

## Gender Equality Plan 2026 – 2029

*1st draft created by:*

*Dr. Nikolas Hagemann, April 11th, 2026*

*Internal review:*

*Hans-Peter Schmidt*

*Approved*

*April 16th, 2026, by Dr. Nikolas Hagemann, CEO*

*Effective*

*April 13th, 2026 – December 31st, 2029*

### 1. Commitment and Purpose

Ithaka Institut gemeinnützige GmbH (hereafter: Ithaka) is committed to fostering a work environment in which all employees and collaborators are treated with respect and dignity, and in which gender equality is actively promoted as a core value. The institute recognises that diverse and inclusive teams produce higher-quality research and innovation outcomes.

This Gender Equality Plan (GEP) sets out concrete goals and measures for the period 2026–2029 across four key areas: institutional commitment, dedicated resources, data-driven monitoring, and awareness raising. This document is formally endorsed by the institute's director and is publicly accessible on the Ithaka Institut website.

### 2. Dedicated Resources and Responsibilities

*Given the small size of the Ithaka Institut (fewer than 10 staff members), responsibility for gender equality is integrated into the institute's management structure rather than assigned to a separate dedicated unit. The Director bears overall responsibility for ensuring the implementation of this GEP.*

*Responsibilities include:*

- *Overseeing the implementation and annual review of this GEP*
- *Ensuring equitable recruitment, promotion, and working conditions*
- *Facilitating access to gender equality training and resources for all staff*
- *Reporting on progress as part of the institute's annual self-assessment*

*Time dedicated to GEP implementation is integrated into regular management and administrative tasks. Funding for relevant training, events, or consultations is allocated as needed within the institute's annual budget*

### 3. Data Collection, Monitoring, and Annual Reporting

Ithaka collects and monitors human resources data disaggregated by sex/gender across all staff categories. The following indicators are tracked on an annual basis:

| Indicator                                                                         | Frequency |
|-----------------------------------------------------------------------------------|-----------|
| Share of women and men among researchers, technical, and administrative staff     | Annual    |
| Share of women and men in management and decision-making roles                    | Annual    |
| Gender composition of external collaborators and fellows                          | Annual    |
| Gender balance in authorship of institute publications                            | Annual    |
| Gender distribution among seminar and conference speakers hosted by the institute | Annual    |

Collected data inform the institute's annual self-assessment and are used to identify gaps and define corrective measures. A brief summary of findings is reviewed by management and shared with all staff annually.

#### 4. Awareness Raising, Training, and Capacity Building

Ithaka Institut is committed to raising awareness of gender equality and combating unconscious bias among all staff and decision-makers. The following measures are implemented or planned for the GEP period:

- Onboarding and organisational culture
  - o All new employees receive information on the institute's GEP and equality commitments as part of the onboarding process
  - o The GEP is made available to all staff on the institute's internal communication channels and public website
- Training and professional development
  - o Staff are encouraged to participate in training on gender equality, unconscious bias, and inclusive research practices, either through external providers or online resources
  - o The institute supports participation in EU-funded initiatives and networks promoting gender equality in research and innovation
- Recruitment and selection
  - o Job advertisements use gender-neutral language and actively encourage applications from underrepresented groups
  - o Selection committees strive for gender balance among their members where size permits

#### Goals and Action Plan

| Goal                                                 | Actions                                                                                                                   | Timeline               |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------|
| Maintain or improve gender balance in research staff | Monitor annual HR data; address imbalances in recruitment                                                                 | Ongoing, annual review |
| Ensure gender balance in institute-hosted events     | Track speaker gender in workshops, webinars, and training schools; set target of $\geq 40\%$ representation of any gender | Ongoing, annual review |
| Integrate gender dimension into research outputs     | Assess where sex/gender analysis is relevant in ongoing and future projects; include guidance in project planning         | Ongoing, annual review |
| Annual GEP review and reporting                      | Director prepares brief internal report on GEP progress; published as summary on website                                  | Annually, Q1           |

### 5. Signatures and Approval

*This GEP has been approved by the director of Ithaka and constitutes a formal institutional commitment. It will be reviewed annually and updated at the end of the four-year period or following any significant organisational change, i.e. as the organization grows to more than 10 staff members.*

*Goldbach, April 16, 2026*

A handwritten signature in black ink. The word "Nikolas" is written in a cursive script, followed by a stylized, elongated signature that appears to be "Hagemann".

*Dr. Nikolas Hagemann*

*Research Director and CEO (Geschäftsführer und Gesellschafter)*