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EQUALIST

Gender Equality in Information Sciences and Technology

UMINHO GEPs Sustainability Plan
(Annex to D5.4 Sustainability and Replication Report)



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1 Overall strategy of the Sustainability Plan

Once the EQUAL-IST project is completed, we need to ensure that some actions/activities developed in the context of this project in the University stay active. We focused on 5 core sustainability initiatives, namely:

- Taking advantage of the created synergies with the Regional and National Government by signing the protocol of collaboration with Committee for Citizenship and Gender Equality (National Government Level) and the Municipal Space for Equality (Regional Government Local). Both protocols will support future collaboration in activities of common interest;
- Collaboration between the organic units of UMINHO, other Portuguese Universities and the government in the context of the Gender Equality Observatory tool;
- Co-organization of annual events on Gender Equality and Technology focusing the several themes addressed by the EQUAL-IST project (communication, education, research, industry and policy);
- Engagement of UMINHO's GEP Working Group and National Working Group in discussions and activities that can later take advantage of funding opportunities for internal projects, national projects as well as H2020 Projects; and
- Teaching and research initiatives such as visits to secondary schools to engage women in engineering; and receiving students from secondary schools to visit the University showing and introducing the topic of gender equality in their activities.

The most part of these initiatives listed above blend the external and internal focus, so we ensure the internal sustainability of the project's results and the external dissemination of knowledge and tools developed during the 36 months' project. Furthermore, the links established with government's entities and other universities also ensure that top management at the University of Minho understands the key role the university can play in advancing gender equality values and initiatives in Portuguese higher education.

1.1 Sustainability objectives

The project initiated an important internal discussion regarding the gender equality challenges faced by faculty, students and administrative staff and allowed for the implementation of a gender equality plan. Therefore, after this first stage, for which 36 months duration was of key relevance since we had to address many cultural issues and long-established perspectives, it is now possible to progress with new goals for the University, including:

- O1. To formally create the inclusion and diversity office.
- O2. Creation of a multidisciplinary research and teaching group on gender equality, joining members from most of the organic units of the University.
- O3. To have at least one new project in the Gender Equality area every year.
- O4. To organize the EQUALITECH conference every year.
- O5. To keep the Gender Equality Plan updated and active.

1.2 Design process of the sustainability plan

The goals were defined taking into account the project's structural impacts. The sustainability goals were defined for a time range of 3 years and were considered the feasible ones. We defined goals so that when implementing initiatives to achieve them, the EQUAL-IST addressed dimensions are addressed as well:

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- The creation of the Office mentioned in O1 will equip the university to address issues emerging in the research, teaching, human resources management and communication dimensions and to develop transversal solutions.
- Reaching O2 means to strengthening gender equality research and ensuring that it has a relevant internal impact on mindsets and structures.
- Reaching O3 will ensure the financial sustainability of the gender equality research and teaching.
- O4 will ensure that the University's efforts and results in the area of Gender Equality are communicated externally, thus engendering new synergies.
- Reaching O5 implies that the University fully integrated the gender equality values and principles.

The UMINHO's GEP Working Group implemented several meetings to discuss the sustainability goals and plan. The UMINHO's GEP Working Group integrates several academic managers and research leaders. Through the protocols signed by the Rector's team, we were able to validate the defined goals.

1.3 Plan to sustain outcomes beyond the project end

In order to achieve the defined goals, the following initiatives will be implemented:

- O1. To formally create the inclusion and diversity office.
 - To implement meetings with the present office for inclusion and the Rector's team to define the diversity function.
 - To support the changing of the Office's bylaws to include diversity and gender equality responsibilities.
 - To help defining a plan of activities to raise awareness and train teachers, researchers, staff and students in the gender equality principles and best practices.
- O2. Creation of a multidisciplinary research and teaching group on gender equality, joining members from most of the organic units of the University.
 - To implement regular meetings to discuss research interests and collaborations.
 - To apply for the formal creation of a multidisciplinary group in gender equality at the University of Minho.
- O3. To have at least one new project in the Gender Equality area every year.
 - To implement periodic discussions, within the multidisciplinary research and teaching group of O2, about national and international funding opportunities.
 - To submit a project proposal every year to a funding opportunity.
- O4. To organize the EQUALITECH conference every year.
 - To involve master and doctoral students in the various disciplines at the University in the organization of the conference.
 - To define the scientific and organizing committees, ensuring an adequate balance between genders.
 - To invite female speakers or male researchers interested in gender equality topics.
 - To send out a call for participation, nationally and internationally.
- O5. To keep the Gender Equality Plan updated and active.
 - To involve the University's stakeholders in annual discussions of the UMINHO GEP.
 - To ensure specific updates are formally approved and implemented.
 - To ensure the sustainability of the Observatory involving master and doctoral students in the various disciplines at the University in the support of the Observatory.

2 Sustainability Plan for the Areas of intervention of the EQUAL-IST Project

Action Title	Description	Links with the GEP implementation	Timeframe	Level of Implementation	Tentative targets	Intervention Area			
						1	2	3	4
[A1] Create the Inclusion and Diversity office	Extend the responsibilities of the present Office to include diversity and gender equality concerns.	To create infrastructures, processes and information Systems to support gender equality practices and the conciliation of life demands.	1-3	University	To address issues emerging in the research, teaching, human resources management and communication dimensions and to develop transversal solutions. To ensure the balance between professional and personal life.	X	X	X	X
[A2] To promote discussions within the UMINHO's GEP Working Group	Engagement of the group in multidisciplinary research and teaching discussions and activities focusing gender equality [Internal level]	To engage faculty and students in the discussion of gender equality practices.	1-3	Implemented at the School/Faculty and University	To ensure all planned actions/activities in this GEP Sustainable Plan. to strengthening gender equality research and ensuring that it has a relevant internal impact on mindsets and structures. To ensure the financial sustainability of the gender equality research and teaching.	X	X	X	X

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<p>[A3] To organize annual events on Gender Equality and Technology</p>	<p>Organization and Co-organization of conferences, workshops and seminars on Gender Equality and Technology focusing the several EQUAL-IST's themes (communication, education, research, industry and policy)</p>	<p>To organize scientific and technical events specifically related to gender equality in academic contexts</p> <p>To trains top and middle managers in the application of informed and sensitive practices of gender equality</p> <p>To promote seminars to analyze gender issues on science and their implications</p>	<p>1-3</p>	<p>Implemented at the School/Faculty and University level (with support of National and Regional Government)</p>	<p>To organize the EQUALITECH (International Conference on Technology and Equality) every year.</p> <p>To ensure that the University's efforts and results in the area of Gender Equality are communicated externally, thus engendering new synergies.</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>
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<p>[A4] To implement the protocol with the National and Regional Government</p>	<p>Taking advantage of the created synergies with the Regional and National Government by signing the protocol of collaboration with Committee for Citizenship and Gender Equality (National Government Level) and the Municipal Space for Equality (Regional Government Local).</p>	<p>To create infrastructures, processes and information Systems to support gender equality practices and the conciliation of life demands.</p>	<p>1-3</p>	<p>Implemented at the School/Faculty and University level (with support of National and Regional Government)</p>	<p>To promote the involvement with the Internal/regional/national interdisciplinary networks or communities on gender equality and diversity.</p> <p>To promote the integration of the GEP into existing management policies and regulations of the University</p> <p>To achieve the periodic integration of considerations of diversity and gender quality in decision-making processes at all levels of University Management, in particular in the field of HR Management</p>	<p>X</p>			
<p>[A5] To upgrade Gender Equality Observatory</p>	<p>Enrich the information on the Observatory with initiatives, publications and projects about gender equality.</p>	<p>To create infrastructures, processes and information Systems to support fender equality practices and the conciliation of life demands.</p> <p>To create an observatory</p>	<p>1-3</p>	<p>Implemented at the School/Faculty and University level (with support of National and Regional Government)</p>	<p>Proper documentation and accessibility of all relevant Action materials, which can be reused in the future (e.g., code of conduct, diagnosis, and others)</p> <p>To realize diagnosis to the situation of men and women in the University and others Portuguese Universities</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>

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[A6] To communicate the Gender equality principles and best practices to teachers and students of secondary schools	Teaching and research communication initiatives such as visits and workshops focusing the Gender equality principles and best practices at secondary schools	To carry out events of dissemination in secondary schools ensuring the gender neutrality of the language used and presenting success stories involving both genders.	1-3	Implemented at the School/Faculty and University level (with support of National and Regional Government)	To engage secondary schools and their students in the discussions of gender equality practices To engage women in engineering To carry out events of dissemination in secondary schools ensuring the gender neutrality of the language		X	X	
Intervention Areas: 1. HR Management Practices and Projects 2. Institutional Communication 3. Teaching and (potential) students' services 4. Research Design and Delivery									

Table 1. Summary Table of Sustainable Actions on 04 Areas of intervention of the EQUAL-IST Project.

2.1 Create the Inclusion and Diversity office [A1]

Action's description

The Inclusion and Diversity office will equip the university to address issues emerging in the research, teaching, human resources management and communication dimensions and to develop transversal solutions. The following initiatives will be implemented in this action:

- To implement meetings with the present office for inclusion and the Rector's team to define the diversity function.
- To support the changing of the Office's bylaws to include diversity and gender equality responsibilities.
- To help defining a plan of activities to raise awareness and train teachers, researchers, staff and students in the gender equality principles and best practices.

Sustainability dimensions

- Rules and procedures

The extension the responsibilities of the present inclusion office will be institutionalized by integrating the concerns about gender equality and diversity in the Office's bylaws and, as a consequence, in annual internal reports and actions.

The Rectory has expressed an explicit interest in ensuring an internal space for the promotion of gender equality which works as an incentive to the extension of responsibilities. The Office is involved in the UMINHO's GEP Working Group and the SIG, therefore facilitating the communication of implemented actions and their results as well as engaging internal and external participants in new activities.

- Structures

The University of Minho already have the Office for Inclusion. Our goal is to extend the responsibilities of this Office to include diversity and gender equality concerns.

- Resources or Financial Planning?

The intention is to establish synergies with groups, researchers and the UMINHO's GEP Working Group so planned activities benefit from shared resources and funds. We foresee that collaboration in funded projects will ensure most of the necessary funds.

- Knowledge and expertise

The UMINHO's GEP Working Group will support the process of expanding the responsibilities of the Office of Inclusion.

- Consensus & Visibility

The international University's rankings require now that the best ranked Universities have GEP's in place and internal entities focusing gender issues. This is a strong external incentive to the extension of the Office's responsibilities.

2.2 To promote discussions within the UMINHO's GEP Working Group [A2]

Action's description

The UMINHO's GEP Working Group includes at least 1 faculty/researcher from each School/Faculty and the Inclusion office of UMINHO. External members of others Portuguese Universities, Researcher Centers,

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scientific societies, local/national government and others national initiatives on gender equality (e.g., IEEE Women in Engineering, Commission for Citizenship and Gender Equality, and others) are involved.

This committee is the basis for creating a research group that advances the gender research topics collaboratively in the University. The collaboration is central because there are colleagues in every unit with experience in gender topics and therefore an initiative located only in the Engineering school would not ensure the sustainability of the project's interventions.

The following initiatives will be implemented:

- To implement regular meetings to discuss research interests and collaborations.
- To apply for the formal creation of a multidisciplinary research group in gender equality at the University of Minho

Sustainability dimensions

- Rules and procedures

The group will start by exploring the synergies engendered during the execution of the EQUAL-IST activities to define its long-term strategy and plan. Once these are defined, the group will apply for the formal recognition by the University's management structures. In the long-term, we expect that this group becomes a research unit.

- Structures

The group will have a coordinator and will include members of all organic units of the University of Minho (and some external members), this guaranteeing that carried out activities have impact on the entire University.

- Resources or Financial Planning?

The excellence of the involved researchers ensures the human resources needed to apply for projects' funding from internal and external sources.

- Knowledge and expertise

The group integrates experienced researchers in the area of gender equality and diversity. EQUAL-IST allowed for the mapping of competences within the group that will allow for establishing the necessary connections to carry out the group's regular activities.

- Consensus & Visibility

The activities carried under the EQUAL-IST project created strong links between the group's members. These links will ensure the collaboration needed for future joint activities.

2.3 To organize annual events on Gender Equality and Technology [A3]

Action's description

Organization and Co-organization of conferences, workshops and seminars on Gender Equality and Technology focusing the several themes (communication, education, research, industry and policy). The purpose of this action will involve the national and international community and will involve the internal committee in an annual activity. The following initiatives will be implemented:

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- To involve master and doctoral students in the various disciplines at the University in the organization of the conference.
- To define the scientific and organizing committees, ensuring an adequate balance between genders.
- To invite female speakers or male researchers interested in gender equality topics.
- To send out a call for participation, nationally and internationally.

Sustainability dimensions

- Rules and procedures

The collaboration within the context of the UMINHO's GEP Working Group and SIG on Gender Equality ensures the annual organization of EQUALITECH as well as other initiatives (seminars, workshops, ...)

- Structures

The UMINHO's GEP Working Group and SIG on Gender Equality will take the responsibility of organizing the conference and other events annually and in different places in Portugal.

- Resources or Financial Planning?

After the project, the events organized, including EQUALITECH will have a symbolic fee to support expenses with the room and meals. To keep this fee as low as possible, the funding from industry, local government and other entities will be sought.

- Knowledge and expertise

The groups involved have the knowledge and experience in organizing these events.

- Consensus & Visibility

Collaborations with government bodies, education institutions and civic organizations, forged during the execution of the EQUAL-IST project ensure the success of the events in the future.

2.4 To implement the protocol with the National and Regional Government [A4]

Action's description

The purpose of this action is to take advantage of the created synergies with the Regional and National Government by signing the protocol of collaboration with Committee for Citizenship and Gender Equality (National Government Level) and the Municipal Space for Equality (Regional Government Local).

Both protocols will support future collaboration in activities of common interest as well as will support our participation in national projects and will ensure the sustainability of some activities of the GEP Sustainability Plan.

Sustainability dimensions

- Rules and procedures

These protocols define the scope of the joint activities as well as the responsibilities of the involved parties.

- Structures

The protocols will be reviewed annually as a starting point to define next years' activity plans. The coordination of activities will be implemented by the representative of the involved organizations.

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- Resources or Financial Planning?

The Protocol with the Committee for Citizenship and Gender Equality and with the Guimarães City Hall don't involve the funding from these entities but open opportunities for funded projects.

- Knowledge and expertise

UMINHO and the entities of the protocols integrate the required knowledge and expertise.

- Consensus & Visibility

All entities benefit from the opportunities emerging under the protocols.

2.5 To upgrade the Gender Equality Observatory [A5]

Action's description

The purpose of the Gender Equality Observatory is to make available material and infographics on gender equality developed from internal data as well as to promote partnerships and exchanges of experiences with researchers and teachers.

Sustainability dimensions

- Rules and procedures

Students from the various UMINHO's organic units will be involved in upgrading activities adjusted to their interests and skills.

- Structures

The University of Minho provides the virtual space for hosting the observatory.

- Resources or Financial Planning?

By stimulating the participation of master and doctoral students in the upgrading of structure and contents, we ensure the resources required for this activity.

- Knowledge and expertise

The knowledge and expertise needed exists in the UMINHO's GEP Working Group.

- Consensus & Visibility

The Observatory has got the attention of various stakeholders and is a communication tool for the University.

2.6 To communicate the Gender equality principles and best practices to teachers and students of secondary schools [A6]

Action's description

In this action the topic of gender equality is introduced to the high school students that visit the University every year as well as in the welcoming of secondary students when they visit the University showing and introducing the topic of gender equality in their activities.

Sustainability dimensions

- Rules and procedures

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These initiatives are already being carried out at the University of Minho. The integration of gender into internal and external actions will be supported by the UMINHO GEP's Working Group.

- Structures

The organization of all activities in this action is supported by the UMINHO GEP's Working Group.

- Resources or Financial Planning?

The external activities will be supported of Local and National Government; the internal activities are supported by University of Minho every year.

- Knowledge and expertise

The long experience in implementing these activities ensures the existence of the knowledge and experience required to implement future activities.

- Consensus & Visibility

These activities benefit from internal and external consensus.

3 List of Involved Stakeholders	
Position / Role	Name (gender) ¹
Director of the PHD Program in the Department of Information Systems	Isabel Ramos (W)
Director of the Department of Information Systems (Past Director)	Henrique Santos (M)
Director of the Department of Information Systems (Actual Director)	João Álvaro Carvalho (M)
Vice President of School of Engineering (EENG)	Rosa Vasconcelos (W)
Vice President of Institute of Social Science (ICS)	Emília Araújo (W)
Vice President of School of Science	António Mauricio Costa Fonseca
President of Institute of Biomaterials, Biodegradables and Biomimetics (I3BS)	Manuela Gomes (W)
President of School of Nursing	Maria Isabel Gomes Sousa Lage
Vice-rector of Institutional Development	Ricardo Machado (M)
Member of General Council of University of Minho	Luis Amaral (M)
UMINHO's GEP Working Group	
Associate Professor w/ habilitation, Department of Information Systems	Isabel Ramos (W)
Researcher Fellow	Victor Barros (M)
Assistant Professor, Institute of Arts and Humanities	Alexandra Abranches (W)
Assistant Professor, Department of Information Systems	Ana Alice Batista (W)

¹ The information in the brackets represents the stakeholder gender, where "m" stands for "man", "w" stands for "woman".

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Researcher of School of Medicine	Ana Mónica Sousa Pereira (W)
Assistant Professor with Habilitation at School of Sciences	António Mauricio Costa Fonseca (M)
School of Nursing	Arminda Anes Pinheiro (W)
Researcher at Social Science Institute	Carla Cerqueira (W)
Researcher at Institute of Arts and Humanities	Cátia Faria (W)
Assistant Professor, Production and Systems Department	Celina Pinto Leao (W)
Assistant Professor, School of Architecture	Cidália F. Silva (W)
Assistant Professor, School of Economics and Management	Emília Fernandes (W)
Assistant Professor, Social Sciences Institute	Emilia Rodrigues Araujo (W)
Assistant Professor, School of Economics and Management	Gina Gaio Santos (W)
Assistant Professor, Department of Information Systems	Helena Cristina Rodrigues (W)
Full Professor, Department of Information Systems	João Alvaro Carvalho (M)
Associate Professor with Habilitation, Department of Information Systems	Luis Amaral (M)
Research, School of Nursing	Manuela Almendra (W)
I3BS	Manuela Gomes (W)
Education Institute	Maria Custódia Jorge Rocha (W)
School of Nursing	Maria Isabel Gomes Sousa Lage (W)
Assistant Professor, Department of Information Systems	Maria Joao Pinto (W)
Associate Professor with Habilitation, Department of Information Systems	Maribel Yasmina Santos (W)
Assistant Invited, School of Law	Miriam Vieira Rocha (W)
Full Professor, Department of Information Systems	Ricardo J Machado (M)
Researcher at School of Medicine	Rita Ribeiro da Silva (W)
Associate Professor, Department of Textile Engineering	Rosa Vasconcelos (W)
Assistant Professor, Informatics Department	Solange Rito Lima (W)
Students representatives	
PHD student	Ana Margarida Trigo (W)
PHD Student	Carina Andrade (W)
IS Student, Department of Information Systems	Raquel Sofia Moreira Ferreira (W)
School of Medicine	Patrícia Espinheira Maciel (W)
Equal Opportunities Bodies	
SAGE Project	Ligia Amancio (W)
IEEE Women in Engineering	Carina Andrade (W)
Secretary of State of Citizenship and Gender Equality	Rosa Monteiro (W)
President of Commission of Citizenship and Gender Equality	Teresa Fragoso (W)

Vice Chair of SIG “Gender Equality in IST”

Anabela Mesquita (W)

4 Abbreviations

CEO	Chief Executive Officer
EQUAL-IST	Gender Equality Plans for Information Sciences and Technology Research Institutions
GEP	Gender Equality Plan
HR	Human Resources
ICT	Information and Communication Technologies
IST	Information Sciences and Technology
IS	Information Systems
IT	Information Technology
RPO	Research Performing Organisation
STEM	Science, Technology, Engineering, and Mathematics

5 Links to Detailed Descriptions and Further Materials

Add here links to materials which can be useful to support in contextualizing this Sustainability Plan, such as the 2 GEPs’ versions, monitoring reports, external evaluation reports, surveys that you have carried out internally, news on your RPOs’ website or dedicated web pages, etc.