

Gender Report of the Austrian Institute of Ecology

2011/2012

funded by the
Federal Ministry for Transport, Innovation and Technology (bmvit)
within the programme
FEMtech - Women in Research and Technology, FEMtech career

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Introduction

The Austrian Institute of Ecology was founded in Vienna in 1985 as a non-profit, non-governmental research organisation. In 1991 and 2002, two further offices were opened, one in Bregenz and one in Salzburg. 22 employees from different disciplines work on innovative ideas and strategies to achieve sustainable development. As a result of our versatile profile, we are able to target the specific needs of our clients.

The Austrian Institute is organised in four departments:

Construction, Urban and Regional Development

Urban and regional development, facility development and building consultancy, nature protection & landscape conservation, leisure & tourism, mobility research, Strategic Environmental Assessment (SEA), sustainable event management

Resource Management

Waste management and waste minimisation, sustainable products and services, cleaner production, optimisation of resources and eco-management systems, renewable raw material, efficiency and renewable energy

Communication, Information and Participation

Education and communication concepts, educational research, information systems and knowledge transfer, web design, graphic design, public relations, editing and layout of publications, design and completion of participation processes

Society, Science and Technology

Consumption and nutrition, energy consumption and climate change, technology policy and risk assessment, social topics of sustainability, gender and diversity issues, research education cooperations, empowerment and new governance

Since the foundation of the Austrian Institute of Ecology in 1985, the equal opportunities represent a main principle within the performance of research and consulting activities in the field of sustainable development. About a half of the employees of the Austrian Institute of Ecology (AIE) are women. These and other aspects were decisive when the AIE received the national prize for equal opportunities in R&D in 2009 for small and medium extrafaculty research institutes. Packages of measures developed and implemented in the project gender+ - funded by the Federal Ministry for Transport, Innovation and Technology (bmvit) within the programme *FEMtech - Women in Research and Technology, FEMtech career* - aim to structurally incorporate and therefore to institutionalize the principle of equal opportunities in the AIE in the long term. Through the organisational implementation of measures to enhance the balance between family and career and to support the individual planning of the career, the AIE aims to ensure its attractiveness for male and female researchers and experts.

The present gender report outlines the starting situation, the developed and realised measures and relevant results. The first part shows the structure of the staff, the percentage of male and female employees and the gender ratio in management positions. In addition, the ratio of full time and part time employees and the duration of employment is briefly described.

Gender+

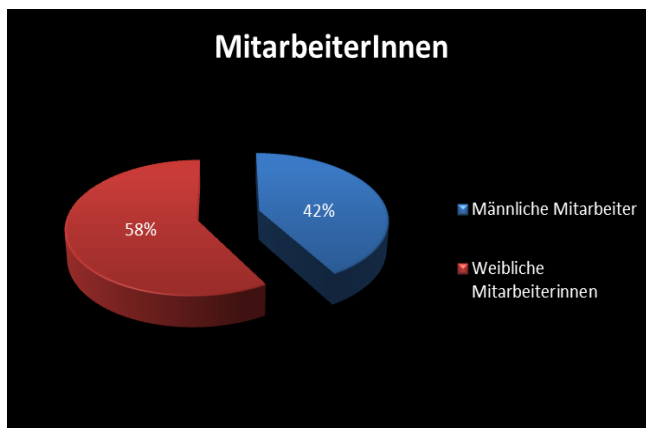
Structural implementation of gender and diversity mainstreaming at the Austrian Institute of Ecology: funded by the Federal Ministry for Transport, Innovation and Technology (bmvit) within the programme *FEMtech - Women in Research and Technology, FEMtech career*.

Starting position

At the beginning of the gender and diversity mainstreaming at the Austrian Institute of Ecology (AIE) factors such as the gender ratio of the staff, the age distribution and job tenure.

As shown in the following picture, staff of the AIE consists of about 15% more women than men. One female and one male employee have a different country of origin. The major part of the staff members is between 30 and 45 years. Out of all 22 employees, three women and four men are in management positions, i.e. are part of the executive council or are responsible for one department.

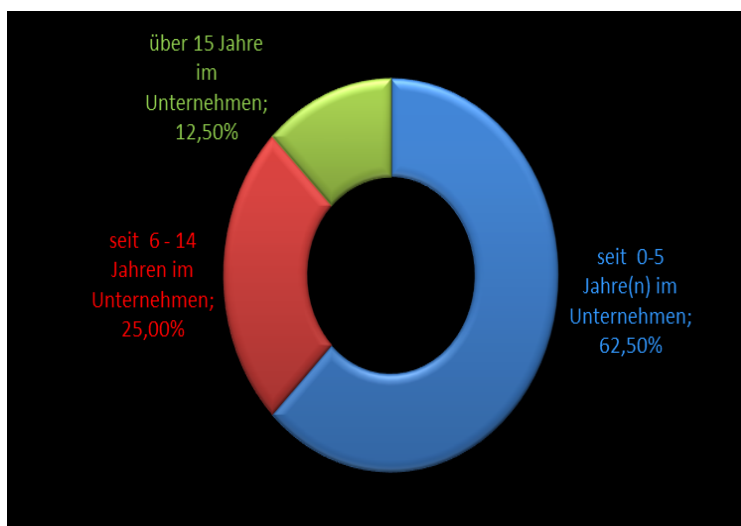
Picture 1 Gender ratio of staff (in percent)



The male-to-female-ratio in management positions is nearly balanced. The managing committee comprises two men and one woman. The distribution in leading positions is balanced (two departments are lead by men, two by women).

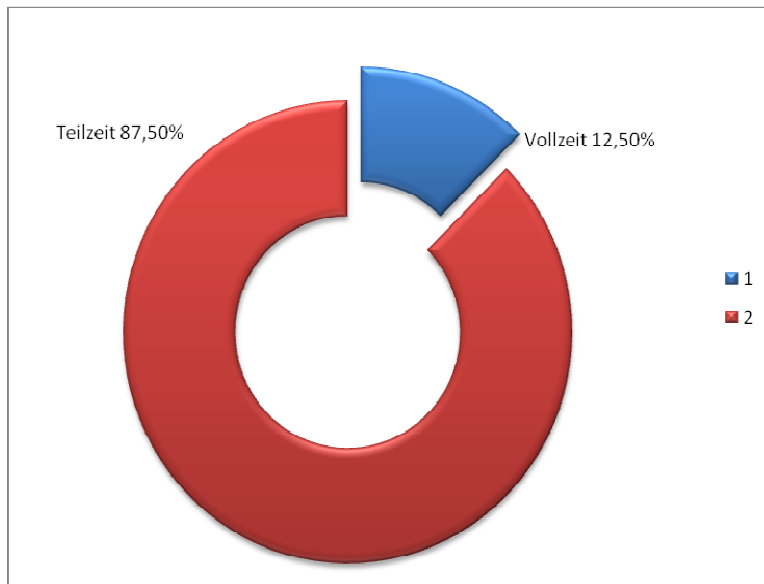
A male employee is responsible for the service office.

Picture 2 Duration of employment at the AIE



This picture shows that a relatively high percentage of the employees (62,5%) is part of AIE's team only for up to five years.

Picture 3 Ratio of full time and part time employees



Part-time appointments (87,5%) clearly outnumber the full time appointments. From January 2011 until April 2012, five staff members left or for parental or for educational leave. One female employee took the chance to change to a part time appointment to assure the possibility of caring for her parents.

Gender and Diversity Mainstreaming at the AIE

Set goals:

- Enhancement of the work-life-balance of all staff members by taking diversity aspects such as age, family, cultural or religious background into consideration
- Enhancement of the balance between family and career
- Establishment of the special unit “Gender and Diversity Mainstreaming” at managing committee level
- Opportunity for all staff members to improve skills and knowledge in gender competence by taking part in a Gender Competency Training
- Regular discussion on gender mainstreaming within internal events
- Support of the career of young researchers by providing opportunities for further education and a special programme of mentoring
- Visualisation of the gender competence and the gender equality policy at the AIE

Steps taken:

- Analysis of the actual state
- Programme on mentoring including guidelines for mentors and mentees
- Drafting of a handbook for new staff members
- Qualifying and transparent programme on further education, which provides for personal career planning
- Planning of coaching programme for paternal and educational leave and individual career management
- Step-by-step revision of the salary model to guarantee higher transparency
- Gender Competency Training for all staff members (two days)
- Discussion of gender and diversity mainstreaming in internal events, such as the Netday
- Establishment of a work group for implementation of gender and diversity topics into the research activities
- Design of communication tools to support the professional and informal exchange

Assessment of the current situation

A written questionnaire survey on the contentedness, needs and requests of optimisation was the basis for the design of measures on gender and diversity mainstreaming at AIE.

The following aspects were analysed

- Gender specific inequalities
- Reasons for identified inequalities
- Influencing factors
- Consequences of identified inequalities

in order to design measures for a structural implementation of gender and diversity equality.

The following areas were analysed in the survey:

1. Organisational culture and work climate
2. Dealing with diversity and representation of all staff members
3. Work-Life-Balance
4. Parental and educational leave and leave for caring for family members
5. Workplace design, work structures, working time
6. Appraisal of work
7. Salary
8. Personnel
9. Staff requirement, staff recruitment, personnel lay off
10. Personnel progress
11. Further education
12. Public relations and communication policy

In this written questionnaire survey the staff members reflected on the contentedness, needs and requests of optimisation from their point of view. A main aim was to find out what possibilities for optimisation were realised by the employees and to design demand oriented packages of measures.

Summary of the results of the survey

There was not seen a direct relation between gender or job tenure and the results of the survey. Areas such as internal and external representation of staff members and their skills, culture of giving feedback and communication, a programme on further education and the design of the work place are worth to be optimised from the point of view of the employees who participated in the survey. Career advancement opportunities should be communicated better. By doing a gradually revision of the salary model, a fair distribution and higher transparency should be ensured.

According to the results of the survey, the contentedness is especially high in the areas of work-life-balance and work structures, above all from the point of view of staff members who have to care for family members.

Areas of improvement and packages of measures

The areas of improvement and the measures designed are divided into four overlapping areas:

1. Organisational culture and work climate, appraisal of work

Measures

- Support and backing of new staff members at the start in the institute | drafting of a handbook for new employees
- Staff appraisal | drafting of interview guides, evaluation
- Survey on contentedness and requests of optimisation | yearly written questionnaire survey, development of packages of measures
- Workplace design | creation of an attractive communication room
- Gender competence | yearly gender training, regular exchange on gender and diversity issues

2. Work-life-balance, parental leave and educational leave, leave for caring for family members, work structures, salary model

Measures

- Preventive health care | yoga course
- Optimisation of work structures | specific planning of work load
- Coaching regarding parental or educational leave | staff appraisal before and after parental or educational leave, nomination of responsible persons for ensuring the communication flow between the institute and persons on leave
- Transparent salary model | gradually revision of the existing salary model, involving the works council and managing committee

3. Internal communication and public relations

Measures

- Enhancement of communication opportunities for professional exchange and about successful projects | Newsletter, Jour fixe including various fields of work, closed meetings and Netdays
- Enhancement of informal communication possibilities and exchange | increased number of internal events and leisure activities for family and partners in life
- Internal and external representation of staff members | enhancement of the representation of female scientific staff members

4. Human resources development and further education and training

Measures

- Personnel progress | individual career management, mentoring programme
- Management of further education | qualifying transparent programme on further education
- Human resources management | special focus on enhancement of diversity within the scientific staff when recruiting employees

Achieved so far:

A crucial step for the structural implementation was the establishment of the special unit „Gender and Diversity Mainstreaming“ (GDM) which is responsible for the analysis of the areas and potential for improvement and the design and realisation of measures. This special unit serves as a contact point for all employees and is the interface between staff and the managing committee of AIE. In order to establish this special unit, a member of it attended a course on „Mainstreaming gender and diversity in modern organisations – applying and structural implementation in everyday working life“ in January 2012.

1. Organisational culture and work climate, appraisal of work

- ✓ Analysis of the survey on contentedness and requests of optimisation | written questionnaire survey, October 2011
- ✓ Adaptation of an attractive communication room | February to March 2012
- ✓ Two-days Gender Competency Training for all employees | March 2012
- ✓ Drafting of a handbook for new staff members | April 2012
- ✓ Drafting of interview guides for staff appraisal and job interviews | April 2012
- ✓ Netday with special focus on gender and diversity mainstreaming | Discussion of measures and on implementation of gender and diversity issues in the research activities, April 2012

2. Work-life-balance, parental leave and educational leave, leave for caring for family members, work structures, salary model

- ✓ Start of the step-by-step revision of the salary model | transparent definition of fields of actions and areas of responsibilities, revision since October 2011, April 2012: discussion within the managing committee
- ✓ Coaching regarding parental or educational leave | clarification of procedure and modalities and appointment of a responsible person to support staff members in the re-entry after leave, November 2011
- ✓ Revision of the employers/works council agreement to foster gender and diversity equity | implementation of the articles “flexible working time”, “leave for caring for family members” and “holidays of other officially recognised religions“, April 2012: revision by workers’ council and managing committee
- ✓ Preventive health care | weekly yoga course offered by a colleague and yoga teacher who holds a certificate, from April 2012

3. Internal communication and public relations

- ✓ Organisation of annual closed meeting | further examination, discussion and evaluation of measures to enhance gender and diversity equity will be on the agenda, date: June 2012, start of organisation February 2012
- ✓ Establishment of a work group to integrate gender and diversity issues in the research activities | April 2012
- ✓ Enhancement of the external representation of female staff members | At the *European Round Table for Sustainable Consumption and Production* (May 2012, organised and designed by the AIE) special emphasis was put on involving female researchers of AIE as workshop leaders or/and moderators. In this way, the presence and representation of female experts of the AIE is increased in an international environment.

4. Human resources development and further education and training

- ✓ Upgrading training of two female employees | course on project management successfully absolved by Andrea Wallner; certificate on civil engineering obtained and further training (training on the job) for techniques to measure and analyse ambient air absolved by Beate Lubitz-Prohaska; between May 2011 and April 2012
- ✓ Design of a qualifying programme on further education | This qualifying programme on further education provides enough flexibility so that individual career management can be taken into account, April 2012
- ✓ Design of a programme on mentoring including guidelines for mentors and mentees mentoring | appointment of mentors and mentees, design of profiling sheets, coordination of the mentoring programme, ongoing since December 2011

Future steps

All measures described in this Gender Report were implemented structurally and are continuously revised, completed and will be implemented also in future. Some of the measures that have been developed on basis of the questionnaire survey will still be treated at the closed meeting (June 2012) and consequently realised after it. Due to an intense exchange between employees and the representatives of the special unit GDM impulses for improvement are continually given, discussed and - where appropriate - realised.

Within a closer reflection on diversity of the team of the Austrian Institute of Ecology, when recruiting employees the focus will be on the age-group under 30 and over 50 years, on persons with special needs and on persons with different countries of origin. In addition, AIE will aspire to recruit male employees and to guarantee gender equity in leading positions, respectively, to enhance the female ratio in the managing committee.

A Gender Competency Training will provide the opportunity to discuss gender and diversity issues also in the coming year. At the moment, the Austrian Institute of Ecology aims to found a platform with other (research) institutions who are interested in gender and diversity mainstreaming and in supporting specifically female scientist.

Gender and diversity mainstreaming is seen as a continuous process at the Austrian Institute of Ecology, which will hardly ever be finalised totally as a AIE is a vivid and learning institution.