



# **CEPS GENDER EQUALITY PLAN**

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2022

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## I – Purpose of the Gender Equality Plan

CEPS aims to promote diversity and inclusion which includes gender equality throughout its main human resources work pillars (hiring and promotion), research and analysis, publications and outreach, communication and events, and training. The CEPS Gender Equality Plan falls under the wider Diversity and Inclusion Policy.

While diversity has been an important aspect of CEPS activities over the past 40 years, there are still several areas where concrete improvements can be made. Therefore, this plan aims to foster a more systematic approach to gender equality standards into all layers of the organisation in a meaningful way and provides practical recommendations for these commitments.

The CEPS gender Equality Plan (GEP) has been approved by CEPS management and has been in place since 2022 and will run for at least the next three years. The document aims to be a living document with an annual review process and the regular monitoring of progress. It has been disseminated internally to all CEPS employees, and made available to the public on our website.

The specific objectives of this GEP is to:



Secure equal opportunities and fair and equal treatment for every single person who works at CEPS, regardless of gender, gender identity, and other aspects of one's personal identity



Encourage a more systematic and inclusive approach within CEPS management, research and publications



Promote diversity and inclusion, specifically gender equality, when organising all kinds of events and through diverse communication channels

This GEP falls under the wider CEPS Diversity and Inclusion policy, available here, which complements and supports other CEPS' policies, procedures and guidelines, through a series of detailed and interconnected action points; which, among others, provide a platform for effectual monitoring and implementation of the plan.

## II – Scope of the Gender Equality Plan

The Plan applies to all staff members working under any form of contract with CEPS, including full- and part-time employees, associates, consultants, interns and volunteers.

All staff members are expected to observe and promote the spirit of this plan in their interactions with external stakeholders.

## III – General principles

CEPS is committed to:

- Fostering a culture of inclusion characterised by mutual respect and appreciation of every single individual staff member;
- Ensuring that management structures and processes consistently serve CEPS' commitment to promoting diversity, inclusion and equality in its all forms;
- Endeavouring to use CEPS' diversity in a way that enhances the quality and impact of CEPS' work;

CEPS does not tolerate any form of discrimination or harassment and, in accordance with the law and CEPS' Anti-harassment policy and procedures, will:

- Take any appropriate action in response to incidents of discrimination or harassment
- Protect staff members who have been victims of discrimination or harassment
- Ensure the relevant internal procedure is clear and transparent

All staff members are expected to be inclusive and respect and value our diversity at CEPS and are encouraged to take appropriate action against unfair behaviour in cases where they have been a victim or have witnessed discrimination or harassment.

## **IV – CEPS pillars of work**

### ***A – Human resources***

CEPS's commitment to gender equality will be fully embedded in relevant human resources practices and policies. CEPS is committed to:

- Finalising and disseminating its internal career path guidelines which will be supported by an in-depth evaluation of CEPS' job classification scheme and career path (e.g. equal pay audits) and annual surveys on barriers to progression by specific dimensions of diversity, starting with gender.
- Finalising and disseminating its internal policy on flexible work arrangements which will deal, among others, with overtime management (e.g. through compensation schemes or mechanisms to better balance tasks within teams), flexible working arrangements including the possibility of undertaking a four-day working week as stipulated under current Belgian legislation, and sabbatical leave.
- Securing equal access to career development opportunities for all employees regardless of their gender.
- Continuing efforts to broaden the pool of applicants for job vacancies and the use of gender-neutral language in job advertisements.
- Continuing efforts to achieve gender-balanced leadership and the equal representation of women in management positions.

### ***B – Research and Analysis and Publications and Outreach***

CEPS' commitment to diversity, inclusion and equality, specifically gender equality in its research and publications entails:

- Disseminating and enforcing the CEPS research quality procedure, and the CEPS Code of ethics and authorship which aims to promote an intersectional approach to research and reflexivity among researchers.
- Providing guidelines and best practices on the integration of inclusive and equitable (or intersectional) approaches in conducting a research project.
- Redefining the review process of CEPS' research outputs to include the systematic monitoring of integrating an intersectional approach in different policy fields, distinguishing according to the types of research outputs.
- Promoting the intentional formation of diverse and cross-unit research teams.
- Distinguishing research that specifically addresses issues of gender, equality & diversity through a Research topic and also with links to a dedicated CEPS webpage.

## ***C – Communication and events***

- CEPS' Parity Pledge commits it to promoting diversity, inclusion and equality in its communications and on the CEPS website, and through the organisation of CEPS events and in all-year-round activities in various policy fields. CEPS commits itself to:
  - ▶ Developing and maintaining an internal database of speakers (using Salesforce), integrating female experts in different policy fields, providing a broad overview of potential event participants, either as panellists and/or moderators, in line with GDPR regulations.
  - ▶ Developing and maintaining gender-aggregated data on CEPS' internal and external events (using Salesforce), in line with GDPR regulations.
  - ▶ Consider the images used on the CEPS website and general publications & communications)

## ***D – Training and capacity building***

CEPS is committed to fostering diversity, inclusion and equality in human resources, research and publications, and events through the CEPS Learning and Development Policy. CEPS commits itself to:

- Providing training within the organisation to ensure that everyone is well equipped to achieve these goals.
  - ▶ (1) Awareness training on diversity for all staff;
  - ▶ (2) Media training and confidence building for CEPS staff, to equip diverse groups (including women) for public speaking;
  - ▶ (3) Training for communication staff on the importance of diversity in communications.
- The organisation of mandatory, optional and customised personal training, and follow-up sessions to raise awareness, build skills and shift behaviours that aim to involve all CEPS units and with the active participation of all CEPS staff members at all levels. This could include training and workshops on implying gender- and diversity-sensitive (or intersectional) approaches to research, moderating diverse and inclusive as well as gender balanced events, and on minimising gender bias in research, recruitment, and governance.

- Raising awareness on the meaning of discrimination, harassment and unconscious bias, and the relevant procedures to follow.

## V – Data Collection and Monitoring

CEPS' in-house Diversity, Inclusion and Equality Committee is primarily responsible for monitoring inclusion and diversity throughout CEPS' main pillars of work based on annual surveys, an annual assessment of recruitment, annual quantitative data collection and audits on various issues among the staff.

The committee chair and core members will monitor and report on the implementation progress of the GEP to the CEPS Operational Committee and will disseminate the key findings through annual reports to all CEPS employees.

Gender aggregated data is available on CEPS' dedicated webpage for Diversity, Inclusion and Equality, in the section '[CEPS in Numbers](#)'. This includes the gender distribution among staff, gender distribution by job title and staff nationalities. CEPS also commits itself to the dissemination of public data on how CEPS performs in terms of its diversity overall and across leadership levels, as well as highlighting the representation of specific dimensions of diversity, such as gender.

## VI – Review process

The GEP will be reviewed every year by CEPS' in-house Diversity, Equality and Inclusion Committee (DEIC) in consultation with the Operational Committee.

DEIC is part of the broader umbrella of CEPS governance, and its core members are committed to a meaningful contribution to the committee, thus it is important that they are provided with the time and resources necessary to make such a contribution, which includes the implementation and review of the Gender Equality Plan.

## VII – Annexes

1. CEPS Diversity and Inclusion Policy
2. Composition And Accountability Of The Permanent SDG Committee (TBD)

## VIII – Further information

- A – [Brussels Binder database and registration link](#)
- B – [Brussels Binder Beyond Toolbox](#)
- C – [Chatham House Toolkit](#)





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