

GENDER EQUALITY PLAN

ENA

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INTRODUCTION

ENA's commitment to gender equality

The present Gender Equality Plan (GEP) is a **set of commitments and actions that aim to promote gender equality in ENA's organisation through a process of structural change**. GEP aims to promote gender equality through the sustainable transformation of organisational processes, culture and structures that produce and sustain gender imbalances and inequalities. GEPs should address not only the organisation's visible structure and practices (such as policies and procedures), but also consider how to evolve espoused values (what people say they believe) and underlying assumptions (unconscious beliefs, thoughts, and feelings), including in the production of knowledge and its applications.

The primary objective of the plan is to ensure that ENA is a safe place for everyone, and functions in a manner which respects equality and diversity, is free of discrimination, and ensures unhindered professional progress for all.

The development of ENA's GEP is linked to the European Commission's European Strategy for Gender Equality 2020-2025, which announced the ambition for a GEP requirement for organisations. The Council of the European Union in its conclusions on the New European Research Area (ERA) in December 2020 also called on the Commission and Member States to adopt a renewed focus on gender equality and mainstreaming, including through GEPs and the integration of the gender dimension into R&I.

This GEP is also developed with reference to the national laws and regulations concerning gender equality:

- [Article 13 of the Constitution of the Portuguese Republic - Principle of equality](#): All citizens have the same social dignity and are equal before the law | No one shall be privileged, favoured, prejudiced, deprived of any right or exempted from any duty on grounds of ancestry, sex, race, language, territory of origin, religion, political or ideological beliefs, education, economic situation, social status or sexual orientation.

- [Resolution of the Council of Ministers No. 161/2008, of 22nd October](#) - Adopts measures to promote the transversal perspective of gender in the central administration of the State and approves the statute of counsellors for equality, as well as of the members of interdepartmental teams for equality.
- [Resolution of the Council of Ministers no. 103/2013, of 31 December](#) - Approves the V National Plan for Equality, Gender, Citizenship and Non-discrimination 2014-2017.
- [Resolution of the Assembly of the Republic no. 115/2015, of 10 August](#) - Strengthens the resources of the Authority for Working Conditions and creates a National Plan to Combat Discrimination on the grounds of Maternity and Paternity.
- [Resolution of the Council of Ministers No. 61/2018, of 21 May](#) - Approves the National Strategy for Equality and Non-Discrimination 2018-2030.
- The [National Strategy for Equality and Non-Discrimination 2018-2030](#) recognises Equality and Non-Discrimination as a condition for building a sustainable future for Portugal, defining strategic axes and goals until 2030. This long-term vision is translated into three Action Plans (for Equality between Women and Men; for Prevention and Combating Violence against Women and Domestic Violence; and for Combating Discrimination on the grounds of Sexual Orientation, Gender Identity and Expression and Sexual Characteristics) that define concrete measures and goals until 2021.

METHODOLOGY

The first step towards the development of this GEP consisted in the preparation of a diagnosis of ENA's situation with regard to gender equality, as a prerequisite for defining the objectives and measures to be included in the plan.

This diagnosis includes an analysis of the situation of the employees (men and women) according to various indicators, of human resources management practices, an assessment of the ENA's areas for improvement in terms of equality and a proposal for measures to be implemented in response to the imbalances detected. This data establishes a baseline situation in relation to gender equality in the organisation, against which progress can be monitored on annual basis. The result of this analysis has been the establishment of areas for improvement in terms of equality, on the basis of which the objectives and measures that make up this GEP have been drawn up.

These measures have been reorganised into the various lines of action that make up the plan, which have been drawn up taking into account all the conclusions obtained in the diagnosis. Taking into account the nature of ENA as a non-profit association whose board of directors includes municipalities and private entities, the preparation, implementation, monitoring and evaluation of this GEP are governed by the following guiding principles that will guide its implementation:

- Participation and transparency. The staff has presence, information and decision-making capacity throughout the whole process of elaboration, implementation and evaluation.
- Mainstreaming. The GEP aims to introduce respect for gender equality in a cross-cutting manner in all ENA's management areas.
- Globality. The Plan is applicable to the entire organisation and to all the personnel assigned to it (including the board of directors).
- Flexibility. The measures and objectives to be fulfilled have been proposed from a dynamic and flexible point of view, as they may change, with the aim of adapting them

to the needs and difficulties that may arise during their implementation, detected during the monitoring phase.

Two transversal lines are also defined as necessary for the adequate implementation and monitoring of the actions contained in the plan:

- Communication. Understood as a basic tool for the exchange of information between the organisation's management and its workers and, at the same time, as a necessary element to guarantee information to all personnel on the actions carried out.
- Monitoring and evaluation. As mechanisms necessary to verify the correct implementation of the actions and the verification of their results.

OBJECTIVES

The general objective of the plan is to achieve equity and equal opportunities between women and men within ENA's organisation, and to incorporate the gender perspective into its management.

The specific objectives related to the different axes or areas of intervention are as follows:

- Value the entity's commitment to equal opportunities between women and men, generating an organisational culture based on equality as one of ENA's core values.
- Promote a greater balance in the presence of women and men in those areas where women are under-represented.
- Balance the participation of women and men in promotion and professional development practices.
- Systematise on an annual basis the elaboration of a training plan that includes specific training actions on equality.
- Contribute to the principle of equal pay, based on the study of the pay gap.
- Guarantee the reconciliation of work, family and personal life for all the staff, and encourage the co-responsibility of men and women in family and domestic responsibilities.
- Preventing specific occupational risks for women, as well as taking action in situations of sexual and gender-based harassment, and specifying the management of the labour rights of female workers who are victims of gender-based violence.

LINES OF ACTION AND MEASURES

The different measures to be implemented, structured into different lines of action, are set out below. For each of them, the person responsible for their implementation and the indicators for their monitoring and evaluation are detailed.

THEMATIC AXIS: Commitment of the company to equality.	
OBJECTIVE 1	
To highlight the company's commitment to equal opportunities between men and women, generating a true organisational culture based on equality as one of the company's core values.	
TARGET: ENA's employees (men and women) and ENA's Management Board.	
ACTIONS	INDICATORS
1.1 Make equality visible as one of the ENA's corporate values, starting with its inclusion in all internal and external documentation and other documents of interest (e.g. activity report) as well as through the organisation's dissemination tools (e.g. website, e-mail, social networks).	Number of internal and external documents of the entity in which equal opportunities have been made visible in the entity's corporate values.
1.2 Guarantee the dissemination of the Equality Plan to all the staff.	Percentage of the staff that has received the equality plan
1.3 Introduce courses on gender equality for all staff in ENA's training plan.	Number of courses programmed on gender equality Percentage of staff trained on equality, by sex
1.4 Introduce in ENA's training plan courses on equal opportunities in the company and human resources management (regulations, recruitment and selection, continuous training, promotion and career development, remuneration policy, work-life balance, equality plans...) aimed at management and representative bodies.	Percentage of staff belonging to management and representative bodies trained on equal opportunities in the company and human resources management, by sex
RESPONSIBLE PERSON: ENA's Directors and Management Board	

THEMATIC AXIS: Access, selection and filling of jobs	
<p>OBJECTIVE 2 To promote a more balanced presence of women and men in areas where women are under-represented.</p>	
<p>TARGET: ENA's human resources' responsible</p>	
ACTIONS	INDICATORS
2.1 Use neutral and inclusive language in job advertisements.	Percentage of job advertisements drafted with inclusive language
2.2 Monitor the participation of men and women in each phase of the selection processes.	<p>Number of participants in each phase of the selection process, by sex</p> <p>Percentage of female recruitments</p>
2.3 Introduce in ENA's training plan, courses on equal opportunities and gender mainstreaming in selection processes (design and dissemination of offers, recruitment, selection, hiring) for those responsible for personnel selection.	<p>Number of courses programmed on gender mainstreaming in selection processes</p> <p>Percentage of staff responsible for recruitment trained in gender mainstreaming in selection processes, by sex</p>
<p>RESPONSIBLE PERSON: ENA's Management Board</p>	

THEMATIC AXIS: Promotion and professional development	
OBJECTIVE 3 To balance the participation of women and men in promotion and career development practices	
TARGET: ENA's human resources' responsible	
ACTIONS	INDICATORS
3.1 Guarantee the dissemination of calls for promotion to all staff.	Percentage of staff reached by the calls for promotion
3.2 Use neutral and inclusive language in calls for internal promotions.	Percentage of calls for internal promotions drafted with inclusive language
3.3 Monitor the participation of women and men in each phase of the internal promotion process.	Percentage of female candidates for internal promotions Percentage of female promotions
RESPONSIBLE PERSON: ENA's Management Board	

THEMATIC AXIS: Lifelong learning	
OBJECTIVE 4 Systematise and develop a training plan that includes specific training actions in the field of equality.	
TARGET: ENA's employees (men and women)	
ACTIONS	INDICATORS
4.1 Introduce in ENA's training plan, courses on equal opportunities in business and human resources' management addressed to management bodies (see Action 1.4).	Number of courses on equal opportunities in business and human resource management for ENA's management bodies.
4.2 Introduce in ENA's training plan, courses on gender mainstreaming in selection and promotion processes for those in charge (see 2.3).	Number of courses on gender mainstreaming in recruitment and +promotion processes
4.3 Introduce in the training plan, courses on inclusive language, on prevention of and action against sexual and gender-based harassment and on protection of women victims of gender-based violence, aimed at all staff (see 1.4, 7.4 and 7.5).	Number of courses on inclusive language, on prevention of and action against sexual and gender-based harassment and on the protection of women victims of gender-based violence, aimed at the entire staff. Percentage of management bodies representatives trained. Percentage of general staff trained
RESPONSIBLE PERSON: ENA's Human Resources responsible	

THEMATIC AXIS: Remuneration	
OBJECTIVE 5 Contribute to the principle of pay equity through the study of potential pay gaps	
TARGET: ENA's employees (men and women)	
ACTIONS	INDICATORS
5.1 Carry out a specific study of potential pay gaps in the entity that analyses the average annual remuneration received by male and female workers according to each professional group.	Study of potential pay gap by occupational group
5.2 Add the pay gap as one of the main indicators of the diagnosis for the evaluation of the GEP.	Indicators set up according to scheduled actions if needed
5.3 Plan measures that contribute to the elimination of the pay gap, if applicable.	
RESPONSIBLE PERSON: ENA's Human Resources' responsible.	

THEMATIC AXIS: Conciliation	
<p>OBJECTIVE 6 Guarantee the conciliation of work, family and personal life to all ENA's staff and promote the co-responsibility of men and women in family and domestic responsibilities</p>	
<p>TARGET: ENA's employees (men and women)</p>	
ACTIONS	INDICATORS
6.1 Guarantee the dissemination of the legally recognized conciliation rights to the whole staff	Percentage of staff that have reached information on legally recognized conciliation rights
6.2 Promote informative actions (posters, information campaigns, talks) addressed to ENA's staff promoting the co-responsibility of women and men in assuming domestic tasks and caring for children and dependents, as well as in the use of conciliation rights	Number and type of informative actions to promote co-responsibility between men and women
<p>RESPONSIBLE PERSON: ENA's Human Resources' responsible.</p>	

THEMATIC AXIS: Occupational health	
<p>OBJECTIVE 7 Prevent the specific occupational risks of women, as well as prevent and act in situations of sexual and gender-based harassment and specify the management of the labor rights of female workers who are victims of gender violence</p>	
<p>TARGET: ENA's employees (men and women)</p>	
ACTIONS	INDICATORS
7.1 Review the study of occupational risk prevention from a gender perspective, paying special attention to risks related to pregnancy and breastfeeding	Study on the prevention of occupational risks from a gender perspective and risks related to pregnancy and breastfeeding
7.2 Draw up a protocol for prevention and action in situations of sexual and gender-based harassment and ensure its dissemination to the entire staff	Protocol on prevention and action in situations of sexual and gender-based harassment
7.3 Prepare a protocol for the protection of women victims of gender violence and ensure its dissemination to all staff	Protocol on the protection of women victims of gender violence
7.4 Introduce in ENA's training plan, courses on prevention and action against sexual and gender-based harassment (punishable behaviors in the labor market, psychological consequences, prevention protocol and current action in the entity...) addressed to all staff.	Percentage of staff formed on prevention and action against sexual and gender-based harassment
7.5 Introduce in ENA's training plan, courses on the protection of women victims of gender violence (regulations, ethical aspects, prevention protocol and current action in the entity ...) addressed to all staff.	Percentage of staff formed on the protection of women victims of gender violence
<p>RESPONSIBLE PERSON: ENA's Management Board.</p>	

Dedicated resources:

In order to be implemented in the most successful way, this plan have dedicated resources according to ENA's dimension and needs.

Staff: due to the small size of ENA's organisation (7 staff members), a dedicated gender equality function is not appropriate, being the promotion of gender equality responsibility of every staff member. In the GEP co-creation process, ENA engaged the whole organisation throughout its planning, development, implementation and monitoring, earmarking staff time to it.

Financial resources: ENA will try to integrate a gender perspective into its financial processes and procedures, raising and allocating resources and identifying gender inequalities in resourcing and workload. ENA guarantees an equal distribution of earnings and other remunerations among staff.

MONITORING AND EVALUATION

The present document is a strategy for three years (December 2021- December 2024), whereas internal evaluation will take place after each year in order to monitor the accomplishment of the GEP's objectives and review the impact of the plan in ENA's gender equality.

The monitoring and evaluation of the GEP refers to the actions necessary to carry out an adequate control over the different measures it contains, in order to verify that its implementation follows the established deadlines and guidelines, detecting possible difficulties and looking for solutions to facilitate its execution, as well as to verify the adequate fulfillment of the proposed objectives and analyze the results achieved.

The actions to carry out the monitoring and evaluation of ENA's Gender Equality Plan are the following:

- **Update of the main diagnostic indicators** of ENA's human resources management, already analyzed in the diagnosis prior to the design of the equality plan. This update will make possible to check whether the characteristics of ENA staff in relation to equality change over the years of validity of the plan and thus will allow to calibrate their contribution to reducing the imbalances initially founded.

- The **monitoring of the indicators set in the GEP**, which will allow to verify the achievement of the objectives set for each measure of the plan and to know its development process.

The departments/persons indicated as responsible for implementing each of the measures of the Gender Equality Plan will be the ones who provide information on the status of the indicators and the implementation of the measures. With this information, annual reports will be drawn up containing a description of the related activities and objectives achieved and will be disseminated to the staff.

Namely, the reports will contain the following information for each of the measures:

- Level of implementation
- Difficulties for its start-up
- Solutions established to solve these difficulties
- Results achieved with the implementation of the measures

Once the period of validity of the GEP is over, a final evaluation report will be made in order to know its results and determine the need to maintain or reformulate the existing measures or to incorporate new actions in order to prepare the next GEP.

The final evaluation report will contain the following information:

- Results obtained and degree of compliance with the objectives of the measures
- Effectiveness of the measures implemented to respond to the planned objectives
- Impact on the management of ENA's human resources.

PUBLICATION AND OFFICIAL ENDORSEMENT OF THE GEP

This GEP is published on ENA's website (<http://www.ena.com.pt/?cix=806&curr=787&curr3=787&ixf=seccao&lang=1>) and signed by the Executive Board's President, who has full responsibility for the implementation of the commitments set out in the GEP.

Thus, ENA's GEP is a strategic document that engages the whole of the organisation, having the support and official commitment of its Executive Board but also counting with the active engagement of the whole staff (involving both women and men), who participated in the development of the GEP, throughout initial meetings and discussions, establishing aims and objectives.

The Plan has been actively disseminated and communicated across ENA's staff, assuming each member the commitments and actions set out in the GEP as a personal responsibility for implementation of a true equality gender culture in the organisation.