maternity and parental leave – we offer cooperation in the form of agreements on work outside the employment relationship, a wide offer of reduced working hours, flexible working hours and, if necessary, the possibility of home office work;
- equal opportunities in training, education and development – a scientific mentoring programme was introduced in 2021, with both women and men as mentors, where also men and women on maternity and parental leave can participate, and we have further developed the programme this year;

We regularly publish quantitative indicators of gender representation in research and development and other statistics related to human resources (age distribution, education, etc.) in CDV’s annual reports.

In the area of work-life balance, it is also worth mentioning the summer day camp that CDV has organised for the children of its employees in recent years. This helped the employees to partially cover the need for childcare during the summer holidays.

4. Statistics and GEP Analysis

The preparation of the Gender Equality Plan (GEP) at CDV included an analysis of the composition of the institution’s female and male staff, both overall and in the form of comparisons between research and non-research positions. A questionnaire survey was also carried out, the main purpose of which was to find out how equal opportunities were perceived among female and male employees across gender categories – sex, age and nationality. Employee awareness of the work-life balance

opportunities offered by CDV was also examined. We can also rely on the questionnaire survey for the GAP analysis of September 2020, which was developed as a basis for winning the HR Award. The questionnaire survey addressed, among other things, some gender issues such as discrimination in the workplace.

4.1. Statistics

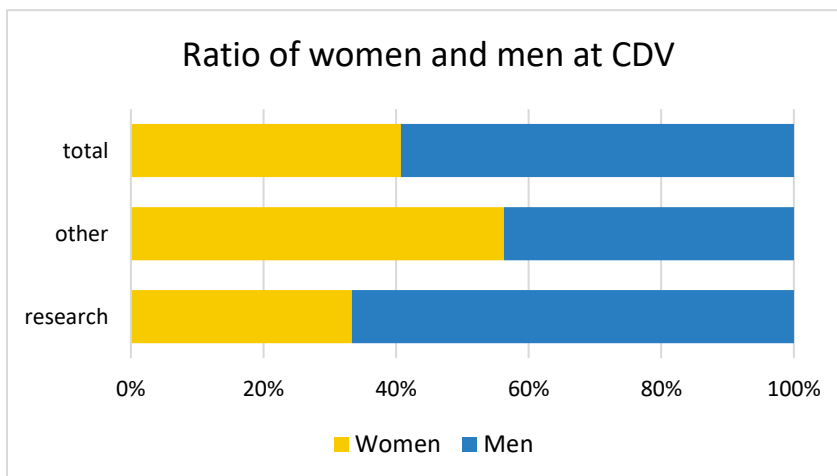
The Human Resources Department of the Transport Research Centre regularly monitors statistics on the composition of female and male employees in terms of gender or age. Employee records in MS Excel allow us to filter gender-segregated data, especially by age or gender. The records are continuously updated and it is therefore possible to create statistics as of a given date.

The following subsections track the status of the main indicators monitored as of 30 November 2022 and have thus become one of the basis for the GEP Action Plan.

4.1.1. Numbers of women and men at CDV

Statistics on the gender distribution of male and female staff are recorded at CDV for the institution as a whole and separately for researchers and other staff (administration, economic sections, IT, etc.).

Status as of 30 November 2022	research	other	total
Women	45	36	81
Men	90	28	118
Total	135	64	199



Of the 199 people working at CDV, 41 % are women and 59 % are men. The ratio therefore leans more towards men.

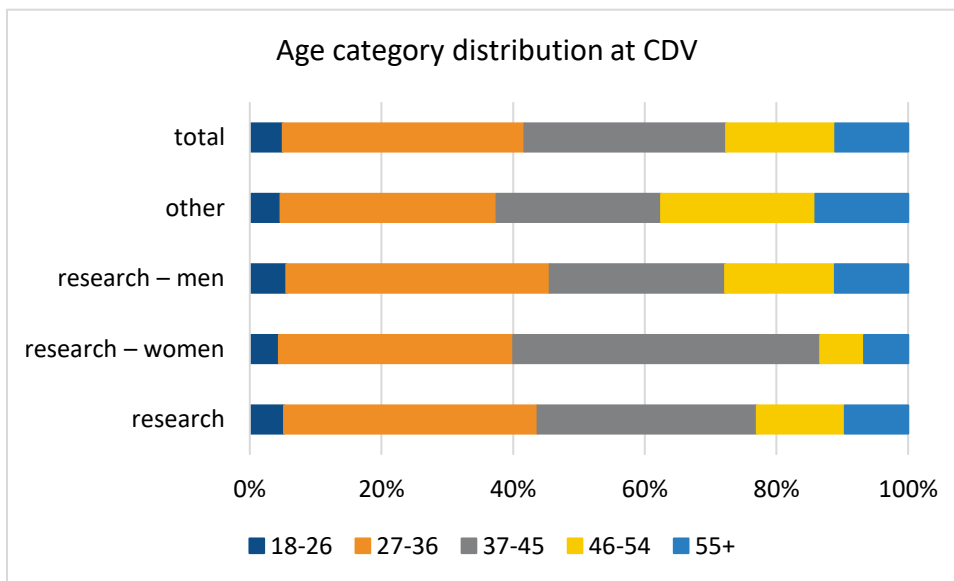
The imaginary scissors, however, open up in the case of research, where 67 % of men and only 33 % of women work (the genders are therefore represented in a 2:1 ratio). One of the GEP's objectives is to shift this ratio in favour of women, by supporting women in research and by developing work-life balance tools.

On the other hand, in the case of non-research positions, which include administrative staff, marketing, IT, lawyers, economists and others, the situation is the opposite – women are represented to a greater extent, namely 56 %. However, the difference is not as pronounced as in research.

4.1.2. Employees by age

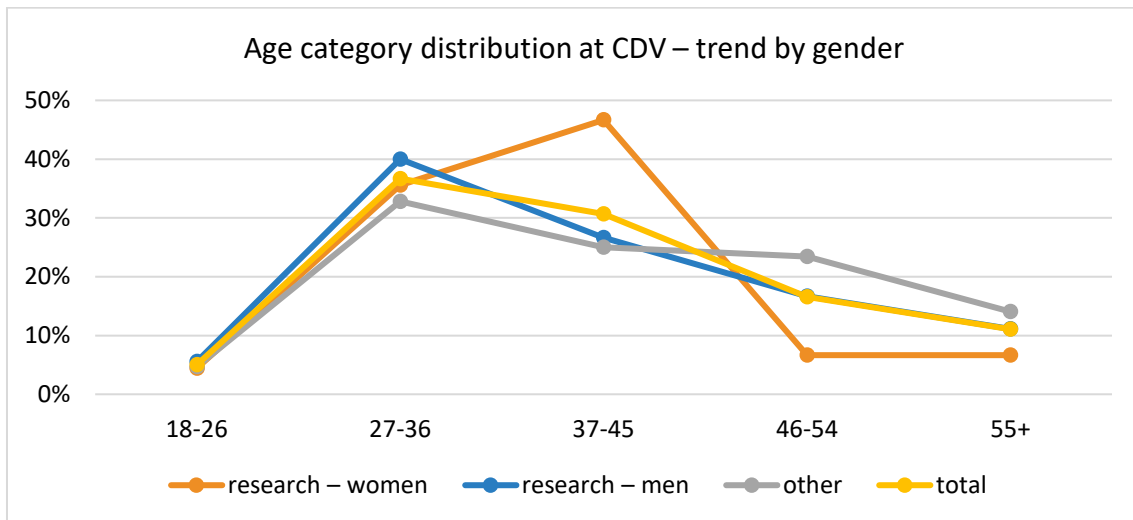
The composition of the staff is also recorded by age, and it is possible to analyse the composition of both research and non-research positions in this respect. Particularly for research positions, it can then be examined whether the composition of female and male employees differs by gender.

Status as of 30 November 2022	research	research – women	research – men	other	total
18-26	7	2	5	3	10
27-36	52	16	36	21	73
37-45	45	21	24	16	61
46-54	18	3	15	15	33
55+	13	3	10	9	22



As can be seen in the chart above, which translates the composition of the staff into percentages in each category, research positions have a higher proportion of staff under 45 (77 %) than other categories (62.5 %). The age difference is even more pronounced among female researchers, where 86.7 % of them fall into the age categories up to and including 45.

This situation is also reflected in the following chart, which shows the trend in the percentage of female and male employees in the observed categories. While male researchers and other employees (both male and female) follow the average trend of CDV as a whole, female researchers are seen to increase in numbers faster in the 37-45 age category, and fall more steeply from 45 years of age onwards.



A detailed gender audit, which is one of the objectives of the GEP Action Plan, should help to reveal what is behind this trend, whether it is desirable to remedy the situation, or what means can be used to do so.

4.2. GEP analysis – questionnaire survey

The June 2022 questionnaire survey yielded a satisfactory finding that the working environment at the Transport Research Centre was not perceived as discriminatory in terms of gender or age, either in terms of occupation or diversity of work groups. Opportunities for career advancement or personal development are also perceived similarly by both genders and no major difference was observed.

As far as nationalities are concerned, it turns out that there is no discrimination as such, caused by gender prejudices, for example. The problem is rather the language barrier, which limits job opportunities for people of other nationalities.

On the basis of the open questions, it can be concluded that the motives for interest in membership in one of the institution’s decision-making bodies or interest in a leadership position are not influenced by the gender perspective, either. Possible barriers to career progression are more of a general nature – lack of experience, few vacant management positions, etc. In other cases, there is a lack of motivation to move up the career ladder – it is mainly that researchers want to pursue professional activities and are not interested in leadership.

There are some gaps at CDV in terms of the perception of the gender dimension and the importance of its content in research. A large proportion of staff confuse the integration of knowledge on the impact of sex and gender into research practice in order to produce relevant research results with the gender balance of research teams and equal opportunities for men and women in research. In this respect, awareness of this issue should be raised among employees, especially researchers, for example through training.

In the case of work-life balance, it can also be said that CDV’s efforts to enable its employees to balance work and personal life are perceived positively. This is helped, in particular, by the possibility of working from home in the form of home office, flexible working hours and the possibility of using a wide range of part-time jobs, even for a fixed period (e.g., during the summer holidays). To a lesser

extent, there are other options, such as working under an agreement outside the employment relationship during maternity or parental leave. However, in the opinion of the employees, it is desirable to modify the home office system so that its rules are clear and fair for all. Currently, the possibility of working from home is perceived differently in different areas within the divisions, and it is more of an exception than a standard that is actually useful to achieve work-life balance.

The questionnaire survey provided us with positive feedback that CDV's efforts to promote gender equality, including work-life balance, are leading in the right direction and creating an overall positive and supportive working environment. It has also helped us to realise where there are still some gaps and where to focus our efforts in the future to make working conditions for our employees even better than they are now. The results are described in detail in a separate document "Gender Analysis – Results of the Questionnaire Survey".

5. GEP Procedural Requirements

In order for a document to be considered a Gender Equality Plan, the following minimum requirements, also known as building blocks, must be met from the European Commission's point of view⁴:

1. **publication:** a formal document published on the institution's website and signed by the top management;
2. **resources allocated:** allocation of resources and expertise in the field of gender equality for the implementation of the plan;
3. **data collection and monitoring:** data on persons employed (and students, if the institution has them), broken down by sex and/or gender, and the publication of annual reports based on established indicators;
4. **training:** awareness raising/training on gender equality and unconscious gender bias for employees and decision-makers.

5.1. Publication

A page on gender equality will be set up on the CDV website. Information on gender equality issues will be presented there and related documents, including the Gender Equality Plan itself, will be published there. The plan will be approved and signed by the institution's top management.

The European Commission does not require the entire GEP or equivalent plan/strategy (including, for example, budgets and other internal matters) of an organisation to be publicly available on the website. Such information will therefore not be part of a public document and will only be dealt with internally within the institution.

⁴ [Gender Equality Plans | Centre for Gender and Science \(NKC\) \(genderaveda.cz\)](#)

5.2. Allocation of resources

The institution must allocate sufficient funds for the activities and objectives set out in the GEP and ensure that they are feasible, including with regard to staffing. There is also a need to build internal capacity in the area of gender equality and gender expertise.

CDV already has a dedicated person within the Human Resources Department who deals with gender issues as part of his/her job description. That person receives regular training and attends conferences and meetings on gender equality in educational and research institutions. A working group will also be established to monitor and evaluate the results of fulfilment of the GEP as one of the objectives of the Action Plan.

Financial resources for the implementation, monitoring and evaluation of the Gender Equality Plan will be provided from various sources of the institution according to the focus of the individual objectives of the plan.

5.3. Data collection and monitoring

The Transport Research Centre has long been collecting gender-segregated data on its male and female employees. At present, this is done by means of MS Excel tools, and in the future an HR system may be added.

Quantitative indicators of gender representation in research and development and other statistics related to human resources (age distribution, education, etc.) are also regularly published in CDV's annual reports and will also be included in the Annual Report on the Implementation of the Gender Equality Plan.

5.4. Training

In order to ensure the implementation of the GEP, training will also be organised for employees and decision-makers on gender equality issues and unconscious prejudices and stereotypes. Training for those in management and decision-making positions is important because it is their activities that have the greatest impact on the running of the institution. However, it is a good idea to plan the training for others as well, so that the topic resonates sufficiently and is clearly visible in the institution. Researchers should not be left out either. It is important to plan training for them, especially on the gender dimension of research, but also, for example, on sexual harassment, etc.

6. Planned Activities in the Field of Gender Equality

The Transport Research Centre's Gender Equality Plan 2022-2025 follows the European Commission's recommendation and focuses on the following five areas:

1. work-life balance and organisation culture;
2. gender balance in leadership and decision-making;
3. gender equality in recruitment and career growth;
4. integrating the gender dimension into the content of science and research;
5. measures against gender-based violence, including sexual harassment.

The individual objectives and the measures leading to their achievement are then defined in the GEP Action Plan, which is included in this document.

6.1. GEP Action Plan

ORGANISATION CULTURE AND WORK-LIFE BALANCE					
Area	Objectives	Measures/actions	Responsibility	Date	Indicators
Organisation culture	Institutional arrangements for the gender equality agenda.	Identification of a gender equality champion/guarantor and his/her integration into the organisational structure.	Human Resources / Institution Management	12/2022	The person is appointed and entered in the organisational structure.
		Establishment of a working group in charge of monitoring and evaluating the implementation of the GEP Action Plan.	Human Resources / Institution Management	01/2023	The working group has been established.
	Monitoring and promoting equal opportunities within CDV.	Conduct a gender audit to check for equal opportunities and identify any gaps not identified by the internal analysis to date.	Human Resources	06/2024	Final report of the gender audit.
	Setting the use of gender-sensitive language and gender-sensitive communication inside and outside the institution.	Update the institution's internal documents (use gender-neutral language, or draw attention to the neutral meaning of a generic masculine used in general).	Human Resources	12/2023	Publication of updated documents on the intranet.
	Raise awareness of the importance of gender equality among employees.	Regular training for employees and decision-makers on gender equality issues and unconscious prejudices and stereotypes.	Human Resources	03/2023+	The training is being implemented.
Flexible working hours and working from home	Unification of the conditions for allowing work from home for all employees where the job description allows this type of work.	Anchorage of work from home in the Work Rules of the institution in relation to legislative changes (amendment to the Labour Code) – the method of requesting work from home, conditions for working from home, the scope and possible frequency of home office.	Human Resources	06/2023 ⁵	Publication of the updated Work Rules on the intranet.

⁵ The date will be updated depending on the effectiveness of the amendment to the Labour Code.

Ongoing support for work-life balance	Identify regularly the needs of staff caring for children and other dependants.	Organising a questionnaire survey or interviews (group discussions, individual interviews) to determine the needs of employees caring for children and dependants.	Human Resources	06/2023+ (1x per year)	The survey has been carried out and the results analysed.
	Institutional support for carers.	Based on a needs analysis, working conditions have been adjusted and measures for carers implemented.	Human Resources	06/2023+ (1x per year)	Scope of measures for carers.
	Creating a welcoming work environment for working parents.	Creating a baby-friendly workspace (equipped with baby supplies, toys, etc.).	Human Resources / Marketing	06/2023	Space for the baby-friendly workplace has been allocated and furnished.
		Support for events for families with children, in particular the organisation of a summer day camp (setting the dates, arranging the provider and the actual execution of the camp)	Human Resources	03/2023	The dates of the summer camp have been announced.
	07-08/2023			The summer camp has taken place.	
Maternity and parental leave management	Maintaining contact with parents on maternity and parental leave.	Creation of a database of female and male employees on maternity and parental leave, including contact records, and its continuous updating.	Human Resources / Economic Section	03/2023	The database has been created.
				2023+ on an ongoing basis	The database has been updated.
		A regular newsletter summarising news at CDV, sent to female and male employees on maternity and parental leave.	Human Resources / Marketing	2023+ on an ongoing basis	The newsletter is sent regularly at set intervals.
		Notifying women and men on maternity and parental leave of the possibility of partial cooperation in the form of agreements to	Human Resources / Marketing	2023+	The notification is sent / included in the newsletter.

		perform work or complete a job, encouraging interest in cooperation.		on an ongoing basis	
		Events for female and male employees on maternity and parental leave – offer of attending social events of the employer, etc.	Human Resources / Marketing	2023+ on an ongoing basis	Invitations to events are also sent to parents on maternity and parental leave.
	Streamlining the adaptation process when returning from maternity and parental leave.	Early contact with the employee, clarification of the start date, training before the start, gradual familiarisation with the current regulations and the employer’s internal information system before the start in order to facilitate adaptation.	Human Resources / Heads of Areas/Departments	06/2023	The adaptation process is anchored in an internal document.
			Human Resources	06/2023	A handbook for staff returning from maternity and parental leave has been developed.

GENDER BALANCE IN LEADERSHIP AND DECISION-MAKING					
Area	Objectives	Measures/actions	Responsibility	Date	Indicators
Promoting women in leadership and in advisory and decision-	Increasing women’s interest in leadership and decision-making positions.	Active and continuous search for female candidates for leadership positions and their support (e.g., by offering suitable training – soft skills, management skills).	Human Resources / Heads of Areas/Departments	2023+ on an ongoing basis	Female candidates for leadership positions are trained.
	Creating the conditions for greater gender balance in leadership and decision-	Encourage women to run for leadership and decision-making positions and membership in advisory bodies (including the institution’s board, etc.).	Human Resources / Institution Management	06/2023+	An information email with the position offer is sent to suitable female candidates.

	making positions and advisory bodies.	Monitor the formal application, nomination and selection procedures for members in terms of promoting women's interest in applying for these positions.	Human Resources / Institution Management	06/2023+	Formal procedures are monitored.
		The dates and timeframes for the regular meetings of the various bodies are set clearly, in advance and during normal working hours.	Human Resources / Institution Management / Institution Board / Supervisory Board	06/2023+	A recommendation on the timeframe is forwarded to the organisers of the meetings of the bodies.

GENDER EQUALITY IN RECRUITMENT AND CAREER GROWTH

Area	Objectives	Measures/actions	Responsibility	Date	Indicators
Gender equality in recruitment	Increasing interest in job positions (including research positions) regardless of gender.	Use of gender-balanced terminology / correctness in advertisement texts.	Human Resources	2023+ on an ongoing basis	Advertisements are gender-neutral.
		Promotion of gender-equal jobs, friendly working environment, work-life balance.	Human Resources / Marketing	12/2023	The "Careers" section of the CDV website has been modified.
	Improving the quality of selection procedures from a gender perspective.	Ensure that male and female candidates from all gender groups are invited to participate in the selection procedure (unless this is to the	Human Resources	06/2023	A model record of the selection procedure has been created.
			Human Resources / Heads of Areas, Departments	06/2023+ on an ongoing basis	The records of the selection procedure are stored and filed.

		detriment of qualifications) ⁶ – record information on selection procedures and participants.			
		Ensure a gender-balanced composition of selection committees.	Human Resources / Heads of Areas, Departments	06/2023+ on an ongoing basis	The members of the committee are listed in the record of the selection procedure.
Equal pay and career progression	Analysis of the equal pay system and elimination of gender inequalities in remuneration.	Preparation of an equal pay analysis (e.g., via the LOGIB tool), including possible proposal of measures leading to equal pay, communication of the topic within the institution.	Human Resources Economic Section	12/2023	Final report of the analysis.
				06/2024	Pay equalisation measures have been proposed and implemented.

INTEGRATING THE GENDER DIMENSION INTO THE CONTENT OF RESEARCH AND TRAINING					
Area	Objectives	Measures/actions	Responsibility	Date	Indicators
Promoting the integration of the gender dimension into	Raising awareness among female and male researchers of the importance, meaning and ways of integrating the gender dimension into the content of research and training.	Training on the integration of the gender dimension into the research content for senior staff and then directly for female and male researchers.	Human Resources	06/2023 – managers 12/2023 – other	The training has been carried out.
		Developing a methodology to integrate the gender dimension into science and research, describing its meaning/necessity for research purposes.	Human Resources / Research Coordinators	06/2023	The methodology is published on the intranet.

⁶ The grounds for the admissibility of differential treatment are set out in Sections 6 and 7 of Act No. 198/2009 Coll., the Anti-Discrimination Act.

MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING SEXUAL HARASSMENT

Area	Objectives	Measures/actions	Responsibility	Date	Indicators
Measures against gender-based violence and harassment	Consideration of the issue of gender-based violence in an internal document of the institution.	Updating the Code of Ethics – speaking up against gender-based violence and sexual harassment, defining the procedure for dealing with unwanted behaviour in the workplace.	Human Resources	12/2022	The updated Code of Ethics has been approved and published on the intranet.
	Proactively address unwanted behaviour in the workplace.	Appoint a person to monitor incidents of unwanted behaviour, to whom victims or witnesses of such behaviour can turn, and to ensure that the situation is dealt with in accordance with the principles of the Code of Ethics.	Human Resources Institution Director	06/2023+	The person has been appointed and entered in the organisational structure.

7. Monitoring and Evaluation

The Gender Equality Plan is planned for the period of 2022-2025. The fulfilment of the individual objectives will be continuously monitored and checked by the persons in charge of the implementation of the plan (working group). Once a year, at the beginning of the following calendar year, the ongoing implementation of the plan will be evaluated in the form of the Annual Report on the Implementation of the Gender Equality Plan. If some activities cannot be implemented within the set timeframe, this will have to be explained and a new timeframe for the activity in question will have to be set. The institution will also be able to react flexibly on the basis of the evaluation of individual objectives and to optimise the original draft plan in the event of major changes.

The overall evaluation of the Transport Research Centre's Gender Equality Plan 2022-2025 is scheduled to be completed by the end of March 2026.

In Brno, on 15 December 2022

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Ing. Jindřich Frič, Ph.D.
Institution Director