Public Equal Opportunities Plan

at the

Leibniz Research Institute for Molecular Pharmacology (FMP)
in the Forschungsverbund Berlin e.V.

October 2022
Scientific excellence thrives best with the greatest possible diversity, which generates creative thoughts and approaches and requires equity and equal inclusion of all employees. The FMP is committed to, supports and promotes equal opportunities for women and men and the reconciliation of family and career. Accordingly, equal opportunities for women and men is a management task. In addition, the FMP’s personnel development and financial management are designed with equality in mind. The target agreements on equal opportunities are part of the institute's concept. The present equality plan\(^1\) describes action goals and measures that are intended to sustainably promote equality between women and men at the FMP.

This equal opportunities plan is based on the following agreements and guidance documents:

- the Agreement on the *Promotion of Equality* in Implementation of the *Implementation Agreement on Equality* (AVGlei) of 27 October 2008 amended by resolution of the Joint Science Conference (GWK) of 22 April 2016 between the Forschungsverbund Berlin e.V. (FVB) and the State of Berlin (2020)\(^2\)
- the equal opportunities plan of the Forschungsverbund Berlin e.V.\(^3\) (2022)
- the Leibniz Equality Standards (2016)\(^4\)
- the research-oriented equality standards of the German Research Foundation (DFG)\(^5\)

### Employment structure at the FMP

The Human Resources Department provides an overview of the employment structure of the FMP at the end of each year. This shows the distribution of men and women among the remuneration groups and their distribution among part-time employees. The status and development of the employment structure serve both as an inventory and to monitor the success of the measures to promote equal opportunities at the FMP.

The quotas of the cascade model, which are determined annually and are part of the FMP’s programme budget, serve as the basis for female personnel development. The long-term goal is to achieve a balanced gender ratio among the various employee groups and, in particular, in management positions. On the basis of the current figures, the following action targets are set out below.

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\(^1\) Equality plan of the FMP on the intranet  
\(^2\) Equality Implementation Agreement (AVGlei)  
\(^3\) Equality plan of the Forschungsverbund Berlin e.V.  
\(^4\) Leibniz Equality Standards  
\(^5\) Research-oriented gender equality standards of the DFG
Goals for action

Key objectives of the network's work plan are:
- promotion of the respective underrepresented gender. In particular, the current focus here is on a sustainable increase in the proportion of women among professional and managerial staff.

This is to be done by
- Improvement of access and promotion conditions for women and targeted professional promotion of women already working at the institutes of the Forschungsverbund,
- consideration of family commitments and reconciliation of work and family life, and
- Counteracting all forms of disadvantage and discrimination.

On the basis of these objectives, the institute management of the FMP (directorate and administrative management), the Equal Opportunities Officer and the "Initiative Group Working at the FMP" have drawn up the following agreement on objectives and agreed on responsibilities for their implementation.

1) Personnel development at the FMP – promotion of female scientists and managers

a) The basis for female personnel development is primarily provided by quotas of the cascade model, which are set annually and included in the FMP's programme budget.
   The current figures are published each year as an annex to this document.

b) In order to recruit applicants for leadership positions (working groups, junior research groups, project leadership,...), female scientists are specifically invited to present their scientific work in the context of a colloquium (Marthe-Vogt Seminar, FMP-Seminar), thus creating an opportunity for informal contact and assessment of their suitability.

c) When creating new areas of responsibility at mid-scientific level and when filling permanent positions to secure the scientific/technical mid-level staff of the FMP (e.g. peptide synthesis, biophysical methods, microscopy), gender parity should be ensured, taking into account the group of applicants.

d) For appointments to management positions that are to be filled, female scientists are specifically approached, invited to give lectures and, if necessary, invited to apply.

e) LOB staff appraisals are used to clarify the individual interests of employees and to discuss offers and suggestions for opportunities for advancement. The discussion reflects on the extent to which equality has actually been achieved in
the respective research or service group. Aspects of the compatibility of work and non-work needs are also discussed in this context.

f) Existing opportunities to honor the scientific achievements of women at the FMP are consistently used (nominations for awards and prizes).

g) Mentoring and coaching programmes of the Leibniz Association (Leibniz Mentoring Programme) and the Research Association are used consistently. Women scientists at all levels are encouraged to participate in such programmes. Suitable programs of other institutions (e.g. the Christiane Nüsslein-Volhard Foundation) for the promotion of female scientists are identified and suitable female scientists of the FMP are supported in taking advantage of such programs. Female junior research group leaders are supported by the Institute in the development of individual coaching or mentoring concepts.

The Equal Opportunities Officer(s) of the FMP organise, if necessary together with the FMP Graduate School, training and mentoring opportunities. When selecting participants, aspects relevant to gender equality are taken into account.

h) Measures enabling the creation of active networks:

Female staff members are encouraged to attend scientific conferences annually and to undertake study visits abroad for networking purposes. They are encouraged to actively apply for funding opportunities (DAAD scholarships; support for travel expenses, conference participation). In addition, the Directorate assures comprehensive support for the realisation of active conference participation.

i) The FMP will aim to achieve the Total E-Quality Award at an appropriate point of time.

2) Family-friendliness

a) With the contract between SEHstern e.V. and Campus Berlin-Buch GmbH of 20.12.2010, childcare facilities are available to FMP employees on campus (Kita CampusSterne). Further information can be obtained from the FMP Directorate. Parents are supported by the institute within the framework of the legal requirements and the Institute's possibilities to organize appropriate childcare.

b) The FMP provides one re-entry position per year for all scientists following parental leave. There are two possibilities for re-entry funding. Either a technical assistant is employed during parental leave to continue the project or direct funding is provided for the employee's re-entry after parental leave. Funding will be 50% from the group and 50% from the institute for a maximum of two years. The re-entry position is applied for by the applicant in the Directorate and decided in the Directorate after consultation.
There is a directive dated 7/22/2013 to back up this position.

c) The multifunctional room (ground floor) is to be used primarily as a parent-child room. A computer workstation set up there gives parents the opportunity to work there.

d) The institute offers the possibility of a financial allowance for short-term day care of children of FMP employees have to carry out of official duties (e.g. meeting and conference visits, further training, lectures). The funds are provided from the Equal Opportunities Officer's fund. The Institute maintains the service of the Benefit@work placement platform for all employees to arrange offers for the reconciliation of work and family.

e) To ensure that all employees have the opportunity to participate, the start of scientific colloquia and lectures is set for 3:00 p.m. at the latest. In addition, such formats will be transmitted via video stream to employees who cannot be present on site.

As a rule, meetings of the institute's committees take place during core working hours. In consultation with staff members, internal group meetings should also be scheduled during core working hours.

f) The possibility of shifting working hours is regulated by the company agreement "Agreement on flexible working hours".

The awareness of a flexible handling of working hours by the group leaders is supported by the institute management.

Flexible options for mobile working are regulated in the company agreement on "Dealing with mobile working".

g) Work is not evaluated on the basis of the employees' attendance, but on the performance and quality provided. Any discrimination with regard to working hours, especially of parents, is counteracted.

h) The FMP actively opposes all forms of discrimination, mobbing and sexual harassment of employees. The FMP's Equal Opportunity Officers, Ombudspersons and the Works Council are available for initial confidential consultation. These can be found on the intranet here.

i) The institute is committed to maintain the certification of the audit berufundfamilie.

j) The institute offers employees free use of the family service provider benefit@work on the topics of parenthood, care and home and garden.

k) The institute offers all employees the opportunity to take advantage of up to five psychological counselling sessions per year free of charge through the Instahelp online platform.
1) In the recruitment of managers, the FMP supports dual career couples in finding a suitable position for the partner moving in with them.

3) **Young scientists**

The working group leaders are encouraged to actively participate in the annual Girls' Day. Work group leaders are to be recruited in a targeted manner in order to further expand the offer.

4) **Equal opportunities: information, budget and communication**

a) On the pages of the internet and intranet of the FMP, information is provided on activities within the institute, the research association and other institutions and organisations.

b) The financial budget for gender equality issues amounts to 9,000,-€ per year.

Issue Items:
- further education or training programmes organised by equal opportunities officers (see 1.g)
- Childcare (see 2.d)
- Participation of female staff in equal opportunities-related meetings/conferences
- Further training of the equal opportunity officers
- Promotion of career-enhancing workshops/courses etc. for female employees who wish to develop their careers/prepare for management positions.

c) Lecturers on topics related to equal opportunities should be invited to the Institute. In particular, joint offers with other institutions on campus (MDC, Charité, Campus Berlin-Buch GmbH, possibly companies of the Biotechpark) can be used in order to use these offers campus-wide for the benefit of equal opportunities.

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[Signature]

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