




D 3 Kick-off meeting report

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
	This project is funded by the European Union's Horizon 2020 research and innovation programme under grant agreement No 741466.
<p>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.</p>	

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

Revision history			
Version	Date	Created/Modified by:	Comments
0.0	30. 5. 2017	Laura Henderson, ISAS	First draft of the minutes
0.1	31. 5. 2017	Marcela Linková, ISAS	Revision of first draft of the minutes
0.2	1. 6. 2017	Laura Henderson, ISAS	Further revision of first draft of the minutes
1	2. 6. 2017	Marcela Linkova, ISAS	Finalization of draft 1 to be circulated to partners for comment in line with stipulations of the Consortium Agreement
1.1	16. 6. 2017	Ana Puy, MINECO Almudena Carrero, FECYT	Clarification of WP 5
1.1	16. 6. 2017	Roberta Schaller-Steidl, BMWFW	Clarification of WP 3
2	19. 6. 2017	Laura Henderson, ISAS Marcela Linkova, ISAS	Finalization of D3

Content

Executive Summary	2
History of changes	2
Meeting minutes	3
Overview of upcoming tasks and action points	10
Appendix 1 Attendance sheet scan	11
Appendix 2 PowerPoint presentations	14

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)

- 9 MESS: Uršula Konečnik (UK)
- 10 UMB: Alexandra Bitusikova (AB)
- 11 EUPC: Đorđe Markez (DM), Dalibor Drljača (DD)
- 12 TUBITAK: Sonay Aydin (SA)
- 13 UoM: Janet Mifsud (JM)

Associate partners

- 1 BELSPO: Bart Dumolyn, (BD), Benjamin Monnoye, (BM)
- 2 MESC: Jóna Pálsdóttir, (JP)
- 3 OPI: Aldona Tomczyńska, (AT) Anna Knapieńska (AK), Magdalena Chrobak-Tatara (MCT)
- 4 ANCSI: Monica Alexandru, (MA)
- 5 SSGR: Kajsa Widegren, (KW), Veronica Ahlqvist, (VA)

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
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/eurofxref-graph-czk.en.html>
- 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, BMWFW, and Angela Wroblewski, IHS

(Please see PowerPoint presentation for details)

Actions points:

- Partners responsibilities in WP 3
 - o check that NAPs have been submitted
 - o provide feedback on questionnaire (expected date: end June)
 - o participate in the WP 3 survey
 - o 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 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

venue

- 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
 - o Internal email: genderaction@genderaction.eu
 - o 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
 - o The niche and added value of GENDERACTION is its focus on **policy**
 - o GENDERACTION will not focus on all stakeholders but rather on the policy level
 - o Two broad approaches
 - Policy level trainings: European Parliament, ERAC, national representations in Brussels – Research Working Party
 - 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
 - o Not just horizontal NCPs but each priority to receive a focused training
 - o All NCP structures should be approached
 - o A presentation should be prepared detailing what we have to offer the NCP structures
 - o Trainings can be provided as part of NCP meetings
 - o We must take care not to duplicate the work already done by the NCP Academy
- Potential target groups for trainings
 - o ERA Stakeholder Platform: we can offer training for free to them in return for their input to policy advice
 - o ERAC delegates
 - o 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 Award²
- 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 Society³
 - 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

² <https://euraxess.ec.europa.eu/jobs/hrs4r>

³ <http://ec.europa.eu/programmes/horizon2020/en/experts>

(Please see PowerPoint presentation for details)

Discussion points:

- Dissemination of the HG / SFIC joint guidelines (task 6.1)
 - o Plan for disseminating guidelines to be completed in June.
 - o 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)
 - o Methodologies will be developed separately for
 - 1) gender balance in research teams and decision-making and
 - 2) gender dimension in research content
 - o 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)
 - o 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/SFIC 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

- o 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

GENDERACTION Kick-off meeting

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

Attendance sheet

Surname	Name	Institution	22 May 2017	23 May 2017
Ahqvist	Veronica	Ministry for Education and Research		
Alexandru	Monica	The National Authority for Scientific Research		
Angelaki	Marina	National Documentation Centre, National Hellenic Research Foundation		
Aydin	Sonay	The Scientific and Technological Research Council of Turkey		
Baltes-Lohr	Christel	University of Luxembourg		
Baran	Pavel	Czech Academy of Sciences		
Barbara	Jaqueline	The Malta Council for Science and Technology, Ministry For Education and Employment		
Bituskova	Alexandra	Matej Bel University in Banska Bystrica		
Carrero	Almudena	Spanish Foundation for Science and Technology		
Driljača	Dalbor	Europrojekt Centar		
Dumolyn	Bart	The Department of Economy, Science and of the Flemish Authorities		
Fryčova	Jiřina	Ministry of Education, Youth and Sports , Unit of International Cooperation in R&D		
Heller-Genath	Nadine	Project Management Agency at the German Aerospace Centre		
Henderson	Laura	Institute of Sociology of the Academy of Sciences of the Czech Republic		

GENDERACTION Kick-off meeting

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









Attendance sheet

Surname	Name	Institution	22 May 2017	23 May 2017
Chrobak-Tatara	Magdalena	National Information Processing Institute	M. Chrobak-Tatara	M. Chrobak-Tatara
Knapíňská	Anna	National Information Processing Institute	A. Knapíňská	A. Knapíňská
Konečník	Uršula	Ministry of Education, Science and Sport	U. Konečník	U. Konečník
Kostecký	Tomáš	Institute of Sociology of the Academy of Sciences of the Czech Republic		
Linkova	Marcela	Institute of Sociology of the Academy of Sciences of the Czech Republic	M. Linkova	M. Linkova
Lojková	Milena	Technology Centre, NCP for Financial and Administrative Issues	M. Lojková	
Markez	Đorđe	Europrojekt Centar	Đ. Markez	Đ. Markez
Mifsud	Janet	University of Malta	J. Mifsud	J. Mifsud
Misiti	Simona	European Commission	S. Misiti	S. Misiti
Monnoye	Benjamin	Directorate General for non-compulsory Education and Scientific Research	B. Monnoye	B. Monnoye
Pálsdóttir	Jóna	Ministry of Education, Science and Culture	J. Pálsdóttir	J. Pálsdóttir
Puy	Ana	Ministry of Economy and Competitiveness	A. Puy	A. Puy
Sepou	Kalypso	Research Promotion Foundation	K. Sepou	K. Sepou
Schaller-Steidl	Roberta	Austrian Federal Ministry of Science, Research and Economy	R. Schaller-Steidl	R. Schaller-Steidl


GENDERACTION Kick-off meeting

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

Attendance sheet

Surname	Name	Institution	22 May 2017	23 May 2017
Tomczyńska	Aldona	National Information Processing Institute		
Widegren	Kajsa	Swedish Secretariat for Gender Research		
Willis-Mazzichi	Vivianne	European Commission, DG RTD, Gender Sector		
Wroblewski	Angela	Institute for Advanced Studies		





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 1

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

22-23/05/2017 GENDERACTION kick-off meeting 2

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
- 13 partners and 5 associate partners

22-23/05/2017 GENDERACTION kick-off meeting 3

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

22-23/05/2017 GENDERACTION kick-off meeting 4

Partners

- 13 consortium members

Participant No	Participant organization name	Country
1. IAS CR	Institute of Sociology of the Academy of Sciences of the Czech Republic	CZ
2. BMWFW	Austrian Federal Ministry of Science, Research and Economy	AT
3. RFP	Research Promotion Foundation	CY
4. DLR	Project Management Agency (PM) at the German Aerospace Centre	DE
5. NHRF (EIE)	The National Documentation Centre, National Hellenic Research Foundation	EL
6. MINECO	Ministry of Economy and Competitiveness, Secretary of State for Research, Development and Innovation	ES
7. UL	University of Luxembourg	LU
8. MEE	The Malta Council for Science and Technology, Ministry For Education and Employment	MT
9. MIZS	Ministry of Education, Science and Sport	SI
10. ITHS	Matej Bel University in Banská Bystrica	SK
11. EUPC	Markey Nikola Savu	BA
12. TUBITAK	The Scientific and Technological Research Council of Turkey	TR
13. UoM	University of Malta	MT

- 5 associate partners
 - BE: Belgian Science Policy Officer
 - IS: Ministry of Education, Science and Culture
 - PO: National Information Processing Institute – Laboratory of Statistical Analysis and Evaluation
 - RO: National Authority for Scientific Research and Innovation
 - SE: Swedish Secretariat for Gender Research, University of Gothenburg

22-23/05/2017 GENDERACTION kick-off meeting 5

Target groups and instruments

KEY TARGET AUDIENCES				
I. National level	II. European level	III. Global level	IV. Research community	V. Other
national authorities	Helsinki Group	Bodies for int. cooperation (UN, OECD etc.)	EIGE The ERA Stakeholder Platform	the media
- research attachés - civil servants	Competitiveness Council European Commission	Bodies for GE (in research)	EPWS ERA-NET GENDERNET	general public
NCPs	European Parliament		Gender Portal	
RFOs, RPOs			cultural and institutional change projects	
KEY COMMUNICATION, DISSEMINATION AND EXPLOITATION INSTRUMENTS				
trainings	policy briefs	policy briefs	policy briefs	website
mutual learning workshops	position papers	position papers	position papers	flyer
	reports	reports	reports	social media
mid-term event, final conference				

22-23/05/2017 GENDERACTION kick-off meeting 6

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)

22-23/05/2017

GENDERACTION kick-off meeting

7

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 RFOs 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)

22-23/05/2017

GENDERACTION kick-off meeting

8

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
 - Through the HG and national authorities
 - The Council of the European Union – Competitiveness Council
 - Through the HG and national authorities
 - European Parliament – relevant committees
 - European gender and science projects
 - Existing: GENDER-NET Co-fund, EIGE, genderSTE COST Action network
 - To be developed: EU funded projects
 - Relevant stakeholder umbrella organisations
 - To be developed: ERA Stakeholder platform, TAFTIE, EMBO, Rectors' conferences

22-23/05/2017

GENDERACTION kick-off meeting

9

Communication and dissemination levels

- **Global cooperation in STI**
 - Relevant stakeholders responsible for international cooperation in STI
 - Global gender in R&I/women in science organisations
- **Research community**
- **General public**
 - Website
 - Social media - Twitter

22-23/05/2017

GENDERACTION kick-off meeting

10

Communication and dissemination: website, social media etc.

Marcela Linková
Institute of Sociology of the Czech Academy of Sciences

22-23/05/2017

GENDERACTION kick-off meeting

11

WP 7 communication and dissemination

- **Objective:**
 - ensure clear, targeted external communication of the project toward target groups through a range of communication channels (website, social media, media, conferences and policy briefs)
- **Total staff effort:** 18.8 PM
- **Duration:** Month 1 – 48
- **Deliverables**
 - D17 Communication and dissemination strategy (M 2 – 31 May 2017, PU, R)
 - D18 Final dissemination and communication report (M48 – 31 March 2021, PU, R)
- **Task 7.1 Develop External Communication and Dissemination Strategy (ISAS)**
 - To be distributed to partners on **Wednesday 24 May** for information and/or comment
 - Deadline for partner comments: **Monday 29 May COB**
 - Deadline for submission of D17: 31 May 2017

22-23/05/2017

GENDERACTION kick-off meeting

12

WP 7 communication and dissemination

- Task 7.2 External Communication
 - T7.2.1 Project website (website launch M5 – August 2017)
 - T7.2.2 Preparation of a leaflet, newsletters and use of the social media
 - Project flyer – month 4 (June 2017)
 - Newsletter – two per year
 - T7.2.3 Mid-term event (M24, task duration M 20–25)
 - 40 to 50 key stakeholders at national and European level in the field of gender equality and gender mainstreaming in R&I and academics in the field
 - focus on the mapping of ERA priority 4 implementation at MS level and the results of the first round of training and mutual learning events
 - highly interactive and take the form of a best practice exchange seminar
 - T7.2.4 Final conference (M 46, task duration M 37–48)
 - Brussels
 - to present the results and reflect on the impact of the project
 - 80 key stakeholders at national and European level in the field of gender equality and gender mainstreaming in R&I, and academics in the field
 - assess progress made in implementing gender equality in research in Europe as an integral part of building the European Research Area
 - discuss ways forward at national level and at institutional level of RFOs and RPOs
 - reinforce synergies between European and national R&I policies

22-23/05/2017

GENDERACTION kick-off meeting

13

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

22-23/05/2017

GENDERACTION kick-off meeting

14

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 organizations

22-23/05/2017

GENDERACTION kick-off meeting

15

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
 - Comment on structure
 - Provide partner info
 - WP leaders – check WP presentation
 - All partners
 - Send relevant news items to project manager
 - Provide biannual input for project newsletter
 - Use Twitter with the hashtag #genderaction_eu or #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

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16

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

22-23/05/2017

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17

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

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18

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

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19

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 AB members where appropriate
- Where the WP leader of that deliverable is not the author, then the WP leader shall 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

22/5/2017

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20

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

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21

Peer review template

Content

- Does the deliverable meet the objectives of the deliverable described in the respective work package?
 - Yes/no:
 - If not please indicate where improvement is necessary.
- Does the deliverable require substantial revision or rewriting?
 - Yes/no:
 - If yes, please give concrete suggestions on how to improve the deliverable.
- Is the content of the deliverable focused and presented in a precise and to the point manner, with accessible language for the target group?
 - If not, please indicate parts where improvement is necessary.
- Major strengths:
- Major weaknesses:
- Length of the deliverable
 - Is the length of deliverable justified?
 - Yes/no:
 - 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: requires minor revisions
 - 3: requires substantial revisions
 - Is it necessary to review the deliverable again before submitting to the EC?
 - Yes/no
 - Other remarks:

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22

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).

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23

Indicators to assess achievement of project objectives and impacts

- **Project implementation stage**
 - Efficient methodology developed to assess ERA roadmap priority 4 implementation (WP3: milestones M6 and M7)
 - Progress achieved in the implementation of ERA roadmap priority 4 (WP3: D6, 7; critical milestone M7)
 - Number of trainings and people trained (WP 4: national representatives – 2 trainings per year for 20-25 people, NCPs – 1 training per year for 20-25 participants)
 - Number of mutual learning workshops (WP4: 1 mutual learning workshop for HG members and cultural and institutional change projects for approx. 65 participants, one-to-one and small group twinning events to be identified during the course of the project based on a needs-mapping process, and will be held attached to planned project events)
 - Number of policy communications (WPs: 1 presentation per year to SwaIS Work Programme, 1 presentation per year to Working Party for Research, 2 liaisons with each presidency the country of which is a member of the consortium, yearly breakfast events for the Working Party for Research and for SwaIS Programme Committee)
 - Number of reports to and meetings with the HG (WPs: 1 annual written report, 2 in-person reports at joint meetings per year)
 - Number of policy briefs (WPs: D12 and D13; WP6: D16)
 - Number of new collaborations with EU and international stakeholders and organizations
 - Qualitative evaluation of trainings and mutual learning workshops (WP4: evaluation questionnaire will be distributed at each event; final assessment of events to be carried out as part of WP 2, D4)

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24

Indicators to assess achievement of project objectives and impacts

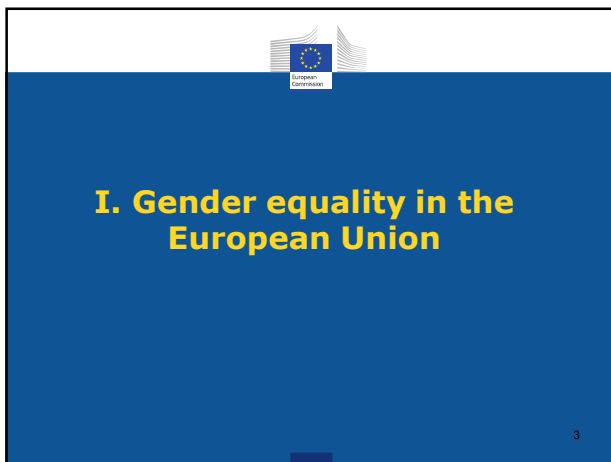
- **Project impact assessment stage**

- 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)

22-23/05/2017

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25





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

7



II. Gender Equality strategy in European Research and Innovation Policy

8



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)

HORIZON 2020



9



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

10



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)

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

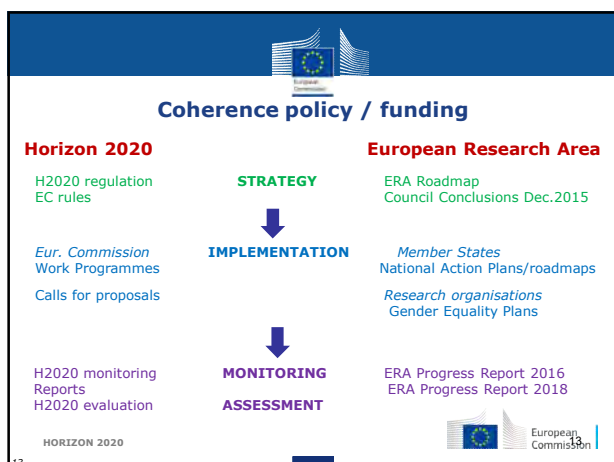
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The European Commission

- 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

12



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

State of work in ERAC

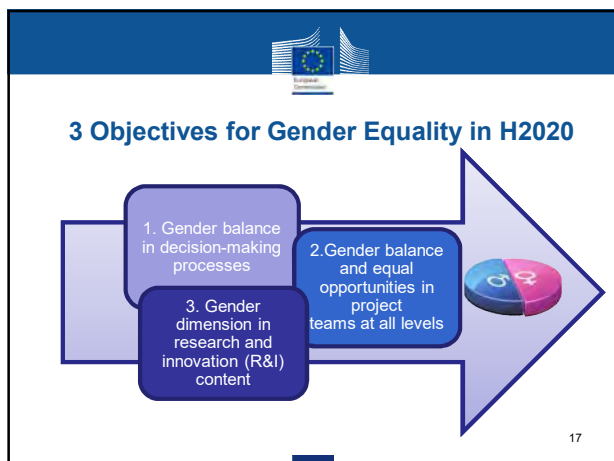
Steering Board 16 May · ERAC Plenary 16 June

- 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

THE EU FRAMEWORK PROGRAMME
FOR RESEARCH AND INNOVATION

**III - Gender Equality
cross-cutting in Horizon 2020**



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

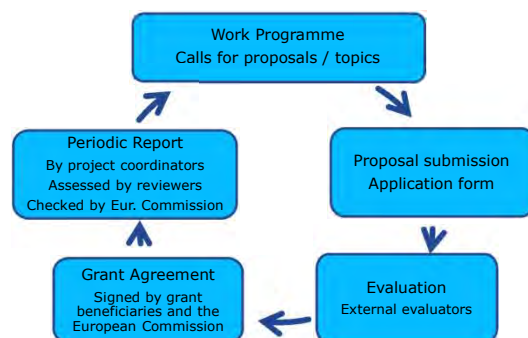
- 50 % men / women
- at least one expert with gender expertise



Evaluation panels and expert groups for the EC

- 40 % under-represented sex taking into account the situation in the field of the action

19



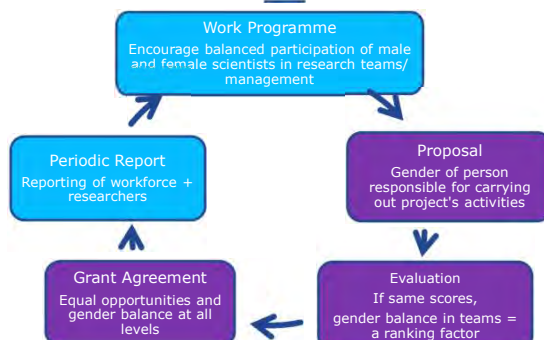
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Gender balance and equal opportunities in research teams



21



22



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

23



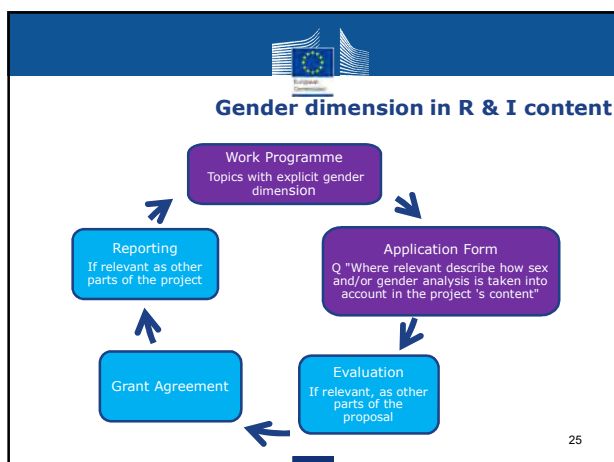
Gender dimension in the content of R&I



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

24



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.

26

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

27

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

28

V. Gender on the Participant Portal and useful resources

29

The Participant Portal

<http://ec.europa.eu/research/participants/portal/desktop/en/opportunities>

30

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.

http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/gender_en.htm

31

TOPIC : Innovative sustainable solutions for improving the safety and dietary properties of seafood

Topic Identifier: BG-08-2017
Publication date: 14 October 2015

Types of action: IA Innovation action
DeadlineModel: single-stage
Opening date: 04 October 2016

Deadline

Scroll down the blue box. You will see which are the cross-cutting issues related to the topic you have selected

Cross-cutting Priorities:
Socio-economic science and humanities
Gender

Call budget preview

Topic Description
Specific Challenge

Less

32

Vademecum on Gender Equality in Horizon 2020

Practical guidance on the application of Gender Equality provisions.

https://ec.europa.eu/research/swafs/pdf/pub_gender_equality/2016-03-21-Vademecum_Gender%20in%20H2020-clean-rev.pdf

33

GENDER-NET

PROMOTING GENDER EQUALITY IN RESEARCH INSTITUTIONS AND INTEGRATION OF THE GENDER DIMENSION IN RESEARCH CONTENTS

HORIZON 2020

European Commission

34

GenPORT

The world's best resources on gender and science

GenPort is the online community of practioners for sharing knowledge and inspire collaboration.

www.genderportal.eu

35

Gender Equality in Academia and Research - GEAR tool

Making a Gender Equality Plan

What is a Gender Equality Plan? Why change must be structural? What the EU has to say

Are you ready to develop a Gender Equality Plan? **The GEAR step-by-step guide**

GEAR action toolbox: In need of arguments? Analytical paper on gender mainstreaming in academia

Obstacles and solutions: Who is the GEAR guide for? Opinion paper on gender mainstreaming in academia

Download the complete GEAR tool PDF (18.08.2016)

Learn more:
Research agendas
European of actions
Policy resources
Watch the GEAR tool video series
Download

GEAR's Tool for Institutional Transformation
Watch an EU video on gender in science and research
Legislation and policy documents
Watch the GEAR tool video series

<http://eige.europa.eu/gender-mainstreaming/tools-methods/GEAR>

36

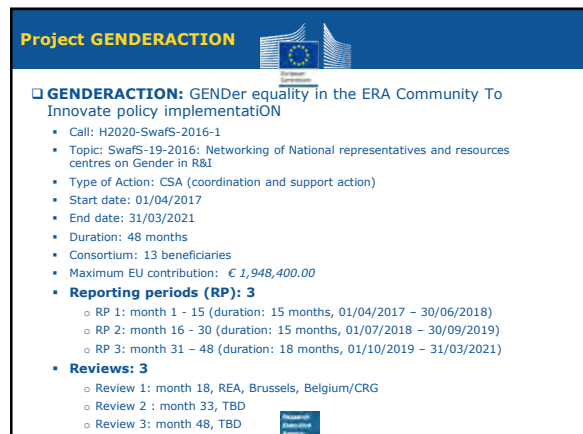


**Thank you very much for
your attention!**

For further information please contact:

RTD-GENDERINRESEARCH@EC.EUROPA.EU

37





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

Financial aspects

- ❑ **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 allowance (KEEP RECORD, AMGA, pp. 81 -82)
 - Equipment costs (AMGA, pp. 83 – 87)
 - Consumables
 - Dissemination costs
 - CFS (!)
 - Translation costs
 - IPR 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

Financial aspects

- ❑ **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.

Tip: Use the editable charts on the website of the European Central Bank at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

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)**



Information obligation / Amendment



Type of amendments:

- Change of **coordinator** – FPA and SGA
- Change of the coordinator's **bank account** for payments – SGA
- Adding / removing a **beneficiary** – FPA and SGA
- Change of beneficiary due to **'partial takeover'** – FPA and SGA
- Removal or addition of **linked third party** – FPA and SGA
- Change of **Annex1** (description of the action) – SGA
- Change of action's **title, acronym, duration, reporting periods** – FPA and SGA
- Change of **Annex 2**: Estimated budget – SGA

Requested / initiated by the Consortium or REA;


Prepared **electronically** in the Participant Portal.

Coordinator **submits** and signs amendments on behalf of the beneficiaries;


Amendment requests **cannot be modified** (if modifications are needed, the requesting party has to withdraw and submit a new one)

Requests containing several changes to the GA will be considered as a package, **partial approval is not possible**. Requests will be signed or rejected by the REA as a whole. There is no 'partial approval' of amendments.

Contact REA PO Project Officer before initiating an amendment!




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




Periodic Reporting



❑ **Periodic Technical 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:**
http://ec.europa.eu/research/participants/data/ref/h2020/gm/reporting/h2020-templ-periodic-rep_en.pdf




Periodic Reporting




❑ **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 Reporting



❑ **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"**
 - Beneficiaries (including Coordinator) prepare their individual Financial statements, signed electronically (FSIGN) and submit to Coordinator
 - Coordinator "marks for submission" all reports to be submitted to REA
 - Coordinator submits all reports in one package
 - Full package rejected if one document requires changes or corrections



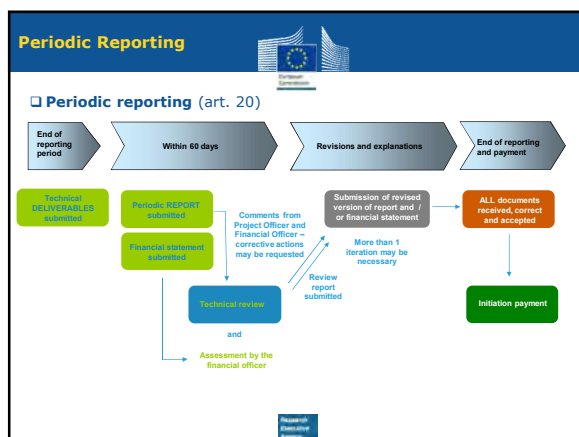
Reviews

Reviews (art. 22)

- 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

Reviews

- 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



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 REA

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
- Address the public policy perspective of EU research & innovation funding

Acknowledgement of EU funding (Art. 38.1.2) by using

- EU emblem (<http://publications.europa.eu/code/en/en-5000100.htm>)
- 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"

http://ec.europa.eu/research/participants/data/ref/h2020/other/gm/h2020-guide-comm_en.pdf

Thank you for your attention!

Simona MISITI
REA – Research Executive Agency

<http://ec.europa.eu/research/rea>

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TECHNOLOGICKÉ CENTRUM AV ČR

Project reporting

GENDERACTION Kick-off meeting

Prague, 22 May, 2017

Milena Lojková
Financial NCP, TC CAS

Source: EC presentations and guidance documents

TECHNOLOGICKÉ CENTRUM AV ČR

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

TECHNOLOGICKÉ CENTRUM AV ČR

IT Tools Participant Portal

- Continuous reporting module
- Periodic reporting module

Project starts → End period 1 → End period 2 → Project ends

Continuous Reporting Module

Periodic Periodic Final

3

TECHNOLOGICKÉ CENTRUM AV ČR

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.

4

TECHNOLOGICKÉ CENTRUM AV ČR

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

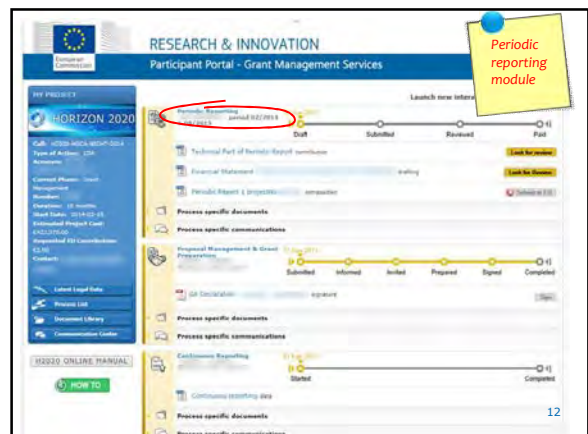
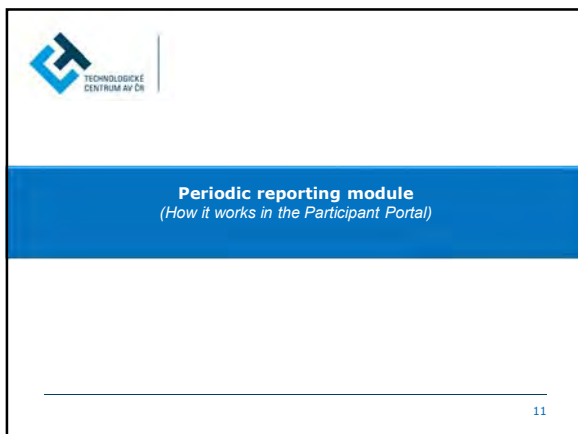
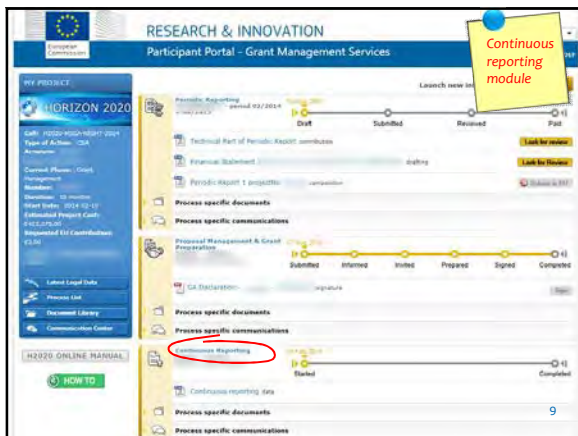
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TECHNOLOGICKÉ CENTRUM AV ČR

Continuous reporting module

(How it works in the Participant Portal)

6




The screenshot displays the Horizon 2020 Participant Portal interface. On the left, a sidebar shows project details for 'HORIZON 2020' and 'CSC - Scientific research for the environment'. The main area features a timeline of milestones. The 'Periodic Reporting' milestone is highlighted, showing a submission date of 02/2019. Below this, a list of documents is displayed, including 'Technical Part of Periodic Report contribution', 'Financial Statement', 'Periodic Report 3 generated', 'Process specific documents', and 'Process specific communications'. A red circle highlights the 'Lock for review' button next to the 'Periodic Reporting' milestone.

- 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 screenshot displays the 'RESEARCH & INNOVATION Participant Portal - Grant Management Services' interface. On the left, there's a sidebar with 'HORIZON 2020' branding and project details for 'UCL Horizon Research Project' (Type of Action: IMA, Duration: 18 months, Start Date: 2014-01-01, Estimated Project Cost: 6402,179,000). The main content area shows a 'Periodic Reporting' timeline for 'period 02/2014' starting on '10/2013'. The timeline stages are 'Draft', 'Submitted', 'Reviewed', and 'Final'. Under the 'Draft' stage, there are three links: 'Drafting Part of Periodic Report submission', 'Financial Statements' (highlighted with a red circle), and 'Financial Report: 3 paragraphs completion'. To the right of the timeline, there are buttons: 'Look for missing' (under Drafting), 'Look for missing' (under Financial Statements), and 'Submit for final' (under Financial Report completion). Below the timeline, there are sections for 'Process specific documents' and 'Process specific communications'.

Applicable exchange rate
= average of the daily exchange rates calculated over the corresponding reporting period.

See ECB website:
<http://www.ecb.europa.eu/stats/exchange/eurofxref/html/eurofxref-graph-czk-en.html>



Explanation on the Use of Resources

PERSONNEL COSTS

- Number of person-months per work package

SUBCONTRACTING

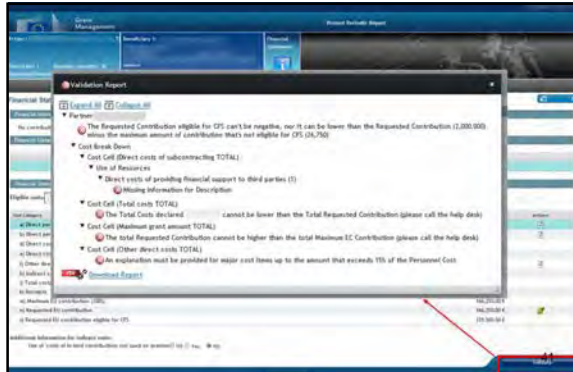
- Description of the subcontract
- Was it foreseen in Annex 1?

OTHER DIRECT COSTS

- Only if the amount exceeds 15% of personnel costs
- Explanation of major cost items

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


19



Financial Statement - Validation function

20

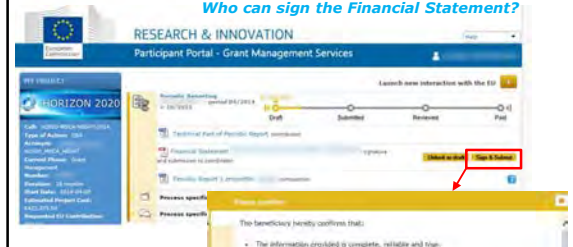
Who can fill in the financial statement?



- 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.

21

Who can sign the Financial Statement?



Who?

- Project Financial Signatory (PFSIGN)

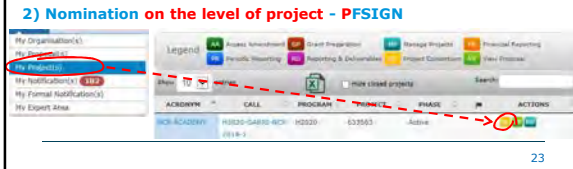
22

1) Nomination on the level of organisation - FSIGN




FAQ: Who nominates the Project Financial Signatory?

2) Nomination on the level of project - PFSIGN

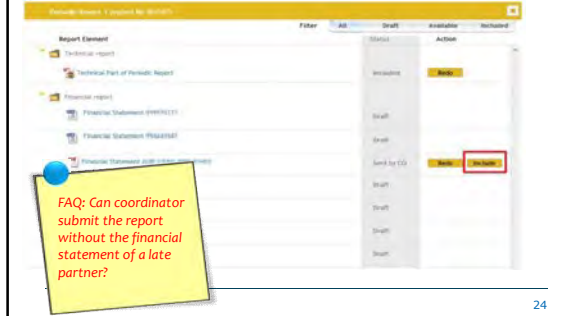


23



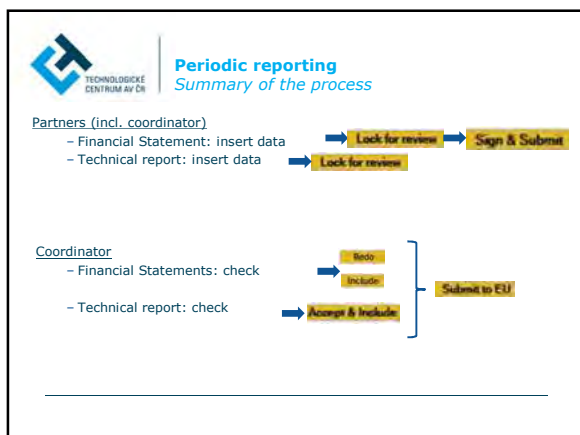
Individual Financial Statements

Approval by the Coordinator



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

24



H2020 Online Manual
Reports & payment requests

Reference documents

- Periodic Report Template R14; 1A, C34, S12, MGS
- For details of the following topics, see the relevant article of the H2020 annotated model grant agreement:
 - Reports & payment requests - Article 20
 - Deliverables - Article 15
 - Reimbursement rates & types of costs - Article 6
 - Eligible & ineligible costs - Article 6
- Model grant agreements

Related links

- H2020 Online Manual: section on roles & access rights
- Horizon 2020 Coordinators' Day on How to Prepare Amendments and Reports
 - Follow the latest recorded information session organised by the Commission for Grant Coordinators:
 - Participant's Guarantee Fund (starts at 2:22:18)
 - Reporting and payments - legal basis (starts at 4:19:36)
 - Reporting and payments - business process and IT tool (starts at 4:40:40)
 - Model Grant Agreement / Financial issues: Avoiding common errors (starts at 5:45:23)
 - You can also check the full agenda with presentations.
- Detailed description of the grant management tool in the IT How to guide **HOW TO**







GENDERACTION project management

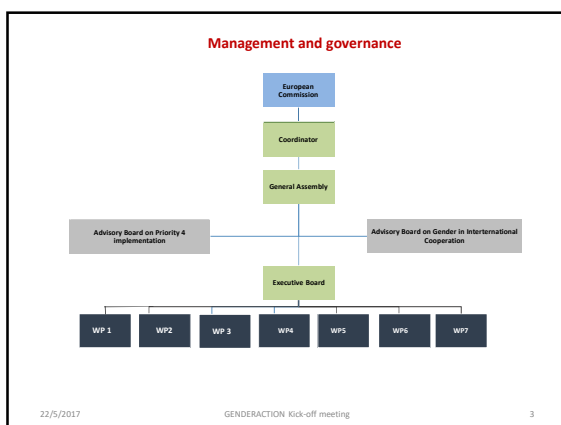
Laura Henderson
Institute of Sociology of the Czech Academy of Sciences
Centre for Gender and Science

22/5/2017
GENDERACTION Kick-off meeting
1

Presentation overview

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

22/5/2017
GENDERACTION Kick-off meeting
2



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

22/5/2017
GENDERACTION Kick-off meeting
4

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

22/5/2017
GENDERACTION Kick-off meeting
5

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

22/5/2017
GENDERACTION Kick-off meeting
6

Advisory Boards

- **Advisory Board on ERA Priority 4 Implementation**
 - HG representatives not participating in GENDERACTION
- **Advisory Board on Gender in International Cooperation in STI**
 - Prof Gloria Bonder, the UNESCO Regional Chair Women Science and Technology in Latin America and coordinator of the Global Network of UNESCO Chairs on Gender
 - Dr Elizabeth Pollitzer, 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?

22/5/2017

GENDERACTION Kick-off meeting

7

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

22/5/2017

GENDERACTION Kick-off meeting

8

Thank you 😊

22/5/2017

GENDERACTION Kick-off meeting

9

GENDERACTION WP 3 Gender Roadmap Priority 4 benchmarking

3.1. ERA Roadmap benchmarking 3.2. Assessment of implementation

Roberta Schaller-Steidl, BMWFW | Angela Wroblewski, IHS

Status: May 2017

Context and introduction

www.bmwf.at

GENDERACTION | WP3

Objectives

1. Map and benchmark ERA roadmap priority 4 strategies and actions
2. Develop a methodology to assess and measure progress in ERA Roadmap priority 4 implementation
3. Analyse and assess progress in ERA priority 4 implementation and coordination

3.1 ERA Roadmap Benchmarking

Analysis | Questionnaire | Workshop | Communication HG and EU Pres

3.2 Assessment of implementation

Analysis good practices | Indicators | Workshop | Communication HG and EU Pres

Austrian contribution
GENDERACTION proposal WP 3, Task 3.1 – ERA Roadmap benchmarking and Task 3.2 – Assessment of implementation (Task Leader AT), member of the Executive Board Subcontractor: Institute of Advanced Studies (IHS)

Helsinki Group | Subgroup ERA Governance

Subgroup Issues

- ✓ Synopsis of NAP's implementation, indicators;
- ✓ Good practices NAP's implementation and strategies;
- Possibilities of joint NAP's;
- Publication of HG outputs on Council an EC webpages;

Work already done ✓

EC: Synopsis of the NAP's, presented at ERAC plenary December 2016
HG-SG: Prepared a preliminary analysis of 25 NAP's
HG-Chair: Presentation of results (ERAC plenary, ERA Workshop mid March 2016, Malta)

HG Meeting, March 2017 ✓

- Distribution of the PPP „Genderdimension in ERA Roadmaps“ to HG members
- Information about GENDERACTION

First steps taken ...

www.bmwf.at

- 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

www.bmwf.at

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

www.bmwf.at

- 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

www.bmwf.at

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, Begium, Germany, Switzerland

Group B

www.bmwf.at



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

www.bmwf.at



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

www.bmwf.at



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

www.bmwf.at



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 ...

www.bmwf.at



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

www.bmwf.at



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 8 events in total

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

Target Groups:

- National Representatives
- Stakeholders
- H2020 National Contact Points

WP4 Tasks



Task 4.2: Best Practice Exchange

Task Leader: **UoM** Contributors: RPF, DLR, NHRF (EIE), ISAS

T 4.2.1 M1 - M46 Best practice exchange through setting up of common information archive for all national representatives, NCPs: information packs, tools and documents material, policy briefs and toolkits, case studies, interviews with experienced national representatives, representatives of national authorities etc., European Commission, links to relevant websites.

T 4.2.2 M6-M46 Mutual learning workshops (twinning): coaching, knowledge sharing visits, small group events

T 4.2.3 M8- M14 Best-Practice exchange event of (20) EU funded projects (FP7; SIS / H2020; SWAFS) and Helsinki Group to support institutional change state in universities and research institutions



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)

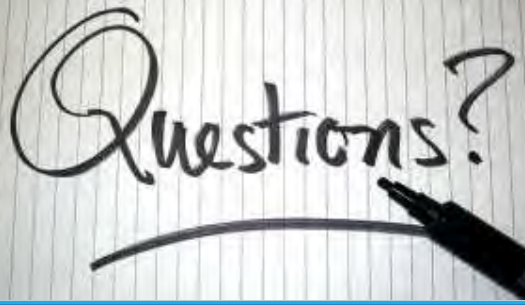
1 Milestone:

- 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?



Kalypso Sepou (ksepou@research.org.cy)
Head of Unit
European Research Programmes and International Collaboration
Research Promotion Foundation



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


Task Number	Title	Leader
Task 5.1	Reporting to the Helsinki Group on Gender in Research and Innovation	ISAS CR
Task 5.2	Exploring the gender dimension of Open Science and Innovation policy	NHRF (EKT)
Task 5.3	Mapping and contacting other ERA relevant stakeholders involved in R&I policy at national and EU level	MINECO
Task 5.4	Communication with other ERA relevant stakeholders	MINECO
Task 5.5	Policy advice on Gender in European Funds for R&I (H2020 and FP9, as well as ERDF and ESF)	MINECO



DURATION & EFFORT


April 2017 – March 2021

Partner number and short name	WP5 effort
1- ISAS CR	9.00
2- BMWF	0.60
3- EFP	0.60
4- ERL	0.20
5- NHRF (EFP)	9.60
6- MINECO	13.00
7- EL	1.60
8- MED	0.60
9- MIZ	0.60
10- UMB	0.60
11- EUPC	0.20
12- THUTAS	0.60
Total	56.00




DELIVERABLES

REFERENCE	TITLE	DUE DATE (MONTH)	LEAD BENEFICIARY
D 11 / D5.1	Report on "Strategic advice for enhancing the gender dimension of Open Science and Innovation policy"	31 January 2018	MINECO
D 12 / D5.2	Annual reports to the Helsinki Group	31 March: 2018, 2019, 2020, 2021	MINECO
D 13 / D5.3	Report on "Mapping promising practices and policy advice on gender mainstreaming in European Funds for research and innovation"	30 September 2020	MINECO




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 WP5 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.



Task 5.1
Reporting to the Helsinki Group on Gender in Research and Innovation (HG)

- 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
 - GENDERACTION will liaise with HG co-chair and heads of subgroups for detailed planning of the work to be presented at meetings
- 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




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.



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)

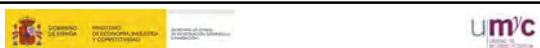
- Main R&I actors (*which positions?*) in EU Council rotating Presidencies:
 - Malta and Estonia in 2017;
 - Bulgaria and Austria in 2018;
 - Romania and Finland in 2019;
 - Croatia and Germany in 2020;
 - Portugal and Slovenia in 2021.
- Delegates at ERAC, ERAC Working Groups (OSI & ad hoc) and ERA-related groups (HG, SGHRM, SFIC, ESFRI, GPC)
- 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.

(...)



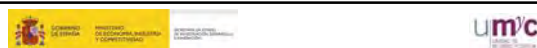
...ERA relevant stakeholders (preliminary proposal for task 5.3, cont.)

- Leaders of umbrella organizations at [ERA Stakeholders Platform](#) - both members (EARTO, LERU, EUA, Science Europe, CAESAER) and official observers ([EU-Life](#), [EIRMA](#), [ERRIN](#), [ERF-AISBL](#) and [TAFTIE](#))-, + 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?...

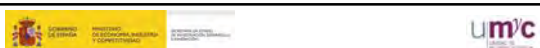


Communication Channels

(proposals/questions to discuss for task 5.3)

Why, who, how, when... to establish communication with the identified relevant stakeholders? E.g.:

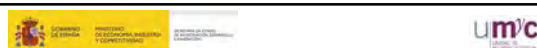
- **Why**: what could/should we have to offer to partners/stakeholders?...
- **Who**: MINECO and/or nominated partners? Depending on type of stakeholders? Related to advances in other tasks/WPs? ...
- **How**: draft letters for (each type of) stakeholders? ...
- **When**: 1st contact? How often? Depending 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

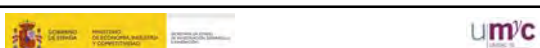
- Task Leader: MINECO. Contributors: all (associate) partners but especially the coordinator (ISAS) and those from the countries involved in EU Council rotating presidencies 2017-2020 (MT, AT, RO)
- Start: June 2017. End: September 2020
- Aimed at liaising with other ERA relevant stakeholders to:
 - 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

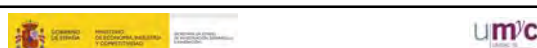
Policy advice on Gender in European Funds for R&I (H2020 and FP9, as well as ERDF and ESF)

- 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

REFERENCE	TITLE	DUE DATE	LEAD BENEFICIARY
MSB	<p>Communication established.</p> <p>Established communication with responsible national and EU stakeholders and EU Presidencies. WP leader receives a list of contacts used by responsible partners.</p>	31 October 2017	MINECO



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 :
<http://register.consilium.europa.eu/doc/srv?l=EN&f=ST%2016763%202008%20INIT>

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
- Replies 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 and
- 2) gender dimension in research content

The assessment will be based on

- 1) quantitative and
 - 2) qualitative methods
- 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) through a second assessment in 2019, among the participating countries and supra-nationals (UN, OECD)



Summative evaluation of the impact made and
Suggestions for future improvements where necessary

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"
- https://ec.europa.eu/commission/commissioners/2014-2019/moedas/announcements/launch-elsevier-report-gender-global-research-landscape-gender-equal-science-better-science_en

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, ISAS, UL, Adv. Board

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

<p>Goal:</p> <p>Developing international coordination of G&S structures and strengthening of gender mainstreaming in STI systems</p>	<p>Steps:</p> <p>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.</p> <p>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.</p>
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TASK 6.3 (July 2017- March 2020)
Identification of and networking with Gender & Science (G&S) structures in third countries

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>
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GENDERACTION planning upcoming tasks

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22/5/2017
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1

Overview of deliverables and tasks: WP 1 Ethics (ISAS)

Task	Task Leader	Start	End	April	May	June	July	August
Month				1	2	3	4	5
Ethics	ISAS	M1	M48					
Task 1.1 Consent procedure and templates	ISAS	M1	M48	D1				
Task 1.2 Data protection plan	ISAS	M1	M48					D2

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2

Overview of deliverables and tasks: WP 3 ERA Roadmap monitoring (ISAS)

Task	Task leader	Start	End	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan 2018
Month				1	2	3	4	5	6	7	8	9	10
Milestones						M2 q's agreed			M3 Mapping complete				
Task 3.1 ERA Roadmap priority 4 benchmarking	NHRF (EIE)	M2	M42										
Coordinate with Advisory Board													
Task 3.2 Assessment of ERA priority 4 implementation	BMFWF	M6	M46										D5 Report ERA priority 4

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3

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

Task	Task leader	Start	End	April	May	June	July	August	Sept
Month		M1	M46	1	2	3	4	5	6
Milestones									M7 Database contacts RPF, DLR, NHRF (EIE), ISAS
Task 4.1 Targeted training seminars	RPF	6	46						
Task 4.2 Best practice exchange + mutual learning workshops	UoM	1	46						

RPF, DLR, NHRF (EIE), ISAS: Establishing a common information archive

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4

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

Task	Task leader	Start	End	April	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Jan
Month		M1	M48	1	2	3	4	5	6				
Milestones										M6 Task plan comm. with EU + EU + EU Pres.			
Task 5.1 Reporting to the HG	ISAS	1	48										
Task 5.2 Exploring the gender dimension of Open Science and Innovation policy	NHRF	1	10										D11 Report on gender dimension Open Science
Task 5.3 Mapping + contacting ERA stakeholders	MINECO	3	7										
Task 5.4 Communication with other ERA related stakeholders	MINECO	4	42										
Task 5.5 Policy advice on gender in European funds for R&I	MINECO	5	42										

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5

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

Task	Task leader	Start	End	April	May	June	July	Aug	Sept	Oct	Nov
Month		M4	M36	1	2	3	4	5	6	7	8
Milestones											
Task 6.1 Dissemination of the HG / SPAC joint guidelines	UL	4	11								
Task 6.2 Assess current practices of integrating gender in STI	UL	5	36								
Task 6.3 Identification of and networking with Gender & Science structures (regional and national) in third countries	MINECO	12	30								

UL, MINECO, ISAS
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

D10 Method work mass gender in int coop

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6

**Overview of deliverables and tasks:
WP 7 Communication and Dissemination (ISAS)**

Task	Task leader	Start	End	April	May	June	July	Aug	Sept	Oct	Nov
Month		M1	M48	1	2	3	4	5	6	7	8
Milestones											
Task 7.1 Develop communication and dissemination strategy	ISAS				D17 Com + Dis strategy						
Task 7.2 External communication	ISAS					Publish flyer	Publish website				

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7

Overview of deliverables – RP 1

Del. No	Name	lead partner	month due
D1	Consent Form	ISAS CR	1, April 2017
D2	Data Protection Plan	ISAS CR	5, Aug. 2017
D3	Kick-off meeting report	ISAS CR	3, June 2017
D5	Report on national roadmaps and mechanisms in ERA priority 4	ISAS CR	10, Jan. 2018
D11	Report on "Strategic advice for enhancing the gender dimension of Open Science and Innovation policy"	MINECO	10, Jan. 2018
D14	Methodological framework to assess gender in international cooperation in STI	UL	8, November 2017
D15	Report on the dissemination of the HG/SFIC guidelines	UL	11, Feb. 2018
D17	Communication and dissemination strategy	ISAS CR	2, May 2017

22/5/2017

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8

Project meetings overview

Month	Place	Participants	Year
Q1	Prague	Kick-off: GA + AB + EB	1
Q2/3	Madrid	EB	
Q4	Brussels	GA + AB + EB	
Q6	Brussels	GA + AB + EB	2
Q7	Luxembourg	EB	
Q8	Brussels	GA + AB + EB	
Q10	Brussels	GA + AB + EB	3
Q 11	Cyprus	EB	
Q12	Brussels	GA + AB + EB	
Q 13	Prague	EB	4
Q14	Brussels	GA + AB + EB	
Q16	Brussels	GA + AB + EB	

22/5/2017

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9

Thank you for listening!

22/5/2017

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10