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Best practices for collecting and monitoring gender-disaggregated data

A practical guide by the Luxembourg Gender Working Group

Table of Contents

1. About these guidelines

This document was synthesized, compiled, and complemented by members of the Luxembourg Gender Working Group during multiple workshops and feedback sessions. It includes, among others, already implemented best practices from each institution as well as internationally approved recommendations from the *Practical Guide to Improving Gender Equality in Research Organisations* published by the Science Europe Working Group on Gender and Diversity[1] and the GEAR (Gender Equality in Academia and Research) Toolkit on *Analysing and Assessing the Status Quo in an Organisation* published by the European Institute for Gender Equality (EIGE).[2]

2. Rationale for monitoring gender-disaggregated data in research institutions

Research performing and funding institutions need to collect fine-tuned data, especially gender-disaggregated data, which is sub-categorized into a typically binary distinction of male and female, to uncover gender inequalities in their processes. This type of data must be collected regularly to determine how potential imbalances evolve over time and to establish a baseline. The development and success of specific measures to reduce inequalities and their impact can be demonstrated and determined using the regularly collected gender-related data.

Data collection and evaluation can help to determine the impact, quality and significance of an internally applied policy or activity by providing credible and useful information. It enables the organisations to take account of lessons learnt that can be used in future decision-making processes.

3. Use of collected data by different parties

3.1. General Management

It is essential for general management to use gender-disaggregated data within their institution to have a clear picture of the status quo situation, to observe compositional changes in their team, to define short- and long-term objectives, to set, implement and adapt action points, and to monitor all changes and progresses over time. To foster equality, diversity, inclusion, and belonging, the data collection can additionally be integrated in an intersectional approach, allowing to tackle other inequalities and consider them as mutually dependent rather than isolated.

In-depth data, monitoring and analysis will help general management with their internal decision-making, setting up career management procedures, such as equal and fair promotion, avoiding the loss of staff, ensuring a good working atmosphere, and maintaining the motivation of their employees. But also increasing the international reputation and raising the chances of sustainably attracting talent from a diverse international scientific community.

In the context of programs drafted by the EU, research performing and funding institutions are furthermore requested to demonstrate their impact and actions towards gender diversity and equality through setting up a gender equality plan, which must take into account the regular collection and evaluation of gender-disaggregated data.

[1] Practical Guide to Improving Gender Equality in Research Organisations published by the by the Science Europe Working Group on Gender and Diversity:
https://www.scienceeurope.org/our-resources/practical-guide-to-improving-gender-equality-in-research-organisations
[2] Analysing and assessing the status quo in your organisation by EIGE:
https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide/step-2

3.2. Gender Equality Officers

Gender-disaggregated data is an important benchmark for gender equality officers, which are to be consulted along the process of collection and analysis of the data. High quality data will enable them to monitor and evaluate results against the indicators. Gender equality officers must work closely with management, human resources, staff delegation and staff to develop and inform about program and project improvements and suggest strategic directions.

3.3. Human Resources

Human resources are responsible for the staff. It is essential for human resources to have knowledge on gender related data. They can identify institution-wide issues and develop strategies to counter steer. For example, if pay gaps exist or if the hiring process results in unequal gender distribution or if a certain gender is dropping out in a significantly higher proportion during career development, it is the responsibility of HR to be aware of these situations and to work on adequate solutions while informing the management board and the board of directors.

3.4. Staff Delegation

The Management is obliged to inform and consult the staff delegation and the equality delegate on the situation, structure, and development of employment within the company. To this end, it must provide the staff delegation and the equality delegate every six months with statistics broken down by gender on recruitment, promotions, transfers, dismissals, pay, and training of the company's employees. The gender equality delegate is given supplementary hours to defend equal treatment of women and men at work regarding access to employment, vocational training, and promotion, pay and working conditions. This exchange further fosters the social dialogue within institutions, for the whole research sector and at the national level.

3.5. Staff

It is important for each individual employee to be aware of the gender diversity in their institution. This further allows to self-assess and address potential problems and promote the elimination of perceived imbalances that may have an effect on the well-being and access to opportunities of the staff. Furthermore, the numbers may motivate staff to change some behaviour or to organise initiatives such as networking or mentoring activities by themselves.

3.6. Ministry of Higher Education and Research

Since the research performing and funding institutions are to a large extend financed through performance contracts with the Ministry of Higher Education and Research in Luxembourg, reporting back on fundamental aspects such as the composition of their staff and the overall scientific landscape is essential and of high interest.

3.7. Society

The public has the right to be informed on the status and performance of research institutions funded to a large extent by public money. Thus, indicators of gender balance, pay gaps and their evolution over time should be shared with the public on a regular basis, such as every 3 years.

Importantly, to guarantee an efficient workflow, it is crucial that constant communication is maintained between the different parties, especially on an internal level.

Figure 1. The different parties within research performing or funding institutions that can and should use gender-disaggregated data to establish a status quo, monitor the situation and offer strategic insights depending on the progression.

4. The different steps of collecting, monitoring, and publishing gender-disaggregated data

In detail:

- Evaluate your **current data collection workflow** within your organisation, research performing organization and research funding organizations, and in collaboration with the department of human resources.
- If any form of employee data does not yet exist in your organisation, serious efforts must be made to **set up and maintain a consistent workflow and data management** in-house.
- **Check which data are already monitored** and which data are currently not being recorded for each employee of the organisation (including employees with both short- and long-term contracts).
- Always make sure that your data recording is in line with **local GDPR regulations**. Please consult with your GDPR officer in-house.
- As soon your employee database is available, you carry out a **statistical analysis** to receive quantitative results on, among others, gender-disaggregated data as a proxy for your organisation's current gender equality and diversity index.
- While employee data needs to be **collected annually**, a complete synopsis of your analysis would be published regularly internally and externally at a recommended frequency of every 3 years minimum. A short summary and **success stories** on actions taken to improve gender equality can be published in the **annual progress reports**.

- Based on the outcome of the data analysis, organisations should define explicit **objectives for gender equality**, either linked to national objectives or beyond. These objectives must be explicit, measurable, monitored and reported back on at a pre-defined time.
- Depending on the set objectives, **actions must be undertaken to drive progress** and meet these objectives in the given timeframe. If an objective is not met, additional actions are needed, and the topic prioritized.

In summary:

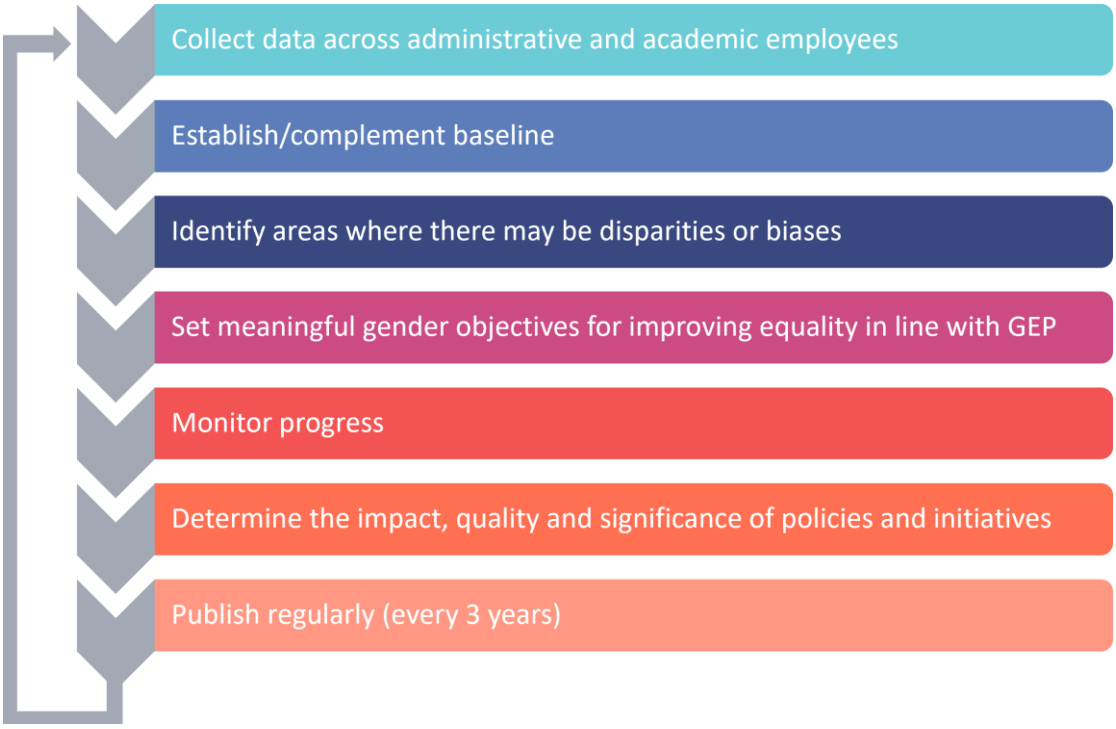

Figure 2. Summary of the different steps of collecting, monitoring, and publishing gender-disaggregated data within research performing or funding institutions.

5. Types of data to be collected, monitored, and published

The type of data collected will vary according to the type of institution**.** Some data will be the same for research performing organization, university, and research funding organizations. Please find below all data points that are suggested for collection for a most complete overview of your organisation's structure and gender balance.

As certain socio-demographic data can be specific per institution, these best practices can be implemented by the human resources departments with the help of the Gender Working Group to homogenize data collection, monitoring and analysis most effectively among the different institutions.

If there is a decision to collect more detailed information about employees' profiles (role descriptions etc.), be aware to collect these data sensibly and re-evaluate potential introduction of bias based on those skills. Brief your personnel on what standardized skills (social and professional) should be added to reduce any potential bias or inequalities.

5.1. Minimum data to be collected per employee for all organisation types

General socio-demographic data that must be collected for each administrative and scientific employee per research performing and funding organisation are listed below.

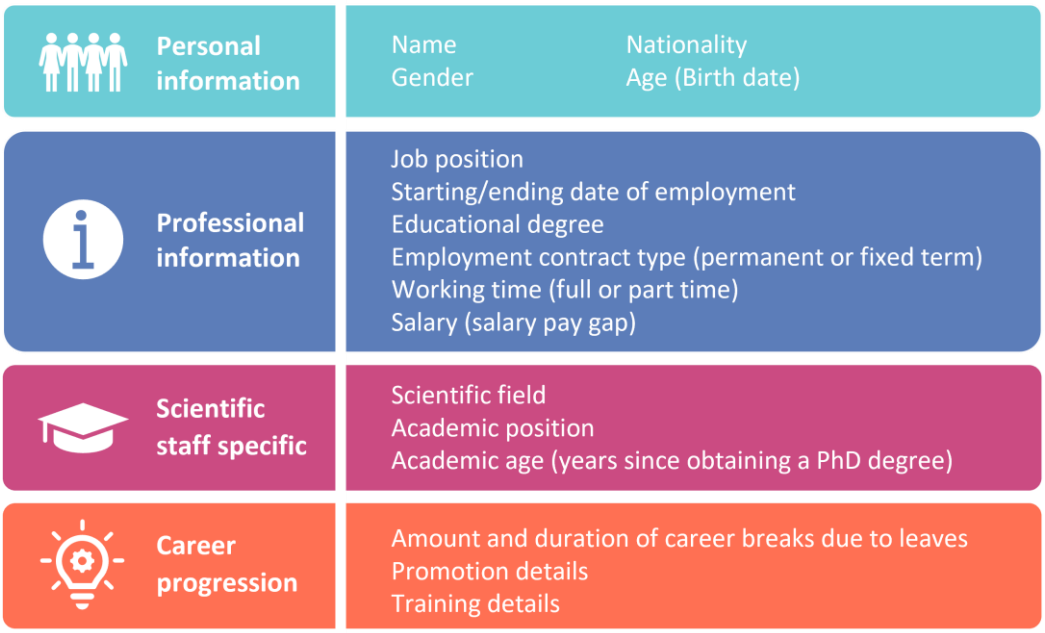

Figure 3. Summary of the minimum data to be collected per employee for all organisation types. **Career breaks due to leaves** include, among others, maternity leave, parental leave, sick leave, or caring for people with specific needs. Salary data must be collected and analysed organization-wide to detect potential **salary pay gaps**. Salary pay gaps must at least consider gender, job position and years of employment.

5.2. Research Performing Organisations

Research performing organisations such as the Luxembourg Institute for Socio-Economic Research (LISER), the Luxembourg Institute of Health (LIH), the Luxembourg Institute of Science and Technology (LIST), the Max Planck Institute (MPI) and the University of Luxembourg including all its faculties and research centres: Luxembourg Centre for Contemporary and Digital History (C2DH), Interdisciplinary Centre for Security, Reliability and Trust (SnT), Luxembourg Centre for Systems Biomedicine (LCSB), must collect adequate gender-disaggregated data of their entire staff to be able to provide concrete numbers that at least cover the following topics:

- Staff numbers by gender at all levels, by disciplines, function (including administrative and scientific staff) and by contractual relation to the organisation;
- Number of women and men that enrol for a PhD per year;
- Number of women and men successfully defending and obtaining a PhD's degree per year;
- Average time to completion of a PhD degree for women and men;
- Number of female and male candidates applying and succeeding for distinct job positions, including the success rates;
- Number of female and male candidates applying and succeeding for internal promotion, including the success rates;
- Numbers of women and men in academic and administrative decision-making positions (e.g. boards, committees, juries);

- Numbers of women and men among heads in academic and administrative decision-making positions (e.g. boards, committees, juries);
- Numbers of women and men having left the organisation in past years, specifying the numbers of years spent in the organisation;
- Numbers of staff by gender applying for/taking parental leave and for how long;
- Average numbers of years needed for women and men to make career advancements.

The matching metadata must in each case be **broken down** at least according to the following indicators:

- scientific field
- academic position
- temporary or permanent position
- part-time or full-time position (in %)
- age
- academic age (number of years since obtaining the PhD)

5.3. University level

The University of Luxembourg's additional data collection in its education role must collect additional adequate gender-disaggregated data of their students to be able to provide concrete numbers that at least cover the following topics below.

Number of female and male students at all levels and for all disciplines, including the number of dropouts. This includes:

- Number of women and men starting a bachelor's degree;
- Number of women and men obtaining a bachelor's degree;
- Average time to completion of a bachelor's degree for women and men;
- Number of women and men starting a master's degree;
- Number of women and men obtaining a master's degree;
- Average time to completion of a master's degree for women and men;
- Number of women and men starting a PhD's degree;
- Number of women and men obtaining a PhD's degree;
- Average time to completion of a PhD degree for women and men.

The matching metadata must in each case be **broken down** at least according to the following indicators:

- scientific field
- age

5.4. Research Funding Organisations

Luxembourg's only national research funding organisation, the Luxembourg National Research Fund, must collect adequate gender-disaggregated data of their administrative staff, applicants, international expert reviewers and panel members to be able to provide concrete numbers that at least cover the following topics:

<u>For administrative staff:</u>

- Staff numbers by gender at all levels, by disciplines, function (including administrative and support staff) and by contractual relation to the organisation;
- Salary pay gaps by gender and job position;

- Numbers of women and men in administrative decision-making positions (e.g. boards, committees, juries);
- Number of women and men in scientific and administrative councils;
- Average numbers of years needed for women and men to make career advancements;
- Number of female and male candidates applying and succeeding for distinct job positions, including the success rates;
- Numbers of women and men having left the organisation in past years, specifying the numbers of years spent in the organisation;
- Numbers of staff by gender applying for/taking parental leave, and for how long.

The matching metadata must in each case be **broken down** at least according to the following indicators:

- temporary or permanent position
- part-time or full-time position (in %)
- age

<u>For applicants submitting for funding:</u>

- Number of women and men principal investigators in submitted and selected applications and their respective success rates;
- Number of women and men in the research teams of submitted and selected applications, and the distribution of tasks and roles among each team;
- The average grants' amounts allocated to successful projects conducted by women and men.

The matching metadata must in each case be **broken down** at least according to the following indicators:

- scientific field
- funding scheme
- age
- academic age (number of years since obtaining the PhD)

<u>For international expert reviewers and panel members:</u>

- Number of women and men in expert panels;
- Number of women and men among heads of expert panels;
- Number of women and men among reviewers.

The matching metadata must in each case be **broken down** at least according to the following indicators:

- scientific field
- funding scheme

6. Further Resources

Below is a list of programs and tools that can be used by institutions to work towards achieving greater gender equality for their employees:

Positive Actions Program: The Positive Actions Program is intended for all companies established in Luxembourg and not only for institutions in the higher education and research sector. However, it can be of interest to the latter, particularly for the analysis phase of the existing situation and for the implementation of gender objectives. In addition, a network of companies that have participated in the Positive Actions Program exists and constitutes a potential means of exchanging good practice with other organisations, both within and outside the higher education and research sector.

https://actionspositives.lu/

LOGIB: Logib is based on a scientific and legally sound method, validated by an independent third party and developed by the Swiss Federal Office for Gender Equality (EBG). Logib is an internationally recognised tool. It has been awarded the United Nations Public Service Award of Excellence and has received the Good Practice Label from the International Coalition for Equal Pay (OECD, ILO, UN Women). This tool is mainly aimed at private sector companies with more than 20 employees. Logib can be downloaded from the Website of the Ministry of Equality between Women and Men: https://actionspositives.lu/logib

GEAR Tool: The Gender Equality in Academia and Research (GEAR) tool provides universities and research organisations with practical advice and tools through all stages of institutional change, from setting up a gender equality plan to evaluating its real impact.

https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide

Analysing and assessing the status quo in your organisation by EIGE:

https://eige.europa.eu/gender-mainstreaming/toolkits/gear/step-step-guide/step-2

Gender Equality Plan: Since 2022, an institutional GEP is a precondition for receiving funding by research or higher education institutions from Horizon Europe, the EU framework program for research and innovation. A GEP has to satisfy four mandatory requirements:

- It must be a formal document signed by the top management, communicated in the institution and published on the institution's website;
- It must have dedicated resources and expertise in gender equality to implement it;
- Organisations must collect sex/gender disaggregated data on personnel with annual reporting based on indicators;
- It must include awareness-training and training actions on gender equality.

https://gender-spear.eu/assets/content/Horizon%20Europe%20Guidance%20on%20GEP_en.pdf

Gendered innovations

https://genderedinnovations.stanford.edu/ISR_07_Schiebinger.pdf

https://www.genderportal.eu/

Practical Guide to Improving Gender Equality in Research Organisations published by the Science Europe Working Group on Gender and Diversity:

https://www.scienceeurope.org/our-resources/practical-guide-to-improving-gender-equality-in-research-organisations

Guidelines for Evaluating Gender Equality Action Plans: To assess structural change, the EU-funded project 'Transforming organisational culture for gender equality in research and innovation' (GENOVATE) developed comprehensive guidelines: Evaluating Gender Structural Change. Guidelines for Evaluating gender Equality Action Plans. (Julia Espinosa, María Bustelo and María Velasco (coords.), Complutense University of Madrid (UCM), 2016.

https://www.queenssport.com/sites/QueensGenderInitiative/FileStore/Filetoupload,959872,en.pdf

GenderTime: A model for building a gender equality index for academic institutions. Guidelines which were written in 2016 in the course of the EU-funded project.

http://www.padovauniversitypress.it/system/files/attachments_field/9788869380983.pdf

A model for building a Gender Equality Index for academic institutions by Silvana Badaloni and Lorenza Perini (2016)

http://www.padovauniversitypress.it/system/files/attachments_field/9788869380983.pdf