

1. INTRODUCTION

CARAH is committed to fostering a working environment that promotes excellence through diversity, inclusion and equal opportunities for all its employees. This Gender Equality Plan (GEP) formalises CARAH's institutional commitment to gender equality across its governance, staff and activities. It has been developed to structure and consolidate gender-related actions already undertaken by CARAH, to align with recognised European good practice in institutional gender equality planning, and to establish a monitoring framework based on sex-disaggregated data. The Plan applies to all staff members, governance bodies and activities of CARAH asbl, including its research, technical, administrative and support functions.

This alignment also supports CARAH's continued eligibility for European research and innovation funding programmes, including Horizon Europe, for which a published GEP is a requirement for participating organisations.

This GEP is formally endorsed by CARAH's Administrative Body and Board of Directors and is published on CARAH's institutional website.

2. OPERATIONAL STRUCTURE, ROLES AND RESOURCE ALLOCATION

Implementation of the GEP is coordinated by a designated Gender Contact Person, who oversees day-to-day implementation and reports progress to the Board of Directors and the Administrative Body. The Board of Directors reviews progress under the action plan and arbitrates on resource allocation for equality measures. If necessary, a Quality Circle translates audit findings into concrete actions, drives staff sensitisation, and embeds the GEP within CARAH's Quality and Environment Manual (MAQE).

The Administrative Body and the Board of Directors formally endorse the Plan and authorise its publication.

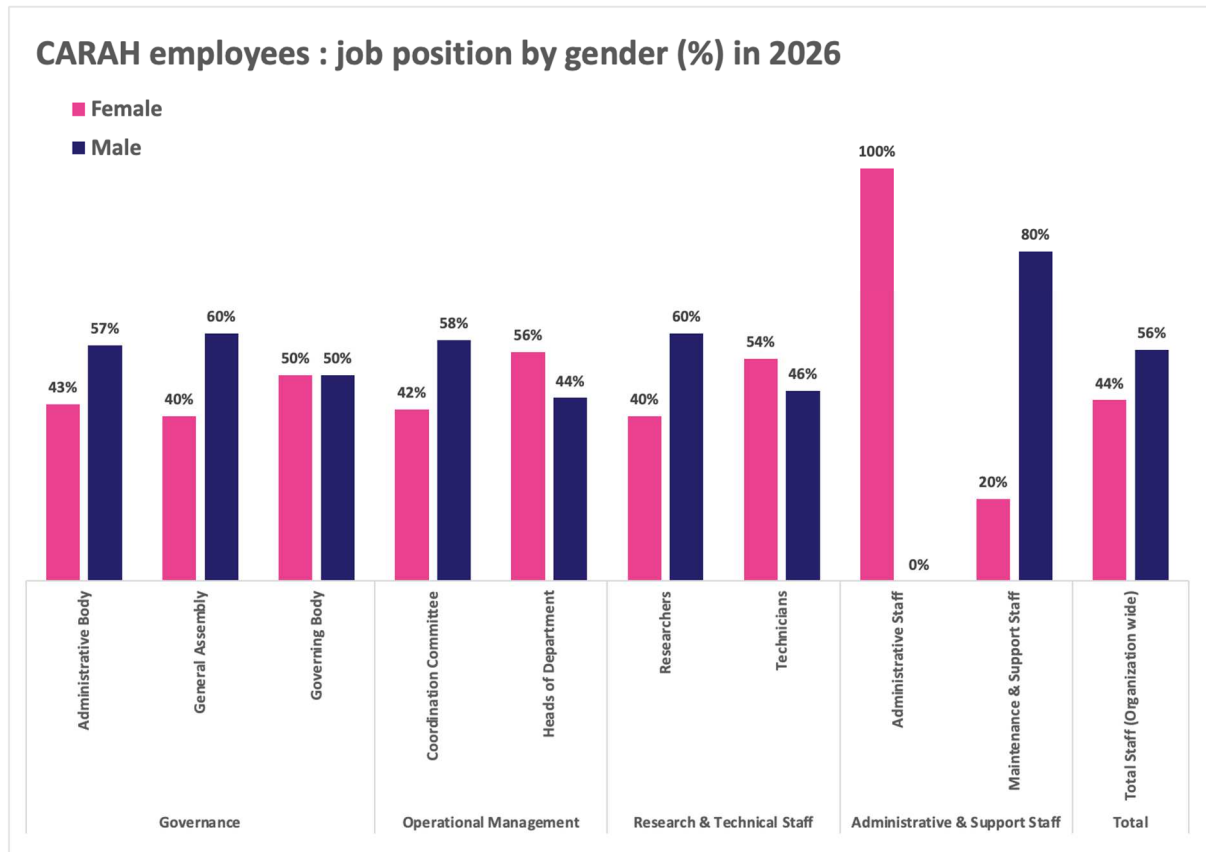
In line with recognised European good practice, this GEP rests on four elements:

- Public document: a formal plan, endorsed by CARAH's governing bodies and published on CARAH's website.
- Dedicated resources: a Gender Contact Person, supported by the Board of Directors and a Quality Circle.
- Data collection and monitoring: annual sex-disaggregated staff data across all categories.
- Training: awareness sessions for staff and dedicated training for selection committees.

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3. DATA COLLECTION AND MONITORING : GENDER COMPOSITION

CARAH monitors the gender composition of its governance bodies and staff categories annually through a "Job position by gender" dataset maintained by the HR service. The graph below presents the situation as of 2026, organised according to CARAH's four staff blocks: Governance, Operational Management, Research & Technical Staff, and Administrative & Support Staff.



Overall, women represent 44% of CARAH's staff (18 of 41 people). Representation is close to parity across governance bodies (40–50% women) and among Heads of Department (56% women) and Technicians (54% women). Representation is markedly less balanced in two categories: Administrative Staff (100% women) and Maintenance & Support Staff (80% men). Researchers also show a slight imbalance (40% women, 60% men). These categories are monitored specifically under the action plan.

4. ACTION PLAN (2026-2029)

The action plan covers five thematic areas aligned with recognised gender-equality frameworks (Horizon Europe, EIGE GEAR Tool):

- Work-life balance and organisational culture ;
- Gender balance in leadership and decision-making;
- Recruitment and career progression ;
- Integration of the gender dimension in research ;
- Prevention of gender-based violence and harassment.

Actions	Status	Indicator
Integrate references to gender equality into the Quality and Environment Manual (MAQE).	planned	Reference included in next MAQE revision
Promote flexible working arrangements (teleworking, flexible hours) where operationally possible.	ongoing	Annual staff feedback on flexibility uptake
Schedule internal meetings during office hours.	ongoing	Staff feedback via annual review
Maintain the current gender parity within the Board of Directors.	ongoing	Annual staff data
Encourage women to apply for positions on the Coordination Committee and Heads of Department when underrepresented.	ongoing	Annual staff data
Write and use gender-neutral job descriptions for all vacancies.	ongoing	Checklist applied to job postings
Guarantee mixed selection committees (at least one representative of each gender), with particular attention to Research & Technical Staff.	planned	Composition of committees recorded
Encourage researchers to consider sex and gender as relevant variables in research protocols and data analysis, where scientifically appropriate.	ongoing	Number of projects integrating the gender dimension
Aim for gender parity within research project teams.	ongoing	Project team composition
Establish a clear, confidential reporting procedure, in partnership with internal worker protection services where appropriate.	planned	Procedure documented and communicated

5. REVIEW & REVISION CYCLE

This Gender Equality Plan is a living document. Progress will be evaluated annually by the Board of Directors, which report outcomes to the Administrative Body. If necessary, new measures will be integrated based on this yearly review.

6. APPROVAL

This Plan covers the period 2026–2029 and was submitted for formal approval by CARAH's governing bodies. Once approved, it is published on CARAH's institutional website.

Approved by : Bérengère DELBECQ (Director)

Date : 03/08/2026

