

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

Dr. Nikolas Hagemann

Research Director and CEO (Geschäftsführer und Gesellschafter)