

# Gender Equality Plan

period 2023–2025

GEP CHMI

Prague, September 2023

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# 1.Principles of gender policy

## 1.1 Basic gender-related terminology

- **Gender:**  
*term defined as a category referring to social and culturally determined and construed differences and characteristics, which our society ascribes to women, men, girls and boys based on their biological sex. Gender roles are learned and shaped by cultural and regional environment. These roles change dramatically over time and vary significantly between different societies.*
- **Gender equality (equality of women and men):**  
*this concept stems from the premise, that all people have the freedom to develop their skills without restriction, i.e., without the “constraints” of gender stereotypes and gender roles. Aspirations, differences in behaviour and essential needs between women and men are to be considered equal and a result of individual choice. Equality also means equal visibility, equal position and participation of women and men in all areas of both public and private life, on all levels including decision-making processes and leadership roles. This term is the opposite of gender inequality and embraces full participation and utilization of women and men in society.*
- **Gender-mainstreaming**  
*systematic integration of gender perspective into all stages with the goal of achieving equality of women and men, and preventing discrimination (i.e., integration of this topic in the preparation, realisation, monitoring and evaluating policies, regulatory measures and budgetary programs).*
- **Gender stereotypes:**  
*these are reductive and biased views on perceived characteristics, opinions and roles of women and men in the workplace, family and society in general. Such generalisations can lead to disadvantages for those who diverge from a set stereotype (e.g., if a man shows interest in “women’s activities”).*
- **Identified areas:**  
*situations with common occurrence of higher risk of discrimination between women and men.*
- **Maternity leave and parental leave:**  
*period preceding and following the birth of a child. Maternity leave currently covers 28 weeks, extending to 37 weeks in the case of a multiple birth. The leave starts 6-8 weeks before the expected day of delivery. It is commonly followed by extended parental leave until the child turns three years old (four years being the absolute limit).*
- **Negative workplace conduct:**  
*workplace behaviour and actions clearly conflicting with the values and principles of human dignity, freedom, justice, equality, human rights, lawfulness and impartiality (e.g., bullying, undue influence, sexual harassment, discrimination, acts of corruption, etc.)*
- **Sexual harassment:**  
*actions and behaviour of sexual nature, both verbal and nonverbal, which the targeted person considers harmful. Such acts affect personal dignity, mental well-being, and diminish the targeted person’s social status.*

## 1.2 CHMI's gender policy and the main goals of the GEP

The CHMI's Gender Equality Plan (GEP) is a practical tool for the evaluation and systematic support of equal opportunities of women and men. The issue of equal opportunity is a topic long considered an inextricable part of the institute's policies, though so far lacking a comprehensive framework. The CHMI's gender policy is applied in compliance with the European Commission's Strategy for Gender Equality 2020-2025, which delineates the overall vision, political goals and steps to achieve measurable progress in establishing equality of women and men in Europe.

GEP's main goals are:

- systematic removal of barriers to gender equality in the organisation,
- raising the trustworthiness of the CHMI as a "fair" employer,
- integrating gender perspective into our research, development and innovation,
- increasing the chances that the CHMI's research staff may obtain grant funding for their projects.

## 1.3 Strategic documents

Other strategic documents the CHMI consults on the matter include: The European Charter for Researchers, The Code of Conduct for the Recruitment of Researchers, and on national level the government's Strategy for Equality of Women and Men in the Czech Republic in the Years 2021–2030.

## 1.4 Horizon Europe program

The CHMI respects and supports the requirements set in the Horizon Europe program, which is the key EU program for financing research, development and innovation. The CHMI is fully committed to reaching its goals, especially concerning the equality of women and men. The CHMI will finance its gender policy from its own budget or project funding. The leadership will endeavour to secure further financial means to successfully implement and develop the program. Allocated resources will currently concern mostly human resources, i.e., working hours (integration in the job description of specific employees).

# 2. Basic information on the CHMI

## 2.1 Description of the organisation

Government Decree of the Czechoslovak Republic No. 96/1953 Coll. with effect from 1 January 1954, established the present-day Hydrometeorological Institute by merging the meteorological institute with hydrology. The Czech Hydrometeorological Institute is the legal successor of the original entity - the Hydrometeorological Institute, which was established in 1953. With the growing importance of environmental protection, in 1967 a third branch was incorporated into the structure of the Hydrometeorological Institute, namely the protection of air quality. Since 1955, the CHMI has gradually created departments focusing on aerology, hydroprognostics, publication, archiving, air radioactivity, climatology and technology. A hydrological department for the Morava basin and an air protection laboratory were also established.

By the decree of the ministry, construction started in 1963 of hydrological centres in Brno, Ostrava, Ústí n. Labem Prague, Hradec Králové, České Budějovice and Plzeň, which served as the basis for today's seven multi-field branches of the institute.

In 1969, the federalisation of the state necessitated the division of Czech and Slovak hydrometeorological institutes, based in Prague and Bratislava respectively.

The Czech Hydrometeorological Institute (CHMI) developed steadily. The Prague-Libuš Observatory, which is part of the international radio-sounding and radar network, began operation. The Regional Telecommunications Centre in Prague was opened in the presence of the Secretary General of the World Meteorological Organisation. An expensive network of automated immission monitoring was built. A meteorological radar was put into operation in 1996 at the Skalka site in Moravia and on the Praha peak in Brdy in 2000.

The main purpose of the CHMI nonprofit organization is to serve as the **central state institute of the Czech Republic for the fields of air quality, hydrology, water quality, climatology and meteorology**, providing objective professional services primarily to state administration. This definition of activities is enshrined in the founding charter of the Czech Hydrometeorological Institute, which is implemented by Measure No 2/20 of the Ministry of the Environment (MoE) on the issue of the full text of the founding charter of the state organisation Czech Hydrometeorological Institute.

**Current activities of the CHMI:**

- rationally, pragmatically and economically integrating state service;
- establishing and operating measuring stations and networks using telecommunication networks (state networks for monitoring qualitative and quantitative state of the atmosphere and hydrosphere, as well as the causes of their pollution);
- expert processing of surveys, measurements and monitoring;
- creating and maintaining databases;
- providing forecasts and warnings;
- performing and coordinating scientific projects and research.

**Based on special mandate:**

- of the Ministry of Culture, the CHMI publishes and distributes non-periodical documents from the field of scientific literature; also publishes and distributes a scientific magazine and other periodicals of scientific nature;
- the CHMI performs a number of special functions, both domestically and internationally;
- the CHMI is authorised to carry out economic activities in clearly defined areas.

**Science and research at the CHMI**

By the decision of the Ministry of Education, Youth and Sports, as the administrative authority under Section 33a(1) of Act No. 130/2002 Coll., on support for research, experimental development and innovation from public funds and on amendments to certain related acts, dated 31 October 2017, No. MSMT-28920/2017-4, the **CHMI is registered in the list of research organisations** with the right to independently carry out basic research, industrial research and experimental development and to publicly disseminate the results of these activities through publication and knowledge transfer.

**The CHMI has long been involved in a number of research projects** within the framework of national agencies such as the Technology Agency of the Czech Republic, the Ministry of Education, Youth and Sports, the Ministry of Agriculture, the Ministry of the Interior and others. In addition to Czech research grants, the CHMI is also involved in international research projects, e.g., Horizon 2020, European Environment Agency projects, European cross-border cooperation projects and others.

Since 2018, the CHMI has been receiving institutional support from the Ministry of the Environment (MoE) on the basis of the Long-term Concept Development of a Research Organisation (DKRVO). This year, in accordance with the Methodology17+, a Methodology for the Evaluation of Research Organisations for the Provision of Institutional Support from the State Budget of the Czech Republic for Long-term Concept Development to Research Organisations Established by the MoE was developed, which specifies the evaluation of research organisations in a given department. CHMI's DKRVOs for 2018-2022 and 2023-2027 were prepared in accordance with the Research, Development and Innovation Concept of the Ministry of the Environment for the years 2016 to 2035 with a view to 2050. DKRVO represents the general framework of the activities of the CHMI research organisation for the years 2018-2022 and 2023-2027, where a more detailed DKRVO Specification or update for the given year is prepared at the beginning of the year, and at the end of each year, an Evaluation of the implementation of the DKRVO for the preceding year is prepared.

## 2.2 CHMI statistics focusing on gender equality in human resources

### 2.2.1 CHMI IN GENERAL

In the last six years, the distribution of men and women in the CHMI has remained fairly stable. According to the statistical data, the ratio fluctuates between 40 and 41% for women and 59 and 60% for men (Tab. 1).

*Tab. 1 Distribution of men and women in the CHMI workforce*

Employee statistics	Year					
	2017	2018	2019	2020	2021	2022
Total number of employees	722	721	749	729	731	726
Women	294	293	305	293	294	295
Men	428	428	444	436	437	431
Percentage of women/men	41/59	41/59	41/59	40/60	40/60	41/59

### 2.2.2 DKRVO

Even in the area of long-term concept development, the ratio between men and women tends to be stable. It ranges from 32% to 35% for women. The lowest percentage of female representation was observed in the first monitored year, namely 32%. Percentage of men within the DKRVO ranges between 65 and 68% (Tab. 2). Women in the DKRVO constitute lower percentage than their overall representation in the whole organisation. Of the eleven areas of research within the DKRVO, three are coordinated by women.

*Tab. 2 Distribution of men and women participating in the Long-term Concept Development of a Research Organisation*

Employee statistics	Year				
	2018	2019	2020	2021	2022
Total number of employees participating in DKRVO	126	163	160	176	175
Women	40	57	56	59	61
Men	86	106	104	117	114
Percentage of women/men	32/68	35/65	35/65	34/66	35/65

### 2.2.3 Summary of the CHMI's statistical data compared to national average

A study by the Institute of Sociology of the Academy of Sciences of the Czech Republic<sup>1</sup> shows that the representation of men in all research and development professions is increasing every year. Men are overrepresented in this field. In 2020, the percentage of women among researchers was 27.6%, among technicians 29.2% and among other professions 45.8%. When comparing national and the CHMI data, the representation of women in the CHMI research is several percentage points higher than the current national average.

## 3. Gender equality plan requirements

The Gender Equality Plan (GEP) is a systematic tool for establishing gender equality in the CHMI.

### 3.1 Basic requirements

GEP has to fulfil the following requirements:

- **Public access:** GEP CHMI is a formal document, published and made freely accessible on the webpage of the organisation, including the signature of the director.
- **Resource allocation:** finding own resources and gender equality related know-how needed to realise the GEP in the CHMI..
- **Collecting, monitoring and analysing data:** keeping evidence of statistical data on employees divided into genders and yearly evaluation of said data, producing a report on the realisation of the GEP in the CHMI that year.
- **Education and increased awareness of the issue of gender:** raising employee awareness of gender equality, as well as the document itself.

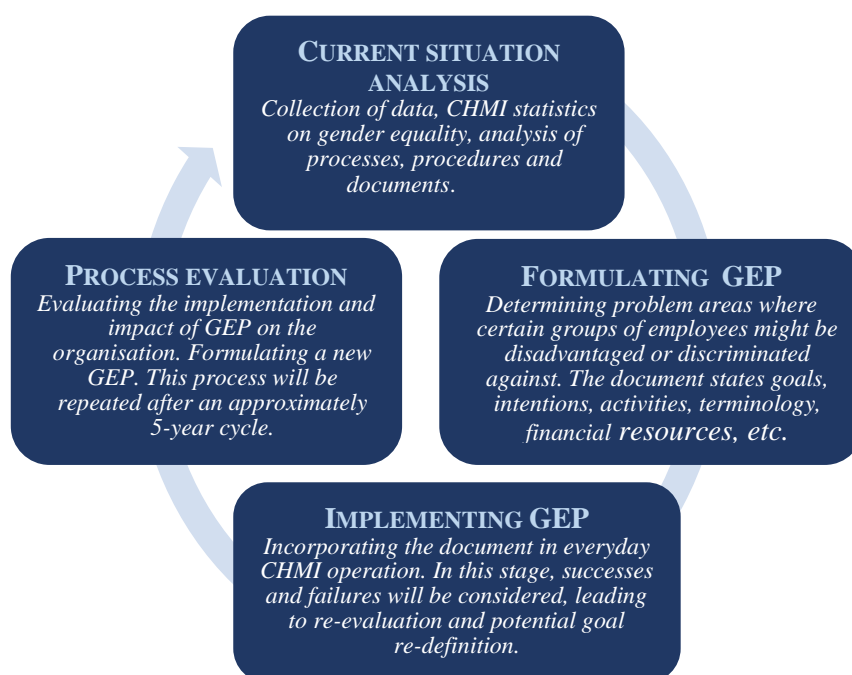
### 3.2 Recommended areas

GEP CHMI should focus on the following areas of interest:

- balance between work and private life of the employees and the organisational culture
- gender balance in leadership and decision-making processes,
- ensuring equal representation of women and men when hiring,
- ensuring equal opportunity of women and men in career growth and promotion,
- incorporating the issue of gender in research,
- measures against gender-motivated violence including sexual harassment

### 3.3 Recommended phases

The diagram (Fig. 1) below illustrates the life cycle of the Gender Equality Plan in the CHMI. The life cycle of this document has a total of four key phases: analysis of the current situation, development of the gender equality plan, implementation of the plan in the organisation and thorough evaluation of the established process. The individual phases will include the collection of data and statistics on gender equality issues at the CHMI, analysis of processes and procedures, detection of areas that may be affected by gender discrimination or disadvantaging select groups of employees. Results of the findings will then be implemented into the running of the organisation. Systems previously set up will be reassessed, and an evaluation will be performed of the whole process of implementation of the GEP at the CHMI at a given interval. The evaluation of the process will also result in the creation of a new updated gender equality plan for the next five-year cycle.



*Fig. 1 GEP cycle in the CHMI*

## 4. Methods of meeting goals of gender equality

The evaluation of the currently running process of implementing the GEP will be performed annually, at the end of the corresponding year. It will involve analysis and synthesis of information on how diligently the standards and aims of equal opportunity are followed. Inspection and evaluation of the goals will be performed on the basis of that year's report, whose results will be discussed at the board meeting of the CHMI.

The assessment of gender-structured data will serve to identify potentially disadvantaged or discriminated individuals on the basis of gender. This assessment will be performed based on the indicators listed below:

- ratio of men and women in the organisation,
- ratio of men and women in leadership positions at the CHMI on levels based on the organisational structure (sections, departments, etc.),
- ratio of men and women in project organisation,
- ratio of men and women in positions of scientific research,
- comparing the salaries of men and women in corresponding categories,
- comparing the income of men and women in corresponding categories.

During the year, ad-hoc investigations may be undertaken if there has been a clear discrepancy in the gender ratios within the monitored indicators, or if meaningful charges have been brought up by the employees or other interested parties.

Depending on the result of the evaluation, measures will be taken to prevent gender-based discrimination.



If discriminatory practices are found at the CHMI, the targeted person has the right to demand their cessation and for the situation to be rectified. Gender-based discriminatory behaviour may be reported to the targeted person's superior, manager of higher rank or a person specifically accredited to safeguard gender equality. Managers and people in charge of observing gender-related issues are obliged to investigate any victim reports, inform the leadership of the CHMI and propose corrective measures to rectify the situation.

## **5. Key areas in gender equality**

### **5.1 Balance between work and private life of the employees**

It has become a standard, enshrined also in the internal regulations of the CHMI, to provide an extra week of vacation compared to the minimal amount as stated by law (i.e., five weeks in total). This can contribute to a healthier balance between work and family life of the employees. The employees also receive five days of paid sick leave, which can also be seen as beneficial towards balancing work and personal life. The CHMI also offers flexible working hours and the option to take unpaid days off. For many years it has been possible to work part-time, which is a welcome opportunity for employees coming back from parental leave. The CHMI also provides financial benefits for children's recreation.

### **5.2 Gender balance in leadership and decision-making processes**

Internal regulations of the CHMI strictly forbid any form of discrimination, related not only to the equality between men and women, but also other potentially disadvantaged groups of employees. When filling leadership positions, the CHMI's management does not consider gender-related characteristics of the employee, but focuses only on qualification, abilities, competence, general openness and other qualitative indicators.

### **5.3 Gender balance in tenders and hiring new employees**

Employees hired in tenders are chosen solely on the basis of their qualification and expertise, with no regard for their age, sex, nationality or skin colour. Important parameters to evaluate are "soft skills" such as the ability to communicate, work in teams, etc.

### **5.4 Ensuring equality between women and men in career growth and promotion**

In employee career growth, no gender criteria are considered. Relevant parameters include qualification, expertise, knowledge of the field in question, abilities, competence, reliability, teamwork, communication, organisational skills, etc.

### **5.5 Incorporating the gender issue in research**

In research and forming research teams, no notions of gender are considered. Research and project teams or working groups are to be formed strictly on the basis of meeting professional criteria or being available due to work schedule.

## **5.6 Measures against gender-motivated violence including sexual harassment**

Managers and personnel specialising in gender issues are obliged to react to possible instances of discriminatory conduct. They have the authority to demand such behaviour be stopped immediately and definitively, and the harmful situation be put right.

## **6. Resources for the realisation of the Gender Equality Plan**

The GEP and the general issue of gender equality fall under the authority of the Director's Office of the CHMI - the Manager of Quality.

If the CHMI fails to obtain any other sources of funding for the realisation and formulation of GEP, the organisation will finance these processes from its own budget.

## **7. Monitoring and evaluation**

One of the crucial stages within the lifecycle of this document is regular monitoring and evaluation of how well the GEP document has been implemented. Every year, we evaluate the realisation of the plan of activities and measures, i.e., if observable progress has been made in the gender situation in the CHMI relative to the goals that had been set.

Inspection and evaluation for the year are carried out at the end of said year. The product of this operation is the yearly evaluation report, presenting conclusions drawn from that year's monitoring and evaluation process.

The goal of the evaluation is to provide information on the progress achieved after implementing this document. The complex cycle of the plan can reveal: which areas require more work or setting new priorities, whether it is needed to update the plan due to unexpected changes in overall circumstances, etc. The whole document, including any potential changes, will be uploaded to the CHMI webpage.

The Gender Equality Plan has been approved by the statutory body and is freely accessible on the CHMI webpage:

Date: \_\_\_\_\_

\_\_\_\_\_  
Mgr. Mark Rieder  
director

## 8.Planned activities and measures

Table 3 lists planned activities and measures intended to foster gender equality in the CHMI.

*Tab. 3 Planned activities and measures within the Gender Equality Plan*

Goal	Activity/measure	Timeframe	Sector responsible	Sector in charge of implementation	Indicator of meeting the goal
Publishing the Gender Equality Plan	Publishing GEP on the CHMI webpage.	Q3-4/ 2023	CHMI Director's Office: Manager of Quality	IT department, ŘAS (management and administration) Brno (document preparation)	Plan published on the webpage
Raising awareness of the issue of gender	Including GEP-related information in internal documents.	2023/2024	CHMI Director's Office: Manager of Quality	Manager of Quality, ŘAS Brno	Publishing information on the GEP document in staff meeting reports, VaV newsletter a other materials.
Education on the issue of gender	Monitoring and identifying available forms of education on the issue of gender.	Q1/2024	CHMI Director's Office: Manager of Quality	ŘAS Brno	Integration in the education plan.
Institutional problem solving	Appointing a representative in the CHMI, authorised to handle related incidents.	Q4/2023	CHMI Director's Office: Manager of Quality	Leadership of the organisation, on the suggestion of the Manager of Quality	Appointing an accredited person.
Improving the quality of employee evaluation and selection process	Training the leadership in conducting evaluation interviews, managing human resources and creating personal plans.	Q2/2024	CHMI Director's Office: Manager of Quality	All managers engaged in leading other people	Realisation of training and discussions between the leadership and employees. Creation of personal plans..
Reporting	Preparing a statistical report on the representation of men and women in given categories.	Q3/2024	CHMI Director's Office: Manager of Quality	ŘAS Brno, PAM	Document analysing gender-related data from the CHMI.
GEP implementation report, regular evaluation and potential updates	RPV (Departmental research programme) reviews whether the document is up to date, proposes and approves potential changes.	Q4/2024	CHMI Director's Office: Manager of Quality	ŘAS Brno	Review within the RPV, potentially issuing updates to the document.