



UNIVERSITÀ
DI CAMERINO

GENDER EQUALITY PLAN

2022-2024

Working Group

Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data
Division for Communications, Press Office, and Marketing
Division for Planning, Evaluation, and Quality Systems
Division for Research, Technology Transfer, and Project Management



Summary

PREMISE.....	3
INTRODUCTION.....	3
WORKING GROUP FOR THE DRAFTING OF THE GEP	4
PROCESS OF ADOPTION AND PUBLICATION OF THE DOCUMENT	5
DEDICATED HUMAN AND FINANCIAL RESOURCES	5
DATA COLLECTION AND MONITORING	5
IDENTIFIED ACTION SHEETS	6
Thematic Area 1 – Work-life balance and organisational culture.....	7
Thematic Area 3 - Gender equality in recruitment and career advancement	9
Thematic Area 4 - Integration of the gender dimension in research, teaching programs, and training.....	10
Thematic Area 5 - Combating gender-based violence, including sexual harassment	11



PREMISE

The Gender Equality Plan (GEP) of the University of Camerino (UNICAM) was drafted taking into account the 2030 Agenda published by the United Nations General Assembly in order to contribute to the achievement of sustainable development at the global level.

The Plan is fully part of the EU strategy for gender equality, within which the strategic objectives and actions aimed at making significant progress towards a Europe that guarantees gender equality by 2025 were presented.

The main objectives indicated by the Commission are as follows:

- Ending all forms of gender-based violence;
- Challenging gender stereotypes;
- Closing gender gaps in the labour market;
- Addressing the gender pay and pension gaps;
- Achieving gender balance in decision-making processes.

The UNICAM GEP collects the actions related to the achievement of these objectives, and responds to the indications of the European Institute for Gender Equality (EIGE, eige.europa.eu) as it is aimed at "identifying and implementing innovative strategies to foster cultural change and promote equal opportunities in universities and research centres". The UNICAM Gender Equality Plan is also in close synergy with the National Strategy for Gender Equality 2021-2025 - promoted by the Ministry of Equal Opportunities - closely related to the measures envisaged by the Government in the National Recovery and Resilience Plan (PNRR).

In drafting the document, account was also taken of the Guidelines for the drafting of the [Gender Equality Plan in Italian Universities](#)¹, edited in 2021 by the GEP Working Group of the Conference of Italian University Rectors (CRUI) Commission on Gender Issues.

INTRODUCTION

The Gender Equality Plan of the University of Camerino was developed through a process of analysing the documents and data already available, deriving from a series of actions consistent with the 2018-2023 University Strategic Plan [LINK], and adopted by the University, both in the context of policies to combat gender inequalities:

- The Gender Equality Plan [LINK]² adopted by the University Senate and the Board of Directors at their meetings of 25 September 2019
- Gender Assessment Report [LINK]³ adopted by the University Senate and the Board of Directors at their meetings of 26 October 2020

¹ https://www.crui.it/documenti/54/New-category/854/VademecumGEP_CRUI.pdf

² [https://www.unicam.it/sites/default/files/documenti/Piano per le pari opportunità di carriera.pdf](https://www.unicam.it/sites/default/files/documenti/Piano%20per%20le%20pari%20opportunita%20di%20carriera.pdf)

³ [https://www.unicam.it/sites/default/files/documenti-pag/2020/BILANCIO DI GENERE_UNICAM %281%29.pdf](https://www.unicam.it/sites/default/files/documenti-pag/2020/BILANCIO%20DI%20GENERE_UNICAM%20%281%29.pdf)



- Positive Action Plan [\[LINK\]](#)⁴ adopted by the Board of Directors on 31 October 2018

and in the context of the process of progressive adhesion to the principles of the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers, a process in which UNICAM has participated since 2005, obtaining EU accreditation in 2010 together with, at that time, a very small number of other Italian universities [\[LINK\]](#)⁵.

The UNICAM GEP is therefore a document that integrates with other University documents, in particular, **it is based on the context analysis** contained in the 2020 Gender Assessment Report, and it was therefore set up with the aim of intercepting the specificities of the local context and respond to them through the most appropriate and suitable methods for that context.

Therefore, the actions identified and scheduled herein derive from analyses and surveys already in action for the drafting of the overall University policies, and from participatory practices that involved the University governance (including the Rector, the Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data, the General Management, the Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing (CUG), and evaluated research, skills, and experiences conducted locally by all stakeholders involved in gender equality policies.

The general structure of the UNICAM plan is divided into the five key areas indicated by the European Commission:

- A. Work-life balance and organisational culture;**
- B. Gender balance in leadership positions and decision-making bodies;**
- C. Gender equality in recruitment and career advancement;**
- D. Integration of the gender dimension in research, teaching programs, and training;**
- E. Combating gender-based violence, including sexual harassment.**

The GEP was intended in UNICAM as a plan to:

- Conduct impact assessments/audits of procedures and practices to identify gender bias;
- Identify and implement innovative strategies aimed to correct any bias;
- Set targets and monitor progress via indicators.

WORKING GROUP FOR THE DRAFTING OF THE GEP

The GEP contains specific measures formulated on the basis of the needs and context analysis of the University, conducted from December 2020 to February 2021 by a working group (established with Rector's Decree No. 402 of 11/12/2019), coordinated

⁴ <https://cug.unicam.it/piano-Actions-positive-2018-20>

⁵ <https://sites.google.com/unicam.it/hrs4runicam/home-page>



by the Vice Rector for Equal Opportunities, Safeguarding and Protection of Personal Data, and composed, along with said Vice-Rector, of: Rector; Director General; three members of the CUG (including the Student Representative); five representatives of the teaching/research staff nominated by the five University Schools; three technical-administrative officers.

The drafting of the GEP and the actions identified were set and proposed to the governing bodies by the Vice Rector for Equal Opportunities, Safeguarding and Protection of Personal Data, in collaboration with the managers and officials of the Division for Planning, Evaluation, and Quality Systems, Division for Research, Technology Transfer, and Project Management, and Division for Communications, Press Office, and Marketing.

PROCESS OF ADOPTION AND PUBLICATION OF THE DOCUMENT

The UNICAM GEP is a public document, approved in the respective sessions of the following University Bodies:

- Board of Directors - 29 November 2021
- University Senate - 29 November 2021

After obtaining the favourable opinions of:

- Assembly of Representatives - 15 November 2021
- Committee for Equal Opportunities, Wellbeing at Work, and Against Discrimination and Mobbing (CUG) - 17 November 2021

The GEP is published on the UNICAM website in the *Strategic Documents, Policies, and Guidelines* section [[LINK](#)]⁶ in accordance with the data protection legislation (GDPR)

DEDICATED HUMAN AND FINANCIAL RESOURCES

In each of the actions included in the GEP, the reference to the specific human and/or financial resources dedicated to them by the University was indicated. As regards the financial resources to be dedicated to innovative actions, a specific project has been set up in the University budget, while for actions that involve an increase in commitment or a different direction of actions already undertaken by the University, the resources used are deductible from the budgets of the departments of reference for the actions.

DATA COLLECTION AND MONITORING

The first edition of the UNICAM GEP benefited from the recent analyses of the internal and external context, contained in the Equal Opportunities Plan and in the Gender Assessment Report, approved in 2020, which meet the characteristics necessary for this type of document as they are:

⁶ <http://www.unicam.it/ateneo/organizzazione/documenti-strategici-politiche-e-linee-guida>

- disaggregated by gender, and related to both the student population and the teaching, research and technical/administrative staff;
- made available on the University website with the publication of the Gender Assessment Report;
- useful for defining objectives and for monitoring and evaluating the progress of the actions envisaged in the GEP.

The collection and monitoring of data can also count, in addition to periodic context analyses from a gender perspective, which are envisaged as part of the coordinated action of the Vice-Rectorate for equal opportunities, on the following UNICAM documents:

- Monitoring of the results related to the objectives of the University Strategic Plan;
- Periodic monitoring of the results of the Human Resources Strategy for Research;
- Annual forecast and final balance sheet;
- Annual Performance Report;
- Annual CUG Report;
- Annual Report of the Evaluation Committee.

IDENTIFIED ACTION SHEETS

The outline of actions identified in the subsequent sections of the document by UNICAM, structured for each thematic area indicated by the EU, specific for each strategic action envisaged within the GEP, are the contents expressly requested by the European Commission:

- Objectives
- Actions / Sub-Actions
- Direct Target
- Indirect Target
- Institutional Supervisors
- Operations Supervisors / Human Resources
- Financial Resources
- Output
- Outcome
- Timeline
- Evaluation Indicators



Thematic Area 1 – Work-life balance and organisational culture

Objectives	Actions	Sub-Actions	Direct Target	Indirect Target	Institutional Supervisors	Operations Supervisors / Human Resources	Financial Resources	Output	Outcome	Timeline	Evaluation Indicators	
1.1	Adoption of gender-correct language in communications, both within and outside the University	Adoption of guidelines for gender-inclusive language	a) Building a task force (internal and external personnel) dedicated to the revision of the forms used in UNICAM, in accordance with the guidelines for the use of gender-inclusive administrative language b) Issuing of new UNICAM forms in accordance with the guidelines for the use of gender-inclusive administrative language	Research and teaching staff T-A staff	Students Communication experts and Territorial communities	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing Division for Human Resources, Organisation, and Development Management Administration Offices, Academic Bodies and Document protocol management	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Task force set up Updated forms	Availability to the entire university community of updated and correct forms from the gender-inclusive language point of view	By 2022	100% of forms revised out of the total of those taken into consideration regarding: - teaching staff contracts, including selection procedure notices and minutes - communications of institutional bodies
1.2	Adoption of gender-correct language in communications, both within and outside the University	Training actions to combat gender stereotypes and prejudices	Carrying out at least two specific training activities on the topic of gender-inclusive language	Research and teaching staff T-A staff Students	Students Communication experts and Territorial communities	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing Division for Human Resources, Organisation, and Development	University budget – Specific chapter among those destined for training	Delivery of training courses	Enhanced sensitivity on the part of the components of the university community in order to increase the command and appropriateness of the language used	By 2022	Courses start date Percentage of participants (at least 50% of the potential targets among research and teaching staff, T-A staff, and 10% of students)
1.3	Adoption of gender perspective in the organisational culture	Introduction of monitoring tools for the verification of gender balance	Creating an online (permanent) monitoring sheet by building a dashboard that is useful for giving visibility to the fluctuations of some indicators relating to the reduction of gender gaps	Research and teaching staff T-A staff	Students	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Infrastructures, IT Services, and e-Government Division for Planning, Evaluation, and Quality Systems	Specific "Accounting Plan" in the budget of the Division for Infrastructures, IT Services, and e-Government	Monitoring sheet available for those in charge of monitoring at the University	Tool available to the central and peripheral University governance for the purpose of increasing the gender perspective in the organisational culture	By 2021	Tool activation date
1.4	Promote organisational well-being	Promotion of work and organisational well-being through the analysis of aspects relating to the issue of work-related stress risk and discrimination	a) Building a working group for the analysis of the results of the survey on organisational well-being in UNICAM, carried out in 2019 b) Development of activities resulting from the analyses referred to in point a)	Research and teaching staff T-A staff	Students Stakeholders and Territorial communities	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Planning, Evaluation, and Quality Systems Division for Communications, Press Office, and Marketing CUG	Specific "Accounting Plan" in the University budget 2022-2023	In-depth analysis of the survey results and of the needs emerging from the same Carrying out scheduled activities	Creation of a sense of belonging, team spirit, and awareness, among other things, also for the benefit of a work climate in favour of equal opportunities and the construction of an informal support network in this regard	By 2023	Date of creation of the working group Number of activities carried out compared to those planned Degree of satisfaction of the participants
1.5	Support for the reconciliation between work and parenting, and for family care work	Introduction of corrective measures related to gender context in the assessment of University research	Introducing periods of maternity/paternity leaves, and other periods of leave or time off work, provided for by the laws in force, and other than those for study reasons	Research and teaching staff	Students Stakeholders and Territorial communities	Vice-Rector e Proxy for monitoring and evaluation	Division for Planning, Evaluation, and Quality Systems	No financial resources are envisaged	Modification of the evaluation criteria in the monitoring sheet	Obtaining a more equitable evaluation, by introducing a culture of gender balance.	By 2022	Date of approval of modifications by the Bodies



Thematic Area 2 - Gender balance in leadership positions and decision-making bodies

Objectives	Actions	Sub-Actions	Direct Target	Indirect Target	Institutional Supervisors	Operations Supervisors / Human Resources	Financial Resources	Output	Outcome	Timeline	Evaluation Indicators
2.1 Increasing the presence of women in decision-making processes	a) Updating the guidelines for an equitable gender composition of selection committees in selection procedures for the recruitment of staff b) Support activities for female candidates (e.g. mental coach) for decision-making bodies, including with the possible introduction of a quota system		Underrepresented components of the Teaching staff and the T/A staff	Stakeholders and Territorial communities	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Human Resources, Organisation, and Development Division for Legal Services	Specific "Accounting Plan" in the budget of the Division for Human Resources, Organisation, and Development	University equipped with regulations and procedures that make it possible to reduce gender asymmetries	Increased presence of women in decision-making processes	By 2022	Guidelines and support system for applications, approved by the competent bodies
2.2 Increasing the number of women in leadership positions	Drafting governance documents and regulations aimed at achieving gender balance in the composition of the collegiate bodies of the University		Underrepresented components of the Teaching staff and the T/A staff	Stakeholders and Territorial communities	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data General Management	Division for Human Resources, Organisation, and Development Division for Legal Services Division for Planning, Evaluation, and Quality Systems CUG	No financial resources are envisaged	Amended governance documents and regulations	Increased presence of women in leadership positions	By 2023	Amendments to governance documents and regulations, approved by the competent bodies
2.3 Strengthening the protection of staff	Introduction of a UNICAM staff ombudsman	Updating the University Code of Ethics, with the re-activation of the third-party Trusted Advisor	Teaching and research staff T-A staff	Stakeholders and Territorial communities	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data General Management	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data Division for Human Resources, Organisation, and Development Division for Legal Services Division for Communications, Press Office, and Marketing	Specific "Accounting Plan" in the budget of the Division for Human Resources, Organisation, and Development	Modified Code of Ethics	Greater propensity of the community to a climate favourable to the prevention and resolution of conflicts.	By 2022	Amendments to the Code of Ethics, approved by the competent bodies



Thematic Area 3 - Gender equality in recruitment and career advancement

	Objectives	Actions	Sub-Actions	Direct Target	Indirect Target	Institutional Supervisors	Operations Supervisors / Human Resources	Financial Resources	Output	Outcome	Timeline	Evaluation Indicators
3.1	Reduction of gender asymmetries in academic recruitment	<p>a) Drafting of proposals to amend the regulations regarding recruitment procedures, paying particular attention to the composition of the selection committees</p> <p>b) Creation of guidelines regarding university school programs and recruitment procedures, aimed at reducing stereotypy in assessments</p>	Setting up a specific working group for the analysis and formulation of proposed amendments to procedures and regulations, and guidelines	Teaching staff and T/A staff	Potential recruitment candidates	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Legal Services CUG	Financial resources not required	Amended regulations and procedures	University equipped with regulations and procedures that make it possible to reduce gender asymmetries	By 2022	Amendments to regulations and procedures, approved by the competent bodies
3.2	Encouragement of gender balance in research groups funded by the University	Providing for, in the university plans intended for research, a monitoring of female participation, possibly encouraged by a reward evaluation process for groups balanced in terms of gender		Teaching staff and T/A staff	Potential recruitment candidates	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Research, Technology Transfer, and Project Management	University budget – Specific chapter among those intended for research	Monitoring	Funding, by the University, of gender-balanced research groups	By 2023	Notices of selection procedures published maintaining the reward evaluation process for balanced groups
3.3	Reduction of horizontal segregation and gender asymmetries in degree programs	Organising at least 2 meetings on scientific dissemination, guidance, and in-depth study on the topic of "Women and Science" through role models, such as "Stories of European female scientists who have changed our lives"		Students enrolled at different levels and potential students (high school students)	Scientific community	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing Division for Student Services	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Carrying out meetings	Members of the student and university community more sensitized and informed on the topics covered by the courses	By 2023	<p>Number of meetings held</p> <p>Number of participants</p>
		Organising at least 2 guidance meetings aimed at combating gender stereotypes (such as "teacher is a woman" and "IT technician is a man"), and to give value to the topic of professions		Students enrolled at different levels and potential students (high school students)	Scientific community and society	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing Division for Student Services	Specific "Accounting Plan" in the budget of the Division for Student Services	Carrying out meetings	Students who overcome gender stereotypes and enrol without prejudices	By 2024	<p>Number of meetings held</p> <p>Number of participants</p>



Thematic Area 4 - Integration of the gender dimension in research, teaching programs, and training

Objectives	Actions	Sub-Actions	Direct Target	Indirect Target	Institutional Supervisors	Operations Supervisors/ Human Resources	Financial Resources	Output	Outcome	Timeline	Evaluation Indicators	
4.1	Integration of the gender dimension in teaching contents	Including training activities on equal opportunities and gender balance in the UNICAM educational offer	a) Inclusion of training activities (including optional ones) on the issues of equal opportunities and gender balance in the curricula of some of the UNICAM degree programs b) Activation of training packages on the issues of equal opportunities as an offer of transversal skills for the enrichment of student study paths.	Students enrolled at different levels	Stakeholders e Territorial communities Società	Rector Vice-Rector for Teaching Activities Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing Heads of degree programs Teaching Activities Management	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Design of training activities on the issues of equal opportunities and gender balance	UNICAM educational offer integrated with training activities on the issues of equal opportunities and gender balance	By 2022 for Sub-Action b) By 2023 for Sub-Action a)	Activation date of: - transversal activities package - integration in the educational offer
4.2	Increase of gender balance in Research groups	Promoting and supporting the participation of UNICAM research groups in competitive selection procedures, with projects on the topic of "equal opportunities", paying attention to the gender dimension in research	Stipulation (possible) of memoranda of understanding with national and international bodies and institutions.	UNICAM researchers	Stakeholders e Territorial communities Società	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Research, Technology Transfer, and Project Management	Specific "Accounting Plan" in the budget of the Division for Research, Technology Transfer, and Project Management	Activation of specific research lines	Scientific community and local community more informed on possible solutions to gender issues through the results of scientific studies	By 2024	Funding and launch of at least 2 projects
		Publishing success stories of UNICAM researchers online, on social networks	Identification of success stories, and creation of a story-telling practice, aimed at explaining, in an appropriate manner, the path they have taken so far	Students enrolled at different levels	Stakeholders and Scientific community	Rector Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Publication of video stories on UNICAM social network profiles	Members of the student and university community more sensitized and informed about the prospects of female researchers	By 2022 first video stories published on Fb and Instagram	Date of publication of the first stories
4.3	Increase of gender balance in degree programs	Setting up scholarships reserved for deserving students who enrol in programs with (opposite) gender prevalence. The scholarship could include: Exemption from university fees; free local public transportation; free registration at the University Sports Centre; registration with the National Health Service.	a) Preparation and issuance of the notice of selection procedure b) Carrying out the selection procedure and awarding scholarships	Students enrolled at different levels		Rector Vice-Rector for Teaching Activities Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Student Services	University budget – Specific chapter among those intended for training	Publication of the notice selection procedure and conferral of scholarships	More opportunities for prospective students in gender-segregated courses	By 2022 conferral of first scholarships	Date of publication of the notice and completion of the procedure



Thematic Area 5 - Combating gender-based violence, including sexual harassment

	Objectives	Actions	Sub-Actions	Direct Target	Indirect Target	Institutional Supervisors	Operations Supervisors / Human Resources	Financial Resources	Output	Outcome	Timeline	Evaluation Indicators
5.1	Raising awareness on the issue of sexual harassment and violence	Training action for the adequate use of language, avoiding, even if unknowingly, expressions that are violent or harmful to the rights of others	Carrying out at least one specific training activity on the appropriate use of language and on the topic of kindness.	Teaching staff and T/A staff Students	Scientific and territorial community	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Regular execution of scheduled actions	Raised awareness in the use of language in the university community	2022	Number of participants in the initiatives Degree of satisfaction
		Communication actions to combat gender-based violence	Participation in the "Seat Taken" campaign, the International Day for the Elimination of Violence Against Women (25 November) and the World Kindness Day (13 November).	Teaching staff and T/A staff Students	Scientific and territorial community	Vice-Rector for Equal Opportunities, Safeguarding and Protection of Personal Data	Division for Communications, Press Office, and Marketing	Specific "Accounting Plan" in the budget of the Division for Communications, Press Office, and Marketing	Regular execution of scheduled actions	Greater sensitivity to the issue in the university community	2022	Number of participants in the initiatives Degree of satisfaction