

Gender Equality Plan (GEP)

This Gender Equality Plan (GEP) is an official document of the ASA Institute, publicly available on the Institute's website. It is formally endorsed and signed by the top management, demonstrating the Institute's institutional commitment to promoting gender equality. ASA Institute has committed to allocating dedicated time and expertise for gender equality planning, monitoring, and evaluation; Actively involving leadership and key departments in the implementation process.

1. Data collection

The Institute regularly collects, analyses, and reports sex-disaggregated data on:

- Employees and collaborators (academic, administrative, and technical staff);
- Students and interns (where applicable);
- Gender pay gaps, promotion statistics, and representation in leadership roles.
- Annual reports will include indicators to track progress and inform improvements.

2. Training

Planned activities include:

- Mandatory training sessions and online modules on gender equality and unconscious bias for all staff;
- Tailored capacity-building sessions for managers and decision-makers;
- Mentoring programs aimed at supporting women in science, research, and innovation.

3. Work-life balance and Organisational culture

- Implementation of flexible working arrangements (remote work, flexible hours);
- Promotion of an inclusive, respectful, and discrimination-free workplace;
- Internal Code of Conduct promoting work-life balance and wellbeing.

4. Gender balance in leadership and Decision-making

- Encouraging gender-balanced participation in governance and management bodies;
- Leadership development programs targeted at women;
- Transparent and inclusive selection and rotation procedures for leadership positions.

5. Gender Equality in recruitment and career progression

- Gender-neutral language in job advertisements and standardized recruitment procedures;
- Monitoring of gender balance in hiring and promotions;

- Career development and mentoring schemes tailored to support underrepresented groups.

6. Integration of the Gender dimension into research and education

- Inclusion of gender analysis in research content and methodology;
- Gender-aware research evaluation and proposal design;
- Development of teaching materials that promote gender-sensitive perspectives.

7. Measures against gender-based violence and sexual harassment

- Clear procedures for reporting and addressing gender-based violence and harassment;
- Designated confidential contact points and support mechanisms for victims;
- Awareness-raising campaigns and training sessions on prevention and response.

8. Monitoring and Evaluation

- Annual internal and external reviews of the GEP's effectiveness;
- Regular updates to the Plan based on monitoring results and stakeholder feedback;
- Compliance with Europe and national gender equality standards.

Contact: For further information or suggestions regarding the implementation of this GEP:
info@asainstitut.ba

ASA Institute for Research, Development and Innovation, Sarajevo.