



# INSTITUTE OF URBAN AND REGIONAL DEVELOPMENT

## Director and Team in Cracow

ul. Cieszyńska 2  
30-015 Kraków  
tel. 12 634 29 53  
sekretariat@irmir.pl

NIP: 677-22-01-345  
NIP-EU: PL6772201345

## Team in Warsaw

ul. Targowa 45  
03-728 Warszawa  
tel. 22 619 13 50

# GENDER

# EQUALITY

# PLAN

for the Institute of Urban and Regional  
Development (IRMiR)

**Years 2022 – 2030**

Wdrożono dnia  
04.04.2022r

# GENDER EQUALITY PLAN for the years 2022-2030

## Table of contents

<a href="#">Introduction</a> .....	3
<a href="#">Methodology</a> .....	5
<a href="#">Working Plan</a> .....	6
<a href="#">Diagnosis – quantitative analysis</a> .....	9
<a href="#">Legal aspects</a> .....	12
<a href="#">Sources</a> .....	13

# GENDER EQUALITY PLAN for the years 2022-2030

## Introduction

The strategic mission of the Institute is primarily to support state, local and regional governments in the process of efficient management of cities and broadly defined spatial, local and regional development.

This task is achieved by:

a) **producing high-quality knowledge** examining a wide range of phenomena and development trends of cities, like spatial design and regional social, economic, and spatial evolution of urban areas.

b) **formulating guidelines and recommendations** to bridge the gap between cities' development and preventing general social inequalities in Poland. These recommendations are of a scientific and expert character. Therefore, they are formulated to serve three target groups: scientists, experts, and local and central government representatives.

1) recommendations for scientists aim to explain and generalize various processes and phenomena in cities. They verify their validity and adjust them to the Polish case. Another function is to identify research areas requiring further in-depth studies and formulation of new theories and concepts.

2) recommendations for experts allow local and central governments to make decisions and produce laws shaped by evidence-based policy.

3) recommendations for local and central government representatives help them to shape solutions regarding current urban, spatial, and local/regional development policies.

c) **promoting and integrating existing knowledge** about urban development from the Institute of Urban Development and other research centres in Poland and the world.

## GENDER EQUALITY PLAN for the years 2022-2030

d) **integrating people who generate knowledge** (scientists) and their networks with those who **use it in practice** (representatives of local and central governments, NGOs, and others), which allow to:

- identify research needs that are important to society,
- practical use of the conducted research results,
- allowing cooperation between representatives of different communities to optimize their activities from the point of view of social needs.

The IRMiR created the Gender Equality Plan (GEP for IRMiR) to ensure a workplace with equal academic and vocational development possibilities. In particular, GEP for IRMiR focuses on promoting work opportunities for all. Secondly, GEP for IRMiR ensures a respectful working environment. IRMiR wants to achieve this goal by raising gender equality, mobbing, and discrimination awareness.

# GENDER EQUALITY PLAN for the years 2022-2030

## Methodology

GEP for IRMiR draws from European Commission's recommendation. It creates five pillars ensuring gender equality:

1. Organisational culture and work-life balance
2. Gender balance in leadership and decision making
3. Gender equality in recruiting and promoting process
4. Integration of gender-related issues in research and publications
5. Addressing gender-based violence and mobbing.

GEP for IRMiR is an ongoing process for improving gender equality based on a standard planning process described in "Horizon Europe Guidance on Gender Equality Plans."

Unlike the indication of the Guidance, the first phase of implementing GEP for IRMiR was a planning phase before starting an audit of IRMiR working conditions. Therefore, this order aimed to identify the specific needs of IRMiR concerning its working environment. Nevertheless, IRMiR will implement the subsequent phases according to the original order of phases included in the Guidance, starting in 2024, i.e., 1,5 years from the launch of the GEP for IRMiR.

# GENDER EQUALITY PLAN for the years 2022-2030

## Working Plan

The steps in our process are as follows:

1. A planning phase.
  - a. For the first circle (First quarter of 2022): delivery of the GEP timeliness for implementation. IRMiR held discussions and workshops about the implementation road map and continuous improvement of working conditions.
  - b. For the next circles (first quarter of the year starting from 2024):  
Action: the review of the previous year's activities and (if necessary) recommendations for the following year's changes.

2. An audit phase.

For the first circle (April 2022): a collection of gender-disaggregated data and review of relevant EU, national and internal laws, regulations, etc.

The work with GEP started with reviewing the existing solutions and documents in force at the IRMiR, which regulate employment and employee rights issues. As a result, the following documents have been identified:

Zarządzenie numer 11/2020: Regulamin organizacyjny Instytutu Rozwoju Miast i Regionów

Zarządzenie numer 17/2020: Polityka antykorupcyjna IRMiR

Zarządzenie numer 20/2021: W sprawie wdrożenia w Instytucie Rozwoju Miast i Regionów procedury zgłaszania przypadków nieprawidłowości oraz ochrony osób dokonujących zgłoszeń.

## GENDER EQUALITY PLAN for the years 2022-2030

a) For the next circles (first quarter of the year):

**Action 1:** collecting gender-disaggregated data and analyzing potential future changes.

**Action 2:** internal survey - gender equality and discrimination issues, review laws and regulations, and prepare the annual report based on the survey and review.

3. An implementation phase.

a) For the first circle (second quarter of 2022): preparing a plan for the activities, and implementation of new policies. IRMiR will ensure the visibility of the GEP's internal (internal website- <http://pbc.irmir.pl>) and external ([www.irmir.pl](http://www.irmir.pl)).

b) For the next circles (directly after ending the audit phase):

**Action 1:** conduct a campaign to raise awareness among employees about the goals and purposes of GEP for IRMiR.

**Action 2:** workshops for employees on all organizational levels on gender equality issues.

**Action 3:** Gender equality issues will be added to the tasks of the Plenipotentiary for Complaints (Lidia Płaskowicz – Zarządzenie 20/2021)

4. The monitoring and evaluation phase (starts with the second circle).

**Action 1:** ongoing monitoring of progress and review of findings and progress will also provide space for learning and feedback to enable adjustments and improvements to interventions.

# GENDER EQUALITY PLAN for the years 2022-2030



Figure 1. The GEP cycle

Source: Horizon Europe Guidance on Gender Equality Plans, Luxembourg: Publications Office of the European Union, 2021

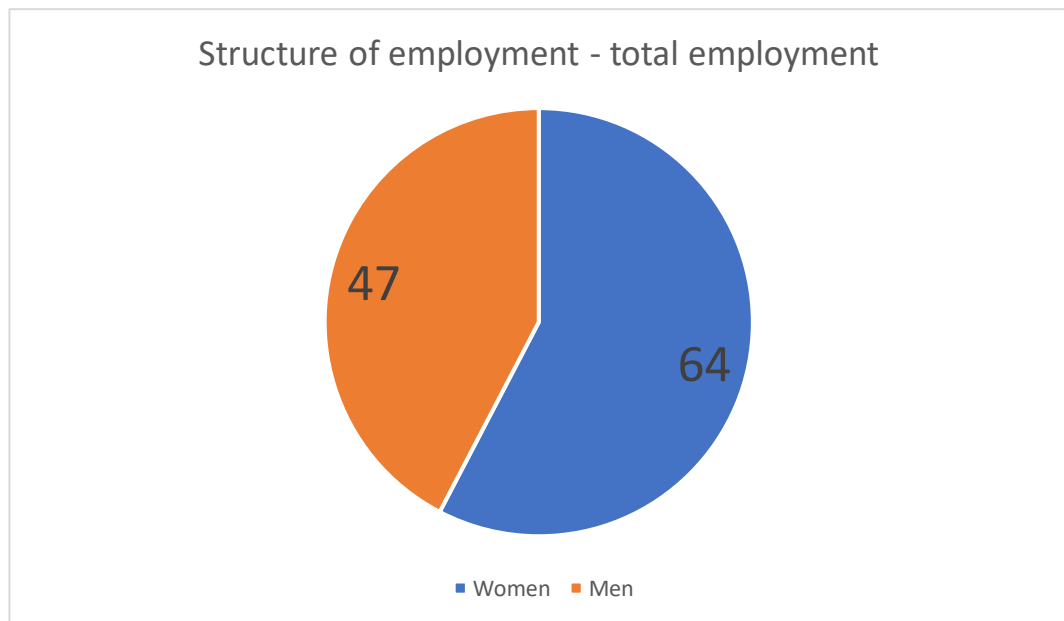
The GEP for IRMiR relies on a quantitative analysis of the employment of women and men in specific job groups, management of research topics, and scientific projects.



## GENDER EQUALITY PLAN for the years 2022-2030

### Diagnosis – quantitative analysis

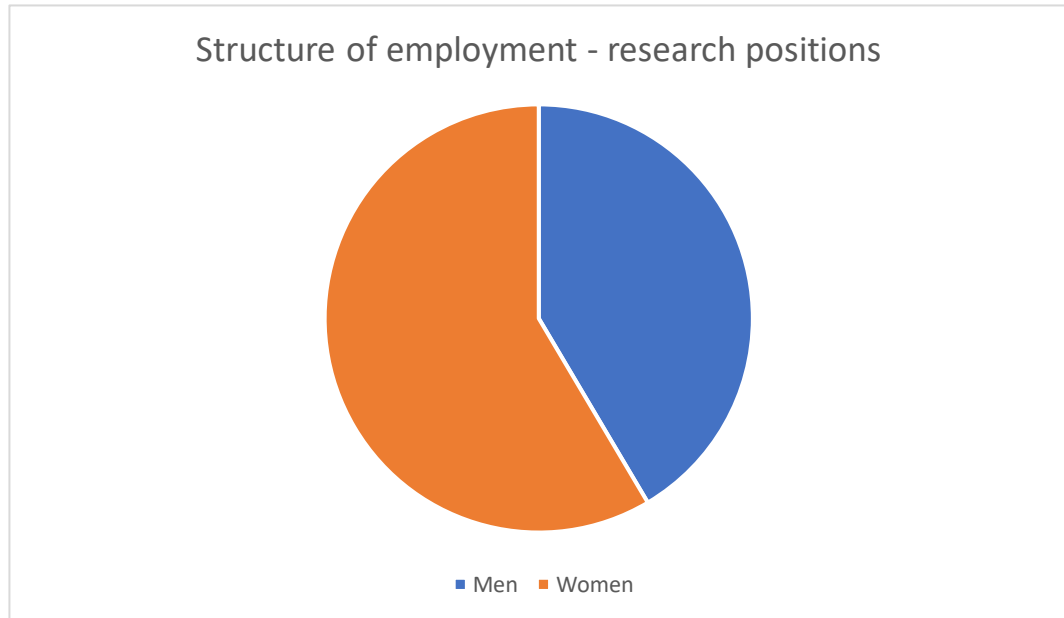
At the end of 2021, the Institute of Urban and Regional Development (all data used in this analysis are for 31.12.2021.) had 111 employees (one on unpaid leave and two on parental leave), 47 (42%) of them were men and 64 (58%) women.



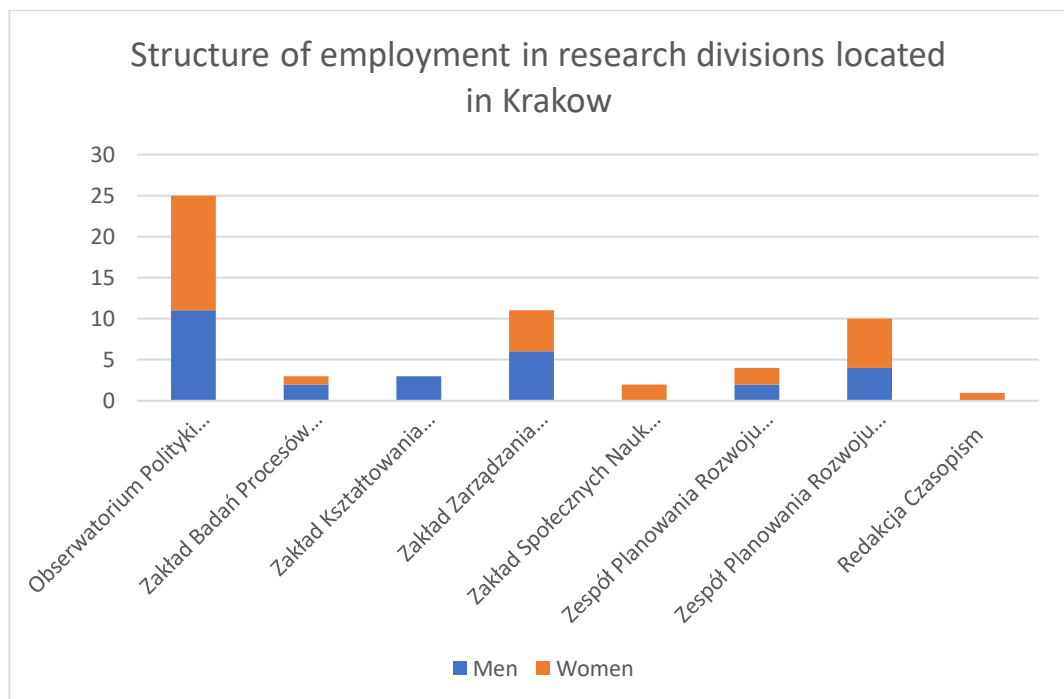
The Institute has two locations – Warsaw and Krakow. IRMiR Director works in the Krakow office (Wojciech Jarczewski – man), and Vice Director is working from Warsaw (Aleksandra Jadach-Sepiolo – woman).

## GENDER EQUALITY PLAN for the years 2022-2030

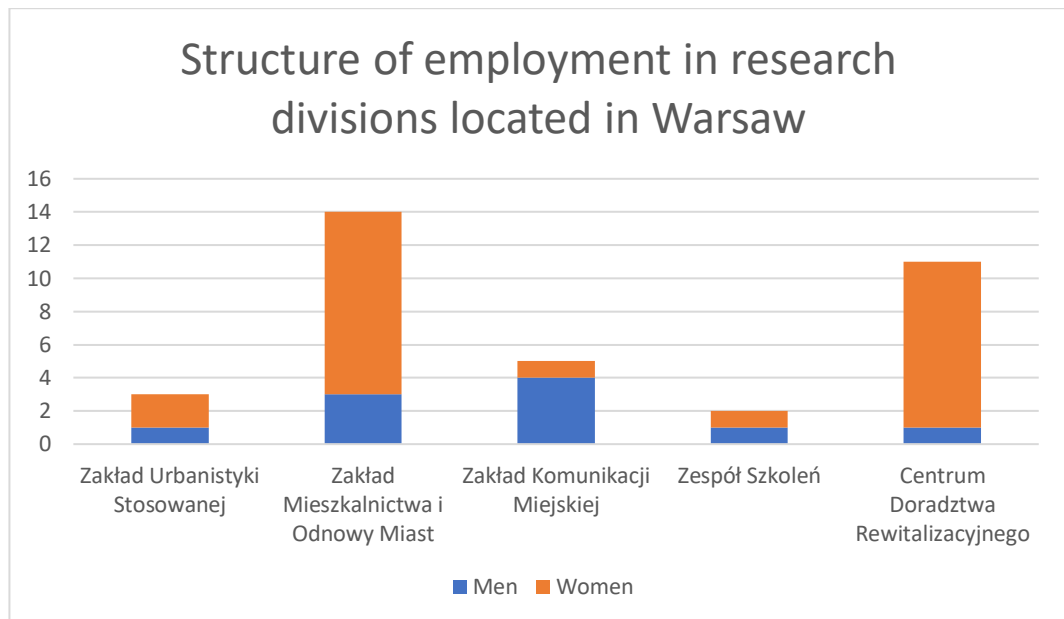
At the end of 2021, IRMiR employed 94 people in research positions – 39 (42%) men and 55 (58%) women.



Structure of employment in research divisions:



## GENDER EQUALITY PLAN for the years 2022-2030



The administrative staff had 14 employees in total – 7 (50%) men and 7 (50%) women. They worked in two departments: Personnel-Administrative Department (6 men and 3 women) and Finance-Accounting Department (1 man and 4 women).

# GENDER EQUALITY PLAN for the years 2022-2030

## Legal aspects

The foundations of the Gender Equality Plan for IRMiR are based on guidelines contained in national and EU documents, such as:

1. Konstytucja Rzeczypospolitej Polskiej z dnia 2 kwietnia 1997 r., (Dz. U. z 1997 r. Nr 78, poz. 483 z późn. zm.)
2. Ustawa z dnia 26 czerwca 1974 r. Kodeks pracy (t.j. Dz. U. z 2020 r., poz. 1320 z późn. zm.).
3. Directive 76/207/EEC on equal treatment for men and women as regards access to employment, vocational training and promotion, and working conditions (as amended in 2002);
4. Directive 75/117/EEC on the application of the principle of equal pay for men and women;
5. European Commission Communication on Strengthening the European Research Area (2012) (Directive 2006/54/EC);
6. The Anti-discrimination Standard (2016) opined by the President of the General Council for Science and Higher Education;
7. The Third EU Gender Action Plan (GAP III) – An ambitious programme for gender equality and women’s empowerment in the EU’s external action;
8. EU Strategy for Gender Equality 2020– 2025; 7. European Charter for Researchers.

# GENDER EQUALITY PLAN for the years 2022-2030

## Sources

1. Horizon Europe guidance on gender equality plans. Luxembourg: Publications Office of the European Union, 2021
2. European Institute for Gender Equality (2016) Gender Equality in Academia and Research <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/objectives-gender-equalityresearch>
3. European Commission (2012) Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. a Reinforced European Research Area Partnership for Excellence and Growth.
4. NCN (2019 a) Informacja na temat udziału kobiet i mężczyzn w projektach badawczych finansowanych przez Narodowe Centrum Nauki w latach 2011-2018.  
[https://www.ncn.gov.pl/sites/default/files/pliki/informacja\\_na\\_temat\\_udzialu\\_kobiet\\_i\\_mezczyzn\\_w\\_projektach\\_NCN\\_2011-2018.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/informacja_na_temat_udzialu_kobiet_i_mezczyzn_w_projektach_NCN_2011-2018.pdf)
5. NCN (2019b) Stanowisko Narodowego Centrum Nauki w sprawie równego dostępu kobiet i mężczyzn do środków finansowych na badania naukowe [https://www.ncn.gov.pl/sites/default/files/pliki/2019\\_02\\_stanowisko\\_ncn\\_ws\\_rownego\\_dostepu\\_kobiet\\_i\\_mezczyzn.pdf](https://www.ncn.gov.pl/sites/default/files/pliki/2019_02_stanowisko_ncn_ws_rownego_dostepu_kobiet_i_mezczyzn.pdf)
6. Gender equality in academia and research step-by-step guide for research organisations, universities and public bodies <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide>
7. Gender Equality Plans as a Catalyst For Change, Standing Working Group on Gender in Research and Innovation, European Research Area And Innovation Committee, ERAC 1202/21