

Gender Mainstreaming Guidelines

EUROPEUM Institute for European Policy

1. Purpose of the Gender Mainstreaming Guidelines

The purpose of these guidelines is to integrate gender equality into all facets of EUROPEUM's work. This includes embedding gender-responsive practices into our research, advocacy, events, and organisational culture. As a non-profit, non-partisan institution based in Prague and Brussels, EUROPEUM is committed to fostering democracy, citizen engagement, and societal stability. The guidelines reflect our mission to promote inclusivity, sustainability, diversity and solidarity across Europe by addressing systemic barriers and ensuring equitable participation for all genders.

2. Scope of the Gender Mainstreaming Guidelines

These guidelines encompass all of EUROPEUM's operations, from research and policymaking to event organisation and capacity-building initiatives. The document applies to internal staff, external collaborators, stakeholders, and participants in our projects. Special emphasis is placed on diversifying representation in events, integrating inclusivity into research methodologies, and ensuring accessibility across all activities. It also extends to our work on enlargement and neighbourhood policies, promoting democratic transitions and capacity building in the Western Balkans and Eastern Europe.

3. General Principles

The guidelines are based on the following principles:

- **Diversity as a catalyst:** Diverse representation of genders, ethnicities, sexual orientations, and abilities enhances innovation and the credibility of our work.
- **Equity and inclusion:** Tackling systemic barriers to provide equal opportunities for engagement and leadership.
- **Transparency and accountability:** Establishing clear mechanisms for monitoring and reporting progress.
- **Collaboration and participation:** Engaging citizens, policymakers, academia, and civil society in shaping inclusive policies and practices and challenging gender stereotypes.
- **Sustainability:** Ensuring long-term integration of gender equality measures into EUROPEUM's mission and activities.
- **Safe and inclusive spaces:** Creating environments free from discrimination, prejudice, hate speech and harassment, fostering meaningful participation.

4. Strategic Pillars of Work

a. Leadership commitment and accountability

EUROPEUM's leadership is dedicated to championing gender equality by appointing a dedicated *Gender Mainstreaming Expert* within our team. This role will actively oversee the implementation of these guidelines, working closely with all staff to foster inclusivity and address challenges as they arise. The expert will serve as a point of contact for gender-related initiatives and will ensure the organization's actions align with its strategic goals. Simultaneously, the expert plays an important role in the creation of projects and activities. They are also responsible for their monitoring and evaluation, ensuring that gender perspectives are integrated throughout all organisational efforts.

Leadership is also committed to ensuring diversity in leadership roles and decision-making processes. This includes setting measurable targets for gender representation and actively working to remove barriers that may hinder equitable participation at the highest levels of the organisation. Efforts will include mentorship and sponsorship programs aimed at underrepresented groups.

To embed accountability, gender equality metrics will be included in performance evaluations for managers and leaders. These metrics will measure progress in fostering an inclusive environment, supporting diverse teams, and achieving gender balance in projects and initiatives. By making these metrics a part of leadership appraisals, EUROPEUM ensures that gender equality remains a priority at every level.

Transparency will be maintained through regular reporting. Progress on gender equality goals will be publicly shared in annual reports, highlighting achievements, challenges, and areas for improvement. This approach not only keeps the organisation accountable but also demonstrates EUROPEUM's commitment to advancing inclusivity in the European policy landscape.

Additionally, EUROPEUM has a clear organisational structure that encourages open communication. Staff members are urged to report any issues to their immediate leaders. If necessary, they can escalate their concerns further within the structure. The president's advisory position serves as a potential person of trust, providing an additional resource for addressing problems and fostering a supportive environment. This structure ensures that concerns are addressed effectively and that all team members and partners feel empowered to raise issues without hesitation.

b. Policy and programme integration

Gender considerations are systematically embedded into EUROPEUM's policies and programmes through detailed methodologies that go beyond counting men and women. We ensure a focus on:

- Conducting gender impact assessments for research and projects to identify how policies and initiatives affect individuals of different genders differently.
- Implementing gender-responsive budgeting to ensure equitable resource allocation. This means aligning funding with initiatives that indirectly or directly address gender disparities and improve outcomes for marginalised groups.
- Designing programs that reflect the needs of diverse populations, particularly those who have historically been excluded from policymaking and decision-making processes, such as ethnic minorities or LGBTQI+ individuals.

By integrating these measures, we ensure that our research and advocacy are aligned with the European Commission's *Gender Equality Strategy 2020-2025* to ensure a tangible impact on reducing inequalities between women and men, girls and boys, in all their diversity and advancing gender equity in the European context.

c. Inclusive event design

As a host of multiple events each year, EUROPEUM ensures inclusivity by rethinking traditional approaches to event design. Our efforts include:

- Setting specific diversity targets for panel compositions, encompassing gender, ethnicity, regional representation, and perspectives. We strive to have panels that reflect Europe's diverse makeup, avoiding tokenism by ensuring all participants bring expertise and valuable contributions.

- Utilizing databases like *The Brussels Binder* or *Databáze žen* and others to identify diverse experts and ensure no voice is left unheard in our discussions.
- Implementing comprehensive accessibility measures to make events inclusive for individuals with disabilities. This includes ensuring venues are wheelchair-accessible and providing virtual participation options.
- Training moderators to ensure balanced and inclusive discussions. Moderators are guided to give equal speaking opportunities to all participants and actively encourage contributions from underrepresented groups.

These actions create richer, more dynamic debates while reinforcing EUROPEUM's commitment to diversity.

d. Capacity building and awareness

EUROPEUM strengthens gender sensitivity within its workforce through ongoing education and resources. Specific initiatives include:

- Providing training on gender sensitivity, unconscious bias, and inclusive practices. This training equips staff to recognize and address biases in their work, fostering a more equitable workplace culture.
- Developing and disseminating toolkits to address discrimination and promote inclusivity in daily operations. These resources offer practical guidance on fostering a safe and supportive environment for all team members.
- Establishing mentorship programmes to elevate underrepresented voices within the organization and create pathways for leadership development.
- Creating a work environment that provides flexible opportunities and tools to parents and employees with specific needs to achieve better work-life balance and to enhance inclusion on the workplace

These capacity-building efforts ensure that inclusivity becomes a core competency across all levels of the organisation. Moreover, EUROPEUM's members consistently strive to improve gender balance at events where they are invited, and male members automatically decline participation in male-only panels. This proactive approach further underscores the organisation's dedication to promoting inclusivity and diversity in all its engagements.

e. Monitoring, evaluation, and learning

Data collection is a cornerstone of EUROPEUM's strategy, ensuring that our efforts are grounded in measurable progress and informed by evidence. Comprehensive gender-disaggregated data will be collected across all activities, including event participation, leadership roles, and research projects. The data collection process will focus on:

- **Participation metrics:** Monitoring the representation of genders and marginalised groups in events, panels, and organisational activities. By tracking these metrics over time, we can assess the effectiveness of our inclusion strategies.
- **Impact assessments:** Conducting surveys and evaluations to gauge the effectiveness of gender mainstreaming initiatives. These assessments will include feedback from participants and stakeholders, ensuring a holistic understanding of our impact.

- **Programme effectiveness:** Regularly reviewing the outcomes of gender-focused initiatives to ensure alignment with organisational goals. This includes evaluating how initiatives contribute to broader societal objectives, such as increased civic engagement or policy influence.

Collected data is to be analysed and reported in regular updates to maintain transparency and drive continuous improvement. The establishment of benchmarks will allow EUROPEUM to track progress and identify areas for further development. Moreover, we will collaborate with external experts and institutions to validate our findings and adopt best practices from across the European policy landscape.

Data privacy and ethical considerations: All data collection will adhere to strict privacy guidelines, ensuring the confidentiality and security of participants' information. Ethical considerations will be integral to the process, particularly when working with vulnerable groups or sensitive topics.

5. Review Process

The review process is designed to ensure that the *Gender Mainstreaming Guidelines* remain relevant, effective, and aligned with EUROPEUM's mission. Reviews will occur at multiple levels and incorporate diverse inputs to enhance accountability and responsiveness. Key aspects of the review process include:

- **Regular feedback mechanisms:** Feedback will be solicited from staff, stakeholders, and event participants through surveys, focus groups, and one-on-one consultations. This input will help identify successes, challenges, and areas for improvement. By creating accessible channels for feedback, we ensure diverse voices inform our strategy.
- **Annual evaluations:** Comprehensive evaluations will be conducted annually to assess the implementation of the guidelines. These evaluations will include a review of collected data, progress toward established benchmarks, and the effectiveness of implemented initiatives. Findings will be shared internally and with key stakeholders to foster collaboration and transparency.
- **Mid-term adjustments:** Based on the findings of annual evaluations, the guidelines will be adjusted as needed to address emerging challenges or opportunities. Flexibility will be a cornerstone of this process, ensuring that the strategy evolves alongside the changing landscape of European policy and societal needs.
- **Comprehensive reviews:** Every three years, a detailed review will be conducted to assess the overall impact of the guidelines. This process will include external audits and/or consultations with gender equality experts to ensure impartiality and adherence to best practices. The findings will be published in a comprehensive report shared with all stakeholders.

The review process is not only a mechanism for accountability but also an opportunity for learning and growth. By integrating insights from past efforts, EUROPEUM aims to refine its approach and continue setting a high standard for gender equality in the European policy sphere. Through continuous adaptation and collaboration, we ensure that our efforts remain impactful and aligned with our mission to foster democracy, inclusivity, and solidarity across Europe.

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