

GENDER EQUALITY PLAN (GEP)

Asociación Education Improvement Institute (EII)

NIF: G76800564

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Date of Approval: 28 / November / 2025

Version: 1.0

Valid until: 2028 (3-year cycle)

1. Introduction & Purpose

Asociación Education Improvement Institute (EII) is committed to promoting **equity, inclusion, and equal opportunities** in all its activities.

This Gender Equality Plan establishes a **formal, public, institution-wide strategy** to eliminate gender-based discrimination, ensure equal participation, and promote diversity across:

- governance
- staff recruitment and development
- project participation
- training and capacity building
- community engagement
- research, education, and innovation activities

This GEP aligns with:

- **Horizon Europe eligibility standards (2022–2027)**
 - **Spanish equality legislation (LO 3/2007)**
 - **EU Gender Equality Strategy 2020–2025**
 - UNESCO principles for inclusive education
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2. Organisational Context

EII is a non-profit association focused on educational innovation, research, and improvement initiatives.

Although currently small in scale, the organisation commits to:

- building structures that prevent gender bias from the outset
- creating inclusive governance practices
- ensuring fair participation in projects and partnerships

- establishing transparent and ethical oversight mechanisms

This GEP will grow as the organisation grows.

3. Governance & Responsibilities

To ensure implementation, EII establishes:

3.1 Gender Equality Officer (GEO)

A designated staff member or board member responsible for:

- monitoring gender policy
- reviewing HR and governance processes
- ensuring compliance with EU requirements
- preparing yearly progress reports

Name: Sean McDonnell

Appointed: 28 / November / 2025

3.2 Gender Equality Committee (GEC)

A committee of 2–4 members responsible for:

- overseeing the GEP execution
- ensuring inclusion in project proposals
- reviewing gender indicators
- advising on anti-discrimination practices

Meetings: minimum 2 per year.

4. Data Collection & Monitoring

EII commits to collecting and monitoring sex-disaggregated data annually on:

- staff composition
- volunteer composition
- leadership roles
- participation in EU projects
- training activities
- external collaborators and consultants

- pay and task distribution

Data are stored securely following GDPR rules.

Indicators:

- F/M/Non-binary ratios
- Salary equity (if applicable)
- Participation rates
- Leadership distribution
- Gender balance in project teams

A public summary is produced yearly.

5. Training & Capacity Building

EII will provide training (internal or externally sourced) on:

- gender mainstreaming
- unconscious bias
- inclusive communication
- anti-harassment procedures
- gender-sensitive pedagogy
- intersectionality in education

Frequency:

- **At least once per year**
 - Mandatory for staff and recommended for volunteers and project partners
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6. Work–Life Balance & Wellbeing

EII will integrate:

- flexible working arrangements (hours, remote work)
- accommodation for caregiving responsibilities
- equal parental leave support (aligned with Spanish law)
- policies preventing burnout and overload
- gender-neutral leave and sick-day procedures

The organisation avoids assigning disproportionately emotional or administrative labour to women.

7. Recruitment, Promotion & Leadership

Even as a small NGO, EII commits to:

7.1 Transparent recruitment

- Clear job descriptions
- Gender-neutral language
- Equal evaluation criteria
- Diverse interview panels when possible

7.2 Improving women's and underrepresented groups' access to leadership

Targets:

- Minimum **40% representation** in leadership bodies
- Active encouragement of gender-balanced applications

7.3 Zero tolerance for discrimination

All decisions must be free from gender bias.

8. Gender in Research, Education & Project Activities

EII ensures gender mainstreaming in:

- project design
- educational methodologies
- research activities
- evaluation processes
- dissemination materials

Measures:

- gender analysis integrated into project proposals
- inclusive data collection
- gender-balanced focus groups, pilots, and workshops
- representation in publications and media
- inclusive educational language

All Horizon Europe proposals will include a dedicated section on **Gender Dimension in Research & Innovation**.

9. Anti-Harassment & Safeguarding Policy

EII adopts a **zero-tolerance** approach to:

- sexual harassment
- gender-based violence
- bullying
- discrimination

Procedures:

- confidential reporting channels
- investigation timelines
- protection from retaliation
- documented sanctions

A safeguarding officer is assigned within the Gender Equality Committee.

10. Communication & Public Commitment

To meet Horizon Europe eligibility:

- ✓ The GEP will be **published on the organisation's website**
- ✓ It will be **signed by the legal representative**
- ✓ It will be **publicly accessible**
- ✓ Reviewed every 2–3 years

Inclusive language guidelines will be adopted for all internal and external documents.

11. Monitoring, Evaluation & Reporting

Annual review includes:

- progress toward gender targets
- data analysis
- improvements made
- new training delivered

- areas requiring corrective action

The Gender Equality Officer prepares an **Annual Gender Equality Report** submitted to the Board.

12. Action Plan (2025–2028)

Area	Action	Timeline	Responsibility
Governance	Appoint GEO + establish GEC	2025 Q1	Board
Data	Annual gender audit	Annual	GEO
Training	Gender mainstreaming workshop	Annual	GEC
Recruitment	Gender-neutral templates	2025 Q2	HR/Admin
Leadership	Achieve 40% gender-balanced governance	2026	Board
Projects	Integrate gender dimension in all proposals	Continuous	GEO
Communication	Publish GEP on website	2025 Q1	Communications
Safeguarding	Create reporting mechanism	2025 Q2	GEC

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Dr Milos Plavsic