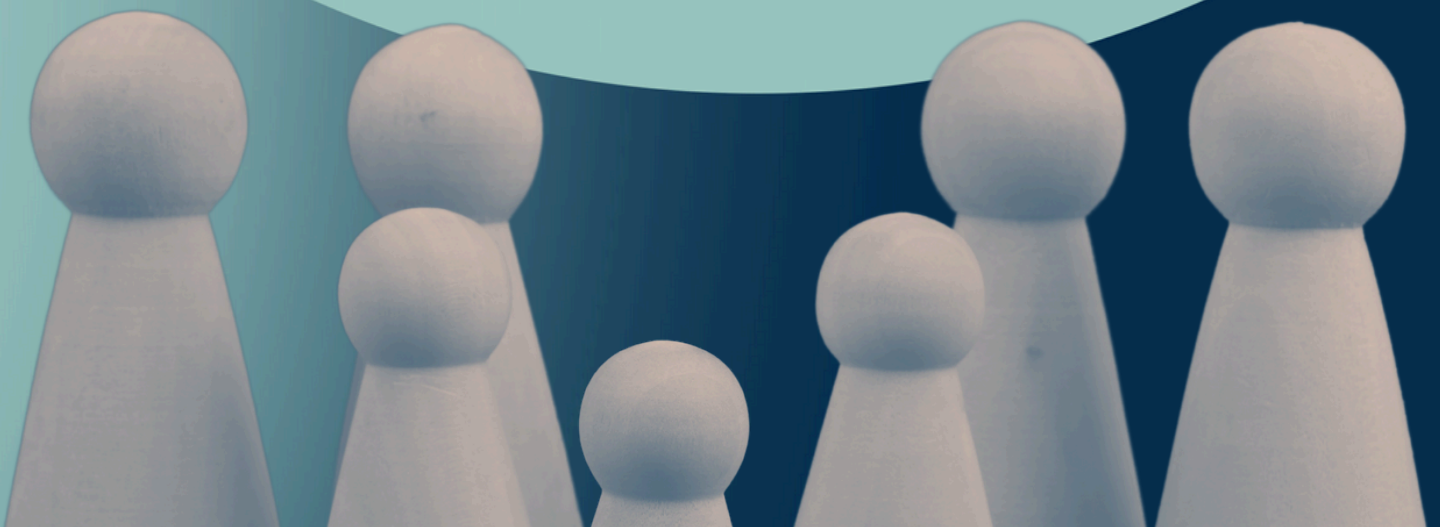


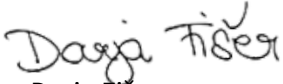
CLARIN ERIC Equality Plan



A Message from the Board of Directors

We are pleased to present CLARIN ERIC's Gender Equality Plan (GEP). In line with Dutch labour law, as well as the Horizon Europe guidelines, this GEP aims to set the framework for our goal to support equality. As a European infrastructure with a diverse community, CLARIN is committed to advancing diversity, equity and inclusion (DEI) within the CLARIN network. The plan will be effective from June 2023 for a period of two years.

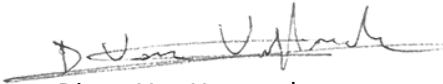
While the initiatives outlined in this GEP mostly cover the central CLARIN ERIC Office, we have broadened the scope where possible to include aspects relevant to CLARIN's stakeholders and the wider CLARIN community. The GEP had been endorsed by CLARIN ERIC's Board of Directors.



Darja Fišer
(Executive Director)



Francesca Frontini
(Member of the Board of Directors)



Dieter Van Uytvanck
(Technical Director)



Antal van den Bosch
(Member of the Board of Directors)

Introduction and Scope

[CLARIN ERIC](#) is a digital research infrastructure offering data, tools and services to scholars in the social sciences and humanities interested in conducting research using language data. Due to its status as a European infrastructure, CLARIN ERIC has a network spanning more than 20 countries. As an organisation with a diverse and growing community, CLARIN is committed to advancing diversity, equity and inclusion (DEI), both within the wider network as well as the central CLARIN ERIC Office team.

While the initiatives outlined in this Equality Plan mostly cover the central CLARIN ERIC Office, the plan also offers recommendations relevant to CLARIN's stakeholders and the wider CLARIN community. The majority of the CLARIN ERIC Office staff are formally employed by Utrecht University (Utrecht, The Netherlands).

Contractual working conditions fall under Dutch labour law and the policies employed by Utrecht University (see also below). This affects areas such as working hours, parental leave, and procedures regarding the reporting of harassment. Utrecht University is committed to advancing gender equality and diversity, and their current GEP can be found on the Utrecht University website. Further details regarding existing initiatives and relevant national labour laws will be outlined in the following section.



[see Utrecht University's GEP here](#)

Overview of the Horizon Europe Recommended GEP Domains

This section is based on the five domains recommended by Horizon Europe, as well as the [European Institute for Gender Equality](#), and gives a brief summary of what each domain entails, and how it is relevant to CLARIN ERIC. In addition, this section highlights the existing initiatives relating to each domain offered by Utrecht University as detailed in its GEP.

1 Work-Life Balance and Organisational Culture

A stable work-life balance creates an open and supportive (working) environment for all employees at CLARIN ERIC, allowing them to advance and flourish in their careers alongside other responsibilities they may have. Measures to support work-life balance at CLARIN ERIC include flexible working hours, hybrid working facilities, parental leave arrangements, and support for caring responsibilities. Ensuring a good work-life balance fosters an inclusive work environment, which in turn positively affects the perception of CLARIN as an employer, therefore helping to attract new talent.

Existing Initiatives at Utrecht University

Utrecht University offers flexible working hours and the possibility to work on a part-time basis, for example through an exchange scheme which allows employees to exchange working hours for holiday hours, or to adapt the working schedule flexibly.

With regards to parental leave, Utrecht University adheres to Dutch labour law; arrangements around parental leave and childcare thus fall under the Dutch national care infrastructure. For a detailed overview on the legislation of parental leave at Utrecht University, please consult its GEP. In addition, the university offers training courses around time management and career development.

2 Gender Balance in Leadership and Decision-Making

This domain describes the aim to increase the share of women in leadership positions, through the implementation of structures that allow for selection and transparency in recruitment processes related to the appointment of employees in CLARIN ERIC's governance bodies, leading roles and committees. Gender balance in leadership is not solely related to appointment, but also to creating a working environment that allows women to stay in leadership positions. This means identifying existing barriers, which can be achieved through regular audits and offering training opportunities on the importance of equality for existing leaders.

Existing Initiatives at Utrecht University

Utrecht University strives for increased gender diversity in the executive and faculty boards. In addition, the university offers a vast array of training opportunities and courses for staff members and students, including training on unconscious bias and leadership programmes.



Measures Against Gender-Based Violence, Including Sexual Harassment

To ensure all employees have a fair chance of developing their careers at CLARIN ERIC, all stages of the existing recruitment procedures should be critically reviewed to ensure that biases are avoided. This may include setting up a code of conduct, establishing transparent procedures around hiring and promotion, and identifying and proactively counteracting underrepresentation in the organisation.

Existing Initiatives at Utrecht University

Utrecht University offers its own programmes, which complement what is offered nationally. These include the Rosanna Fund for Women, as well as Utrecht University's professorship policy.

4 Integration of the Gender Dimension into Research and/or Teaching

To reduce gender biases in research and education, it is of paramount importance to include the sex/gender dimensions in scientific protocols and research agendas, as well as in teaching activities. CLARIN ERIC's main objective is to support scholars and enable scientific excellence. Implementations regarding this domain may include dedicated funding to support the DEI dimension in (affiliated) research and the consideration of DEI in the development of CLARIN resources including teaching.

Existing Initiatives at Utrecht University

Several initiatives at Utrecht University aim to improve diversity in research, such as the Gender and Diversity Hub, which promotes a multidisciplinary environment to study gender and diversity issues. In addition, Utrecht University participates in a number of national and international networks that focus on diversity and inclusion.

5 Integration of the Gender Dimension into Research and/or Teaching

An organisation should have a clear code of conduct in place outlining the behaviour expected from its employees to create a safe working environment. This will ensure a heightened awareness of organisational policy and emphasise a culture of zero-tolerance towards abuse. Employees need to be aware of how to report instances of discrimination, abuse, harassment and violence and should be supported throughout the process.

Existing Initiatives at Utrecht University

To prevent gender-based violence, including sexual harassment, Utrecht University has implemented several measures. These include codes of conduct, complaints procedures and confidential advisors to support students and staff as well as training on dealing with inappropriate behaviour.

Internal Audit

The data outlined in this section are based on an internal survey of the members of staff currently carrying out tasks associated with the CLARIN ERIC central organisation. This includes those with a UU contract, secondment agreements with other organisations, and consultancy and freelance contracts.

Table 1. *Count of nationalities of CLARIN ERIC staff employed by Utrecht University (September 2022).*

Belgian	1
German	3
Italian	2
Dutch	7
Polish	1
Portuguese	1
Russian	1

Personnel Statistics

For those with UU contracts, personnel statistics were obtained from UU. At the time of assessment (September 2022), 16 CLARIN ERIC staff members were employed on a Utrecht University contract. Of those, seven employees worked full-time, whereas nine worked on a part-time basis ($M = 0.78$ FTE). Twelve staff members were employed on a permanent contract. For an overview of the different nationalities of CLARIN ERIC staff employed by Utrecht University, please consult Table 1.

Survey

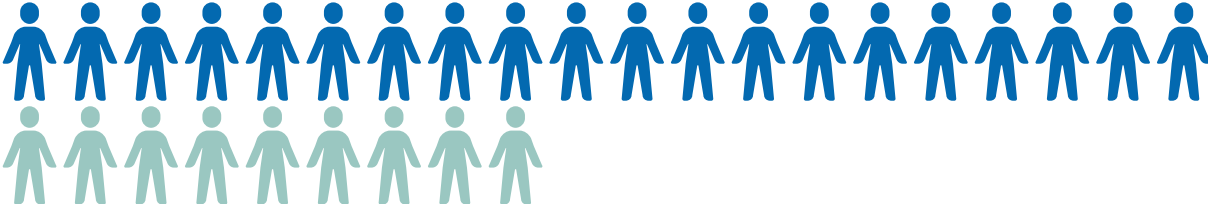
In addition to the personnel statistics, a survey was carried out. In the interest of inclusion, the survey went out to members of the Board of Directors (BoD), those with a Utrecht University (UU) contract, those with secondment agreements with other organisations, and those with consultancy and freelance contracts ($N = 29$).

Due to the small number of employees in CLARIN ERIC’s central organisation, identifiability of responses was constrained by limiting demographic questions, making all questions optional and sharing the survey via an anonymous invitation link. Questions that could lead to easily identifiable answers were specifically avoided. Instead, the survey included more general questions relating to the five domains outlined previously, in order to actively encourage suggestions for improvement regarding DEI matters. The survey was implemented in [Qualtrics](#). All data are stored on a Utrecht University server and only accessible by the CLARIN Policy and Communications Officer.

All participants were informed that any information shared by them may be relevant for the planning of initiatives, which may require the summarised and/or aggregated data to be discussed with other colleagues and/or the BoD.

The questions included in the survey addressed each of the five domains, using a combination of quantitative as well as qualitative assessment, including ample opportunity to share experiences by providing free-text options on some questions. Appendix 1 gives an overview of all questions and response options.

Of the 29 possible respondents, 20 have accessed the survey (68.9 percent); of those, 19 consented to participate. Eleven respondents identified as women, six as men, while two preferred not to provide a gender identity.



The majority (52.6 percent) of those who are on a UU contract reported not being aware of UU’s policies regarding gender equality, though those reporting to know about UU’s policies were able to refer to a wide range of the current initiatives.

None of the respondents reported having experienced discrimination at CLARIN on the basis of their gender, with few (10.5 percent) reporting to have experienced discrimination on the basis of other factors. Regarding language, overall, respondents reported that both the language and image use, as well as the language(s) spoken in the office setting, was predominantly inclusive.

Concerning **work-life balance**, responses were predominantly positive. The majority of the respondents indicated being satisfied with their current work-life balance, the flexibility offered by CLARIN ERIC, as well as the responsiveness of colleagues and supervisors.

However, the option to provide a free-text answer was used by most respondents and included suggestions for a) long(er)-term planning to allow for a clear schedule, b) clear task division/fewer ad hoc responsibilities, and c) clear policy and regular assessment of well-being.

Respondents further reported that there is a good **gender balance in leadership** in CLARIN ERIC's BoD. Transparency of decision-making, however, yielded mixed results and thus requires specific attention. Again, the option to provide a free-text answer was used by most respondents; among other suggestions, the wish for transparency in communication and decision-making was emphasised by employees.

Mixed results were also observed for the domain of **gender equality in recruitment and career progression**. While many responded that it was not their gender hindering their career, opportunities for progression, training and mentorship are perceived as requiring improvement. As revealed by the free-text answers, respondents would like to have a) dedicated meetings to map out their career and future, b) clearer profiles and task division and c) dedicated resources and time for self-development.

Regarding the **integration of the gender dimension into research, research support and teaching**, several suggestions were provided in the long answers, including funding opportunities for projects and/or specific research communities, and establishing guidelines for events, panels, etc. to be aware of equality and diversity when inviting speakers and attendees, for example.

The majority of respondents to whom this applies disclosed that they are not aware of the **measures against gender-based violence (incl. sexual harassment)** in place at UU.

In line with this, when asked to (optionally) provide any additional information and/or suggestions, the need for explicit and regular information about services and advisors available for UU staff was mentioned. Additional suggestions concerned creating a safe work environment and (re-)invigorating activities within the team.



Measures

Measure 1: Career Progression and Training Opportunities

Measure No.	Measure	Timeline	Targets	Indicators	Responsibilities/Resources
1.1	Introduce annual development and assessment interviews to 1) assess tasks and targets and 2) discuss career progression, mentoring opportunities and map out relevant next steps (see also 1.2)	Continuous from GEP adoption	Each CLARIN employee to have annual development and assessment interview and agreement on development goals with their supervisor	Create interview guidelines with targeted questions, which can be re-visited at regular intervals to see progress/needs and monitor in HR system	Chief Operations Officer (COO), Executive Director (ED), Technical Director (TD)
1.2	Allocate resources for enabling self-development opportunities in line with the organisation's needs	Continuous from GEP adoption	Allocate an explicit yearly budget for self-development and for team training. Allocate hours for self-development as part of yearly assessment interview	Establish a list of development opportunities and monitor uptake	COO, ED, in consultation with the Board of Directors (BoD) and General Assembly (GA)

Measure 2: Work-Life Balance

Measure No.	Measure	Timeline	Targets	Indicators	Responsibilities/Resources
2.1	Create a stable plan to identify clear priorities and workload within the office	Continuous from GEP adoption	Develop specific schedules and task responsibilities/profiles	Establish an overview of regular tasks and clear responsibilities, which can also be communicated to (external) stakeholders	COO, BoD

2.2	Create a policy for well-being	Continuous from GEP adoption	Promote staff well-being through annual assessments and clear policy (see also Measure 1)	<ul style="list-style-type: none"> • Make well-being an explicit topic in bilateral meetings with supervisor: This could be part of the regular meetings as outlined in Measure 1.1 • Encourage participation in UU assessment through their yearly monitoring survey and evaluate its results 	COO, ED
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Measure 3: Transparency in Decision-Making

Measure No.	Measure	Timeline	Targets	Indicators	Responsibilities/Resources
3.1	Enable transparency of decision-making	Continuous from GEP adoption	Share meeting minutes explicitly and provide contextualised updates during office meetings	Include sharing of minutes into workflows of governance support and set regular agenda points for office meetings	Governance-supporting Office staff, COO, BoD

Measure 4: Promotion of Diversity in Research, Research Support and Teaching

Measure No.	Measure	Timelines	Targets	Indicators	Responsibilities/Resources
4.1	Build in DEI domain explicitly by adding it to the requirements of CLARIN funding calls	Continuous from GEP adoption	<ul style="list-style-type: none"> • Usage of inclusivity disclaimer in each call and added requirement for applicants to consider the dimension in their applications • Improve application forms (tick box and justification) 	<ul style="list-style-type: none"> • Monitor number of applications • Widely disseminate calls 	BoD, Training and Education Officer, Communications team, relevant Governance bodies

4.2	Create guidelines promoting inclusivity for events hosted by CLARIN	Continuous from GEP adoption	Usage of inclusive language and consideration of accessibility of programmes, venues, dissemination materials etc.	<ul style="list-style-type: none"> Assess progress through end-of-event surveys Invite underrepresented groups as attendees (targeted dissemination of events) and speakers Establish guidelines for national nodes 	Communications team, CLARIN Office (depending on event)
4.3	Set up best-practice example and guidelines around accessibility of CLARIN resources	Continuous from GEP adoption	Drafting and implementation of guidelines	Regularly assess uptake of guidelines	Technical Director/Standing Committee of CLARIN Technical Centres (SCCTC), Policy and Communications Officer

Measure 5: Equality and Diversity in the Workplace

Measure No.	Measure	Timeline	Targets	Indicators	Responsibilities/Resources
5.1	Raise awareness about DEI-related offerings and activities at Utrecht University and overview of CLARIN-specific diversity networks	Continuous from GEP adoption	Increase knowledge of UU offerings	<ul style="list-style-type: none"> Regularly circulate emails of UU offerings Update the Office Handbook and onboarding procedure 	COO
5.2	Establish a code of conduct (CoC) and DEI statement	From Q2 2023	Usage of inclusivity disclaimer on the website and link to CoC for centrally organised events	<ul style="list-style-type: none"> Publish code of conduct and DEI statement on the website and in wider public outreach channels Encourage national nodes and stakeholders to adopt a CoC for CLARIN-related events 	Communications team in consultation with BoD and COO

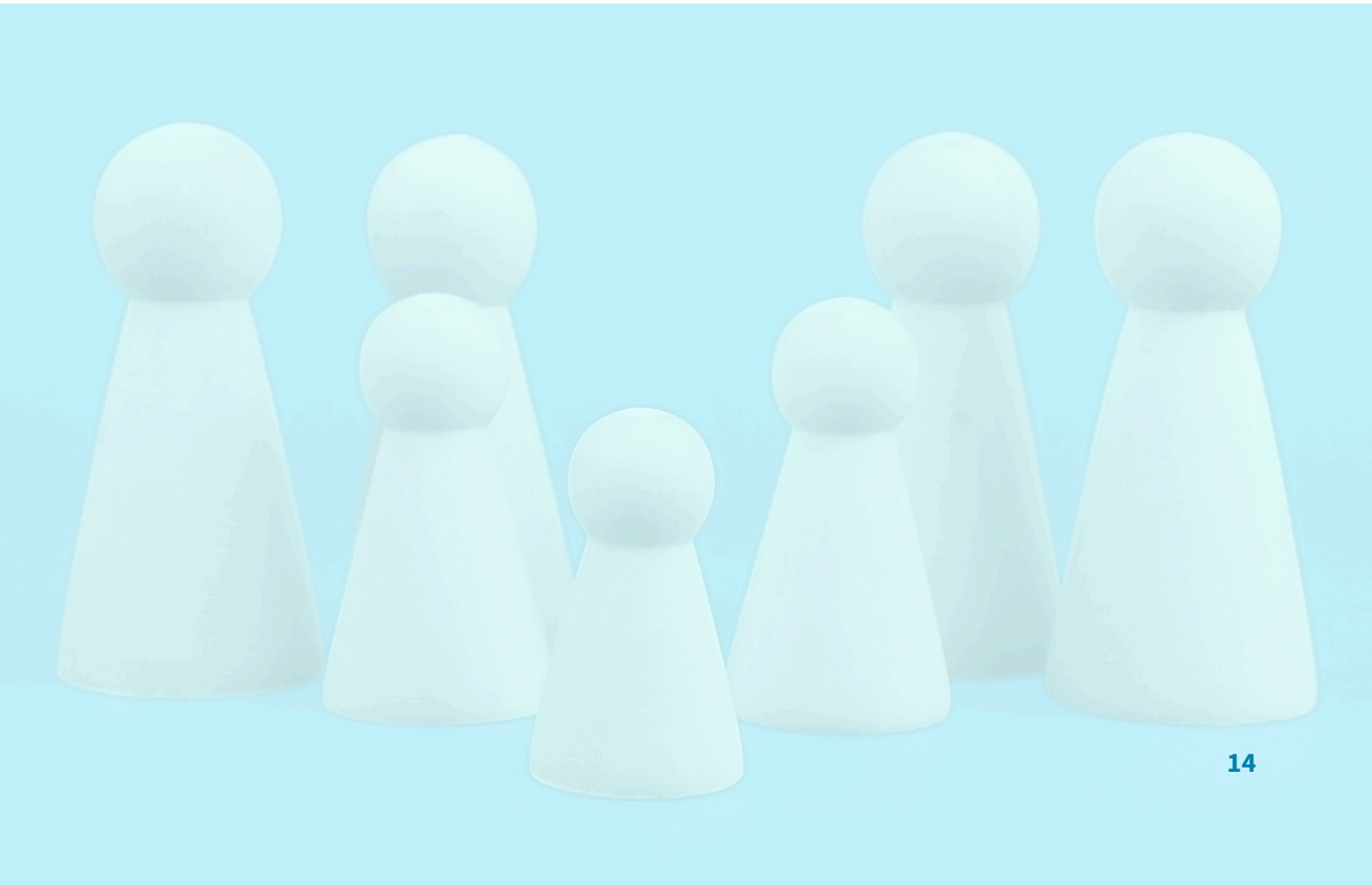
5.3	Inclusive language use in external and internal communications (in English)	Continuous from GEP adoption	Usage of inclusive language; source inspiration from other organisations with guidelines already in place	<ul style="list-style-type: none"> • Encourage non-binary pronoun use (singular they) • Focus on accessible language • Focus on culturally sensitive terminology • etc. 	Communications team
5.4	Hiring guidelines (including recruitment texts), inclusive criteria and transparency	Continuous from GEP adoption	Usage of inclusive language and transparent policy	Regularly assess recruitment texts based on university guidelines with regards to diversity in recruiting	COO, Communications team
5.4.1	Hiring to promote diversity (e.g., women in developers' positions, men in secretarial positions)	Continuous from GEP adoption	Usage of inclusive language and transparent policy	<ul style="list-style-type: none"> • Assess number of men/women in the application process • Widen the pool of applicants through targeted dissemination 	COO, Communications team
5.5	Equality awareness training	Once per period, starting from Q4 2023	Deepened understanding of diversity and equality matters and how they affect the workplace	Regularly survey uptake and feedback among the staff members (as part of UU annual monitoring)	COO, Policy and Communications Officer
5.6	Team-building activities	Yearly, starting from Q4 2023	Strengthening communication within the team	Set up regular dates in the annual calendar.	COO, Office

Overview of Measures and Targets per Recommended Domain as Outlined by Horizon Europe

Measure/ Domain	Work-Life Balance and Organisational Culture	Gender Balance in Leadership and Decision-Making	Gender Equality in Recruitment and Career Progression	Integration of the Gender Dimension Into Research and/or Teaching Content	Measures Against Gender-Based Violence Including Sexual Harassment
1 Career Progression and Training Opportunities					
2 Work-Life Balance					
3 Transparency in Decision-Making					
4 Promotion of Diversity in Research and Teaching					
5 Equality and Diversity in the Workplace					

Monitoring and Evaluation

The progress with respect to the Equality Plan will be monitored on a regular basis. The implementations and monitoring outlined herein will be part of the Policy and Communications Officer’s tasks, in consultation with those identified as responsible for the specific measures.



Appendix I – Internal Survey

Introduction

This survey aims to assess the status quo of equality matters at the central organisation of CLARIN ERIC. In line with the requirements by Horizon Europe, five domains will be covered in this survey. These include 1) work-life balance and organisational culture, (2) gender balance in leadership and decision-making, (3) gender equality in recruitment and career progression, (4) integration of the gender dimension into research and/or teaching, and (5) measures against gender-based violence, including sexual harassment. Note that while the focus of these dimensions is explicitly on gender, we hope to work towards an equality plan that focuses on diversity and inclusion more broadly. As a result, some questions are explicitly about the gender dimension whereas others are more general. In addition, there are also a number of open-ended questions allowing you to share your thoughts and comments. Your own experience is important and will directly affect the initiatives outlined in the CLARIN equality plan.

Due to the small number of employees in CLARIN’s central organisation, we tried to constrain identifiability of responses by limiting the number of mandatory and demographic questions. Your data will be treated respectfully. Thank you for participating!

General

1. What is your gender identity?

Woman	Man	Non-binary	Not listed here	Prefer not to say
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2. I am aware of the actions or policies supporting gender equality and diversity at Utrecht University (UU)?

Yes	No	Not applicable
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If yes, could you give an example?

3. Which initiatives would you like to see covered in CLARIN ERIC’s equality plan?

[free text]

4. I have experienced discrimination (i.e., unfair or prejudicial treatment) on the basis of my gender in my role at CLARIN ERIC.

Yes	No
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If yes, could you give an example?

5. I have experienced discrimination on the basis of my background and/or personal preferences in my role at CLARIN ERIC.

Yes	No
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If yes, could you give an example?

6. CLARIN ERIC uses inclusive and respectful language and images.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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7. I have felt excluded as a result of the language spoken within the office.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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Work-Life Balance

A stable work-life balance creates an open and supportive (working) environment for all employees such that they can advance and flourish in their careers alongside other responsibilities they may have to fulfil. Ensuring work-life balance fosters an inclusive work environment, which in turn positively affects how an employer is perceived, and thus improves the attractiveness of a workplace which will draw in new talent. Implementations to support work-life balance include flexible working hours, parental leave arrangements and support for caring responsibilities.

8. I am satisfied with the current work-life balance arrangements CLARIN ERIC offers.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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9. CLARIN ERIC offers enough flexibility in the way my work can be arranged.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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10. CLARIN ERIC treats each employee's work-life balance needs in the same way, regardless of gender.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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11. My colleagues and managers are responsive to my needs when I have caring responsibilities.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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12. Do you have any suggestions for how work-life balance could be improved at CLARIN ERIC?

[free text]

Gender Balance in Leadership and Decision-Making

This domain describes the aim to implement structures that allow for fair and transparent recruitment processes related to the appointment of employees in leading roles or committees. Gender balance in leadership is not solely related to appointment, but also to identifying existing barriers, which can be achieved through regular audits and offering training opportunities on the importance of equality for existing leaders.

13. There is gender balance in CLARIN ERIC's senior leadership (Board of Directors (BoD)).

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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14. There is sufficient transparency in CLARIN ERIC's decision-making processes by the BoD.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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15. Do you have any suggestions for how gender balance and diversity could be improved in CLARIN ERIC's leadership and decision-making?

[free text]

Gender Equality in Recruitment and Career Progression

To ensure all employees stand a fair chance in developing their careers, all stages of the existing recruitment procedures should be critically reviewed to ensure biases are avoided. This may include setting up a code of conduct, establishing transparent procedures around hiring and promotion, and identifying and proactively counteracting underrepresentation in the organisation.

16. There are equal opportunities for career advancement at CLARIN ERIC, regardless of gender.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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17. CLARIN ERIC offers the same training/mentoring opportunities to support career progression to all employees, regardless of gender.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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18. My salary reflects my experience and skills, regardless of my gender.

Yes, definitely	Yes, somewhat	Not really	Not at all	No opinion
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19. Gender aside, do you have any suggestions for how recruitment and career progression could be improved at CLARIN ERIC?

[free text]

Integration of Gender Dimension Into Research and Teaching Content

To reduce gender biases in research and education, it is of paramount importance to include the sex/gender dimensions in scientific protocols and research agendas, as well as in teaching activities. Implementations include dedicated funding and a systematic incorporation of the sex/gender dimension in all parts of the research and innovation cycle. With regards to CLARIN ERIC, one could also think about how gender and diversity could play a role in the resources that are being developed.

20. Do you have any suggestions how CLARIN ERIC could support the gender and diversity dimension in (affiliated) research endeavours?

[free text]

Measures Against Gender-Based Violence

An organisation should have a clear code of conduct in place outlining the behaviour expected from its employees to create a safe working environment. This will ensure a heightened awareness regarding organisational policy and emphasise a culture of zero-tolerance towards abuse. Employees need to be aware how they can report instances of discrimination, abuse, harassment and violence and be supported throughout in the case of persecution.

21. Are you aware of the procedure UU has in place for reporting gender-based violence (including sexual harassment)?

Yes	No	Not applicable
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If yes, could you give an example?

Wrap-Up

22. Would you like to share anything else relevant to the subject of equality and diversity, such as additional topics to be addressed and/or relevant personal experiences? (optional)

[free text]

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June 2023

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