### Project information

#### Project acronym
GENDERACTION

#### Project name
GENDer equality in the ERA Community To Innovate policy implementatiON

#### Grant Agreement no.
741466

#### Project type
Coordination and Support Action

#### Start date of the project
01 / 04 / 2017

#### End date of the project
31 / 03 / 2021

#### Contributing WP
1 Management

#### WP lead partner
1 ISAS – Marcela Linkova, Laura Henderson

#### Other partners involved
Comments from all partners

#### Deliverable identifier
D 3

#### Contractual delivery date
30 / 06 / 2017

#### Actual delivery date
30 / 06 / 2017

#### Deliverable type
REPORT

#### Dissemination level
PU

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Disclaimer: The views and opinions expressed in this document are solely those of the project, not those of the European Commission. The European Commission is not responsible for any use that may be made of the information it contains.
Executive Summary

This deliverable reports on the kick-off meeting and records the establishment of management and communication protocols to ensure the smooth running of the project. Included in the annex are PowerPoint Presentations from the kick-off meeting.

History of changes

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<td>Marcela Linková, ISAS</td>
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<td>Finalization of draft 1 to be circulated to partners for comment in line with stipulations of the Consortium Agreement</td>
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<td>Ana Puy, MINECO Almudena Carrero, FECYT</td>
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<td>Roberta Schaller-Steidl, BMWFW</td>
<td>Clarification of WP 3</td>
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<td>Laura Henderson, ISAS Marcela Linkova, ISAS</td>
<td>Finalization of D3</td>
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GENDERACTION kick-off meeting
22 – 23 May 2017
Academic conference centre, Husova 4a, Prague 1

Meeting minutes

Present

Guests

European Commission: Simona Misiti, European Commission (SM), Viviane Willis-Mazzichi, European Commission, DG RTD, Gender Sector (VWM)

Czech Ministry of Education, Youth and Sports: Jiřina Fryčova, Unit of International Cooperation in R&D (JF)

Technology Centre (Czech NCP): Milena Lojková, NCP for Financial and Administrative Issues (LM)

Project consortium

1 ISAS (coordinator): Marcela Linkova (ML), Laura Henderson (LH), Tomáš Kostelecký, director (TK)
2 BMWFW: Roberta Schaller-Steidl (RSS), subcontractor Angela Wroblewski, Institute for Advanced Studies (AW)
3 RPF: Kalypso Sepou (KS)
4 DLF: Nadine Heller-Genath (NHG)
5 NHRF: Marina Angelaki, (MA)
6 MINECO + third party FECYT: Ana Puy (AP) + Almudena Carrero (AC)
7 UoL: Christel Baltes-Lohr (CBL)
8 MEE: Jacqueline Barbara (JB)
Day 1, 22 May 2017

Welcome and project introduction

ML welcomed the consortium and associate partners in Prague for the kick-off meeting. TK, director of ISAS, welcomed the participants and guests from the European Commission, expressed best wishes for the project implementation and acknowledged the importance of H2020 coordination for ISAS.

Recent developments in the strategy for gender equality in EU Research and Innovation policy

Viviane Willis-Mazzichi, head of Gender Section, DG RTD, European Commission
(Please see PowerPoint presentation for details)

Main messages:
- GENDERACTION is a project that the Commission wants to cooperate closely with.
- The ERA Stakeholder Platform is an important player and the Commission consults with them on ERA.

GENDERACTION project objectives, strategies, target groups, external collaboration and communication and dissemination

Marcela Linkova, iSAS
(Please see PowerPoint presentation for details)

Discussion points:
- GENDERACTION to look ahead to FP9 and FP10
- The role of associate partners: Associate partners are invited to play an equally active role as consortium members. While the Consortium Agreement provides for the voting procedure etc. of the consortium members, opinions and views of Associate partners are important and will be recorded when decisions are made.
• Network with EIGE and other gender equality bodies e.g. DG Justice, EU networks of NCPs (new call for NCP training 2018), EFFORTI (Evaluation Framework for Promoting Gender Equality in R&I)\(^1\) etc.

Action: Coordinator to contact above organisations in due time.

**Grant Agreement and contractual/financial aspects of the project**
Simona Misiti, Project officer, European Commission
(Please see PowerPoint presentation for details)

Main messages:
• Timesheets and all financial information must be kept for 3 years after end of the project, also applies to subcontracted organisations
• Internal reporting deadlines: Partners provide technical work information 30 days after the end of RP and financial information 45 days after end of RP, to allow coordinator a further 15 days for review, collation and synthesis
• Coordinator to create project timesheet template
• The EU Emblem must be prominently displayed at events and on project materials, including deliverables, together with the grant agreement number
• Participant list alone is insufficient for reporting events. Provide photo documentation but respect data protection: family photos, posters, banners, not individuals without their consent.

Action:
• SM to provide a PowerPoint with guidance from the communication coordinator

**Financial and administrative aspects of project reporting**
Milena Lojkova, Technology Centre
(Please see PowerPoint presentation for details)

Main messages:
• Calculating the exchange rate: an average over the reporting period is calculated on the website of the European Central Bank
• Participant contact must be the final person to validate financial information per organisation entered on the Participant Portal.

**Project management - overview of time plan deliverables, internal communication**
Laura Henderson, ISAS
(Please see PowerPoint presentation for details)

Discussion points:
• Definition of and responding to urgent emails: Mails marked at high priority shall be answered within 48 hours unless autoresponder on, in which case the 48 hours begins when partners are back in the office.
• Project partners to set up read receipt to provide easy indication of having read an email.

\(^1\) http://gender-ict.net/projects/efforti-evaluation-framework-for-gender-equality/.
• If Skype cannot be used, partners are requested to let the coordinator to know what platform they are using and the coordinator will try to accommodate their technical needs.

**WP 3 ERA Roadmap benchmarking: overview of tasks, planning, partner engagement**

Chaired by Marcela Linkova, ISAS, presentation by Roberta Schaller-Steidl, BMWF, and Angela Wroblewski, IHS

(Please see PowerPoint presentation for details)

**Actions points:**

- Partners responsibilities in WP 3
  - check that NAPs have been submitted
  - provide feedback on questionnaire (expected date: end June)
  - participate in the WP 3 survey
  - participate in a mutual learning workshop on the first benchmarking of NAPs in December 2017 and/or identify relevant national representative to participate

**Discussion points**

- Detailed planning will be provided by WP leader in cooperation with Task leaders on what is expected and when so as to help partners to plan how to use their PM time
- Analysis presented by AW is in line with the framework developed by the Commission in 2016
- Statistics alone insufficient to measure gender equality. The questionnaire should ask about implementation of Council conclusions and women in decision-making positions. Then the analysis can be used as leverage at national level.
- Analysis should examine to what extent and how the NAPs reflect Council Conclusions of 1 December 2015 on Advancing gender equality in the ERA (e.g. international dimension in STI, gender balance and targets in decision making and professorships etc.)
- Analysis should include how gender equality is conceptualized in the NAPs (in line with the three objectives of H2020 and ERA) and how gender is conceptualized (categories beyond male/female)
- Mutual learning workshops provide an opportunity to get feedback on NAPs from national stakeholders
- Report on national roadmaps and mechanisms in ERA priority 4 to be validated in workshops, adopted by HG, then presented to ERAC
- The analysis could be used by upcoming EU Presidencies – AT in autumn 2018 or FI in 2019 (FI is planning to have an event for the 20th anniversary of the HG; to be discussed with FI PRES)
- The Spanish NAP is not currently included in the analysis due to the acting government situation last year. It will be sent by AP as soon as it is made public.
- It would be useful to confirm whether it will be possible to update the NAPs during their timeframe with the aim of improving them. If so, we will have to address how to incorporate the new versions into the analysis.
- The EC can provide NAPs in a national language (e.g. France) in an English version

**WP 7 Communication and Dissemination**

Marcela Linkova, ISAS

(Please see PowerPoint presentation for details)

**Imminent upcoming tasks:**

- Partners to indicate their preference for one of the three logo designs displayed at the meeting
Communication Strategy: partners asked to send comments by 29 May on draft circulated
Coordinator will send template for biographies and institutional info for website and flyer
Coordinator will ask for partner feedback on website structure and flyer in June
Coordinator will ask partners for newsletter input twice yearly
Partners please send any relevant news for project website homepage, starting in July 2017
The coordinator to set up a general email for internal communication within the consortium which will liaise to the project contact list
  - Internal email: genderaction@genderaction.eu
  - Contact email: info@genderaction.eu

Day 2, 23 May 2017

WP 4 Mutual learning and capacity building
Kalypso Sepou, RPF
(Please see PowerPoint presentation for detail)

Discussion points:
  - The Commission must be notified and approval must be granted with trainers and trainees participating in trainings and mutual learning workshops outside the consortium
  - **Good practice** rather than best practice shall be used
  - Archive to be set up at the SOUCloud and relevant stakeholders will be given access through password; link and password to SOUCloud will be sent in two separate emails for security reasons
  - Focus of the trainings
    - The niche and added value of GENDERACTION is its focus on **policy**
    - GENDERACTION will not focus on all stakeholders but rather on the policy level
    - Two broad approaches
      - Gender dimension in the research content: there is a real need for raising awareness
        - We can invite scientists for training who have successfully integrated the gender dimension in their research
        - Check work programmes to identify key themes in each separate NCP field
        - Food and climate areas extremely resistant to gender dimension: area of attention for GENDERACTION NCPs training
  - Cooperation with NCPs
    - Not just horizontal NCPs but each priority to receive a focused training
    - All NCP structures should be approached
    - A presentation should be prepared detailing what we have to offer the NCP structures
    - Trainings can be provided as part of NCP meetings
    - We must take care not to duplicate the work already done by the NCP Academy
  - Potential target groups for trainings
    - ERA Stakeholder Platform: we can offer training for free to them in return for their input to policy advice
    - ERAC delegates
    - Research administrators at RFOs
o ScienceEurope, European Rector’s Conference, members of the EP responsible for
science and research
o Project evaluators
o SGHRM: strengthen the gender aspect in the Charter and Code and HR Award

• Timing of trainings
  o Training events should take place at latest 1 month prior to deadline to allow time to
  wrap up outstanding financial issues before submitting Deliverable Reports.

Action:
• Partners to supply relevant contacts by end of August.

WP 5 Strategic policy advice and cooperation with the HG
Ana Puy, MINECO, Marina Angelaki, NHRF and Marcela Linkova, ISAS
(Please see PowerPoint presentation for detail)

Discussion points:
• Report on the gender dimension of the Open Science and Innovation policy to be presented
  by MA at the ERAC Standing Working Group on Open Science and Innovation. Invitation to
  be facilitated by BD.
• Partners’ inputs needed for confirming/identifying contacts of national representatives in
  ERAC and ERAC working groups and ERA related groups.
• The following other stakeholders were identified for GENDERACTION to make contact with
  o Newly established European Innovation Council, to be established end of 2017
  o H2020 Advisory Group on Science with and for Society
  o IGLO association of all national research liaison offices
• Liaising with Presidencies regarding Council Conclusion
  o Working on addressing gender aspects in council conclusions prepared during PRES
  o Requesting a progress report on the implementation of Council Conclusions of 1
    December 2015 on Advancing gender equality in the ERA
    ▪ Wait until 2019 for the FI PRES
    ▪ Take advantage of the 2018 ERA Progress Report under AT PRES
      • AT PRES cannot request report on progress for diplomatic reasons; the HG should make this request

Action:
• Executive Board will discuss how to streamline contact collection and contacting the identified
  stakeholders
• JB will contact ERAC Secretariat to see whether the contact list of ERAC delegates can be
  provided
• AP will send an excel file which describes which data is needed from partners
• Draft summary of HG position paper on H2020 interim evaluation (short publishable
  document) will be sent by AP to partners for comment by end of May. Comments welcome
during 1st week June because if the HG adopts it the final version needs to be published
before HG transition to ERAC.

WP 6 Gender in international cooperation in STI
Christel Baltes-Löhr, UoL, Ana Puy, MINECO, and Almudena Carrero, FECYT

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2 https://euraxess.ec.europa.eu/jobs/hrs4r
Discussion points:

- Dissemination of the HG / SFIC joint guidelines (task 6.1)
  - Plan for disseminating guidelines to be completed in June.
  - Questionnaires currently with RFOs and Governments, members of HG and SFIC

- Assess current practices of integrating gender in international cooperation in STI (Task 6.2)
  - Methodologies will be developed separately for
    1) gender balance in research teams and decision-making and
    2) gender dimension in research content
  - Exploration of how Council Conclusions are implemented elsewhere in the world, and what other objectives are the reference points elsewhere in the world. This can be a learning process for both Europe and those outside of Europe. This WP does not aim to push the EU model onto others beyond Europe but learn about local conditions and priorities.

- Identification of and networking with Gender & Science structures (regional and national) in third countries (task 6.3)
  - Contact will be made with the following:
    - CEPAL – Economic Commission for Latin America and Caribbean
    - Mexico and other countries/regions
    - CELAC – Community of Latin America and Caribbean States
    - Economic Commission for Latin America, (under UN) network of EC delegations across Latin America and the equivalent for Africa – decentralized management
    - Louise Morley (Gender mainstreaming in SE Asia) potentially a suitable member of the Advisory Board
    - Gender Summit - help identify contacts in Asia

  - This work builds on the guidelines currently being developed by the HG and SFIC. The questionnaire now being completed will serve as a baseline on what exists, and which organisations would be open to gender mainstreaming their bilateral agreements where this is not yet done.

Action:

- Partners please chase completion of HG/SIFIC questionnaire
- Coordinator to contact Louise Morley with an invitation to the Advisory Board

**Project Evaluation Strategy: External advice through advisory boards, deliverables review process and project impact assessment**

Marcela Linkova, ISAS
(Please see PowerPoint presentation for details)

**Detailed planning for the upcoming period: overview of tasks and deliverables, meeting dates**

Laura Henderson, ISAS
(Please see PowerPoint presentation for details)

**Any other business: Questions and clarifications**

Marcela Linkova, ISAS

- Vote for logo: version 2 chosen
Final version will be developed using colours in logo 1 and just have “on” in red. Black and white versions will be also provided. No colour gradation.

- Authorship issues on scientific publications: The consortium discussed how to address authorship if a publication is prepared by a consortium member with input from other partners. The coordinator and project officer referred to the provisions in Grant Agreement and the Consortium Agreement where it is stipulated that where input from partners is used, the publishing party must seek consent and/or negotiate. The coordinator mentioned past experience of unethical conduct in European projects and the resulting need to address the issue of authorship carefully.
- Next meeting: ideally back-to-back with HG meeting in early October (NOTE: EIGE meeting 12 October)
- The Coordinator’s SOUCloud will be used as the file store. Partners will receive SOUCloud link and password in separate emails. All documents, deliverables, presentations will be uploaded to SOUCloud

Close of meeting

Overview of upcoming tasks and action points

- 29 May: deadline for comments on D 17 Communication and dissemination strategy
- 1st week in June: deadline for comments on draft HG position on the interim evaluation of H2020 and the future FP
- Executive Board: to set up a meeting date and place in June, to follow up on discussion at the kick-off and carry out further detailed planning across the WPs
- May: coordinator to register the domain genderaction.eu
- May: partners to verify the contacts to be included in the genderaction@genderaction.eu group email
- June: coordinator to create a Twitter account @genderaction_eu
- June: partners to comment on a draft of the website structure
- June: partners to comment on the content of the project flyer
- June: coordinator to set up the SOUCloud, a consortium file store and send password and link
- June: coordinator to set up group email for internal communication (genderaction@genderaction.eu)

Appendix 1 Attendance sheet scan

Appendix 2 PowerPoint presentations
<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Laura Henderson</td>
<td>Hungarian Institute of Sociology of Sciences of the Czech Republic</td>
<td>Nederland Nederland</td>
<td>Hellen Geerts Nederland</td>
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<tr>
<td>Jirina Frykova</td>
<td>Project Management Agency of the German Aerospace Centre</td>
<td>Denton Dumphry</td>
<td>Elpida Dimitriou Denton</td>
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<td>Bart</td>
<td>Ministry of Education, Youth and Sports, Unit of International Cooperation in R&amp;D</td>
<td>Draga Kajleli Denton</td>
<td>Cserkento Blaziskova Denton</td>
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<td>Erdal Demirtas</td>
<td>The Department of Economy, Science and the Finnish Authorities</td>
<td>Jurena Bogdanova Denton</td>
<td>Barabara Blaziskova Denton</td>
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<td>Elvira Bogdanova Denton</td>
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<td>Stamatia Bogdanova Denton</td>
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<td>Maxel B University in Banská Bystrica</td>
<td>Amanda Christel</td>
<td>Angeles Cristel</td>
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<td>The Mulia Council for Science and Technology, Ministry for Education and Employment</td>
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<td>The Scientific and Technological Research Council of Turkey</td>
<td>Alexhina Mohica</td>
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Attendance Sheet

22-23 May 2017, Academic Conference Centre, Husova 4a, Prague 3, Czech Republic

GENDERATION Kick-off Meeting
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<th>Name</th>
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<tr>
<td>Vionna</td>
<td>European Commission, DG RTD, Gender Sector</td>
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<tr>
<td>K.B.</td>
<td>Swedish Secretariat for Gender Research</td>
<td>K.B.</td>
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<td>L.I.</td>
<td>National Information Processing Institute</td>
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Attendance Sheet

22-23 May 2017, Academic Conference Centre, Husova 4a, Prague 1, Czech Republic

GENERATION Kick-off Meeting
GENDERACTION
GENDER equality in the ERA Community To Innovate policy implementation

Marcela Linková
Institute of Sociology of the Czech Academy of Sciences

22-23/05/2017 GENDERACTION kick-off meeting

Overall objective

• GENDERACTION will create an innovative policy community for the implementation of the gender priority in the European Research Area by setting up a network of national representatives from EU Member States and Associated Countries.

Project overview

• Call SwafS-19-2016 in the Science with and for Society Work Programme call H2020-SwafS-2016-17 Networking of National representatives and resources centres on Gender in R&I.
• Project acronym: GENDERACTION
• Grant Agreement no: 741466
• Start date: 01 / 04 / 2017
• End date: 31 / 03 / 2021
• Project type: Coordination and Support Action

Specific goals

• WP 3: Fostering exchange in MS and AC in relation to building the ERA and implementing national ERA roadmaps through benchmarking the implementation of ERA priority 4
• WP 4: Build competences to implement gender equality policies and actions through mutual learning workshops and trainings for national representatives and relevant stakeholders such as Horizon 2020 National Contact Points (NCPs), RFOs and RPOs.
• WP 5: Advance gender equality and gender mainstreaming in R&I in Europe by providing strategic policy advice
• WP 6: Foster the inclusion of gender equality in international cooperation in science, technology and innovation (STI) through networking with relevant supranational and international bodies.

Partners

13 consortium members

• 5 associate partners

Target groups and instruments

• Key target audiences
• Key communication, dissemination and exploitation instruments

19.06.2017
Expected impacts – Work Programme

- develop a more consistent and professionalised level of national gender representatives in support of the implementation of the ERA roadmap leading to better coordination of Member States’ efforts
  - by providing mutual learning for national representatives between more and less experienced states to develop their knowledge in terms of content as well as strategies to implement GEP at national level (WP4)
- help ensure the consistency between national gender equality strategies in research and innovation and the implementation of the gender equality objectives and initiatives in Horizon 2020
  - through benchmarking ERA priority 4 national action plans and the ERA roadmap (WP3); providing training to relevant stakeholders (NCPs, responsible civil servants, RPO and RFO representatives) (WP4); raising awareness among relevant groups, and by contributing to the policy process to implement GEP through liaising with the Helsinki Group on Gender in Research and Innovation and other relevant stakeholders (WP5)

Specific impacts

- Developing a methodology to measure progress in the implementation of priority 4 gender equality and gender mainstreaming (WP3)
- Consistent and professional capacity to implement ERA roadmap priority 4 among responsible national representatives (WP 3, 4)
- Coordination of efforts of Member States in priority 4 (WP5)
- Enhanced expertise in gender equality and gender mainstreaming among key stakeholders (including NCPs and RPOs most notably), with a particular focus on the relatively inactive countries (WP4)
- Consistency between national gender equality strategies in research and innovation and Horizon 2020 (WP 3, 4, 5)
- Contribute to the inclusion of gender equality and gender mainstreaming in international cooperation in science, technology and innovation (WP6)
- Shift in the imbalance between the proactive and relatively inactive countries in Europe (WP 3, 4, 5)

Communication and dissemination levels

- National level – trainings and policy advice
  - National authorities
  - National Contact Points and NCP networks
  - National stakeholders
- EU level
  - Helsinki Group on Gender in Research and Innovation – advisory body
  - European Commission
  - The Council of the European Union – Competitiveness Council
  - Through the 30 and national authorities
  - European Parliament – relevant committees
  - European gender and science projects
    - ERA-Net Co-Fund, ERA, genderSTE COST Action network
    - To be developed EU funded projects
  - Relevant stakeholder umbrella organisations
    - To be developed ERA stakeholder platform, TAFTG, EMBO, Rector’ conferences

Communication and dissemination: website, social media etc.

Marcela Linková
Institute of Sociology of the Czech Academy of Sciences
WP 7 communication and dissemination

- Task 7.2 External Communication
  - T7.2.1 Project website (web site launch M5 – August 2017)
  - Project flyer – month 4 (June 2017)
  - Mid-term event (M24, task duration M 20–25)
  - T7.2.3 Final conference (M 46, task duration M 37–48)

- Mid-term event
  - To present the results and reflect on the impact of the project
  - To exchange stakeholders in national and European level in the field of gender equality and gender mainstreaming in R&I, and academics in the field
  - To assess progress made in implementing gender equality in research in Europe as an integral part of building the European Research Area
  - To discuss ways forward at national level and at institutional level of RFOs and RPOs
  - To reinforce synergies between European and national R&I policies

- Final conference
  - Brussels
  - To present the results and reflect on the impact of the project
  - To assess progress made in implementing gender equality in research in Europe as an integral part of building the European Research Area
  - To discuss ways forward at national level and at institutional level of RFOs and RPOs
  - To reinforce synergies between European and national R&I policies

- Social media
  - Twitter
    - Account genderaction_eu OR genderaction_h2020 to be created
    - Regular updates
    - Project developments
    - Events: trainings, mutual learning sessions
      - Invitations
        - Life feed
      - Post-event reports
    - Policy advice
    - Relevant news in the field of gender in research and innovation, with a focus on policy level
    - Relevant news from partner organisations

- Project evaluation strategy
  - External advice through advisory board, deliverables review process and project impact assessment

Marcela Linková
Institute of Sociology of the Czech Academy of Sciences

www.genderaction.eu

- Domain www.genderaction.eu
- Hosted on the multisite of the ISAS
  - Security
  - Zero hosting costs
  - Daily backup – no loss of data
  - Reduced cost of development

To be discussed and agreed

- Partner involvement
  - May 2017: Comment on D17 Communication and dissemination strategy
  - As schedules allow
  - June 2017: Leaflet – comment on and approval of content
  - June 2017: Website
    - Structure
    - Provide partner info
    - WP leaders – check WP presentation
  - Each partner
    - Final revised version terms to project manager
    - Provide biannual input for project newsletter
    - Use the partner with the hashtag genderaction_eu #genderaction_h2020

- Mid-term event
  - WP and task leaders: contribute to design of and content of the event
  - All partners: comment on draft structure of the event, participate and disseminate nationally

- Final conference
  - WP and task leaders: contribute to design of and content of the event
  - All partners: comment on draft structure of the event, participate and disseminate nationally

Project evaluation strategy

- External advice through advisory boards
  - Helsinki Group on Gender in Research and Innovation
  - AG on international cooperation in STI
- Deliverables review process
- Project impact assessment
  - Project evaluation is fed by each WP based on the WP assessment procedures so the strategy must include feedback from the WP leaders/task leaders
  - Each WP leader must follow the indicators listed in the project and report regularly to the EB and GA
Evaluation of events

- Develop an evaluation instrument for all events
  - Knowledge gained
  - Objectives achieved
  - Stable, comparable dimensions, to allow an assessment at an aggregate level
  - Open questions
    - Particularly pertinent for WP 4 – evaluation of trainings and mutual learning workshops

Peer review process (for discussion)

- Deliverable authors submit deliverables to the WP leader, Coordinator and reviewers 1 month before the deadline
- Reviewers have 10 days to review and submit comments to author, WP leader and Coordinator according to the peer-review template
- Deliverable authors have 14 days to integrate comments – reviewers available to discuss comments
- Author return deliverable to Coordinator and WP leader one week before the deadline to allow time for final review before submission

Indicators to assess achievement of project objectives and impacts

Project proposal stage

- Participation of more and less experienced countries in the project
- Consortium: 2 newly active countries with fewer women in research (AT, DE) and 1 with more women in research (ES), 7 relatively inactive countries (BA, CY, CZ, EL, LU, MT, SI, SK, TR)
- Associate partners: 2 global gender equality leaders (IS, SE), 1 newly active country with fewer women (BE) and 2 relatively inactive countries (PL, RO).

Quality assurance: peer review (for discussion)

Quality control: responsibility of Coordinator, WP leaders and Advisory Boards

- Executive Board will define major deliverables of the project subject to peer review
- WP leaders deliver draft deliverables 1 month ahead of date of delivery

Nomination of reviewers

- 2/3 reviewers nominated from among project partners (including associate partners) and all members where appropriate
- Where the WP leader of that deliverable is not the author, then the WP leader will be one reviewer
- Coordinator will usually be a second reviewer when not the author, third reviewer nominated
- Reviewers will be nominated at least 2 months ahead of the deliverable deadline and will be available to consult by the author during the writing process

Execution Board will define major deliverables of the project subject to peer review

Quality assurance: peer review template

Content

- Does the deliverable meet the objectives of the deliverable described in the respective work package?

Yes
- Did not agree after initial impression is necessary?

Yes
- Does the deliverable require additional review or revision?

Yes
- Did the peer reviewers suggest how to improve the deliverable?

Yes
- Is the version of the deliverable final and presented in a print and/or on the web version, with accessible language for the reader?

Yes
- Did previous parts attain improvements necessary?

Yes
- Other comments:

- Overall evaluation:

- Is it necessary to review the deliverable again before submitting to the EC?

No
- Other remarks:

- If yes, please give concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

Review Summary

- The current version of the deliverable is:

  1. Ready to be submitted to the EC
  2. Minor revisions needed
  3. Major revisions needed

- It is necessary to review the deliverable again before submitting to the EC

- Other remarks:

- If yes, please give concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

- Yes/no:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

- If yes, please provide concrete suggestions on how to improve the deliverable.

- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:

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- If no please indicate parts that are superfluous, not relevant, and unspecific or need more explanation.

- Overall evaluation:

  1: Ready to be submitted to the EC
  2: Requires minor revisions
  3: Requires substantial revisions

- Other remarks:
Indicators to assess achievement of project objectives and impacts

- **Project impact assessment stage**
  - Progress in achieving work plan (Final Activity and Management Report to the EC)
  - Qualitative evaluation of the knowledge gained (WP2: D4 evaluation methodology and instrument will be developed and executed among event participants, national representatives and selected stakeholders – approx. 25 people)
  - Assessment of reaching defined target audiences (WP7: assessment carried out as part of D18 Final dissemination and communication report)
  - Evaluation of the degree of coordination of ERA roadmap implementation at the EU and MS level (WP3: D7)
  - Assessment of new liaisons with relevant stakeholders beyond the EU to foster international cooperation in STI (WP6: milestone M12, approx. 30 new contacts)
I. Gender equality in the European Union

The EU Treaty

Article 8
Treaty on the Functioning of the EU

In all its activities, the Union shall aim to eliminate inequalities, and to promote equality, between men and women.

Legal & policy initiatives common to all EU activities

Labour market issue: EU Directives
- 2006/54/EC Equal Treatment
- 92/85/EC - Pregnant Workers
- 2010/18/EU on Parental Leave

Equality bodies
- at EU level: EIGE, European Institute for Gender equality
- at national level: Gender Equality bodies

New package on work-life balance – May 2017

EU Strategic Engagement for Gender Equality 2016-2019

Common priorities
- Equal economic independance for women and men
- Equal pay for work of equal value
- Equality in decision-making
- Dignity, integrity and ending gender-based violence
- Promoting gender equality beyond the EU

Specific actions per field of EU policies
Roles of the European Commission

A policy actor
Promotes the general interest of the EU, proposes EU legislation / policies, implements EU policies

A funding agency
- For example, FP7 and Horizon 2020

II. Gender Equality strategy in European Research and Innovation Policy

The EU Strategy for gender equality in Research & Innovation

Three objectives:
- Equality in scientific careers
- Gender balance in decision-making bodies and positions
- Integration of the gender dimension in research and innovation content (gender and sex analysis)

Member States

Member States are invited to:
- Create the appropriate legal and policy environment and provide incentives
- Engage in partnerships with funding agencies, research organisations and universities to foster institutional change
- Ensure 40% under-represented sex in committees (recruitment, career progression, research programmes)

Ref: Commission Communication A Reinforced European Research Area Partnership for Excellence and Growth - 17-07-2012

Coordination by the Helsinki Group
Composed of representatives of Member States and Associated countries

Research Institutions

Research organisations are invited to implement institutional changes through Gender Equality Plans which include:
- Audits of procedures/practices to identify gender bias
- Implementing innovative strategies
- Setting targets and monitoring progress (indicators)


The European Commission

- Monitor and assess the EU gender equality strategy
- Support Gender Equality Plans
  - FP7 – Science in Society WP
  - Horizon 2020 - Science with and for Society WP
- Implement gender equality across Horizon 2020 with same objectives as Member States and research institutions
**Horizon 2020 European Research Area**

- **Strategy**
  - ERA Roadmap
  - Council Conclusions Dec. 2015

- **Implementation**
  - Member States
  - National Action Plans/roadmaps
  - Research organisations
  - Gender Equality Plans

- **Monitoring**
  - ERA Progress Report 2016
  - ERA Progress Report 2018

- **Assessment**

---

**Council Conclusions 1-12-2015**

**Advance gender equality in the ERA**

- Guidance to set targets for professorship and in decision-making
- Guidance for a gender perspective in international dialogue and cooperation in STI
- Continue strengthening gender equality as a cross-cutting issue in H2020

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**State of work in ERAC**

- Steering Board 16 May
- ERAC Plenary 16 June
  - Opinion on the interim evaluation of H2020 and future FP
  - Council 25 July
  - ERA National Action Plans
  - Workshop in Tartu (EE) – back-to-back with Plenary
  - 21/22 Sept; 3 sessions (excellence, funding, widening)
  - ERA Governance
  - Streamlining – draft questionnaire, submitted to DG meeting in Dec.
  - Helsinki group under ERAC from 1st July 2017

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**3 Objectives for Gender Equality in H2020**

1. Gender balance in decision-making processes
2. Gender balance and equal opportunities in project teams at all levels
3. Gender dimension in research and innovation (R&I) content

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**Extract from the H2020 Regulation**

**Article 16**

**Gender equality**

Horizon 2020 shall ensure the effective promotion of gender equality and the gender dimension in research and innovation content. Particular attention shall be paid to ensuring gender balance, subject to the situation in the field of research and innovation concerned, in evaluation panels and in bodies such as advisory groups and expert groups.

The gender dimension shall be adequately integrated in research and innovation content in strategies, programmes and projects and followed through at all stages of the research cycle.
1. Gender balance in decision-making

Advisory groups for the European Commission
- 50% men/women
- at least one expert with gender expertise

Evaluation panels and expert groups for the EC
- 40% under-represented sex taking into account the situation in the field of the action

Gender balance and equal opportunities in research teams

Gender balance in research teams

Ranking factor for proposals with same score

Article in the grant agreement
Commit the grant beneficiaries
Reporting by grant coordinator
Follow-up in the review of projects by experts

Gender dimension in the content of R&I

Taking into account the biological characteristics and the social/cultural features of both women and men, boys and girls

It enhances the societal relevance and quality of the knowledge, technologies and innovations produced
Topics with explicit gender dimension

Application Form
Q “Where relevant describe how sex and/or gender analysis is taken into account in the project’s content”

Evaluation
If relevant, as other parts of the proposal

Grant Agreement

Monitoring system
Quantitative approach: four performance indicators
- % women participants in Horizon 2020 projects
- Sub-indicator: % women researchers (from end of 2017)
- % women project coordinators in Horizon 2020
- % women in EC advisory groups, expert groups, evaluation panels
- % projects taking into account the gender dimension in research and innovation content

To sum up
For each objective its own route in the Horizon 2020 landscape
Monitoring – quantitative approach
Interim Evaluation of Horizon 2020 – quantitative and qualitative - June 2017
Strong investment in awareness raising and training of all actors involved
- National contact points,
- applicants, evaluators,
- European Commission staff,
- Universities and research organisations

The Participant Portal

The Participant Portal is an online platform for Horizon 2020 projects. It provides a one-stop-shop for project management, access to resources, and support for project coordinators and partners. The portal includes a range of tools and services, such as project management software, training materials, and networking opportunities.

Work Programme

Gender dimension in proposals
Applicants are encouraged to:
- Involve partners / researchers with gender expertise
- Secure uptake of established gender knowledge from previous research / projects
A novelty of Horizon 2020 is the inclusion of gender training among the eligible costs of an action. The aim is to help researchers share gender expertise in relation to the funded project.

V. Gender on the Participant Portal and useful resources

The Participant Portal

http://ec.europa.eu/research/participants/portal/desktop/en/opportunities
The Participant Portal: Gender as a cross-cutting issue

... is part of the “H2020 Online Manual” on the Participant Portal. The section on “Gender equality” offers definitions and explanations as well as links to further information.


The section on “Gender equality” offers definitions and explanations as well as links to further information.

Vademecum on Gender Equality in Horizon 2020

Practical guidance on the application of Gender Equality provisions.


Vademecum on Gender Equality in Horizon 2020

Practical guidance on the application of Gender Equality provisions.

Thank you very much for your attention!

For further information please contact:

RTD-GENDERINRESEARCH@EC.EUROPA.EU
Outline of presentation

- REA / DG RTD
- Project GENDERACTION
- IT system for grant management
- Grant management
- Financial aspects
- Information obligation / Amendment
- Periodic Reporting
- Reviews
- Ethics
- Dissemination / Communication

REA / DG RTD

- Research Executive Agency, REA
  - Unit B.5 – Spreading Excellence, Widening Participation, Science with and for Society
  - Responsible for implementing the H2020 Work Programme dedicated to projects in its fields
    - Organising and being responsible for the evaluation
    - Preparing and signing grant agreements (GAP) with consortia
    - Continuous monitoring of project progress
    - Dealing with contractual issues
    - Organising reviews with external experts and consortium representatives
    - Checking technical / financial reporting
    - Initiating payments
    - Implementing audit results

- European Commission - DG Research and Innovation
  - Unit B7 – Science with and for Society
  - Responsible for policy related issues including the work programme

Project GENDERACTION

- GENDERACTION: GENDer equality in the ERA Community To Innovate policy implementation
  - Call: H2020-SwafS-2016-1
  - Topics: SwafS-19-2016: Networking of National representatives and resources centres on Gender in R&I
  - Type of Action: CSA (coordination and support action)
  - Start date: 01/04/2017
  - End date: 31/03/2021
  - Duration: 48 months
  - Consortium: 13 beneficiaries
  - Maximum EU contribution: € 1,948,400.00

  - Reporting periods (RP): 3
    - RP 1: month 1 - 15 (duration: 15 months, 01/04/2017 – 30/06/2018)
    - RP 3: month 31 – 48 (duration: 18 months, 01/10/2019 – 31/03/2021)

  - Reviews: 3
    - Review 1: month 18, REA, Brussels, Belgium
    - Review 2: month 33, TBD
    - Review 3: month 48, TBD

IT system for grant management

- Project consortium:
  - to manage roles and access rights in the project
  - Manage project:
    - to access the grant management tool (GA documents, communications with PO, amendments, continuous reporting, etc.)
**Grant management**

- **H2020 Online Manual**
  - Online guide divided into business processes
  - Information, documents, useful links (IT wiki, etc.) for each specific process
- **HOW TO (tab)**
  - Videos about the given IT tool
  - Step by step descriptions
  - Full user guides with all details
- **Grant Agreement** (incl. annexes: DoA, part A/B, Annex 2 etc.)
  - Current version: H2020 General MGA — Multi - V4.0
- **Annotated Model Grant Agreement (AMGA)**
- **Coordinator**
  - Central contact point for the Commission / Agency
  - Represents the consortium towards the Commission / Agency

**Eligible costs (art. 6)**

- Actually incurred by the beneficiary
- Incurred during the action and connected to the action
- Identifiable and verifiable (accounting)
- In compliance with national law
- Reasonable, financially sound

**Tips:**
1. Be transparent
2. Treat all costs as you usually do in your business practice
3. Check for exceptions beforehand

**Financial aspects**

- **Ineligible costs (art. 6)**
  - Bank charges
  - Excessive or reckless expenditure
  - Costs reimbursed in respect of any other EU project
- **Other direct costs (art. 6.2 D.)**
  - Travel costs / subsistence allowances (KEEP RECORD, AMGA, pp. 81 -82)
  - Equipment costs (AMGA, pp. 83 – 87)
  - Consumables
  - Dissemination costs
  - PR costs

**Tips:**
1. Justify the main cost items included in this category
2. Stick to what you included in Annex I and explain clearly any deviations in the periodic report

- **Subcontracting (art. 13)**
  - Based on business conditions
  - Best value for money (no specific procedure)
  - No conflict of interest
  - Subcontractor has no rights vis-à-vis the EC/EAs, but can be audited
**Tip:** Discuss in advance with REA’s staff about subcontracting not foreseen in DoA

- **Budget transfer (art. 4)**
  - Transfer of underspent budget to another category or beneficiary
  - However: no transfer of lump sums
  - Action to be implemented as described in Annex I
  - If the change is significant an amendment to the GA is needed

**Tip:** Contact the REA in order to discuss the typology and impact of change

- **Beneficiary’s accounts in other currency than EUR (CZ, TU, BA)**
  - Average of the daily exchange rates published in the Official Journal of the EU calculated over the reporting period.

**Tips:**
Information obligation / Amendment

- Information obligation (art. 17.2)
  - Changes in the name, address, legal form and organisation type
  - Changes in the legal, financial, technical, organisational, ownership situation

- Amendment (art. 55)
  - Sample list of cases where an amendment is necessary:
    - Removal of a beneficiary
    - Change of Annex 1 (significant change of action task, subcontracts, GA options)
    - Change of Annex 2 (significant budget transfer, new cost category)
  - Normally: initiative of the consortium (but also of Commission/Agency)
  - The amended provisions become an integral part of the GA; all other provisions remain unchanged and continue to have full effect

- Inform REA about amendment / information cases (in due advance)

Periodic Reporting

- Within 60 days following the end of each reporting period

- Periodic report includes:
  - Periodic Technical Report (part A and B)
    - Part A: generated by the IT system (information of continuous reporting tool)
    - Part B: narrative part
  - Periodic Financial Report

- Individual financial statements from each beneficiary
  - if a beneficiary does not include its related financial statement in a periodic report, the costs will be considered 'zero' for this reporting period; the beneficiary can declare its costs with the next financial report (for the next reporting period)
  - Statement generates automatically report on the use of resources (personnel costs, efforts, subcontracting, third parties, in-kind-contribution, other direct costs: > 15% of personnel costs, explanation of travel, equipment, other goods and services)

- Periodic summary financial statement (=request for payment)
  - IT tool consolidates Individual financial statement and generates it automatically

Periodic Financial Report:

- Prepared by the Coordinator
- Based on the input from all beneficiaries
- What was done and achieved?
- Which problems were encountered?
- How can the progress so far be assessed?
- Were there any deviations or corrective actions?
- Please be clear, informative, straight to the point, concise, and transparent

- Periodic report template: [link]

On-line submission through the Participant Portal of reporting

- Single submission & single rejection: Technical report and all financial statements to be submitted by the Coordinator as a "single package"
- Coordinator submits all reports to REA
- Full package rejected if one document requires changes or corrections
Reviews

- Planned following the end of each reporting period
  - Submission of reports by project: max. 60 days after the end of RP
  - Review meeting: within 30 days after submission of report
- Participation of coordinator and WP leaders / project partner representatives
- Present:
  - the work carried out
  - the main achievements
  - and the use of the resources

REA is assisted by (an) external expert(s) (notification to coordinator)

Assessment by REA staff

Revision of reporting (if need be)

Review report and outcome:
  - draft review letter (incl. review report)
  - observations by consortium within 30 days
  - final review letter

Payment initiation

Periodic Reporting

- Periodic reporting (art. 20)

Field of reporting

Within 60 days

Periodic REPORT

Submission of revised version of report and / or financial statement

Technical review

Initiation payment

Assessment by the financial officer

ALL documents received, correct and accepted
Comments from Project Officer and Financial Officer – corrective actions may be requested

More than 1 iteration may be necessary

End of reporting period

Within 60 days

Periodic REPORT

Revisions and explanations

End of reporting and payment

Review report

Submitted

Financial statement

submitted

Ethics

- Ethics (art. 34 of GA)

- Defined during the Grant Agreement Preparation phase
- Their implementation is mandatory, not optional
- It is the project’s responsibility to ensure their satisfactory implementation
- Possibility for the REA to launch an ad hoc review on ethics in case of doubts
- Requirements defined for GENDERACTION:
  - After grant agreement signature (deliverables with due dates):
    - Requirement no. 1: H-HUMANS, compliance month 1
    - Requirement No. 2: POPD-PROTECTION OF PERSONAL DATA, compliance month 5
- The progress reports should discuss the implementation of these requirements, apart from the deliverables concerned (section on Ethical issues)

Dissemination / Communication

- Public deliverables - From 01/04/2017: Published on Cordis as soon as accepted by RSA
- Dissemination and Communication activities are particularly relevant for this call (Art. 38 of GA)
- The communication activities must
  - Make the activities known to multiple audiences
- Acknowledgement of EU funding (Art. 38.1.2) by using
- Statement as indicated in GA:
  "This project has received funding from the [European Union’s Horizon 2020 research and innovation programme]/[under grant agreement No [number]."
- Document “Communicating EU research and innovation guidance for project participants”

Thank you for your attention!

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Project reporting
GENDERACTION
Kick-off meeting
Prague, 22 May, 2017
Milena Lajková
Financial NCP, TC CAS

Source: EC presentations and guidance documents

Project Reporting Obligations

Article 19 of the GA
- Deliverables (as described in Annex 1)

Article 20 of the GA
- Periodic Report (within 60 days following the end of each reporting period)
  - Periodic technical report (part A and B)
  - Periodic financial report
- Final Report (in addition to the periodic report for the last reporting period)
  - Final technical report (summary for publication)
  - an overview of the results and their exploitation and dissemination
  - the conclusions on the action
  - the socio-economic impact of the action
  - Final financial report (including CFS)

Electronic submission via the Participant Portal

IT Tools
Participant Portal
- Continuous reporting module
- Periodic reporting module

Continuous Reporting Module
- Activated at the project start and opened continuously throughout the project duration.
- Who can use it?
  - Any partner
- What can be inserted?
  - deliverables
  - progress in achieving milestones
  - updates to the publishable summary
  - response to critical risks, publications, communications activities, IPR
  - your answers to the questionnaire about the economic and social impact of the project.

Information inserted here is later on automatically transformed into PART A of the Periodic technical report.

Periodic reporting module
- Activated after the end of each reporting period

Who does what
- Partners
  - Complete their financial statements including the Explanation on the use of resources
  - May contribute to PART B of the technical report
- Coordinator
  - Approve financial statements of individual partners
  - Finalizes the technical part of the report
  - Submits the periodic report to the EC

Continuous reporting module (How it works in the Participant Portal)
Log on to the Participant Portal

Continuous reporting module

Periodic reporting module (How it works in the Participant Portal)
PART B – NARRATIVE PART

Explanation of the work carried out by the beneficiaries and overview of progress
Update of the plan for exploitation and dissemination of results
Explanations on deviations from DoA

Periodic reporting – Technical Report

• Once all information for the Technical Part has been filled in, the Coordinator needs to click on Lock for review button. This action will freeze the data (prevent changes) and generate a pdf document.
• Information in the continuous reporting module must be complete and up-to-date before the technical part of the periodic report is locked for review!

The coordinator may either approve the automatically generated PDF document (Accept & Include) or unlock it for further changes (Unlock to Draft).

Periodic reporting – Financial Report

Partners (incl. Coordinator) are asked to complete their own financial statements.

Direct costs:
- Total amount in EUR
- Explanation on the use of resources
Indirect costs:
- Flat rate
- Calculated automatically

Financial Statement

Applicable exchange rate
The average of the daily exchange rates calculated over the corresponding reporting period. See ECB website:
PERSONNEL COSTS
• Number of person-months per work package

SUBCONTRACTING
• Description of the subcontract
• Was it foreseen in Annex 1?

OTHER DIRECT COSTS
• Only if the amount exceeds 15% of personnel costs
• Explanation of major cost items

Explanation on the Use of Resources

The level of details requested by the EC was harmonised in H2020. See Periodic Report Template.

Financial Statement - Validation function

Who can fill in the financial statement?
• Users with the roles of Participant Contact, Task Manager or Project Financial Signatory can fill in the financial statement.
• Only the Participant Contact may use the Lock for review button.

Who can sign the Financial Statement?
• Project Financial Signatory (PFSIGN)

FAQ: Who nominates the Project Financial Signatory?

1) Nomination on the level of organisation - FSIGN
2) Nomination on the level of project - PFSIGN

Individual Financial Statements
Approval by the Coordinator

FAQ: Can coordinator submit the report without the financial statement of a late partner?
Periodic reporting

Summary of the process

Partners (incl. coordinator)
- Financial Statement: insert data
- Technical report: insert data

Coordinator
- Financial Statements: check
- Technical report: check

Look for review
Sign & submit
Send to EU

H2020 Online Manual

Reports & payment requests

Contact: lojkova@tc.cz
www.tc.cz
www.h2020.cz
Presentation overview

- Management and governance
- Roles and responsibilities of project bodies
- Advisory Board
- Internal communication
- Quality assurance: peer review
- Project handbook

Management and governance

- European Commission Coordinator
- General Assembly
- Executive Board
- WP 1 WP 1
- WP 3
- WP4
- WP5
- WP 6 WP 7
- Advisory Board on Priority 4 implementation
- Advisory Board on Gender in International Cooperation

Project coordinator’s responsibilities

- maintain relations with the European Commission
- coordinate project reporting
- monitor work plan
- organise and chair project meetings
- distribute EC payments and managing financial issues
- ensure coordination among WP leaders
- coordinate cooperation with relevant EC projects
- provide administrative support to project partners
- ensure data protection standards

General Assembly

- chief decision-making body of the project
- composed of representatives of all project partners
- chaired by the Coordinator
- formulates proposals
- one vote per project partner
  - majority of two thirds of cast votes is needed to pass a decision
  - 2/3 members must be present/represented for a valid vote

Executive Board

- Oversees daily operation and execution of the project
- comprised of WP leaders and leader task 3.2
- reports to and is accountable to the General Assembly
- make proposals to the GA concerning the steering of WP implementation
- attend to risk management related to WP implementation
Advisory Boards

- **Advisory Board on ERA Priority 4 Implementation**
  - MG representatives not participating in GENDERACTION

- **Advisory Board on Gender in International Cooperation in STI**
  - Prof. Gloria Bander, the UNESCO Regional Chair Women Science and Technology in Latin America and coordinator of the Global Network of UNESCO Chairs on Gender
  - Dr. Elizabeth Politzer, Director of Portia. Ltd., organizer of Gender Summits
  - Prof. Inés Sanchez de Madariaga, UNESCO Chair on Gender Equality Policies in Science, Technology and Innovation
  - additional members?

Internal communication and responsibilities

- use project file store to download/upload project documents – ISAS’s password protected cloud
- inform the coordinator in advance of extended absences
- establish an auto-responder when out of the office
- reply within 48 hours to emails marked as “urgent” (high priority)?
- mark all email communication with GENDERACTION in subject line
- separate emails with clear subject headings
- deliver work in a timely manner, notify coordinator and/or WP leader if in delay
- work constructively with advisory boards
- maintain a collegial and respectful tone when resolving disagreements

Thank you 😊
GENDERACTION WP 3
Gender Roadmap Priority 4 benchmarking

3.1. ERA Roadmap benchmarking
3.2. Assessment of implementation

Roberta Schaller-Stadl, BMWFW | Angela Wroblewski, IHS

Status: May 2017

First steps taken ...

• Initial analysis of ERA Roadmaps (Priority 4) in March 2017
• Initial concept for analytical framework
• Starting point for comprehensive evaluation of implementation (3.1) and developments (3.2.)

Ideal Case of ERA Roadmap

1. Embedded in national policies
2. Comprehensive and cooperative approach (integrating different stakeholders)
3. Priority 4 includes
   a. Baseline Analysis
   b. Deduction of problem definition
   c. Deduction of goals and measures
   d. Definition of adequate indicators

Typology of ERA roadmaps

A. Comprehensive gender equality strategy
B. Process to further develop existing strategy
C. Focus on current gender equality priorities
D. Memorandum for gender equality
E. ERA strategy without specific gender equality measures
F. No roadmap available

Group A

1. Comprehensive gender equality strategy
   a. Baseline analysis included
   b. Relevant existing policies mentioned
   c. Formulation of goals deduced from baseline analysis
   d. All three dimensions addressed
   e. Concrete measures proposed
   f. Adequate indicators suggested for monitoring
2. Austria, Belgium, Germany, Switzerland
Group B

1. Process to further develop existing strategy
   a. Baseline analysis included
   b. Relevant existing policies mentioned
   c. Goal focus on development of strategy
   d. Timeline for policy development included
   e. All three dimensions are addressed
2. Czech Republic, Denmark, Ireland, Montenegro, Norway, Slovenia

Group C

1. Focus on current gender equality priorities
   a. Focus on additional / innovative aspects of gender equality
   b. Concrete measures to address these aspects
   c. Additional indicators formulated
2. Cyprus, Finland, Italy, Netherlands, UK

Group D

1. Memorandum for gender equality
   a. Goal formulation remains vague
   b. No concrete measures but defined fields of action
   c. Lack of official data for baseline analysis
2. Estonia, Malta, Portugal

Group E

1. Strategy without gender equality measures
   a. No need for action because of high female participation (Romania)
   b. Gender equality formulated as an add on to human resources (Bulgaria, Serbia)
2. Bulgaria, Romania, Serbia

Next steps ...

Task 3.1
- Survey among HG members
  - Collection of additional information
  - Identification of relevant stakeholders
- Update of analysis
- Input for mutual learning workshop

Task 3.2
- Development of indicators to monitor developments
- Input for mutual learning workshops

Questions for further analysis

1. How is ERA roadmap embedded in existing policy mix?
2. Which stakeholders are involved in development and implementation of policies?
3. What is the main focus of policies?
4. Which target groups are addressed?
5. How is gender operationalised?
6. What are national or regional good practices?
THANK YOU FOR YOUR ATTENTION!
WP4 Mutual Learning & Capacity Building

GENDERACTION PROJECT
KICK-OFF MEETING, 22-23 MAY 2017, PRAGUE

Presentation Content

WP4 Vision and Objectives
WP4 Tasks
Deliverables and Milestones
Discussion

Vision and Objectives

Vision: To support and involve national representatives in joint workshops, targeted training and other events

- Design interactive, targeted training seminars
- Reinforce peer-to-peer learning
- Create a common knowledge base
- Enable networking ties

WP4 Tasks

Task 4.1: Targeted Training Seminars
Task Leader: RPF
Contributors: DLR, NHRF (EIE), ISAS
- Themes based on WP3 Benchmarking and continuous discussion
- Trainers will include professionals, experienced national representatives, and EC Experts
- Methods will include PowerPoint presentations, case studies, energizers and interactive exercises
- Material will be made available via the common knowledge base
- Webinars will be organised to increase training opportunities

WP4 Deliverables & Milestones

3 Deliverables in total:

D4.1: Report on Training Seminars for National Representatives and Stakeholders and NCPs (M46 - 31 Jan 2021)
D4.2: Report on Best Practice Exchange and Mutual Learning Workshops (M46 - 31 Jan 2021)
D4.3: Report on the Best-Practice Exchange Event of EU funded Projects (M14 - 31 May 2018)

1 Milestone:
M7 (4.1): Database of Contacts (M6)
Discussion

Current needs?
What themes?
Setting up database of stakeholders and NCPs?
Profiles of Trainers?
Identifying twinning participants?
Setting up of archive?
Preferred format of Events?
Contacting FP projects?
Preferred duration/timing for trainings/mutual learning workshops?
GENDERACTION WP5 - Strategic policy advice
Leader: MINECO

Ana Puy
Director of the Women and Science Unit (umyc@mineco.es)
Cabinet of the State Secretariat for Research, Development and Innovation,
Ministry of Economy, Industry and Competitiveness (MINECO)

Almudena Carrero (almudena.carrero@fecyt.es)
Spanish Foundation for Science and Technology (FECYT-MINECO)

GENDERACTION Kick-off meeting, Prague, 22-23 May 2017

OBJECTIVES

- Liaise with and support the Helsinki Group on Gender in Research and Innovation (HG);
- Liaise with relevant bodies and stakeholders responsible for ERA implementation to support the implementation of gender equality and gender mainstreaming;
- Provide strategic advice on gender equality and gender mainstreaming in H2020 and Framework Programme 9 and on European Structural Funds (ERDF and ESF) to the HG, and relevant EU and MS stakeholders;
- Provide strategic advice on gender in Open Innovation, Open Science, Open to the World to the HG, and relevant EU and MS stakeholders.

DESCRIPTION

- Delivering strategic policy advice, supporting the work of the HG on the implementation of ERA priority 4.
- Advising the HG and relevant EU and MS stakeholders on gender equality and gender mainstreaming in the implementation of H2020 and the preparation of the new framework programme as well as the European Structural Funds.
- Delivering reports and policy briefs to the HG and other relevant stakeholders to support the advancement of ERA priority 4.
- Establishing liaison with stakeholders in the Commission, Council and Member States as well as with the ERA Stakeholder organizations.

TASKS

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>Task 5.1</td>
<td>Reporting to the Helsinki Group on Gender in Research and Innovation</td>
<td>ISAS CR</td>
</tr>
<tr>
<td>Task 5.2</td>
<td>Exploring the gender dimension of Open Science and Innovation policy</td>
<td>NHRF (EXT)</td>
</tr>
<tr>
<td>Task 5.3</td>
<td>Mapping and contacting other ERA relevant stakeholders involved in R&amp;I policy at national and EU level</td>
<td>MINECO</td>
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<td>Task 5.4</td>
<td>Communication with other ERA relevant stakeholders</td>
<td>MINECO</td>
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<tr>
<td>Task 5.5</td>
<td>Policy advice on Gender in European Funds for R&amp;I (H2020 and FPR, as well as ERDF and ESF)</td>
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DURATION & EFFORT

April 2017 – March 2021

DELIVERABLES

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<td>D 11 / 05.1</td>
<td>Report on “Strategic advice for enhancing the gender dimension of Open Science and Innovation policy”</td>
<td>31 January 2018</td>
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<tr>
<td>D 12 / 05.2</td>
<td>Annual reports to the Helsinki Group</td>
<td>31 March 2018, 2019, 2020, 2021</td>
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<td>D 13 / 05.3</td>
<td>Report on “Mapping promising practices and policy advice on gender mainstreaming in European Funds for research and innovation”</td>
<td>30 September 2020</td>
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</table>
**Task 5.1 Reporting to the Helsinki Group on Gender in Research and Innovation (HG)**

- **Task Leader:** ISAS. **Contributors:** LU, MINECO
- **Start:** April 2017. **End:** March 2021.
- **Objectives:** To report to and get feedback from the HG on actions, activities and outcomes of the project, particularly as regards:
  - The outcomes of ERA priority 4 benchmarking in WP3,
  - Policy advice developed in the other tasks of WPs and as well as on the results of the other WPs.
  - Through annual joint project consortium–HG meetings in accordance with the evolving interests of the HG sub-groups.

- **One meeting per year will be held back to back with the HG**
  - To be proposed to the HG to have a report from the GENDERACTION as a regular item on the HG meeting agenda

- **HG members will be invited to mutual learning workshops (WP4)**
  - Discuss results of WP 3 ERA Roadmaps (2 workshops) – planning necessary across WP 3, WP 4 and WP 5: report on the outcomes to be delivered to the HG

- **HG members will be invited to training events and webinars (WP 4)**

- **GENDERACTION outputs will be submitted to the HG; HG may choose to work with and adapt these documents as its positions**

- **The aim is to have a first presentation at the next HG meeting after transition under the Council**

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**Task 5.2 Exploring the gender dimension of Open Science and Innovation policy**

- **Task Leader:** EKT. **Contributors:** none
- **Start:** April 2017. **End:** January 2018.
- **Objectives:** this task aims to investigate the relationship between Open Science and Innovation and the gender dimension.
- **More specifically, this task will:**
  - examine the ways in which European Open Science and Innovation policies and practices can increase the visibility of gender and women in research; and
  - examine the ways in which open access practices can increase the visibility of research and publications with a gender dimension.

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**Task 5.3 Mapping and contacting other ERA relevant stakeholders involved in R&I policy at national and EU level**

- **Task Leader:** MINECO. **Contributors:** all
- **Start:** June 2017. **End:** October 2017
- **To map the composition, establish contact and create communication channels with relevant stakeholders involved in the research and innovation policy at EU and national level.**

---

**ERA relevant stakeholders (preliminary proposal for task 5.3)**

- **Main R&I actors (which positions?) in EU Council rotating Presidencies:**
  - Malta and Estonia in 2017;
  - Bulgaria and Austria in 2018;
  - Romania and Finland in 2019;
  - Croatia and Germany in 2020;
  - Portugal and Slovenia in 2021.
- **Delegates at ERAC, ERAC Working Groups (OSI & ad hoc) and ERA-related groups (HG, SGHRM, SFC, ESFRI, CPC)**
- **Working Party for Research (research attachés at the Permanent representations in the EU)**
- **H2020 Programme Committee members (Strategic + SWAFS EG + NCPs)**
- **Chairs of H2020 Advisory Groups [18, including Gender]. Members of AG Gender.**

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... **ERA relevant stakeholders (preliminary proposal for task 5.3, cont.)**

- **Leaders of umbrella organizations at ERA Stakeholders Platform - both members (EARTO, LERU, EUA, Science Europe, CAESAER) and official observers (FEL, LIFE, EIRMA, ERRIN, ERF, AIBL, and TARTIE); + others (EPWS, EIGE...)**
- **Main civil servants (which positions?) responsible for drafting national mandates**
- **Main actors at EU and national level (which positions?) involved in high-level decision making on designing ERDF and ESF dedicated to R&I funding (related to task 5.5)**
- **Others?**
How to further advance the stakeholders identification?  
(for task 5.3)
- After the kick-off meeting, we could ask Malta and/or research attachés at ES Permanent Representation in the EU which lists/contacts do they have on these/other stakeholders. In/after the meeting, we could ask partners/HG to verify/extend the info on the respective national delegates/members.
- Draft template to collect info/ideas
- Open discussion on:
  - these and other possible ERA relevant stakeholders/delegates (why?...)  
  - how to find other ERA relevant stakeholders/contacts? only in (associate) partner countries?...
  - ethical issues involved: e.g. which info can be shared?, how?, to whom? ...

Communication Channels  
(proposals/questions to discuss for task 5.3)
- Why, who, how, when... to establish communication with the identified relevant stakeholders? E.g.:
  - Why: what could/should we have to offer to partners/stakeholders?...
  - Who: MINECO and/or nominated partners? Depending on type of stakeholders? Related to advances in other tasks/WPs?...
  - How: draft letters for (each type of) stakeholders? ...
  - When: 1st contact? How often? Depending on type of stakeholders? Related to advances in other tasks/WPs?...
  - What else is important to be taken into account?

Task 5.4
Communication with other ERA relevant stakeholders
- Task Leader: MINECO. Contributors: all (associate) partners but especially the coordinator (ISAS) and those from the countries involved in EU Council rotating presidencies 2017-2020 (MT, AT, RO)
- Start: June 2017. End: September 2020
- Aimed at liaising with other ERA relevant stakeholders to:
  - map topics for (Competitiveness) Council conclusions 2017-2020;
  - monitor/map implementation of Council Conclusions on Gender Equality directed to Member States;
  - map the gender equality policies of ERA stakeholder umbrella organizations and communicate policy advice developed
  - disseminate results of WP3 and Tasks 5.2 and 5.5
- Breakfast events will be organised annually for the Working Party for Research and for the H2020 Strategic Committee and SwafS Expert Group.

Task 5.5
Policy advice on Gender in European Funds for R&I (H2020 and FP9, as well as ERDF and ESF)
- Task Leader: MINECO. Contributors: all partners, especially the coordinator (ISAS)
- Start: May 2017 (changed). End: July 2020 (changed)
- Focus on mapping national procedures and stakeholders and identifying promising practices for gender equality and gender mainstreaming in the design of European Funds for R&I.
- The results will be delivered to the HG and through the HG may be presented to the ERAC Steering Board, H2020 Strategic Committee and SwafS Expert Group representatives at national level.
- 1st policy advice to be delivered to the HG: 2-3 pages summary of the HG Position paper on Horizon 2020 interim evaluation and preparation of FP9.

MILESTONE

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<tr>
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<td>MS8</td>
<td>Communication established. Established communication with responsible national and EU stakeholders and EU Presidents. WP leader receives a list of contacts used by responsible partners.</td>
<td>31 October 2017</td>
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</tr>
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</table>

Thank you very much for your attention!

For further information:
http://www.idi.mineco.gob.es/portal/site/MICINN/UMyc
umyc@mineco.es
GENDEr equality in the ERA
Community To Innovate policy implementatiON
GENDERACTION
Kick – Off – Meeting
Prague, 22 – 23 of May 2017

Workpackage 6
Gender in international cooperation in STI

Objectives
In a follow-up to the dissemination of joint guidelines, the objective of this WP is to:
• give support to the HG, the SFIC, and (associate) partners contribution to European science diplomacy by fostering the integration of gender equality and gender mainstreaming in international cooperation in STI;
• review the current practices in the participating countries and assessing progress made in the course of the project through disseminating recommendations on gender equality and gender mainstreaming in international cooperation in STI;
• establish contact and networking with relevant supranational and international bodies and stakeholders.

6.1 Dissemination of the HG / SFIC joint guidelines
In line with the Council Conclusions on advancing gender equality in the ERA, the HG and SFIC were mandated to:
• develop joint guidelines on a gender perspective for international cooperation in STI. The joint guidelines are scheduled for development in autumn 2016 and spring 2017.
• This task will be developed in close cooperation with the HG subgroup on Cooperation with other ERA-related groups, and SFIC.
• Following the delivery of the joint guidelines, a dissemination plan will be developed at the first joint GENDERACTION-HG meeting.

Timeline:
• July 2017 – March 2018
• Actor: UL

SFIC: Strategic Forum for International Scientific & Technological Cooperation
Council Conclusions December 2008 :

6.1 Dissemination of the HG / SFIC joint guidelines
• Information from the subgroup within the Helsinki Group : Gender in International STI Cooperation
• Beginning of May 2017 a survey was send out to all members of HG and SFIC
  – Two questionnaires: one addressed to Research Funding Organisations and another to the governments
• Replays are asked for mid of June 2017

6.2. Assess current practices of integrating gender in international cooperation in STI
• develop a novel methodology to assess gender equality in STI international cooperation (basic procedures/instruments to mainstream gender in STI international cooperation)
• assess current practices in partner countries
• deliver recommendations to relevant bodies in the participating countries and globally

• Timeline: August 2017 – March 2020
• Actors: UL, MINECO, ISAS
6.2. Assess current practices of integrating gender in international cooperation in STI

The methodologies will be developed separately for:
1) gender balance in research teams and decision-making
2) gender dimension in research content

The assessment will be based on:
1) quantitative and qualitative methods
2) development of a questionnaire and interview structure guidelines

Performance at two stages:
1) a formative assessment at the beginning of the project in conjunction with the dissemination of the joint guidelines, and
2) a second assessment in 2019, among the participating countries and supra-nationals (UN, OECD)

Summary evaluation of the impact made and suggestions for future improvements where necessary

6.3. Identification of and networking with Gender & Science (G&S) structures (regional and national) in third countries

- This task is aimed to develop international coordination of G&S structures and strengthening of gender mainstreaming in STI systems.
- The international coordination with G&S structures outside the EU is considered to be crucial for facilitating effective incorporation of gender mainstreaming in STI international cooperation, given that these structures can give support during the negotiation, implementation and monitoring phases of multi- & bi-lateral cooperation initiatives.

- Timeline March 2018 – September 2019
- Actors: MINECO, ISA, UL, Adv Board

Actual information

- The Speech of the Commissioner Moedas (12th of May 2017):
- Launch of Elsevier Report on Gender in the Global Research Landscape - “Gender Equal Science is Better Science”

6.3. Identification of and networking with Gender & Science (G&S) structures (regional and national) in third countries

Steps 1:
- Identification and online contact with G&S structures at
  - national and regional level (preferably governmental ones)
  - in Africa (especially the South-Mediterranean countries included in the Western Mediterranean Forum, commonly referred to as 5+5 Dialogue),
  - America (where the CYTED platform in the Latin American Region can facilitate the work),
  - Asia,
  - Oceania
  - all European countries.

Step 2
- setting up regular liaison (through teleconferencing and electronic media) with the Advisory Board to identify gaps, barriers, strengths and opportunities, and to propose strategic actions

- Communication between the three tasks
- Communication between the workpackages
- Common identification of ALL stakeholders
TASK 6.3 (July 2017- March 2020)
Identification of and networking with Gender & Science (G&S) structures in third countries

**Goal:**
Developing international coordination of G&S structures and strengthening of gender mainstreaming in STI systems

**Steps:**
1. Identification and online contact with G&S structures at national and regional level (preferably governmental ones) in Africa, America, Asia, Oceania & other European countries.
2. Set up regular liaison (through teleconferencing and electronic media) with the Advisory Board to identify gaps, barriers, strengths and opportunities, and to propose strategic actions.

Helpful resource:
Gender & Science Networking Database

Thank you very much for your attention!

For further information:
http://www.idi.mineco.gob.es/portal/site/MICINN/UMyC
umyc@mineco.es
Overview of deliverables and tasks: WP 1 Ethics (ISAS)

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<th>Leader</th>
<th>Start</th>
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Overview of deliverables and tasks: WP 3 ERA Roadmap monitoring (ISAS)

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Overview of deliverables and tasks: WP 4 Mutual learning and capacity building (RPF)

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Overview of deliverables and tasks: WP 5 Strategic policy advice (MINECO)

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Overview of deliverables and tasks: WP 6 Gender in international cooperation in STI (UL)

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1) methodology to assess gender equality in STI international cooperation
2) assess current practices in partner countries; 3) deliver recommendations to relevant bodies in participating countries + globally D14 Method. f’work assess gender in int coop in STI

Task 6.3 Identification of and networking with Gender & Science structures (regional and national) in third countries MINECO | | 12 | 30
Overview of deliverables and tasks:
WP 7 Communication and Dissemination (ISAS)

<table>
<thead>
<tr>
<th>Task</th>
<th>Task lead</th>
<th>Start</th>
<th>End</th>
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<tbody>
<tr>
<td>M1</td>
<td>ISAS</td>
<td>April</td>
<td></td>
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<tr>
<td>M2</td>
<td>ISAS</td>
<td>May</td>
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<td>M6</td>
<td>ISAS</td>
<td>Sept</td>
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<td>M7</td>
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<td>Oct</td>
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</tr>
<tr>
<td>M8</td>
<td>ISAS</td>
<td>Nov</td>
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Milestones

- Task 7.1: Develop communication and dissemination strategy ISAS
  - D17: Com + diss strategy

- Task 7.2: External communication ISAS
  - D18: Publish flyer
  - D19: Publish website

Overview of deliverables – RP 1

<table>
<thead>
<tr>
<th>Del. No</th>
<th>Name</th>
<th>Lead partner</th>
<th>Month due</th>
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<tr>
<td>D1</td>
<td>Consent Form</td>
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<tr>
<td>D2</td>
<td>Data Protection Plan</td>
<td>ISAS CR</td>
<td>1, Aug. 2017</td>
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<tr>
<td>D3</td>
<td>Kick-off meeting report</td>
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<td>1, June 2017</td>
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<tr>
<td>D4</td>
<td>Report on national roadmaps and mechanisms in ERA priority 4</td>
<td>ISAS CR</td>
<td>10, Jan. 2018</td>
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<td>D5</td>
<td>Report on “Strategic advice for enhancing the gender dimension of Open Science and Innovation policy” Methodological framework to assess gender in international cooperation in STI</td>
<td>MINATEC</td>
<td>10, Jan. 2018</td>
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<td>D6</td>
<td>Report on national roadmaps and mechanisms in ERA priority 4</td>
<td>ISAS CR</td>
<td>10, Jan. 2018</td>
</tr>
<tr>
<td>D7</td>
<td>Report on “Strategic advice for enhancing the gender dimension of Open Science and Innovation policy” Methodological framework to assess gender in international cooperation in STI</td>
<td>UL</td>
<td>8, Nov. 2017</td>
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<tr>
<td>D8</td>
<td>Report on the dissemination of the HG/SFIC guidelines</td>
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<td>D9</td>
<td>Communication and dissemination strategy</td>
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Project meetings overview

<table>
<thead>
<tr>
<th>Month</th>
<th>Place</th>
<th>Participants</th>
<th>Year</th>
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<tr>
<td>Q1</td>
<td>Prague</td>
<td>Kick-off: GA + AB + ES</td>
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<td>Q2/3</td>
<td>Madrid</td>
<td>ES</td>
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<tr>
<td>Q4</td>
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<td>ES</td>
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<tr>
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<tr>
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<td>Cyprus</td>
<td>ES</td>
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<tr>
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<tr>
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Thank you for listening!