

Université
Gustave
Eiffel



Equality Plan

at Université
Gustave Eiffel
2021-2023

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General framework

In its founding declaration of intent, Université Gustave Eiffel proposes a new way of working that takes the whole community into consideration. It aims to instil a unique ethos into all of its actions from the beginning. It affirms that gender equality is one of its fundamental values, alongside the prevention of all forms of discrimination more broadly. The University is the result of cooperation between different types of establishments located on different sites, and it recognises diversity as an asset that it intends to foster.

Université Gustave Eiffel is taking the opportunity provided by its legal obligation to promote a policy of gender equality in the workplace. It is implementing the measures required to develop a culture of equality in order to prevent all forms of discrimination against its staff and the public it serves. The action plan is a way of giving concrete expression to the establishment's founding values and contributing to the transformation of society.

With over 17,000 students and nearly 2,300 staff, Université Gustave Eiffel is a dynamic organisation in which social relationships between individuals and groups of people are played out. The action plan aims to establish a common and shared culture of equality within the establishment. Although it currently focuses on gender equality, a policy to combat other forms of discrimination such as racism, anti-Semitism and discrimination based on sexual orientation, religion, age or disability, will be developed in time.

While the plan focuses first and foremost on equality issues in the workplace, as required by the Law of 6 August 2019, its scope is not limited to these areas and it proposes actions to create a culture of equality within the University's organisation, to be deployed in each of its missions. However, wage gaps and career disparities are the result of a whole social system of which the University is a part. As an actor of social transformation, it has an important role to play in combating stereotypes, discrimination and violence, not only in human resource management but also in the training it provides and in the research it carries out. On the other hand, failure to address the subject in all the University's activities would compromise the success of the measures and allow the major inequalities objectified in the plan to persist and be reinforced. The measures to combat gender inequality will be followed by other actions to promote equality and diversity based on other criteria in the coming years.

The construction of a new and experimental establishment, created on 1 January 2020, is a unique challenge. This plan is designed to be a tool to develop a common policy for the different founder establishments, taking account of the specificities of each one, as well as previous cultures of HR management and the resources provided by the different supervisory entities. The establishments have agreed to build common actions to allow the generalisation of good practices and the mutualisation of specific measures. The scope of application of the actions is specified where relevant. The specific plans for EAVT, EIVP and ENSG-IGN are provided in an annex.

The circumstances in which the establishment is being constructed, caused by the pandemic, have generated significant extra work in teaching activities and the organisational management of work, and have somewhat complicated the review of the current state of affairs. It was therefore decided to roll out actions now while working to improve the diagnosis of the situation in the coming years.

Diagnosis of the gender situation at Université Gustave Eiffel

Diagnostic elements concerning staff, organisation, working conditions, promotions and remuneration were drawn from the analysis of the 2019 social reports of the former UPEM and IFSTTAR.

They provide an initial overview of gender inequalities within the new University. As a basis for the implementation of corrective measures, they will be refined to provide a better understanding of the causes of inequalities.

Staff

47% of staff within the new establishment are women. This figure is proportionally higher among contract staff (50%).

In the former UPEM, 55% of staff are women. They are over-represented among BIATSS support staff (69%).

While they represent nearly 42% of teachers and teacher-researchers, they are under-represented among professors (34%).

Women are also slightly over-represented among contract staff (59%). This is due to the high proportion of women among contract BIATSS support staff (73%).

Within the former IFSTTAR, 40% of staff are women.

They are over-represented among the lower echelons of civil service staff (49% of B staff and 51% of C staff, compared with 40% of women within the University as a whole).

Organisation and working conditions

Within the new establishment, it is mainly women who work part-time. They represent 75% of the part-time workforce.

Among BIATSS support staff at the former UPEM, 96% of part-time workers are women.

They are also over-represented among teleworking staff within the former IFSTTAR (51%).

Within the former UPEM, women are over-represented among staff who go for medical consultations at the occupational health service (62%).

At the former IFSTTAR, women are particularly concerned by sick leave and work-related and commuting accidents. 85% of days of sick leave for work-related and commuting accidents and long-term sick leave were taken by women

Governance and social dialogue bodies

At Université Gustave Eiffel, men and women are represented almost equally in all categories (administrative representatives, elected members, user representatives, experts, permanent members, etc.).

- Technical Committee for the Establishment (CT-E): 48% W – 52% M;
- Joint Technical Committee for Université Gustave Eiffel, its component establishments and member schools (CT-C): 50% W – 50% M;
- CHSCT for Université Gustave Eiffel (CHSCT-E): 65% W – 35% M;
- Joint CHSCT for Université Gustave Eiffel, its component establishments and member schools (CHSCT-C): 55% W – 45% M;
- Board of Directors (CA): 47% W – 53% M;
- CAC: 51% W – 49% M.

Promotions

In the new establishment, women are under-represented among promoted staff. Although they represent just under half of the workforce, only 44% were promoted in 2019.

Within the former UPEM, only 30% of staff promoted to the position of professor were women.

In 2020, the ITA competitive exam panels were informed about equality in the workplace as part of their training.

Remuneration

Based on pre-existing data from the two former establishments, it has been revealed that:

- the overall wage gap between women and men is 13.1% in favour of men (14.8% at the former UPEM, 12.9% at the former IFSTTAR);
- the gap is widening: between 2017 and 2019, the gender pay gap increased from €478 to €557 at the former UPEM and from €229 to €445 at the former IFSTTAR.

After initial analyses of HR statistics using more detailed anonymous data, the following elements have been revealed:

if we consider gross salary, the salary differences amount to 13.93%, without taking account of working time at both establishments. The table below shows gross salary differences for the two establishments:

	Average gross annual salary		
	Men	Women	Difference
UPEM	35 026,16 €	29 970,84 €	14,43%
IFSTTAR	36 740,62 €	31 805,19 €	13,43%

→ if we consider gross salary plus all bonuses and overtime (i.e. all salary components) for both establishments combined, the gender pay gap is 14.09%

	Total annual remuneration		
	Men	Women	Difference
UPEM	44 134,04 €	38 416,32 €	12,96%
IFSTTAR	49 543,18 €	42 001,49 €	15,22%

→ of the 10 highest-paid positions in the establishment, 2 are occupied by women and 8 by men;

→ women are over-represented in the lowest job categories (B and C), while men are in the majority in category-A jobs. The overall pay structure for women and men reflects this breakdown.

This initial work will be continued in 2021 to refine the analysis based on different variables.

Gender-based and sexual violence

State of affairs:

→ A dedicated system for reporting gender-based and sexual harassment at the former UPEM that meets traceability and confidentiality requirements, using two e-mail addresses:

drh.harcelement@u-pem.fr, vieetudiante.harcelement@u-pem.fr

The reports are sent to designated contacts. The system has allowed incidents to be reported and dealt with. Within the establishment, the contact persons were able to refer the people concerned to the psychologist and the legal department. Reports were dealt with fairly quickly, despite a lack of fluidity in the management of the two e-mail addresses. In practical and psychological terms, there is a heavy burden on the people who receive the report, provide a listening ear, guide the person through the in-house procedure and follow up on how the incident is dealt with. A reported incident not only concerns the victim and the person accused of wrongdoing, but usually affects a whole group of people who all need support.

→ Reporting procedures at the former IFSTTAR ensured that common responses were put in place for preventing and handling such cases (guides for response and reporting forms). There is a dedicated e-mail address managed by the person in charge of health and safety on all the sites, who is able to refer the person to the prevention officer and/or the relevant social service assistant (depending on the site).

The process seemed effective but it was complex and relied on a single person who was always available to respond. Information sheets were written collaboratively and accompanied by extensive awareness-raising operations which helped the measure to be adopted. The lack of specificity of the reporting procedure for “undesirable events” can lead to a failure to report cases of sexism. Outsourcing offers the advantage of relieving in-house staff of the burden and offering a professional service that is always available. It guarantees confidentiality. However, it may make it more difficult to share information necessary for disciplinary action.

- The situation is different in each school. EAVT is under the authority of the Ministry for Culture, which has set up an outsourced system. It has also put in place an in-house system based on watchpersons deployed throughout the ministry as well as systematic awareness-raising actions.

Evolution: the former UPEM system can be used as a basis for a new system to be extended to all University staff and users and for all forms of violence and harassment.

In 2020, the new establishment increased the number of people providing medical and psychological support for staff and students.

Training

There was not as much training provided as the establishment would have liked due to the difficulty of finding dates for all-day on-site training, in the framework of an establishment with supervised management, made worse by complications due to the task of constructing a new establishment and to the Covid-19 pandemic..

State of affairs:

- Training provided by the association VSS-formation, supported by the Ministry for Higher Education, Research and Innovation (MESRI), for supervisors and members of the scientific committee and then for other staff. (1 day) (30 people in 3 sessions in 2019-2020, 10 people in 1 day in 2021, 60 people at EUP for a 2-hour training session);
- Clashes Conference (association supported by MESRI) (2018);
- Voluntary staff training on equality in the workplace (private company). ½ day (19 people in 2020);
- Equality training included in the Université Gustave Eiffel training plan. Publication of links to online training resources in a digital training library;
- Guidance for supervisors when they take up their position. Individual support from the HRD;
- For the female teacher-researcher employment campaign: compulsory awareness raising about gender bias among the committee and distribution of information on the gender breakdown of the recruiting component;
- External training sessions for equality officers: CPED, MESRI, webinars led by associations or public institutions.

Initial training

State of affairs:

- Attempt to identify gender-related classes by a sending out a request to mailing lists (June 2020);
- Creation of an openness UE in English on women's writing in England in the 19th and 20th centuries as a means of social liberation. Voted at the CAC in 2020.

Training through research

State of affairs:

- Participation of Master's courses in conferences or study days on gender and equality issues.
- Master's theses on these topics;
- Internships as part of research projects on these topics;
- Attempt to identify gender-related classes by a sending out a request to mailing lists (June 2020).

Awareness raising

State of affairs:

- Organisation of events and support for events:
 - "Les Silencieuses" (Silent Women) performances with the Culture Mission; "Elles et l'infini" (Women and the Infinite) with the Maths UFR,
 - Loan for the external exhibition on "Création du MLF octobre 1968" (Creation of the MLF, October 1968),
 - Organisation of a half-day event for presenting research on "Penser l'égalité avec les recherches de l'Université Gustave Eiffel" (Thinking about equality with research from Université Gustave Eiffel).
- Creation of memos and brochures and provision of permanently-available guides validated by the ministries:
 - "Violences pendant le confinement : informations et ressources" (Abuse during lockdown: information and resources),
 - "Cyberharcèlement" (Cyberbullying) brochure about online violence and how to prevent it: definition, state of affairs, legal framework, advice and recommendations,
 - Memo titled "Que faire lorsque l'on prend connaissance d'une situation de harcèlement ?" (What to do when you become aware of a case of harassment),
 - Guides on combating gender-based and sexual harassment (CLASHES, Ministry for Labour, National Education), available in the Equality Mission space on the former UPEM website.
- Presentation of the watchperson scheme in a meeting with the component directors and the CAC;
- Two buildings in Cité Descartes named after exceptional women after a staff vote: Ada Lovelace and Alexandra David-Néel;
- Support for awareness raising through pedagogical actions.

Communication

State of affairs:

- Equality Mission website available via the intranet ("satellite" site), currently being finalised:
<https://mission-egalite.univ-gustave-eiffel.fr/>
- Page in the student welcome booklet;
- Equality Mission section on Université Gustave Eiffel's podcast channel:
<https://podcast.u-pem.fr/channelcat/52>
- Publication of videos on "Thinking about equality with research from Université Gustave Eiffel".

Focus 1: Assessment, prevention and tackling pay gaps

Data from the different establishments that now form Université Gustave Eiffel is heterogeneous. The large task of creating coherence between the datasets has been commenced, starting with data from the former IFSTTAR and UPEM. ESIEE data will have to be added afterwards. The specific nature of the other schools do not allow a global consideration of this focus point.

Initial exploratory work was carried out by Professor of Economics Yannick L'Horty, whose research includes the analysis of public employment policies, using pre-existing data from the HRDs of the two entities in the establishment (the former UPEM and IFSTTAR) He applied the self-diagnosis tool provided by the DGAFP see remuneration diagnosis.

Measure 1.1: Refine the analysis of the gender pay gap

[Deadline: 2022-2023]

[means: recruitment of an apprentice specialised in data processing in 2020-2021]

Over the duration of the plan, the aim is to review the current state of affairs in as exhaustive a way as possible to allow detailed analysis of pay gaps and in order to understand the nature of the disparities to be remedied and define the relevant actions to be taken.

Measure 1.1.1: Generate and obtain more accurate gender data through the creation of a «professional equality» section in the establishment's single social report (RSU)

In order to provide a better understanding of the gender pay gap, the sections in the single social report need to be reviewed. Gendered data (gender breakdown) should be generalised for all sections.

This redesign should show, for example, the gender breakdown for each component of remuneration per portion of working time per type of staff, etc.

[Indicator 1: «Equality in the workplace» section in the single social report]

[Indicator 2: proportion of women among the establishment's permanent staff by type of population (category, field or body)]

[Indicator 3: overall average net remuneration of women and men]

[Indicator 4: difference in the average awarding of service-related bonuses:

- for the former U: this difference can be studied by category (executive engineer, executive assistant, technician, etc.) in the context of the awarding of the establishment's profit-sharing bonus which recognises service and is paid in July.
- for the former I: this difference can be studied using the CIA allocations

[Indicator 5: percentage of women among the 10 highest wage earners]

[Indicator 6: percentage of women among the 10 lowest wage earners]

[Indicator 7: median gross earnings of women and median gross earnings of men]

[Indicator 8: number of women and men working part time, per portion of working time among permanent and non-permanent staff, all statuses combined]

[Indicator 9: amount and gender breakdown of components of remuneration, e.g. overtime]

[Deadline: 2023 for 2022 data]

[Indicator 10: gender breakdown for staff leave and accidents]

It should be noted that these indicators may be added to during the gender gap analysis.

Measure 1.1.2: Obtaining anonymous, individual data to define and compare all pay breakdowns for women and men.

The use of individual data will make it possible to explain wage gaps by differences in experience and qualifications and to consider all things equally in a multifarious framework.

It will also allow specific staff situations to be monitored. For example, the salaries of women staff three years after returning from maternity leave could be compared with those of other staff.

Work has been started by an apprentice specialised in HR data analysis, who was hired this year.

Good progress has been made in collecting data and preparing it for processing.

[Indicator: creation of a report based on the ongoing study of anonymous data]

It should be noted that this indicator may be added to during the gender gap analysis.

Measure 1.2: Put in place a job rating system that will have a significant impact on the in-house policy for awarding different bonuses, in line with Article 1 of the Law of 22 December 1972 on equal pay for men and women, which stipulates that «every employer is required to ensure equal pay for men and women for the same work or for work of equal value.

[Deadline: 2022-2023]

[Indicator 1: study and comparative reports on jobs of «equal value»]

[Deadline: 2023]

[Indicator 2: levels of remuneration for posts of “equal value”]

[Deadline: 2023]

This rating already exists for certain positions and bonuses in the former establishments. It will gradually be developed and harmonised for all positions within the University as part of the process of building the common wage scheme (from 2023).

Measure 1.3: Generalise a policy of service-related pay (CIA/PIE) that does not take account of:

- part-time work if the working time is equal to or greater than 80% of full-time work;
- maternity or paternity leave.

[Deadline: 2022]

[Indicator 1: adoption of an act specifying new modalities for the attribution of the CIA/PIE]

[Indicator 2: distribution of a framework document for communication and raising awareness that specifies the new allocation procedures for the CIA/PIE among all supervisors]

Measure 1.4: For contract staff, make the criteria for defining the proposed remuneration more visible and clearer

[Deadline: 2022]

[indicator: publication of rules for defining the remuneration of contract staff]

Focus 2: Ensure equal access to civil service bodies, frameworks, categories and jobs for men and women

Several aspects of staff career paths require particular attention to promote gender diversity and equal access to civil service jobs for men and women: recruitment, competitive exam panels, promotions and appointments to managerial positions. Particular attention is paid to the issue of professional diversity by addressing diversity in the training-profession continuum. Training is a determining factor in the recruiting ground and plays a significant role in the construction or deconstruction of gender stereotypes associated with professions and disciplines. The University must therefore conceive its fight against gender stereotypes in professions as a continuum between training and recruitment.

Recruitment

Measure 2.1: Ensure that vacancies are published in a transparent, visible and egalitarian way by posting them on the internet and intranet sites of Université Gustave Eiffel and on place-emploi-public.gouv.fr, regardless of their status (permanent or non-permanent

[Deadline: 2022]

[Indicator: annual comparison between the number of posts published and the number of people hired]

Measure 2.2: Be systematically attentive to how job descriptions are written to ensure they are egalitarian and do not mention specific constraints that could discourage applicants with family responsibilities.

[Deadline: 2022]

[Indicator: adoption of a guide and framework document for those in charge of recruitment]

Measure 2.3: Involve a representative from HRD in key moments of the recruitment process [recruitment interviews if possible or during stages of the selection process (selection for interview, final ranking)].

[Deadline: 2023]

[Indicator 1: adoption of a framework document for the recruitment process]

[Indicator 2: annual comparison between the number of people hired and the number of people hired with the involvement of HRD at a key moment in the process]

Studies show the importance of having a recruitment professional on the panel to correct selection bias. Practices within the establishment are currently diverse and greater coherence is required.

Measure 2.4: Improve the framework for recruitment assessment criteria

[Deadline: 2022]

[Indicator 1: choice of one or more experimental jobs with a high proportion of men or women]

[Indicator 2: the number of revisions to proposed recruitment assessment grids]

Certain recruitment processes may be based on grids. These will be developed.

Measure 2.5: Combat subconscious biases through the production and regular diffusion of gendered recruitment statistics.

[Deadline: 2022-2023]

Measure 2.5.1: Share reports on gendered recruitment statistics from all competitive examination panels, both recruitment and selection.

[Deadline: 2023]

These reports must include, at least:

- the number and gender breakdown of applications;
- the number and gender breakdown of people interviewed or eligible for interview;
- the number and gender breakdown of successful candidates, whether recruited or ranked.

[Indicator: periodic comparison between the number of people hired and the number of reports submitted]

Measure 2.5.2: For teacher-researchers, apply the circular of the Ministry for Higher Education, Research and Innovation of 18 June 2020 on «Ensuring equal treatment in recruitment processes, guaranteeing professional equality and limiting selection bias»

[Deadline: 2022]

[Indicator: periodic comparison between the number of people hired and the number of gendered data reports and key indicators submitted]

Measure 2.6: Generalise awareness raising through training on gender bias among competitive examination panels, recruitment panels and the chairpersons of selection committees for teacher-researcher positions.

[Deadline: 2022-2023]

[Measure implemented in 2022; actions carried out among the members of the panel by the chair of the selection committee stated in the report of measure 2.5.]

Training on gender bias in the recruitment process must be generalised among all competitive examination panels, recruitment panels and chairpersons of selection committees for teacher-researcher positions organised by the establishment.

[Indicator 1: periodic comparison between the number of chairpersons of selection committees for teacher-researcher positions and the number of chairpersons of selection committees who have received awareness-raising information]

[Indicator 2: an accompanying framework document to be distributed among all members of competitive examination panels, recruitment panels and chairpersons of selection committees]

For example, since 2019, chairpersons of teacher-researcher selection committees are invited to show a video on “Eviter les biais de genre lors des nominations professorales” (Avoiding gender bias in faculty appointments), produced by the University of Lausanne, at the start of their first meeting.

Mesure 2.7: Monitor the gender breakdown of managerial positions.

[Deadline: 2022]

This measure concerns presidency, governance and social dialogue positions at Université Gustave Eiffel, its component institutions and member schools, as well as general management positions, directors of training or research components and administrative managers at Université Gustave Eiffel.

[Indicator 1: percentage of women in governance and social dialogue bodies at the University]

[Indicator 2: percentage of women vice-presidents and directors of one of the four component schools (2021: 8W/11M, or 42%)]

[Indicator 3: percentage of women directors of training or research components or departments (2021: 12W/21M, i.e. 36%, of which Training: 54%; Research: 27%. For Department Directors: 4W/5M (44%)]

Diversity in training and professions: addressing the training-employment continuum.

Measure 2.8: Monitor the evolution of the proportion of men and women in certain typical professions and courses at the University.

[Deadline: 2023]

Examples of professions: course manager, administrative manager of a research and training component, financial manager, HR manager.

Examples of training: engineering and computer science.

[Indicator: annual data]

Measure 2.9: Implement a continuum of targeted, multi-year communication campaigns to combat gender stereotypes among students, course managers and recruitment panels.

[Deadline: 2021-2023]

[Indicator: number of communication actions carried out]

Measure 2.10: Establish external partnerships to improve diversity in training courses and professions

[Deadline: 2021-2023]

[Indicator 1: number of actions carried out among staff (events, partnership agreements, etc.)]

[Indicator 2: number of actions carried out among students (events, partnership agreements, etc.)]

For example, in 2021, the University took part in the first edition of FIRST, an event to encourage high school girls to choose science and engineering.

Promotion

Measure 2.11: Improve knowledge of the gender breakdown in the pool of candidates and promotions on a multi-annual basis

[Deadline: 2021-2022]

The University intends to implement a promotion policy that takes greater account of the gender breakdown in the original pool of candidates.

Measure 2.11.1: Before decisions are made, systematically inform in-house bodies in charge of local decision-making for promotions and progress of:

- the number and breakdown of men and women in the pool of candidates eligible for promotion;
- the number and breakdown of men and women promoted over the past three years.

[Deadline: 2021]

[Indicator: document sent to the bodies]

Measure 2.11.2: Before decisions are made, systematically inform line managers in charge of proposing staff for promotion of:

- the number and breakdown of men and women in the pool of candidates eligible for promotion;
- the number and breakdown of men and women promoted over the past three years.

[Deadline: 2021]

[Indicator: to be defined]

Measure 2.11.3: Include the following information in the social reports or the single social report:

- the number and breakdown of men and women in the pool of candidates eligible for promotion;
- the number and breakdown of men and women who submitted an application, where relevant;
- the number and breakdown of men and women who received promotions.

[Deadline: 2021/2022]

[Non-exhaustive indicator: gender breakdown gap in promotions, expressed as a % of the original pool:

- for the former U, there are three distinct groups: BIATSS support staff, teacher-researchers, teachers,
- for the former I, distinctions can also be made according to profession]

Measure 2.12: Implement regular communication and awareness-raising actions in male-dominated professions (over 60% men) to encourage women to apply for promotion (information, mentoring, etc.)

[Deadline: 2022]

The University wishes to encourage applications for promotion in professions where women are in the minority.

[Indicator 1: number of communication actions carried out]

Focus 3: Work-life balance

Université Gustave Eiffel's work to improve work-life balance is part of a more global, long-term programme established by the creation of the University on 1 January 2020.

Although the establishments that now compose the University had, to different degrees, put in place policies and actions to promote a harmonious work-life balance, it is now necessary to define a common policy for all the establishments through consultation and social dialogue with the statutory bodies.

Its implementation will be managed by the "Personal time / work time" working group from the Equality Steering Committee, the "Teleworking" working group from the CHSCT and the governance in general.

Measure 3.1: Support parenthood

A study on HR data related to work-life balance has been launched, starting with childcare.

Measure 3.1.1: Obtain data on part-time work: understand the breakdown of part-time work and encourage a more egalitarian breakdown among men and women.

Measure 3.1.2: Firstly, send out a questionnaire among men who already work part time to find out the reasons for their request, review their past and identify any stumbling blocks. This questionnaire can later be extended to women.

Measure 3.1.3: If necessary, another questionnaire based on the CREDOC survey on aspirations and obstacles to part-time work in the civil service could be carried out among colleagues.

[Deadline: end of 2021]

Measure 3.1.4: Work with social workers to identify any tools they lack to help people concerned by social action, as well as the types of request they receive and the forms of help they could provide.

[Deadline: end of 2021]

Measure 3.1.5: Create documents summarising childcare options, to be made available on the intranet

Staff can benefit from certain compulsory support services to help with childcare arrangements, and CESU vouchers are also available. A general reminder of existing support will be sent out.

[Deadline: summer of 2021]

Measure 3.1.6: Explore the possibility for all University sites to benefit from inter-ministerial childcare support schemes.

[Deadline: 2022]

Measure 3.2: Encourage new forms work organisation to promote equality and quality of life in the workplace

Managing the 2020-2021 health crisis linked to the Covid-19 epidemic allowed certain schemes to be accelerated or strengthened.

Measure 3.2.1: Reflect on flexibility and individual work hours for parents of children with disabilities, who often have a heavy financial burden.

This responsibility has an impact personal time and professional commitment, among other things, and is particularly heavy for staff on lower salaries.

[Deadline: end of 2021]

Measure 3.2.2: Harmonise teleworking and remote working options at the former UPEM and IFSTTAR

Several component establishments of the University had already voted to introduce regulated teleworking before the merger. They wanted to take account of staff needs and improve the organisation of work hours with regard to their personal needs on one or more days a week.

One positive effect of the health crisis is that a quantitative leap was made in the development of this practice. The CHSCT voted to increase the teleworking allowance for staff at the former UPEM to the same as that for staff at the former IFSTTAR, which is two days a week. The generalisation of teleworking for almost all staff, with the aim of reducing encounters in professional spaces, accelerated the process of equipping staff with even more adapted professional tools (renewal of the fleet of laptops, ergonomic equipment, support for regulatory teleworking through training on gestures and posture, etc.)

Measure 3.2.3: Reflect on a policy for reimbursing expenses incurred by staff while teleworking as part of the process of drawing up the University's internal rules.

[Deadline: summer of 2021]

Measure 3.2.4: Reflect on the provision of third places for students

At the end of 2020, the Presidency team began working on possibilities for providing third places, particularly for students. The latter were informed of the third places available to them. A questionnaire was sent out to them at the start of 2021 to identify their interest in other third places, among other things.

Measure 3.3: Write and distribute a time charter

In 2020, the former UPEM wrote and passed a good practice charter. This charter establishes a number of guiding principles for staff on the reasonable use of e-mails, to encourage users to respect colleagues' time and send messages when the recipient is available and during working hours.

The former IFSTTAR was previously the only establishment to have a written time balance charter, recognising the fundamental importance of work-life balance and ensuring better quality of life in the workplace with better performance by the establishment and its staff.

As part of the work on the internal rules of Université Gustave Eiffel, begun in early 2021, the presidency proposed the creation of a time balance charter to be appended to the establishment's internal rules. The presidency has already implemented certain actions to set an example.

[Deadline: end of 2021]

Focus 4: Combat harassment, discrimination, gender-based and sexual violence, stereotypes and gender bias

The prevention of harassment, discrimination, gender-based and sexual violence, stereotypes and gender bias is a key element in the establishment's equality policy. Université Gustave Eiffel aims to make progress in identifying violence, gender bias and discrimination affecting its staff and users. It is committed to deploying a system for reporting and dealing with violence that is at the heart of a prevention policy ensuring the well-being of all through the creation of a non-sexist environment.

It is also committed to improving awareness and training on equality and on gender-based, discriminatory and sexual violence.

It will put in place professional training and encourage classes on equality in its training offer. There will be a special focus on training through research.

Research on equality and gender will be promoted and its development supported through in-house and external application, thus meeting international requirements.

There will be a special focus on support for victims.

Measure 4.1: Identify violence and discrimination bias within the establishment

In order to effectively combat all forms of violence, stereotypes, gender bias and racism within our establishment, it is necessary to clearly define each situation, the individuals concerned and any aggravating factors linked to vulnerability. This is all the more important in the context of our new establishment, which has multiple sites for study and work.

Measure 4.1.1: Review the current state of affairs for all forms of gender-based and discriminatory violence (racism, anti-Semitism or violence relating to sexual orientation or religious affiliation in particular) through surveys among staff and students

[Deadline: 2022-2023] [means: draw on the expertise of OFIPE and examples from other establishments via the CPED (Permanent Conference on Equality and Diversity) to carry out in-house surveys]

[Indicator: survey report]

Measure 4.1.2: Progress in the diagnosis of the establishment's situation by carrying out surveys and tests to evaluate, for example, practices in recruitment and student admissions in order to measure gender-based and racist discrimination.

[Deadline: 2021] [means: work carried out by Yannick L'Horty]

[Indicator: survey reports and tests carried out]

Measure 4.1.3: Establish gendered statistics for graduation and employment among female students

[Deadline: 2022] [means: draw on the expertise of OFIPE]

[Indicator: analytical table for gender data]

Measure 4.2: Develop prevention by creating a non-sexist work and study environment

Measure 4.2.1: Restructure the system for reporting and dealing with violence

[Deadline: 2021] [means: guidance and advice from VSS formation]

Université Gustave Eiffel currently has a reporting system in the form of dedicated e-mail addresses, one for staff and the other for students.

However, the regulatory framework has recently changed. The Decree of 13 March 2020 makes it necessary to broaden the scope of the current reporting system to make it possible to report all forms of harassment, discrimination and acts of violence. Establishments are even encouraged to accept reports of intrafamily violence. Steps must be taken to ensure compliance with the operating charter published by the Ministry for Public Action and Accounts for reporting and dealing with cases of sexual violence, discrimination, sexual or moral harassment and sexism.

In addition, a single system must be set up to cover the whole of the new establishment, which will mean articulating the different victim support measures (in-house and external) and measures for handling reports. Université Gustave Eiffel is composed of several establishments that previously used different methods for receiving reports and are subject to different regulations concerning disciplinary measures. It is located on different sites in different regions.

The University wishes to formalise and clarify its procedures in line with the following principles:

- Name, identify and define the different situations in order to encourage reports;
- Strengthen connections between the people and bodies involved; Clearly define the different stages and respective roles of the people involved;
- Ensure coordination with other reporting and care systems, in particular for components with multiple supervisory bodies,
- Increase the number of people receiving reports at first or second level by including specialists in the different areas concerned;
- Assess the advantages of moving from an e-mail address to an online platform;
- Ensure that information about the new system is distributed within the establishment.

→ Probably combine in-house and external victim support, which offer complementary advantages.

[Indicator 1: drafting of an updated flow chart of procedures in 2021]

[Indicator 2: review and adoption by governance and social dialogue bodies of an advanced system for reporting and dealing with violence]

[Indicator 3: number of referrals via the system]

[Indicator 4: number of referrals to disciplinary sections or commissions and/or number of investigations begun]

Measure 4.2.2: Appoint contacts within the establishment for each area of concern

[Deadline: 2021]

[indicator: number of contacts for each area of concern (different forms of harassment, different forms of discrimination including racism, anti-Semitism and discrimination based on sexual orientation or religious affiliation)]

Measure 4.2.3: Include the definition and prevention of the main forms of gender-based, discriminatory and sexual violence in the University's internal rules and distribute them among all members of staff in application of recommendations 20 and 23 of the High Council for Gender Equality in the Workplace in its report no. 2015-01 of 6 March 2015: *Le sexisme dans le monde du travail, entre déni et réalité (Sexism in the world of work, between denial and reality)*

[Deadline: 2022]

[Indicator 1: adoption of the new internal rules]

Measure 4.2.4: Carry out regular communication campaigns (posters, conferences, distribution of brochures, leaflets reminding people of the law, etc.) on equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2021-2023]

[Indicator: number of campaigns carried out]

Measure 4.2.5: Combat menstrual vulnerability by installing a permanent system to provide free menstrual hygiene products on all of the University's sites

[Deadline: 2022-2023]

[indicator: number of dispensers installed]

Measure 4.2.6: Remove any sexist or discriminatory expressions from forms, administrative acts, diplomas and communication documents for staff, students and all users of the establishment by ensuring strict application of the Circular of 21 February 2012 concerning the removal of the terms «mademoiselle», «nom de jeune fille», «nom patronymique», «nom d'épouse» and «nom d'époux» from administrative forms and correspondence

[Deadline: 2021-2022]

[Indicator: awareness raising and creation and distribution of a guide on egalitarian language]

Measure 4.3: Increase awareness raising and training on equality and combating harassment, discrimination and gender-based and sexual violence

Creating a shared culture of equality involves raising awareness and training among the whole University community, both staff and students. Research shows that inequalities are the result of an unequal social system, which must be acknowledged in order to remedy unintentional biases through voluntary effort. Demands are frequent and expressions of scepticism concerning the measures discussed often reveal a lack of knowledge about the reality of inequalities, the structural causes of their persistence and the effectiveness of certain actions.

The feeling of legal incompetence also contributes to the sense of helplessness among staff in the face of harassment or insults. In terms of initial training and lifelong learning, the establishment is also required to clearly display its offer on these issues by the international community (PIONEER project, MAd Atlas and APP Europe).

Awareness raising

The diffusion of a culture of equality requires awareness raising about current issues (the reality of current inequalities and the effect of inequalities on individuals and the performance of organisations) and their place in a historical and international context. Minimising existing problems maintains certain categories of people in a minority situation. By recognising the problems and understanding the mechanisms at work, progress can be made toward resolving them.

Awareness-raising needs are different for different people and different groups. Actions can be general, but they must also be adapted to specific needs. Lastly, the effectiveness of awareness raising depends on the communication methods used. Different modalities should be proposed to suit the different needs of different people at different times.

Awareness raising can be based on research carried out at Université Gustave Eiffel.

Measure 4.3.1: Put in place regular awareness-raising activities for students about equality and combating gender stereotypes and gender-based, discriminatory and sexual violence

[Deadline: 2021-2022]

[Indicator 1: number of awareness-raising actions carried out]

[Indicator 2: number and role (where relevant) of students attending awareness-raising events]

Measure 4.3.2: Put in place regular awareness-raising activities for staff about equality and combating gender stereotypes and gender-based, discriminatory and sexual violence

[Deadline: 2021-2022]

[Indicator 1: number of awareness-raising actions carried out]

[Indicator 2: number and role (where relevant) of staff attending awareness-raising events]

Training

Training is an essential component in combating all forms of violence and in the fight to achieve equality. It can be divided into three areas according to the specific nature of the University community.

For staff

The responsibility of staff who supervise other staff and students makes it necessary for them to receive training as a priority. As does the responsibility of people involved in receiving and dealing with reports and in supervising and implementing the equality policy in the establishment. Recruitment is also a key moment that requires special attention.

There is increasing demand for training from the components, particularly when incidents arise, but also in order to create a culture of equality necessary for developing student recruitment processes that ensure mixing and diversity.

The University wishes to increase the number of training courses for staff. To this end, it has set itself the following priorities.

Measure 4.3.3: Decide on training courses in agreement with the HRD and the Equality Mission

[Deadline: 2021]

[Indicator: creation of an annex to the equality plan specifying the priority groups]

Measure 4.3.4: Systematically train new staff in equality and combating gender-based, discriminatory and sexual violence on their welcome day

[Deadline: 2021]

Measure 4.3.5: Train those involved in reporting and dealing with violence (different levels) in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022]

Measure 4.3.6: Train members of the Disciplinary Commission in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

Measure 4.3.7: Train staff involved in recruitment (HR and panels) in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

Measure 4.3.8: Train managers and leaders in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

Measure 4.3.9: Train PhD supervisors in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

Measure 4.3.10: Train relay persons or «watchpersons» in the components and departments in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

Measure 4.3.11: Train staff representatives (especially those elected to the CHSCT) in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

[Indicators for measures 4.3.4 to 4.3.11:

- identification or creation of training courses (definition of needs, teaching scenarios, etc.);
- provision of mandatory training for new staff, supervisors, panels, relay persons or “watchpersons” in the components and services;
- number of training courses, conferences, days and seminars organised for staff;
- number and gender breakdown of people attending training courses;
- among these, the number of people in managerial and supervisory positions;
- number of in-house panels informed of gender bias]

For students

Measure 4.3.12: Regularly instruct students in equality and combating gender-based, discriminatory and sexual violence, particularly at the start of the academic year but also as part of teaching for PhD students

[Deadline: 2021-2023]

[Indicator 1: creation of training courses (definition of needs, teaching scenarios, etc.)]

[Indicator 2: number of training courses, conferences, days, seminars organised]

[Indicator 3: number and gender breakdown of people attending training courses]

Measure 4.3.13: Train elected members of the student parliament, all University councils and promotion and proximity delegates in equality and combating gender-based, discriminatory and sexual violence

[Deadline: 2022-2023]

[Indicator 1: creation of training courses (definition of needs, teaching scenarios, etc.)]

[indicator 2: provision of mandatory training]

[Indicator 3: number of training courses, conferences, days, seminars organised]

[Indicator 4: number and gender breakdown of people attending training courses]

Measure 4.3.14: Mandatory training for leaders of student clubs and associations on equality and combating gender-based, discriminatory and sexual violence by making the allocation of grants conditional on the completion of training

[Deadline: 2022-2023]

[Indicator 1: creation of training courses (definition of needs, teaching scenarios, etc.)]

[Indicator 2: adoption of a framework document on the conditional allocation of grants]

[Indicator 3: provision of mandatory training]

[Indicator 4: number of training courses, conferences, days, seminars organised]

[Indicator 5: number and gender breakdown of people attending training courses]

Measure 4.4: Develop and promote the provision of training courses and research on equality

High expectations have been expressed by the student community in terms of training on these topics. The establishment is also required by the international community (PIONEER project) to display its offer on these issues. The University offers research-related teaching on these issues. It will ensure that it is better promoted among the target audience in order to meet external demands, particularly professional and international ones.

Measure 4.4.1: Identify teaching on equality in general in 2021, and then each year after

[Deadline: 2021-2023]

[Indicator: posting of a list of teaching courses at the start of the 2021 school year, and then each year after]

The option of opening certain courses to lifelong learning may be studied to assess the needs of the professional world and the establishment's capacity to meet this need. It is necessary to better understand the reality of what is being done and be able to offer open courses in a multi-disciplinary manner.

Measure 4.4.2: Regularly promote training through research on the theme of equality

[Deadline: 2021-2023]

[Indicator 1: number of scientific events on gender and equality issues to which students were invited]

[Indicator 2: number of PhDs started in connection with equality, gender issues and combating gender-based, discriminatory and sexual violence]

Measure 4.4.3: Identify research on equality carried out at the University

[Deadline: 2021-2022]

[Indicator: census document produced]

Measure 4.4.4: Promote and connect research on equality carried out at the University

[Deadline: 2021-2023]

[Indicator: number of research or scientific outreach events organised]

Measure 4.4.5: Use scientific outreach methods: create podcasts, web documentaries, etc. to promote actions for equality

[Deadline: 2021-2023]

[indicator: number of views of podcasts]

Measure 4.4.6: Translate the plan into English for the purposes of the institution's international policy

[Deadline: 2022]

[Indicator: document produced]

Measure 4.5: Strengthen accompaniment and support for victims

To help victims of gender-based, discriminatory or sexual violence with legal, administrative, medical or social procedures, to help them continue their work or study in the best possible conditions and to consolidate the legitimacy of the system for reporting and dealing with violence within the University community, our new establishment wishes to strengthen measures for protecting and supporting staff and students.

Measure 4.5.1: Provide all staff and students of the new establishment with access to the useful resources, contact details and emergency numbers of the University's in-house services and external organisations in charge of legal, medico-social or psychological support for victims and witnesses of gender-based, discriminatory and sexual violence

During the construction of the new establishment, special attention should be paid to the inclusion of staff and students from all of the University's campuses, sites and establishments.

[Deadline: 2021-2022]

[Indicator 1: drafting and distribution of a summary document]

[Indicator 2: number of information distribution actions carried out]

Focus 5: Governance of the gender equality policy

Role and tasks of the different actors of the equality policy

The equality policy, which includes equality in the workplace, is coordinated by the University's Gender Equality Mission.

It is led by the Vice President for Equality, Caroline Trotot, who was appointed in 2021.

The appointment of a Vice President for Equality aims to increase the visibility of the University's commitment to equality issues and facilitate the implementation of measures decided upon. It was made in response to a recommendation by the Conference for Equality and Diversity in Higher Education (CPED) network. The Vice President for Equality takes part in weekly meetings with the presidential team to make sure that the issue is taken account of in all departments.

The Equality Mission is led by a team of staff from the institution:

- Maëva Ballon, Project Manager for the Equality Mission, hired in 2021;
- Isabelle Decalonne, Equality Officer in charge of the state-of-affairs report for the former IFSTTAR sites;
- Claire Delahaye, Project Manager in charge of the roll out of the Equality Mission in the components;
- Thierry Fagnat, Member of the President's office in support of the Equality Mission;
- Marguerite Andrieu, student employee within the Equality Mission.

Each school within the experimental establishment has an equality officer:

- Maïwenn Dubois for the Paris-Est School of Architecture for the City and Territories (EAVT);
- Claire Driessens for the National School of Geographical Sciences (ENSG);
- Claire Spilmann for the Paris School of Technological Innovation (ESIEE Paris);
- Laurence Berry for the Paris School of Urban Engineering (EIVP).

Measure 5.1: Ensure that there are sufficient human resources within the Equality Mission to achieve the objectives of the plan

Coordination with those involved in the equality policy

The Mission reports directly to the University President. It is represented in the weekly meetings of the presidential team and is invited to attend meetings by the bodies.

The Equality Mission is open to receiving proposals from the bodies, committees, trade unions and anyone involved in the establishment's equality policy. It aims to support initiatives in the framework of a global policy for the University.

- The work is carried out in coordination with the human resources departments (HRDs):
 - the HRDs receive reports of violence sent to drhharcelement@univ-eiffel.fr, as do some of the members of the University's Equality Mission,
 - equality training is jointly organised by the HRDs and the Equality Mission,
 - social reports (and the future single social report) and guidelines for recruitment are jointly produced by the HRDs and the Equality Mission.
 - the creation of units for the reporting system for gender-based, discriminatory and sexual violence for staff will systematically involve both the HRDs and the Equality Mission.
- In terms of support for victims, the work is carried out in coordination with the University's psycho-medico-social support staff;
- The work is carried out in coordination with the Directorate General for Legal and Institutional Affairs, of which two members have been appointed as contacts for the Mission (Antoine Morvan and Annick Ussel) in addition to the director. Each person's reactivity in responding to the Mission's requests is exemplary;
- For students, work is carried out with the Vice President for Student Life, the Vice President for Students, the Vice President for Training and Employment and the departments of the Directorate General for Education, Orientation, Integration and Student Life;
- For staff, the work is carried out in regular consultation with staff representatives in the University's bodies and, in particular, with the elected members of the Technical Committee (CT), for all matters concerning the equality in the workplace policy and with the elected members of the Health, Safety and Working Conditions Committee (CHSCT) for matters concerning the prevention of all forms of gender-based, discriminatory and sexual violence;
- The work is carried out in coordination with the Vice Presidency for Transformational Projects and Social Mission and its officer for Sustainable Development and Social Responsibility (DD&RS). Equality is one of the themes of DD&RS;
- The coordinator of the occupational risk prevention assistants and the prevention staff are key contacts for relaying information on the equality policy and the prevention of violence and harassment. In addition to their role as relay persons, they can work with or be part of the "watchperson" network.

Measure 5.2: Roll out the system of equality relay persons or “watchpersons” (components, sites, etc.)

[Deadline: 2021]

A network of equality relay persons in the components and departments has been set up within the establishment.

It will meet several times a year. It is based on EAVT’s «watchperson» system.

These people can provide responses to staff and users at a local level, systematically refer them to the Equality Mission and publicise its actions, and propose actions adapted to each level of the community. They will gradually receive training in the prevention of gender-based, discriminatory and sexual violence as well as in various equality issues.

[Indicator 1: number of relay persons or «watchpersons»]

[Indicator 2: number of communication actions about equality relay persons or «watchpersons»]

Methods for steering, monitoring and evaluating the action plan

Organisation of implementation and steering

During the creation of the plan, actions for the equality policy were presented to management bodies and in meetings to allow discussion.

A steering committee for the gender equality plan was set up in 2020. It includes staff appointed by the trade unions and the components involved in the implementation of the equality policy, who represent the establishment’s community. The steering committee set up three working groups:

- HR steering: focuses 1 and 2;
- Presidency steering: focus 3;
- Equality Mission steering: focus 4.

The committee met five times to develop the action plan.

The plan was presented to the bodies on the dates below, which allowed for comments and suggestions to be made before finalisation.

Gender equality action plan		
Dates of consultation of the bodies		
Body	Initial discussions	Formal review (vote)
Joint CHSCT	19 March	28 May (verdict)
Joint CT	9 April	4 June (verdict)
Student Parliament	6 May	10 June (verdict)
Academic Council	15 April	17 June (verdict)
Board of Directors		24 June (adoption)

The plan was also presented to the research college, training college and the local advisory committees (CCL) of Bron, Lille, the Mediterranean region and Nantes.

The University Councils all voted unanimously for the plan.

Organisation of monitoring and evaluation

The Equality Mission will monitor the implementation of the plan.

Measure 5.3: Set up a monitoring committee for the plan from the steering committee

[Deadline: 2021]

The monitoring committee's role is to ensure that the measures in the plan are correctly implemented and to evaluate them with the Equality Mission.

Some of the indicators will be monitored via the Sustainable Development and Social Mission platform set up by the Vice Presidency for Transformational Projects and Social Mission.

Measure 5.4: Present a yearly report to the University bodies

[Deadline: 2022]

Diagnosis, regular monitoring and evaluation of the action plan and its effectiveness

The indicators will be monitored by designated people. A certain number of indicators will be monitored on the shared DDRS platform, with quality control.

The plan's monitoring committee will validate the annual report presented to the bodies.

Measure 5.5: Carry out and annually update a diagnosis of the gender equality situation within the University

[Deadline: 2022]

Methods of informing staff about the action plan and the equality policy

Communication and promotion

The equality policy must be visible in order to be shared. It must be included in all documents and on all media associated with the establishment's identity. Ideally, it should be co-constructed as much as possible to ensure that it meets the different needs and can be easily shared. It is important to inform people about existing measures, provide in-house and external tools and relay information on in-house actions.

The equality policy should be included in international women's rights days, such as on 8 March, International Women's Rights Day on 25 November, the International Day against Gender-Based and Sexual Violence, LGBTI rights days and the International Day for the Elimination of Racial Discrimination (21 March).

There is currently a lack of consistency in the application of egalitarian communication rules (e.g. new business cards with masculine job titles). The problem is partly due to resistance, but also to implementation difficulties for which tools must be provided.

The equality policy is not sufficiently visible on the website and internationally, despite the requirements of the Pioneer project network of universities and, recently, the European Commission's programmes for excellence in research. The general website should have clearly displayed links to the satellite website to allow the information requested to be visible not only internally but also for our partners (especially international partners) and people wishing to join Université Gustave Eiffel. The equality Mission and theme should be visible on all of the new University's communication materials.

The Equality Mission now has an external website that can be consulted by students and partners.

The website is composed of several thematic sections and is the University's main reference point for equality issues.

It is available at the following address:

mission-egalite.univ-gustave-eiffel.fr

Some of the University's actions in the area of equality would benefit from greater visibility. For example, communication about the names «Ada Lovelace» and «Alexandra David-Néel» could be made more visible and the possibility of naming other buildings or places in the establishment after famous women could also be considered.

Communication campaigns and actions will be carried out regularly through different media (print, digital, verbal, etc.) in conjunction with the Vice Presidency for Communication and the University's Event Coordination Department.

An intranet space has been set up to make the minutes of the steering committee meetings and working documents available to the community.

Measure 5.6: Develop the Equality Mission website, regularly post information in the different sections and improve its visibility on Université Gustave Eiffel's internet and intranet sites

[Deadline: 2021-2022]

Measure 5.7: Create specific communication on the intranet for the Equality Mission in general, the construction of the plan and the monitoring of its implementation

[Deadline: 2021-2023]

Measure 5.8: Create an Equality playlist on the Université Gustave Eiffel's YouTube channel to increase the visibility of the videos made

[Deadline: 2021]

[indicator: number of views of podcasts]

Measure 5.9: Draw up and distribute a practical guide to egalitarian communication

[Deadline: 2021]

[Indicator: number of awareness-raising actions for the tool]

Measure 5.10: Choice of titles and functions (feminisation or gender-neutral titles)

To harmonise the different departments and as part of the development of new positions, the Equality Mission recommends allowing free choice of titles and functions to meet the requirements of egalitarian communication. For example, gender-neutral titles such as “chairperson” should be encouraged.

Measure 5.11: Validate framework documents on the University’s equality policy in the bodies (e.g. the charter)

[Deadline: 2021-2023]

Measure 5.12: Develop communication around the Ada Lovelace and Alexandra David-Néel buildings

[Deadline: 2021]

[Joint indicators for measures 5.6 to 5.12:

- creation of documents to be put to the bodies (e.g. the charter);
- number of visits to the Equality Mission satellite website]

Measure 5.13: Reflect on how the names of other women and people from minority groups could be given a prominent place in the University spaces.

[Deadline: 2021-2022]

[Indicator: recommendations memo or report]

Annex

INDICATOR TRACKING TABLE PROFESSIONAL GENDER EQUALITY PLAN

	OBJECTIVE	INDICATORS	MEANS AND TOOLS	IMPLEMENTATION SCHEDULE / PERIODICITY
FOCUS 1	SUPPORT STAFF IN THEIR CAREER DEVELOPMENT AND PROVIDE ACCESS TO TRAINING	Results of applications for promotion and training and training courses carried out	HR data	Annual report in May, to be presented to the Technical Committee
FOCUS 2	HIRE WITHOUT GENDER BIAS	Proportion of women among permanent staff (by category, field or body) Proportion of women in the bodies (CA, CFVE, CR, CT, CHSCT) Proportion of women on the School's in-house committees Proportion of women among heads of fields, years and courses Proportion of women on the OCS research team Proportion of women involved in teacher recruitment processes (selection committees, interviews) Number of vacancies published and summary table (completed evaluation grid, balance of applications and successful applications by gender) Proportion of women on selection boards for new students Proportion of women in statistics on integration and graduation	Social report HR data Education Department data	Annual report in October to be presented to: the Technical Committee, the Board of Directors, the Equality Working Group.
	INCREASE THE VISIBILITY OF WOMEN TO PROMOTE DIVERSITY IN THE WORKPLACE	Proportion of women invited to speak at conferences Proportion of women on the editorial team of the "Marnes" magazine Proportion of women on project panels	Communication Department data Education Department data	once a year in October (assessment of year n-1) , to be presented to the Board of Directors and the Educational and Scientific Council
	TAKE BETTER ACCOUNT OF WOMEN'S CAREER BREAKS	Number of maternity/parental leaves and interviews held	HR data	once a year in May , to be presented to the Technical Committee
FOCUS 3	ALLOW NEW FORMS OF WORK ORGANISATION TO PROMOTE EQUALITY IN THE WORKPLACE	Gendered report on the use of family leave (leave of absence, paternity and parental leave for men)	HR data	once a year in May , to be presented to the Technical Committee
FOCUS 4	APPOINT AN OFFICER AND SET UP WORKING GROUPS	E-mails and information campaigns about the Equality and Diversity Missions and the watchperson network	Equality and Diversity Officer data	immediately and regularly throughout the year
		Training courses taken	List	encouragement
		Equality and Diversity meetings and watchperson meetings	Equality and Diversity Officer data	immediately and 3 times a year
		Gender breakdown among watchpersons and by community	List	once a year , to be presented to the Board of Directors
	RAISE AWARENESS AND TRAIN ADMINISTRATIVE AND TEACHING STAFF ON THE ISSUES OF HARASSMENT, SEXUAL AND GENDER-BASED VIOLENCE AND DISCRIMINATION	Number of awareness-raising actions on discrimination, harassment, gender-based and sexual violence (campaigns posters, social networks, etc.)	Equality and Diversity Officer and Communication Department data	once a year , to be presented to the Board of Directors
		Training courses attended by staff and students	Equality and Diversity Officer data	once a year in November for all newcomers of the academic year.
		Distribution of documents	2 guides: 1 Equality in the workplace guide for School staff	once a year in November for all staff
		Number of dispensers installed	Equality and Diversity Officer data	for October 2021 and once a year , to be presented to the Board of Directors
	FACILITATE THE REPORTING OF SEXUAL AND GENDER-BASED VIOLENCE, HARASSMENT AND DISCRIMINATION AND SUPPORT VICTIMS	Distribution of AlloDiscrim AlloSexism cards	Equality and Diversity officer data	once a year in November for all newcomers of the academic year.
		Presence and updating of information on the intranet	Equality and Diversity Officer and Communication Department data	June 2021 then updated twice a year
Number of referrals to the reporting system and information e-mails to different groups of recipients		Equality and Diversity Officer data	once a year , to be presented to the Technical Committee, the Board of Directors and the Equality Working Group.	
Number of referrals to the reporting system and information e-mails to different groups of recipients		Equality and Diversity officer data	once a year , to be presented to the Technical Committee, the Board of Directors and the Equality Working Group.	

Annex 1: Paris-Est School of Architecture for the City and Territories

12 Avenue Blaise Pascal
77420 Champs-sur-Marne

pariseest.archi.fr

Ministry for Culture
Founding establishment
of Université Gustave Eiffel

Gender equality in the workplace plan 2021-2024

Gender equality in the workplace is a vital issue in our society. The 2021-24 equality in the workplace action plan implemented by the school follows on from the Equality Charter ratified by the School in September 2018.

It constitutes a new phase with more clearly defined issues. Gender inequalities have multi-factor causes and cannot be resolved by a single solution. We therefore propose to implement concrete actions with synergy at multiple levels to accelerate the process and tackle the issue within the establishment. It is important to understand that equality concerns everybody.

Our aim is for all staff to address the subject and help support the cause of equality in the workplace. This is an essential factor of success for the implementation of this action plan. The School's staff includes top-level men and women who contribute to the reputation of architectural education and research. We must ensure that everyone enjoys the same workplace conditions and opportunities for career development. From large-scale actions to everyday gestures, equality is the result of an ongoing process.

Focus I – Assess, prevent and tackle pay gaps and career differences

<p>TACKLE PAY GAPS</p>	<p><u>Title 2 staff</u></p> <p>It does not seem relevant to assess pay gaps within the school because the salaries of all permanent and contract staff paid by the State are not set by the University but depend on the employee’s rank and the body to which they belong. In 2020, this concerned 24 ATS and 42 teachers.</p> <p>The creation of comparative ministerial statistics on Title 2 staff among the different ENSA schools and information on those eligible for promotion and those promoted (M/W) each year, is desirable.</p> <p><u>Title 3 staff</u></p> <p>All teachers paid from the school’s budget, regardless of their gender, are paid according to the same salary index. Administrative staff, who are few in number (less than 10) are hired on the basis of their skills according to the Albanel scale. In 2020, this concerned 8 ATS and 52 teachers.</p> <p>Notwithstanding these reservations, it seems possible to address this focus by proposing targets that take account of our situation:</p> <p>The School commits to maintaining equal pay for men and women in equal positions when hiring Title 3 staff.</p>
<p>SUPPORT STAFF IN THEIR CAREER DEVELOPMENT AND PROVIDE ACCESS TO TRAINING</p>	<p>Inform staff by e-mail of the modalities of support for professional mobility, competitive exam registration, leave of absence and training leave.</p> <p>Raise awareness among managers about annual reviews (training review, meeting with the director), as these are an opportunity to assess the staff member’s career path and possible training.</p> <p>Provide information about the way in which staff are ranked with regards to the list of those eligible for promotion.</p> <p>Reflect on modalities of support for teachers (information and HR)</p> <p>Indicator:</p> <p>results of requests for promotion, the ratio between training available and training carried out and the list of training courses taken.</p>

Focus II – Guarantee equal access for men and women to bodies, ranks and jobs

<p>HIRE WITHOUT GENDER BIAS</p>	<p><u>Recruitment in general</u></p> <p>Ensure vacancies are published transparently and are visible to all potential candidates; pay careful attention to how job descriptions are written (non-gendered, open to people with a disability, no mention of particular constraints likely to discourage applicants with family responsibilities).</p> <p>Involve a representative from HRD in key moments of all recruitment processes.</p> <p>Ensure the traceability of recruitment interviews; apply the system (neutral evaluation grid) set up by the Ministry for Culture for all recruitments (ATS and teachers).</p> <p><u>Hiring teachers:</u></p> <p>Raise awareness among members of the panels for competitive examinations organised by the school about gender bias in recruitment (procedure to be formalised).</p> <p>Invite the chairpersons of the selection committees for teacher-researcher positions to present the gender breakdown of the applications at the first committee meeting, analyse the gender breakdown of the persons interviewed and submit the information with the final ranking.</p> <p>Indicators:</p> <p>Proportion of women among permanent staff (by category, field or body) in relation to applications by gender.</p> <p>Proportion of women in the bodies (CA, CFVE, CR, CT, CHSCT)</p> <p>Proportion of women on the School’s in-house committees</p> <p>Proportion of women among heads of field, year and course</p> <p>Proportion of women on the OCS research team</p> <p>Proportion of women involved in teacher recruitment processes (selection committees, interviews)</p> <p>Number of vacancies published and summary table (completed evaluation grid, report of applications and successful applications by gender)</p> <p>Proportion of women on the selection panels for new students</p> <p>Proportion of women in the statistics on graduation and employment</p>
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<p>INCREASE THE VISIBILITY OF WOMEN TO ENCOURAGE DIVERSITY IN THE WORKPLACE</p>	<p>Strengthen actions and communication to highlight the careers of women in architectural professions among students and the general public.</p> <p>Ensure parity in the composition of: conferences organised by the School (in particular the «Tuesday cycle» conferences) and the editorial team of the School’s magazine «Marnes».</p> <p>Increase the number of women on the different in-house panels.</p> <p>Produce gendered statistics for graduation and employment for male and female students.</p> <p>Indicators:</p> <p>Proportion of women invited to speak at conferences</p> <p>Proportion of women on the editorial team of the School’s magazine «Marnes”</p> <p>Proportion of women on project panels</p>
<p>TAKE BETTER ACCOUNT OF WOMEN’S CAREER BREAKS</p>	<p>Systematically ask the Ministry for Culture to pay compensation to replace a member of staff on maternity leave.</p> <p>Systematise interviews before and after maternity and parental leave.</p> <p>Indicator:</p> <p>Number of maternity/parental leaves and interviews held</p>

Focus III – The balance between professional, personal and family life

<p>ALLOW WORK TO BE ORGANISED IN A WAY THAT PROMOTES EQUALITY IN THE WORKPLACE</p>	<p>Promote flexible and personalised work hours and teleworking</p> <p>Take account of personal and family constraints when organising meetings</p> <p>Remind everyone of the right to disconnect</p> <p>Raise awareness among managers about leave of absence</p> <p>Launch communication campaigns to encourage fathers to take their full paternity leave and adapt teachers’ lesson plans accordingly</p> <p>Communicate on the social action mechanisms available to all staff</p> <p>Indicators:</p> <p>Gendered assessment of the use of family leave (leave of absence, paternity and parental leave for men)</p>
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Focus IV – Combat sexual and gender-based violence, harassment and discrimination

<p>PUT IN PLACE AN IDENTIFIABLE, STRUCTURED SYSTEM TO COMBAT VSSHC</p>	<p>Appoint an officer</p> <p>Allow time for the officer to carry out their tasks</p> <p>Allow the school’s officer to participate in meetings of the Vice Presidency for Equality with the officers of the three other schools on campus, in the steering committee for Université Gustave Eiffel’s Gender Equality in the Workplace plan and in the University’s Plan Monitoring Committee</p> <p>Allow follow-up of the proposed training (reports, listening...)</p> <p>Make the officer and the reporting system known among the whole community.</p> <p>Ensure the distribution of information on reporting systems</p> <p>Indicators:</p> <p>E-mails and information campaigns about the Equality and Diversity Mission and the watchperson network</p> <p>Training taken</p> <p>Equality and Diversity meetings and watchperson meetings</p> <p>Gender breakdown among watchpersons and by community</p>
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<p>RAISE AWARENESS AND TRAIN ADMINISTRATIVE AND TEACHING STAFF ON THE ISSUES OF HARASSMENT, SEXUAL AND GENDER-BASED VIOLENCE AND DISCRIMINATION</p>	<p>Launch training and communication campaigns for all staff</p> <p>Organise regular working group meetings</p> <p>Put in place tools to train people to recognise and respond to sexual and gender-based violence, harassment and discrimination (racism, homophobia, anti-Semitism, etc.)</p> <p>Create and distribute good practice guides</p> <p>Combat menstrual vulnerability by installing a permanent system to provide free menstrual hygiene products</p> <p>Indicators:</p> <p>Number of awareness-raising actions on discrimination, harassment, sexual and gender-based violence (poster campaigns, social networks, etc.)</p> <p>Training courses attended by staff and students</p> <p>Creation and distribution of guides and charters</p> <p>Number of dispensers installed</p>
<p>FACILITATE THE REPORTING OF SEXUAL AND GENDER-BASED VIOLENCE, HARASSMENT AND DISCRIMINATION AND SUPPORT VICTIMS</p>	<p>Strengthen the reporting system and inform people of its existence</p> <p>Make reporting forms and good practice guides available to staff via the intranet</p> <p>Provide information about AlloDiscrim-Allosexism, the victim support and listening service</p> <p>Indicators:</p> <p>Distribution of AlloDiscrim and AlloSexism cards</p> <p>Publishing and updating of information on the intranet</p> <p>Number of referrals to the reporting system and information e-mails sent out to different recipients</p> <p>Number of awareness-raising actions among staff and students</p>

Focus V – Governance, steering and monitoring

<p>PRESENT THE EQUALITY PLAN TO THE BODIES</p>	<p><u>At the School</u></p> <p>Present the plan to the CT on 11 May 2021 for discussion with the trade union representatives and proposals for amendments.</p> <p>Present the plan to the CA before the summer</p> <p><u>At Université Gustave Eiffel</u></p> <p>Present the School’s plan to the University authorities in annex to the University’s plan.</p>
<p>PROMOTE COMPLIANCE WITH THE GENDER EQUALITY POLICY IN ALL OF THE SCHOOL’S COMMUNITIES</p>	<p>Develop a concerted action plan. Propose discussion with each of the School’s communities to improve and enhance it.</p>
<p>PROMOTE EQUALITY AS A PRIORITY FOCUS OF GOVERNANCE IN ALL SCHOOL POLICIES</p>	<p>Establish an ambitious communication plan that is not limited to distributing information about the action plan.</p>
<p>EVALUATE THE IMPLEMENTATION OF THE ACTION PLAN</p>	<p>Monitor the indicators using a tracking table to be presented to the bodies once a year in order to identify obstacles and solutions and make recommendations to the management.</p>
<p>PREPARE THE NEXT ACTION PLAN</p>	<p>Research new themes</p> <p>Form a working group of teachers whose work addresses the subject of gender in architecture, among others. «History of architecture, new data: environmental, postcolonial and gender studies».</p>

Annex 2: Gender equality and combating discrimination and harassment – ELVP action plan

I. Existing City of Paris structures and higher education obligations

City of Paris

Mission for Gender Equality in the Workplace and the Fight Against Discrimination

The Mission for Gender Equality in the Workplace and the Fight Against Discrimination was initially part of the Diversity Division, until it was set up as a separate entity in May 2019. It is supervised by the deputy HR manager and is in charge of creating, steering and monitoring the City's inclusion and anti-discrimination policy for its staff alongside the Disability Mission. In August 2019, the City of Paris was awarded the Diversity and Equality labels by AFNOR, marking the city's commitment to an egalitarian approach and constituting an initial phase in the implementation of sustainable actions in these areas and the improvement of working conditions.

Its missions:

The Mission is structured around the management of thematic and cross-disciplinary projects for gender equality in the workplace and the fight against discrimination, including the Parisian action plan for gender equality in the workplace, the fight against discrimination and support for disability. It supports the directorates in implementing at least one awareness-raising or training action for their staff and one action related to HR processes.

Policy for young people and students

In March 2021, the City of Paris launched the «Let's talk about equality» campaign. As Hélène Bidard, Deputy Mayor of Paris for gender equality, youth and popular education, explains: "Sexist representations, sexist clichés and gender stereotypes are part of the cultural world surrounding young people and which needs to be closely examined to identify the things that legitimise inequalities between girls and boys and, later, between women and men. Talking about equality with the younger generations opens the door to a more inclusive Paris".

An awareness-raising tool called the "Respectometer"¹ has also been created in the form of a list of young people's demands for equality and inclusive interactions in public and digital spaces. Inspired by the «Violentometer» and co-constructed with young people from the association En avant toute(s) and the Conseil Parisien de la Jeunesse (CPJ), the Respectometer will be available in all City of Paris buildings open to the public.

¹ Excerpt from www.paris.fr: «The City of Paris has created an awareness-raising tool called the «Respectometer» to advance and assist the identification of gender stereotypes by presenting conditions for the development of egalitarian relations among people in public and digital spaces: <https://cdn.paris.fr/paris/2021/02/25/7bc3ff0d12195b89ebc466a2c576b271.pdf>»

Marie-Christine Lemardeley, Deputy Mayor of Paris in charge of higher education, research and student life, has launched an initiative to ensure the coherence of policies to prevent sexual and gender-based violence in Parisian higher education establishments, and particularly higher education schools under the authority of the City of Paris. The General Inspectorate of the City of Paris has been called upon to support the establishments.

Higher education²

Gender equality is a major “national cause» of the five-year term

On 25 November 2017, on the International Day for the Elimination of Violence against Women, the French President declared gender equality a “major national cause” of the five-year term and presented the first government measures to combat sexual and gender-based violence.

Later on, during the Inter-ministerial Committee for Women’s Rights and Gender Equality on 8 March 2018, Frédérique Vidal announced 4 priority measures:

- Creation of a unit for welcoming and listening to people in each university;
- A target of 40% female students in science courses by 2020;
- Launch of a communication and awareness-raising campaign on gender-based violence in higher education and research;
- Training and awareness raising on gender equality for all CROUS staff by 2020.

It was in this context that the University of Paris-Est Marne-la-Vallée (UPEM) set up a Gender Equality Mission in 2018.

Université Gustave Eiffel was created on 1st January 2020 by the merger of UPEM and IFSTTAR and set up an Equality Vice Presidency in 2021, which took over from the Mission.

Its activity is presented on its website:

<https://mission-egalite.univ-gustave-eiffel.fr/>

The Vice Presidency has drawn up an action plan which is currently being presented to the bodies.

² ESRI: key figures on gender equality (published in 2021, MESRI): <https://www.enseignementsuprecherche.gouv.fr/pid35339-cid157348/esri-chiffres-cles-de-l-egalite-femmes-hommes-parution-2021.html>

II. State of affairs at EIVP

Staff on permanent contracts in the school

Breakdown of staff on permanent contracts in a normal working position on 31 December 2020:

Category	Management and support		Teacher-researchers and teaching support		Research staff	
	M	W	M	W	M	W
A	4	6	5	6	0	2
B	5	6		-	-	-
C	4	5	-	-	-	-
Total	13	17	5	6	0	2

Women are in the majority among staff (58%) and in categories A, B and C.

At EIVP, 93% of women are employed full time compared to only 70% of the total employed population. Half of all part-time and non-full-time jobs are held by men.

Number of temporary workers employed during the year (all posts combined):

2016	2017	2018	2019	2020
326	304	337	308	351

The majority of temporary workers are men (62%).

Staff representatives:

the identification of gender stereotypes by presenting conditions for the development of egalitarian relations among people in public and digital spaces: <https://cdn.paris.fr/paris/2021/02/25/7bc3ff0d12195b89°bc466a2c576b271.pdf>

In 2018, new staff representatives were appointed to the establishment's Technical Committee during the national professional elections. In compliance with the regulations, the lists of candidates contained a proportionate number of men and women according to the composition of the electorate in each of the elections on 1st January 2018.

Governance bodies:

Women are sufficiently represented on the Management Committee (5 men and 7 women on 31/12/2020) and the Board of Directors (8 men and 9 women).

Women are still under-represented on the Organisational Council, which is mainly composed of employer representatives (private-sector employers: 11 men; public-sector employers: 2 women; 1 man representing the alumni; 2 teachers and 2 students, with parity).

Remuneration and career development:

Comparing pay is complicated because very few jobs are strictly comparable.

Similarly, given the small number of staff, in-house promotion is too infrequent to be statistically relevant.

Breakdown of engineering students

Female engineering students represent 40–45% of all engineering students (60% for the engineer-architect or architect-engineer combined courses), which is well above the general average for engineering schools (27% in 2019).

Graduate employment

The following data is taken from the annual employment survey organised by the Conference of Grandes Ecoles.

Indicators by gender show that the proportion of women working or pursuing studies is very high, that their gross annual salaries excluding bonuses are equivalent to those of men, and that women consider themselves (very) satisfied with their work and schooling at EIVP.

1. Good employment indicators less than 6 months after leaving the School:

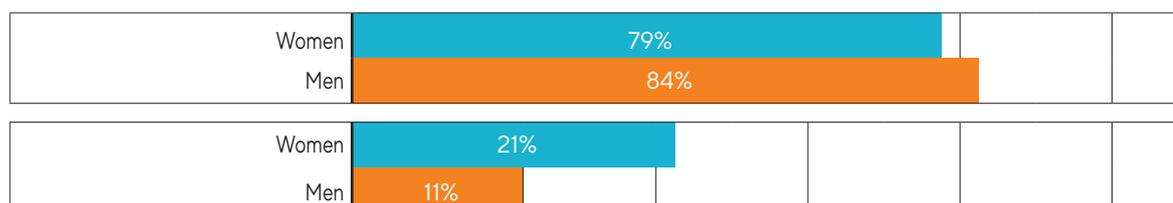
82.4% of the women who graduated in 2019 are working and 14.7% have chosen to continue their studies (to do a Master's degree in $\frac{3}{4}$ of cases).

2. 1 in 5 EIVP graduates are of foreign nationality.

Nearly 18% of women among the most recent class of graduates are of non-French nationality (compared to 5% for men). The leading nationality is Moroccan (8.8%).

3. Nearly 8 out of 10 women are on permanent contracts and 2 out of 10 are on fixed-term contracts

Class of 2019 graduates on permanent contracts



4. Among the criteria for choosing a job, women prioritised the job's compatibility with a personal project, the company's reputation, the geographic location and corporate social responsibility (CSR). For men, the primary criteria were the job's compatibility with a personal project, prospects for career development within the company and its geographic location. None mentioned CSR.

5. 100% of female EIVP graduates are managers compared to 94.4% of men.

It is worth noting that the proportion of women engineers declaring executive status is 85.8% (source: CGE 2020 survey).

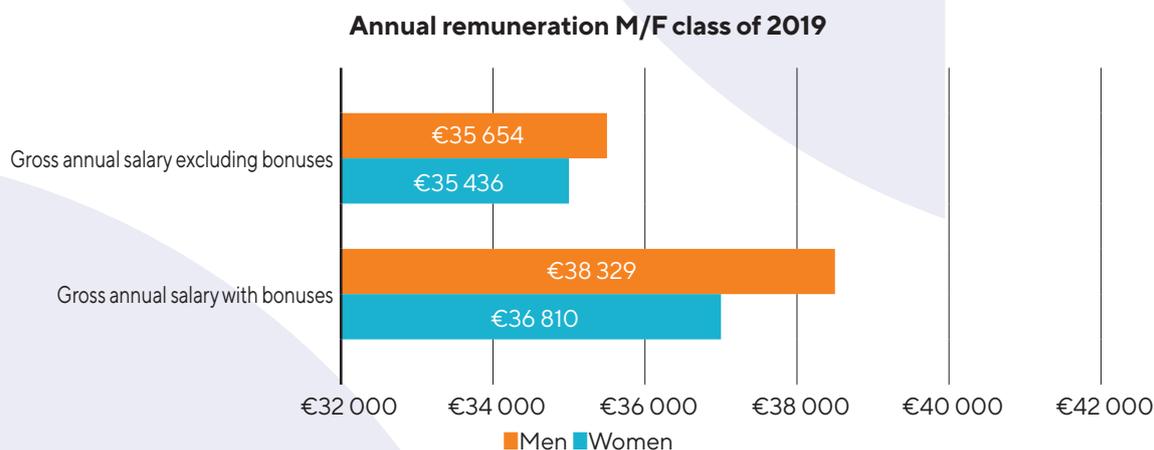
6. 75.7% of women work in Paris and the Ile-de-France region (88.1% of men).

7. 80.6% of women are project managers (72.5% of men).

8. 80% of the women are (very) satisfied with their current job and none are dissatisfied. In addition, over 90% of women consider themselves (very) satisfied with their education at EIVP.

9. Gross annual pay excluding bonuses (average): €35,436

Female EIVP graduates earn more than the average for female engineers from graduate schools (€33,792) and are on a level footing with male EIVP graduates (€35,654).



10. Gross annual pay with bonuses

Since our female graduates who responded to the survey this year declared fewer bonuses, the gap between women and men is therefore greater: the pay including bonuses of female EIVP graduates is €36,810, whereas the pay including bonuses of their male counterparts is €38,329.

Actions taken

Given the satisfactory proportion of women among both staff and engineering students, few specific actions have been carried out recently. Moreover, EIVP has been identified by professional federations and companies with a policy to include more women among their technical managers. The school's students, alumni and members of its bodies include people who are strongly committed to gender equality and/or have led exemplary careers in fields still perceived as masculine.

In 2018 and 2019, two exhibitions were held:

- An exhibition on discrimination based on sexual orientation in the workplace (created by the City of Paris)
- An exhibition on the creation of the MLF (created by UPEM)

In December 2019, the Director of EIVP took part in a round table organised by Syntec Ingénierie on the feminisation of engineering professions with Céline Calvez, MP for Hauts-de-Seine and the author of [a report on women and science](#), and Chiara Corazza, Managing Director of the Women's Forum.

In 2021, EIVP students and graduates were in the spotlight on International Women's Rights Day:

- A second-year female engineering student, who was a member of the winning team of the “Espoirs” prize in the Syntec 2020 competition, attended the Syntec ceremony for the presentation of a book on engineering and against gender stereotypes to the Minister in charge of industry;
- Régine Engström, Prefect of the Centre Val de Loire Region and an EIVP alumnus, participated in an event called “1000 possibles” by the Ministry for Gender Equality;
- Diffusion of 8 portraits of female graduates from the issue of the AIVP publication dedicated to the School’s 60th anniversary.

One of the School’s student associations is affiliated with the Engineers without Borders network, which contributes to the prevention of gender discrimination (national ISF federation Statement of position on sexism; December 2019: <https://www.isf-france.org/note%20sexisme>)

EIVP has led Cap en Sup, a Cordées de la Réussite project, since 2005. Cap en Sud is a tutoring scheme for high school students in the 19th arrondissement that involves twenty or so engineering students each year. It helps encourage high school girls to take up scientific and technical studies.

Ghislaine Geffroy, President of the Educational Board for Engineering, Managing Director of SAEMES and an alumnus of the School, successively headed three technical departments of the City of Paris.

III. EIVP Action Plan 2021-2023

EIVP’s action plan will be presented to the School’s governing bodies in the autumn of 2021. It is based on Université Gustave Eiffel’s action plan. EIVP wishes to adopt this same approach, particularly in terms of human resources management, within the limits of the texts governing the School and its supervisory authority.

Focus I – Assess, prevent and address pay gaps

EIVP will contribute its data to the global indicators set up by Université Gustave Eiffel for the different categories of personnel. It will publish and monitor these indicators at its own level whenever statistically relevant.

EIVP has its own wage policy. It will transpose the management rules defined at University level whenever it is relevant (according to the workforce) and compatible with the management rules for Parisian civil service administrative staff.

Focus II – Guarantee equal access for men and women to civil service bodies, positions, ranks and jobs

EIVP will implement the good practices defined by Université Gustave Eiffel for the recruitment processes under its control (widely publicising positions, formalising recruitment criteria, information on promotion opportunities, etc.). Recruitment by competitive examination and rank and body promotions are organised by the City of Paris.

EIVP will formalise one or more partnerships aimed at promoting the presence of women in engineering professions and guiding young women towards scientific and technical studies through its relations with actors involved in these areas.

Focus III – Work-life balance

EIVP will study the possibility of setting up a «childcare» CESU and a system for donating days for the parents of sick or disabled children (existing City of Paris systems).

The University's teleworking agreement will be transposed by EIVP, taking account of the arrangements put in place by the City of Paris. The disconnection charter, adopted by EIVP in 2017, will be updated to highlight points of vigilance in the case of teleworking.

Focus IV – Combat harassment, discrimination, gender-based and sexual violence, stereotypes and gender bias

EIVP will participate in the studies carried out by the University through its data and by relaying information to its communities.

EIVP will set up a relay network on equality issues involving staff and students.

EIVP will use the reporting system set up by the University for its students (staff incidents are dealt with by the City of Paris system).

For students and teaching staff, EIVP will bring its disciplinary policy and procedures into line with the University's disciplinary policy and procedures.

EIVP will draw on the resources provided by the University and the City of Paris for training different people: students, association managers, staff, managers, staff representatives, panels, etc.

Equality actions initiated by EIVP in the field of training, research and student life will be promoted within the University through the exchange of good practices.

Focus V – Governance of the gender equality policy

EIVP will contribute to the progress reports on the University's equality plan.

The management of EIVP (president of the board of directors, director, director of education, etc.) will be involved in transposing the University's equality plan and steering the School's equality plan.

A call for proposals will be launched to name symbolically important spaces within the School with the aim of promoting women and people from minority groups.

Annex 3: Action plan for the feminisation of engineering courses

Summary of feminisation actions carried out at ESIEE PARIS

- ESIEE Paris has been a partner of the “Elles Bougent” association since 2011 and takes part in multiple events thanks to the active involvement of its female students.
- In 2012, the round table on the theme of “Et Si Ingénieur s’Ecrivait avec un E” was launched and the logo created. ESIEE Paris was one of the first establishments to initiate conferences for high school girls on this theme. Through these actions, we have informed over 2000 high school students and helped foster a culture of ambition among these young men and women.



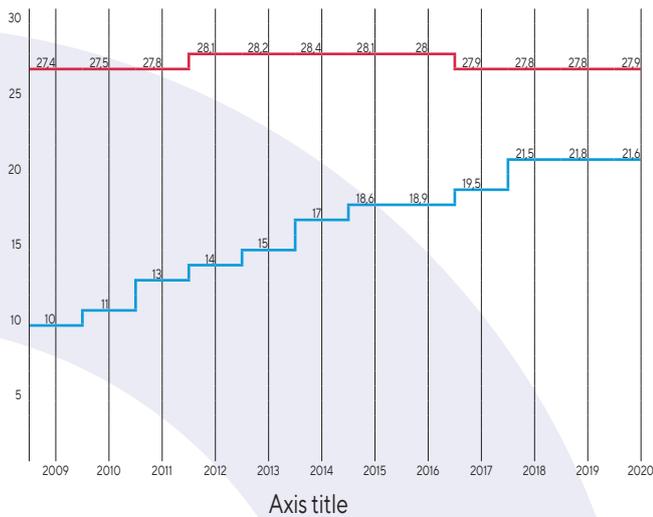
- Signature of the CGE’s Gender Equality Charter and appointment of an equality officer.
- Partnership with Usine Nouvelle for the “women in industry” trophies since the beginning. ESIEE Paris affirms its commitment in the eyes of the business world by contributing to the celebration of women’s careers.
- Creation of a welcome event at the start of each academic year for female students at ESIEE Paris, a convivial moment of informal discussion on our feminisation actions during which female students are encouraged to play an active role. The aim is to unite actors and create a responsive network of female students within the institution.
- Feminisation actions are presented to our students during welcome conferences. The objective is to explain, raise awareness, unite, etc.
- An “ESIEE Paris au féminin” stand is held on open days. The idea is to allow female students to answer any questions that girls visiting our School may have.

- Annual participation in the CGE's «gender equality barometer» questionnaire.
- Student-led creation of the «Club Hera» for girls at ESIEE

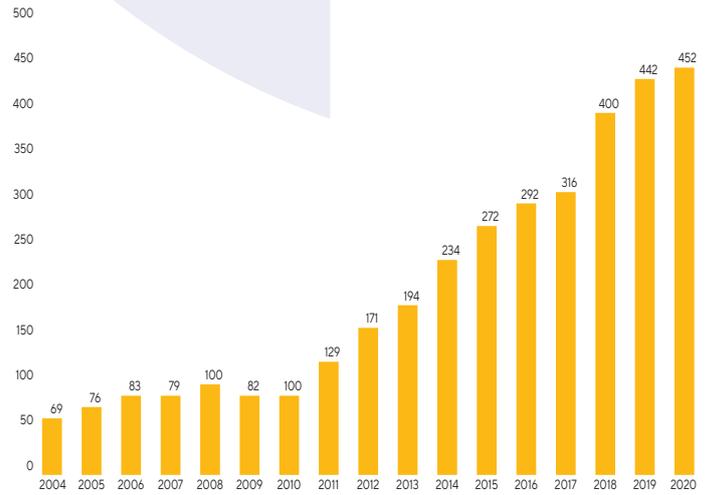
- Partnership with UPSTI for the Femmes & Ingénieures Réussir en Sciences et Technologies (F.I.R.S.T Women and Engineers Succeeding in Science and Technology) event

Results in figures

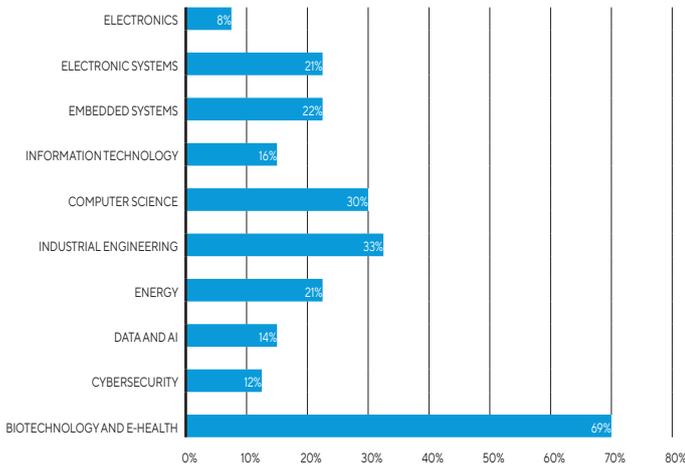
Evolution of the percentage of female students at national level and at ESIEE Paris



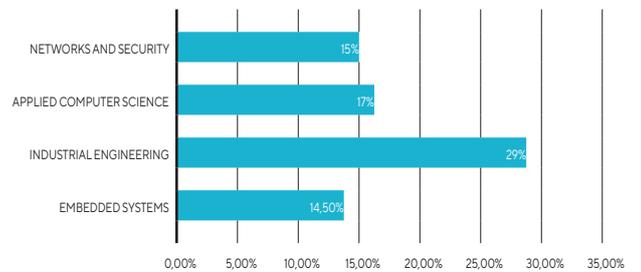
Evolution of the female workforce in absolute terms



Percentage of women working full time by sector



Percentage of women in apprenticeships



Annex 4: Memorandum of understanding on gender equality in the workplace at IGN 2021-2023



PROTOCOLE D'ACCORD SUR L'ÉGALITÉ PROFESSIONNELLE ENTRE LES FEMMES ET LES HOMMES À L'IGN

2021-2023

INTRODUCTION

GENERAL ISSUE

Gender equality was declared a «major national cause» by the President of the French Republic on 25 November 2017 upon the launch of the «plan to combat sexual and gender-based violence». On 8 March 2018, at the Inter-ministerial Committee on Gender Equality (CIEFH), the government adopted an action plan consisting of some fifty measures to promote gender equality in all areas of economic and social life. These actions are in line with France's commitments to the Sustainable Development Goals of the United Nations' 2030 Agenda.

The civil service is required to be exemplary in this field, as it accounts for 20% of employment in France, with 63% of posts occupied by women. Improving gender equality is a professional and social issue and contributes to the attractiveness of administrations and public institutions.

Much progress was made through legislation in 2012 and 2014 and the signing of a memorandum of understanding in the civil service on 8 March 2013. As well as consolidating what has already been achieved, there are still actions remaining to be accomplished. All ministries are committed to obtaining official «Equality» and «Diversity» recognition.

At the plenary meeting of the Common Council of the Civil Service on 9 March 2018, the French government launched consultation between public employers and trade unions to draw up a new negotiated agreement. This agreement was signed on 30 November 2018 by the government and several trade unions.

Law No. 2019-828 of 6 August 2019 on the transformation of the civil service reflects the provisions of the national agreement.

On 23 October 2019, the Ministries of Ecological Transition and Solidarity (MTES) and of Territorial Cohesion and Relations with Local Authorities (MCTRCT) signed the memorandum of understanding on gender equality in the workplace for 2019-2022. In November 2020, the Ministry of Agriculture and Food obtained official «Equality-Diversity» recognition, at the end of a roadmap launched at the beginning of 2018.

GENDER EQUALITY AT IGN

Gender equality in the workplace is an ambition shared by IGN's Director General, its directorates, departments, employees and by trade unions.

Under this agreement, the signatories commit to a policy of real gender equality, for the benefit of all staff, civil servants, workers and contract workers, apprentices and trainees present in the establishment's departments and directorates, on all its sites, including staff working in the departments under service contracts (subcontractors).

PREVIOUS STEPS AND ACTIONS TAKEN

With the appointment in 2013 of an «Equality» officer at IGN, the institute embarked on a specific project for equality in the workplace, which was previously covered by IGN's charter of values, adopted on 27 March 2006. Joining the ministerial network «Parcours Professionn'Elles» has enabled some IGN staff to benefit from these actions (training, information, mentoring).

An «Equality» officer was appointed in 2020 at ENSG-Geomatics, and staff called upon to intervene in all or part of the «Equality in the Workplace» field have already benefited from training to better understand the issues and manage their implications.

Changes in the social report and the production of situation reports from 2016 onwards have provided a better understanding of equality issues at IGN.

The trade unions intervene regularly on this subject and have made a significant contribution to raising the awareness of staff at the Institute.

These various dynamics have made it possible to initiate some changes in practices in favour of equality, related to the promotion, appointment and remuneration of staff. Discussions in technical committees, particularly during the presentation of statistical reports, have made it possible to better identify discrepancies and to measure the efforts to be made in moving towards a more balanced situation.

These actions are now being strengthened and extended under the 2021-2024 memorandum. The process must be extended to all levels of the organisation.

THE CONTENTS OF THE MEMORANDUM

In accordance with the legislative and ministerial frameworks, the "Equality in the Workplace" action plan was negotiated between the administration and the social partners of IGN. These negotiations led to the drafting and signing of this memorandum of understanding. The negotiation process was led by the Director of Human Resources with support from the «Equality» officers of IGN and ENSG. It involved the representative trade unions of IGN. The negotiations provided an opportunity for debates that have enriched the text of the memorandum and the resulting action plan.

This memorandum is based on the on the MTE memorandum, from which it borrows its structure, while adapting its measures to the realities and specificities of IGN.

In the light of the findings, and on the basis of the contributions resulting from the discussions, the signatories set themselves the objective of improving the situation between 2021 and 2023, towards better gender equality and by acting in an operational, concrete and measurable way.

INTRODUCTION

The memorandum includes measures supporting the 6 strategic ministerial focal points. It will be implemented over three years (2021-2023):

Focus 1: Ensure cross-sectoral governance of equality policy and the associated social dialogue (measures 1 to 7);

Goal 2: Create the conditions for equal access to jobs and responsibilities (measures 8 to 11);

Goal 3: Eliminate inequalities in pay and career development (measures 12 to 14);

Focus 4: Improve the balance between work and private life and support equality through social action (measures 15 to 21);

Focus 5: Improve prevention and combat acts of violence, discrimination, moral or sexual harassment and sexist behaviour (measures 22 to 28);

Focus 6: Experiment and innovate with gender equality (measures 29 to 34).

It is supplemented by 4 annexes:

Annex 1: Glossary, acronyms and abbreviations;

Annex 2: Regulations;

Annex 3: Charter for gender equality in higher education and research institutions;

Annex 4: "Equality in the Workplace" action plan 2021 – 2023.

In accordance with the regulations, the action plan annexed to the memorandum was presented to the technical committee on 5 March 2021. Its consultation voted unanimously in favour.

Focus I – Ensure cross-sectoral governance of equality policy and the associated social dialogue

Measure 1: Organise the implementation and partnership monitoring of IGN's «Equality» memorandum

A monitoring committee for the Equality memorandum will be set up and will meet at least three times a year, at the initiative of the administration according to a pre-defined annual calendar. The initial meeting will take place within one month of the signing of the «Equality» memorandum and will be chaired by the Director General of IGN.

It will include IGN's «Equality in the Workplace» officer, the «Equality» officer of ENSG-Geomatics, the managers of the actions and representatives of the signatory staff.

The role of the monitoring committee for the "Equality" memorandum³ is to monitor the implementation and progress of the actions. It is consulted when developing partnerships with associations, schools, etc. It contributes to defining the tools for carrying out the measures of the memorandum, in particular those concerning the content of the framework note for the contacts, the specifications of the studies, the reports, the format of which it defines. It describes the criteria for evaluation of the experiments. It may invite qualified people to guide its opinions, on the proposal of its members. Implementation can only be fully achieved with the mobilisation of all individuals involved and representative bodies.

An annual review of the actions will be examined by the monitoring committee for the "Equality" memorandum before being presented to IGN's technical committee and the health, safety and working conditions committee for their opinion according to their respective competencies. External parties may be involved in the evaluation of the memorandum.

It will be forwarded to the Ministry's «Equality» monitoring committee, which monitors the memorandums of the public institutions under the Ministry of Ecological Transition (MTE). It will also be sent to the Ministry of Agriculture and Food (MAA).

A dedicated collaborative digital space will be maintained and made accessible to the members of the monitoring committee, as well as to all representative trade unions to facilitate the implementation and monitoring of the memorandum and the action plan. It will be open to people involved in the implementation of actions, such as the «Equality» officer and managers of actions by decision of the Monitoring Committee.

Measure 2: Mobilise the IGN Management Committee (CODIR IGN) and the heads of department in the implementation of the memorandum

The implementation of the memorandum and the deployment of the guidelines rely on the managers who will have to implement the action plan of the memorandum in their directorate or department, and ensure the mobilization of the entire working community.

The annual evaluation of the directors and heads of department of IGN will include the subject of equality in the workplace as of the 2022 interview, according to their level of responsibility. This evaluation will make it possible to monitor the deployment of the «Equality» action plan at their level, the availability of the resources allocated and to measure, on the basis of specific indicators, at the level of their perimeter, the evolution of the results in terms of gender diversity, prevention of discrimination, training, allocation of bonuses, reconciliation of time and the fight against sexual and gender-based violence, and to ensure that the necessary resources are in place.

³ Without other indication, the term «Monitoring Committee» used throughout the document refers to the monitoring committee of the «Equality in the Workplace» memorandum of IGN (CoSui)

Mandatory training on the theme of equality will be provided to supervisors and a module on «Equality in the Workplace» will be included in the continuous training programme for new managers.

Measure 3: Promote gender equality in the workplace in IGN departments

The memorandum and its action plan will be presented to the Management Board, the Technical Committee and the Health, Safety and Working Conditions Committee (CHSCT).

The action plan for the memorandum will be implemented in each management unit and in each department at IGN. The appropriation of the approach at all levels will take place during the first year following the validation of the «Equality» memorandum by launching actions in stages on pilot units and adapted perimeters in each management unit, which will be extended progressively to all IGN units.

Measure 4: Create a network of «Equality» contacts within the departments and among IGN staff

A network of "Equality" contacts will be set up, deployed in pairs of one woman and one man. The "Equality" officers of IGN and ENSG will be responsible for the designation of these contacts, who will not necessarily be part of management but will be motivated staff members. These contacts will be responsible for supporting the implementation of the memorandum in IGN departments, with the exception of their own department.

The missions and resources of the «Equality» contacts will be formalised in a mission letter. These «Equality» contacts will receive specific training on the subject. The role of the «Equality» contacts will be recognised in the job description of the staff member and a dedicated time quota will be defined. An annual meeting between each pair of «Equality» contacts and the "Equality" officers of IGN and ENSG will be an opportunity to assess the actions, the resources allocated and the difficulties encountered by the "Equality" contact in the exercise of their mandate.

The network of "Equality" contacts will be led by the IGN «Equality» representative. The list of "Equality" contacts will be communicated to the monitoring committee as well as to all IGN staff, specifying their role.

The IGN and ENSG "Equality" officers will be independent of their department's hierarchical authority for this responsibility and will exercise their function under the authority of the Director General of IGN and the Director of ENSG-Geomatics.

They will be identified. A description of their responsibilities will be made in a framework letter outlining their mission and allocated resources. The successful implementation of equality in the workplace relies on the involvement of the Director General of IGN and the officers to communicate with and convince the teams.

58 Measure 5: Initiate an awareness-raising and training strategy on gender equality

The field of «Equality» will be integrated into IGN's initial and vocational training plans.

Distance learning modules designed to raise awareness will be provided to all staff. Training sessions with external speakers, selected on the basis of their skills and references, will be organised face-to-face for general actions for all IGN staff and/or for specific actions for priority audiences according to their role or work in the different facets of the issue of equality (those who deal with cases of sexual violence, HR staff, managers, "Equality" contacts).

The training modules and information events offered at ministerial or inter-ministerial level will be promoted to eligible staff.

The completion of certain training courses will be compulsory at certain stages of the career path (joining IGN, access to managerial responsibilities).

ENSG-Geomatics will include training on gender equality issues in the curriculum for students and trainees, and in particular issues of gender stereotypes, under the impetus of the ENSG "Equality" officer.

Measure 6: Integrate the issue of "Equality in the Workplace" in IGN communication

"Equality" will be the subject of a specific communication strategy. The "Equality" communication strategy will be presented to the Technical Committee.

The actions resulting from this communication strategy will be integrated into IGN's communication plan (internal and external communication). The communication plan will also include all the communication actions to be defined within the framework of the measures of the different focal points of this memorandum.

An intranet site dedicated to equality issues will be set up, for the use of all IGN staff and directly visible on the IGN intranet portal <https://intranet2.ign.fr/>.

Its objective is to promote the appropriation and knowledge by all of the issues at stake and ensure better dissemination of staff rights in terms of gender equality.

It will facilitate the organisation of consultations with staff on the issue. The aims and interactive methods of these consultations (questionnaire, occasional surveys, suggestion box, etc.) will be defined beforehand by the Monitoring Committee.

A guide, a variation of the Guide to Gender-Sensitive Communication of the High Council for Gender Equality (HCE|fh) will be drafted and used to avoid stereotype bias in IGN's communication. IGN's communication actions will ensure a balanced representation of women and men.

Measure 7: Integrate "Equality" dimension into organisational changes and HR rules

The "Equality" officers at IGN and ENSG will be informed beforehand of organisational projects, changes to HR systems, and IGN regulations.

They will have to ensure respectively at the level of the concertation bodies in which they are invited to participate (board of directors, technical committee, CHSCT, Teaching Council, etc.) that "Equality" has been properly integrated into the analyses carried out by those responsible for organisational projects, changes to HR systems, and regulations.

They will need to ensure that measures are in place to monitor impacts and make adjustments.

Focus II – Create the conditions for equal access to jobs and responsibilities

Measure 8: Improve the gender mix of sectors, bodies and jobs at IGN

Sectors, bodies and work units are "gendered" when the workforce presents an imbalance of more than 60/40 percent in favour of one gender. At IGN, 35% of staff are women in the nine bodies (Labourers/ Supervisors, Surveyors and TSMAs, ITGCEs or equivalent, IPEFs or equivalent, Assistants, Administrative Secretaries, Administrative/Technical Assistants, Contractors on permanent contracts and Contractors on fixed-term contracts) that make up the workforce of the establishment, only one of these bodies is balanced and eight present a gender imbalance, of which six are predominantly male (technical and teaching/research bodies) and two are predominantly female (administrative bodies).

For example, among technical civil servants, the proportion of men is 74% and women 26%.

Some jobs are predominantly held by men (77% of logistics assistants; 82% of technical assistants in the forestry sector) and some work groups are male-dominated (production, IT, development and research).

This situation requires action on recruitment, access to positions and responsibilities at several levels with quantified objectives allowing to achieve parity, for equivalent competences:

- Each year, for each job where there is a structural imbalance to the detriment of one gender, quantified objectives will be determined by the monitoring committee.

Recruiters will seek to select applications from the minority gender in order to aim for more balanced recruitment;

- Material used in advertising and general promotion (brochures, fairs) for external recruitment and internal mobility will be written using gender-neutral language. It will use a presentation that highlights the strengths of the position to make the positions offered more attractive to candidates from the minority group represented.

Selection criteria based on the constraints of the job and likely to create gender bias should be the subject of particular attention and the compensation for these constraints clearly expressed;

- At the level of the establishment, there is a lack of awareness of certain IGN jobs among women, which will be studied by the monitoring committee in order to propose measures to eliminate the factors of inequality in access to IGN jobs. This will allow for comparison of the occupation of jobs and positions by gender, in line with the objectives of measure 12 (Focus 3);
- There are few women in the digital professions, like other scientific and technical fields. School and professional orientation is still gendered, and women tend to censor themselves and doubt their capabilities when considering these fields. IGN is investing in this field as part of its digital transformation, to create recruiting grounds and increase the proportion of women in these promising fields.

Partnership initiatives with associations, in connection with training providers and our job pools of recruitment (IT development, geomatic operators), will make it possible to develop actions to raise awareness and to broaden the appeal of IGN's sectors, bodies and jobs, especially technical ones, for all, without discrimination or stereotypes.

The experimentation of measure 34 is an example of this.

The recruitment processes (competitive exams, external recruitment and internal mobility) are described in the management guidelines (LDG-Mobility) for both civil servants and contractors. These management guidelines will be submitted to the Technical Committee for its opinion and will be communicated to staff using the appropriate tools. For civil servants, for whom the LDG-Mobility guidelines do not apply, similar guarantees of transparency will be implemented. The recruitment process will focus on attracting the right candidates for the positions to be filled and ensure equal access to IGN jobs.

A gender-based report of recruitment will be produced each year by the Human Resources Department (HRD) and will be presented at a meeting of the Monitoring Committee.

Measure 9: Strengthen action at the time of recruitment

At IGN, almost 17% of staff are recruited through competitive examination procedures or inter-ministerial mobility and 83% through recruitment procedures without competitive exams (2019 figures).

The definition of the recruitment processes in the LDG-Mobility guidelines ensures equal access to employment by forbidding gender bias. The selection procedure for candidates and the rules of transparency defined in the LDG mobility guidelines will ensure equal access to positions for both genders. For the internal mobility of civil servants, the same guarantees apply.

The composition of the selection panels and committees respects national regulations (alternating chairmanships) and the administration will ensure parity and diversity of their members.

For applications for vacant positions, in the context of internal or external mobility, equality will be systematically reminded to all those involved in making selections and the gender mix of panel members must be guaranteed when the position requires more than two panel members.

The recruitment department will develop actions to encourage a better balance in applications, in relation with the IGN «Equality» officer.

In the case of pre-selection on the basis of application, the department(s) responsible for drawing up the list of candidates selected for interview will aim to achieve parity among the candidates selected, where possible.

Calls for applications will be drafted in such a way that their content is not likely to disadvantage the equality of applications.

The staff and managers responsible for selection processes must have undergone specific training on the legislation on non-discrimination in recruitment processes, on the risks of sometimes indirect discrimination based on preconceptions and prejudices, and on the importance of gender diversity for the establishment.

Measure 10: Consolidate the gender mix of senior managers at IGN

The senior roles at IGN, those who sit on the Board of Directors, Management Committee or in the Heads of Department remain predominantly male (66%, 56% and 71% respectively), with more or less pronounced imbalances depending on the hierarchical level.

The goal of gender diversity also concerns all management positions, whether they are direct or cross-disciplinary.

IGN has set itself the following objective for the end of the 2021-2023 memorandum: to increase the number of women in managerial positions and at the highest levels of the hierarchy until a 40/60 balance is achieved in percentages. In order to achieve this objective, general management is committed to improving the proportion of women in management and non-management positions and to achieve a representation equivalent to the proportion of women in its overall workforce.

A study on the obstacles to women's access to managerial responsibilities (exogenous and endogenous) and on the managerial imbalances in the various IGN departments will help to identify more targeted actions that will be included in the action plan.

Measure 11: Designate the administration's representatives in consultation bodies on an equal basis

Upon the renewal of the administration's representatives in consultation bodies, IGN will select replacements with the aim of achieving parity among the administration's representatives.

Focus III – Eliminate inequalities in pay and career development

The first challenge is to identify the causes of the pay gaps observed, to understand the differences that can or cannot be explained and to describe them in order to take the appropriate corrective measures, including financial measures if necessary.

Measure 12: Describe pay gaps and identify their causes at IGN

From 2021, IGN will call on a service provider to initiate studies on gendered cohorts, in order to evaluate in particular the possible impact of statutory and management criteria, part-time and non-full-time work, and parental leave on career development and promotion, and on pay. These studies will be carried out in accordance with a set of specifications (choice of cohorts, indicators, methodology, etc.) validated by the Monitoring Committee. The studies will differentiate between the indexed and indemnity parts remuneration, analysed by sector, category and body. The aim is to objectify the causes of differences in pay in all units and statuses at IGN⁴ in order to propose a plan to reduce pay inequalities to the Monitoring Committee.

Each year, an observation of the differences in remuneration will be made on the basis of the criteria used by the Ministry of Labour to calculate an index. These criteria will be adapted to IGN (2). The results of this observation will be communicated.

A comparative report on the changes in remuneration will be produced every year, which will show the indexed and indemnity-based levels by gender.

This situation report may be included in the comparative situation report (replaced in 2022 by the single social report). Proposals should be aimed at improving the indicators in this report, either to make them more operational (e.g. expression in ratios), or to better identify gender inequalities.

Measure 13: Take steps to respect equal pay

There are different compensation schemes within IGN, linked to bodies and functions.

Some apply to predominantly female populations, others to predominantly male populations. Transparency on remuneration by body, status and post (basic remuneration, bonuses) will be implemented, allowing for comparison by gender.

For schemes that recognise service performance, a strict gender balance in the average rate will be sought.

A report on the average use of the annual allowance supplement (CIA) will be produced, as well as on other bonuses if necessary.

⁴ This index is calculated on the basis of the following 5 indicators:

- average pay gap for women and men by age group and category;
- breakdown gap for individual increases;
- breakdown gap for promotions;
- percentage of employees who return from maternity leave with an increase;
- number of people of the under-represented gender in the 10 highest earners.

This index is made public and corrective action is taken if it falls below 75/100.

An analysis will be carried out to identify the figures by gender for job occupancy according rating and the type of post.

In addition, data on pay and benefits by gender will be presented to the joint committees, the technical committee and board of directors each year.

The impact of pregnancy, family leave and part-time work should be neutralised with regard to the recognition of the manner of service. This will be included in information on compensation schemes.

Raises in salary, which have the effect of reducing inequalities where they exist, will be earmarked to enable their identification in the wage bill.

Measure 14: Facilitate gender-balanced career paths at IGN

The figures by gender for staff eligible for promotion, proposed for promotion and promoted will be presented in advance of the cycles and joint committees, and the ex post assessment will be drawn up in comparison with the ex-ante state. Imbalances will be analysed and addressed.

The new possibilities resulting from the law on the transformation of the civil service and relating to promotion in the context of paternity, adoption or parental leave will be specifically and immediately communicated to staff.

The employment policy criteria and guidelines set out in the management guidelines shall ensure a gender balance in recruitment or assignment plans and in career development.

In order to prevent discrimination and its impact on pension differentials, and to remedy it where necessary, comparisons of the career paths of women and men in the different categories and bodies will be carried out by IGN and presented to the Monitoring Committee. In particular, a comparative analysis will be conducted to identify, for each gender, the average time spent in each grade, with equivalent seniority, by body.

The aim of this approach, which is linked to the study presented in measure 12, will be to identify any barriers to progress and to examine their causes and consequences. It will be complemented by an assessment of the gender imbalances between applications and assignments on the positions offered for mobility.

Focus IV – Improve the balance between work and private life and support equality through social action

The reconciliation of work and private life is a principle enshrined in Article 33 of the 2007 Charter of Fundamental Rights of the European Union. In France, the memorandum of understanding of 8 March 2013 (PA 2013) devoted specific attention to the theme of work-life balance. It recalls that it is the social responsibility of public employers to use the levers available to them to promote a better work-life balance, regardless of the family or personal situation of the staff.

The breakdown and time spent on family-related tasks (children, relatives) is unbalanced between women and men, not only in the course of a day but also throughout life (PA 2013). This social observation is reflected in the professional world. At IGN, more than one in five women work part-time, while only one in ten men do so. However, since 2017 there has been a decrease in part-time work by women. Furthermore, an increase in teleworking has been observed: proportionally more women than men telework (18% of women against 12% of men) (CSR and Social report, 2019). Teleworking is a new way of organising work which allows a better work-life balance.

Family reasons, including children and the roles of caregivers, have a major influence on this choice, but other factors may be at play, such as commuting time or other geographical constraints.

With the use of digital technology, working arrangements in the civil service are becoming more modern and flexible. As part of its investigation into teleworking, IGN will seek to reconcile the needs of the establishment regarding this activity and the expectations of staff in terms of work-life balance in order to develop practices in this area. Particular attention will be paid to maintaining the boundaries between personal and professional spheres.

The organisation of work and workload should help to achieve a better work-life balance. Pregnancy, parenthood and caregiving must be better supported in order to prevent situations where staff are forced to leave or are asked to leave. Sole parents need to be given sympathetic attention, especially if their job requires atypical working hours (on call, special missions).

Measure 15: Promote new forms of work organisation to improve equality and quality of life at work

The 2013 memorandum encourages employers to define working arrangements aimed at a better work-life balance, in particular through the negotiation of working time charters and their monitoring. At IGN, efforts in this area should be continued and expanded to better take into account the expectations of staff with regard to organisation of working time.

In 2016, a working time charter was put in place. IGN promotes this charter, notably by publishing full documentation on working time arrangements on the HRD intranet for easy access, and will inform newcomers of this.

The charter will be included in the 2020-2021 social agenda and reviewed to integrate the recommendations of the «Equality in the Workplace» memorandum and thus promote gender equality and the fight against discrimination.

This review of the working time charter will contain good practices that will be determined in consultation with the representative trade unions, particularly through a survey of employees to assess the impact of digital technology on working time, and more particularly with the CHSCT, in consultation with the occupational physician.

IGN undertakes to apply any new regulations in terms of the organisation of working time as quickly as possible and inform staff and management.

Particular attention should be paid to requests for organisation of working time for pregnant women, parents of young children, single parents and family caregivers.

Part-time work may not be used as a reason to discriminate against staff in assessment procedures, appointments, promotions or access to vocational training. The same applies to teleworking.

With regard to teleworking, discussions must be held within the framework set by the civil service for the implementation of decree No. 2020-524 of 5 May 2020 amending Decree No. 2016-151 of 11 February 2016 on the conditions and modalities of implementation of teleworking in the civil service and the judiciary (as well as new provisions relating to maternity, paternity and parental leave, part-time work, leave for caregivers, etc.).

In order to facilitate its generalisation within IGN, staff should be equipped equally in terms of hardware and access to professional software, regardless of the proportion of men or women in the job in question, as long as it includes activities that can be carried out remotely.

The effect of teleworking on the collective spirit and on private life is not neutral, and its impacts must be evaluated. This evaluation must take into account the views of staff and managers, particularly on the level of information to be provided to management on the family situations in which their staff may be placed. In this context, a consultation on the right to disconnect should be initiated.

A process will be initiated to explore the possibility of using alternative locations for teleworking, whether on any other IGN site or any other collective solution (Météo-France, CEREMA, etc.), if the staff member's activity allows it and if he or she so requests.

Thus, training will be adapted remotely (e-learning), in order to facilitate access to preparatory or vocational training and, more generally, to reconcile training schedules with the personal and family constraints of staff members.

The establishment of a training report by gender will make it possible to better measure the impact of this initiative and to evaluate the relevance of the system. It will be presented to the Monitoring Committee and the Vocational Training Committee.

Measure 16: Facilitate co-parenting (balanced sharing of parental responsibilities)

The constraints associated with parenthood have an impact on working life and are a differentiating factor in the comparative career profiles of men and women. The rights and support systems vary according to family situations but potential beneficiaries are sometimes unaware of them. IGN will, in accordance with its responsibility as an «employer», provide both men and women with complete and easily accessible documentation to enable them to assert their rights in the professional context.

IGN will inform staff members as soon as possible of any changes to their rights in relation to their parenthood, whether it concerns the mother or the other parent, regardless of the regime that unites them.

The extension of measures to encourage parenthood will be considered as part of the experiments proposed by the Monitoring Committee.

IGN will value paternity and childcare leave as well as the special leave of absence for the birth of a child or adoption. General information will be disseminated at least once a year and via a direct internet link on the HRD website, covering all types of leave or special leave of absence to promote shared parenthood. A meeting between the new parent and their supervisor will be offered systematically. This meeting should make it possible to discuss the necessary adaptations in terms of working time management to facilitate the return to work during the first year.

Furthermore, for staff members taking post-maternity or parental leave of less than three months, their jobs will be maintained, except in exceptional circumstances. These exceptions will be effective only after a favourable opinion of the technical committee on the list of reasons. The number of staff affected by these measures and exceptions will be indicated in the social report (which will become the single social report in 2021).

Measure 17: Welcome and support the period of pregnancy and the first months of motherhood

Providing support during pregnancy and the first months of motherhood is key.

Staff members will receive specific information on their rights and their development in line with the agreement of 30 November 2018 on gender equality in the civil service, as well as on the services made available to them at IGN during this period (rest rooms, adaptation of working spaces, medical advice, social action, etc.).

When they return to work, IGN will promote on all its sites, at the request of the staff, the provision of private areas and dedicated refrigeration equipment to facilitate the management of breastfeeding.

IGN will facilitate the possibility for women during their child's first year to take 1 hour per day, in two breaks, to manage breastfeeding. The organisation of this measure will be determined as soon as the employee returns to work, jointly with the medical team and/or her management. Mediation between the staff member and her hierarchy in the event of disagreement can be carried out by the «Equality» officer.

As soon as the staff member returns to work, she must have a medical check-up, regardless of the site to which she is attached. IGN will remind managers and staff of the existence of the medical department and its role in the support of pregnancy.

Measure 18: Secure the situation of pregnant students and trainees during their studies at ENSG-Geomatics, as well as those taking paternity leave and caring for children during schooling

Pregnancy should not be an obstacle or a source of discrimination against women who pass a civil service competitive exam. In order to promote better management for pregnancy of competitive exam winners, students or trainees at ENSG-Geomatics, IGN is responsible for informing them of the applicable texts and options.

Similarly, IGN will ensure of the absence of discrimination in education on the grounds of parenthood. It will inform students of the right to maternity, paternity or adoption leave that they are entitled to in the same way as other staff members and that the extension of the period due to one of these has no effect on the date of establishment in the sector or field of employment.

Measure 19: Help staff in the search for social or temporary housing

Due to structural salary inequalities and their over-representation in single-parent families (80% source: INSEE), women are more exposed to difficulties in finding comfortable housing that corresponds to the size of their household (source: Fondation Abbé-Pierre 2020 study on inadequate housing).

These difficulties are exacerbated when the family grows (birth of a child, dependent person at home).

In order to find decent accommodation, staff are increasingly forced to move further away from their place of work.

By extending the time spent commuting to and from work and thereby upsetting the work-life balance, the risks of stress and loss of concentration during work increase, due to the time constraints of childcare and unforeseen events during the commute.

Through its social action, IGN is attentive to the needs of its staff in terms of housing and communicates in such a way as to raise awareness of the assistance and support available. The methods for identifying situations involving assistance from the social service will be defined by the Social Budget Management Committee (CGBS) at IGN.

Measure 20: Promote support measures for the care of children and dependent persons

IGN supports parents in finding childcare solutions. It will identify the local childcare solutions available in conjunction with the SRIAS and the CIAS and will inform staff.

Similarly, it supports caregiving staff in looking for information on suitable solutions.

It will seek to provide financial support as part of its social action policy, in particular by interacting with the association in charge of mutual aid for IGN staff (ESPIGN). It will also provide support by offering assistance in drafting employment contracts for individual employers.

IGN, as part of its social action policy, will adapt its assistance to the changing needs of on-site and remote staff.

In order to facilitate the care of children and dependent persons, IGN will look for solutions for the adjustment of working hours for parents and caregivers and will inform the staff concerned of the various part-time possibilities.

Measure 21: Encourage physical, sporting and cultural activities, on site or remotely

The combination of working hours and family life restricts opportunities for physical, sporting and cultural activities, especially for parents of young children and particularly for women.

Indeed, women usually give up these activities during pregnancy and this break often lasts for a long time.

It is therefore necessary to facilitate the organisation of these activities during lunch breaks (11.30 a.m. to 2 p.m.), thus enabling a work-life balance.

There are numerous positive effects of such activities: less stress at work, less chronic illness, less absenteeism and improved working conditions, better relations between staff and serenity.

In this context, IGN reaffirms the usefulness of these activities and contributes to them through its support for leisure associations (reading, music, sport, etc.).

These activities will be studied in conjunction with the re-evaluation of teleworking regulations and working time conditions.

Focus V – Strengthen prevention and the fight against acts of violence, discrimination, moral or sexual harassment and sexist behaviour

In accordance with the commitments made by the President of the French Republic on 25 November 2017, on the occasion of the International Day for the Elimination of Violence against Women, and reiterated by the French Prime Minister during the Inter-ministerial Committee on Gender Equality, public employers must be exemplary in the fight against acts of violence, discrimination, moral or sexual harassment and sexist behaviour.

The joint circular of 9 March 2018 from the French Ministry of Public Action and Accounts and the Secretary of State for Gender Equality, on preventing and combating sexual and gender-based violence in the civil service (see Annex 2), thus amplified the obligations of public employers in this area. They have a key role to play in the government's action plan against sexual and gender-based violence against sexual and gender-based violence, to manage reported cases more actively and quickly and the implementation of sanctions. The aim is to guarantee employees who are victims in and out of the workplace that this type of situation will be dealt with effectively and in a non-discriminatory manner, and to increase the collective competence of the network of people involved. This includes raising awareness of unacceptable and punishable sexist behaviour.

Decree No. 2020-256 of 13 March 2020 on the system for reporting acts of violence, discrimination, harassment and sexist behaviour in the civil service specifies the content of the procedure for reporting acts of violence, discrimination, moral or sexual harassment and sexist behaviour set up in all administrations. In particular, it provides for the establishment of procedures for receiving reports of such acts from victims or witnesses, the referral of staff members who are victims or witnesses to the services responsible for their support and assistance, and procedures for referring the same staff members to the authorities responsible for the protection of staff members and for dealing with the acts reported. Finally, it specifies the requirements for accessibility of the reporting system and respect for confidentiality, as well as the arrangements for sharing the system among administrations.

IGN and the signatories of this protocol undertake to implement an active policy of prevention and follow-up of situations of sexual violence, moral and sexual harassment and sexist acts and atmospheres in the workplace, and to guarantee a policy of zero-tolerance in the establishment, through systematic, uncompromising and rapid follow-up of any situation that is brought to our attention, from the first report.

Measure 22: Publish and disseminate a «violence and harassment» guide

IGN will publish a «violence and harassment» guide in conjunction with the social service, the «Equality» officers of IGN and ENSG and the network of «Equality» contacts, taking the example of the DGAFP guides, particularly the one relevant to the disciplinary procedure. This guide will bring together the qualification and characterization of acts of discrimination, moral or sexual harassment, gender-based and sexual violence, the provisions and tools so that no IGN employee, witness or, a fortiori, victim, is unaware of the resources and support available to them, as well as the sanctions incurred by the perpetrators of violence or harassment.

This information will make it possible to identify the specific risk factors in order to improve prevention, to specifically adapt the current arrangements for dealing with them (single document for assessment of professional risks DUERP) pending the implementation of the permanent procedures mentioned in measure 25 and a list of the contacts. This guide and its revised versions will be validated by the Monitoring Committee, submitted to the CHSCT and published on the intranet site.

Measure 23: Improve risk assessment to strengthen the prevention of violence, discrimination, moral or sexual harassment and sexist behaviour at IGN

Prevention covers all persons performing their duties, in all types of working arrangements, whether at their usual workplace, when travelling on business, on a special mission or teleworking, including staff on fixed-term contracts, apprentices, trainees and students and employees of service providers, where applicable.

At IGN, the entire chain of handling situations of violence, discrimination, moral or sexual harassment and sexist behaviour must be clarified and professionalised in order to enable on the one hand to prevent, inform and train and, on the other hand, to follow-up, protect and punish where necessary. Because IGN has many different sites in metropolitan France, a management chain adapted to each IGN site will be put in place to guarantee equal treatment for all staff.

The analysis of the risks of gender-based violence and sexual harassment, as well as the work and prevention programme drawn up by the MTE and MAA working groups on sexual violence, will feed into the work of the CHSCT at IGN. Exist behaviour, violence and sexual harassment are occupational hazards. These risks will be included in a section of the DUERP.

Measure 24: Deploy a training system differentiated by target audience, in order to raise awareness at all levels

The training of civil servants is a decisive lever for preventing and better dealing with situations of sexist behaviour, gender-based and sexual violence and moral or sexual harassment. This is in line with the commitment made at the Inter-ministerial Committee for Gender Equality on 8 March 2018, to roll out a training plan for the prevention of sexual and gender-based violence in the civil service and public schools, the details of which are set out in the circular of 9 March 2018.

From 2021, priority audiences (managers, Equality in the Workplace officers, human resources departments, occupational physicians and staff representatives, students in public schools) will be trained to identify sexist behaviour, gender-based and sexual violence and moral or sexual harassment, to take care of victims and to report cases in order to enable these audiences to adopt professional behaviours towards these sensitive situations. This training will be differentiated to meet the specific needs of the different professions concerned and will complement the more general training scheme described in measure 5, focus 1 "Initiate an awareness-raising and training strategy on gender equality".

Moreover, for IGN, this training is a priority in the multiannual plan for career-long vocational training for staff. This aspect will be discussed by the vocational training committee.

Measure 25: Improve the identification of victims and ensure the follow-up of reported situations, from referral to sanction

For acts of violence, discrimination, moral or sexual harassment and sexist behaviour, the presumption of truthfulness applies, i.e. the presumption that a person who claims to be a victim is presumed to be telling the truth. The procedure for handling the report of a case guarantees the rights of the various parties involved, through the presumption of innocence.

IGN will set up the reporting system in accordance with decree 2020-256 of 13 March 2020.

The implementation of a reporting and counselling system will consist in ensuring the implementation of specific procedures, aimed at the department(s) and staff in charge of handling cases, as well as all staff members for:

- the reception of reports made by staff members who consider themselves victims or witnesses of such acts or behaviour;
- guiding employees who consider themselves to be victims of such acts or behaviour to the competent services and professionals responsible for their support and assistance, and coordinating this support;
- guiding and protecting staff who consider themselves victims or witnesses of such acts or behaviour to the competent authorities in order to take any appropriate measures of workplace protection;
- processing reported cases, in particular by conducting an administrative investigation;
- reporting to the public prosecutor facts that could potentially result in criminal proceedings, in accordance with Article 40 of the French Code of Criminal Procedure, see Appendix 2.

The reporting and handling processes will be regulated to ensure confidentiality, security and transparency of the measures implemented. They will be implemented by trained staff. The procedure for collecting reported cases will define the modalities for the investigation of a situation reported by a third party witness and the involvement of the victim in this case.

The victim will be informed regularly and confidentially of the follow-up to the reported case.

While the reporting forms remain an operational means of referral, victims of gender-based or sexual violence may legitimately prefer less formally restrictive means of reporting. These reports are no less valid and are binding for IGN in the same way in terms of the care of victims.

To this end, IGN will ensure that an external and independent listening and counselling unit is set up, for the collection, reporting and follow-up of reports of actual or supposed cases of discrimination and sexual and gender-based violence. IGN may join a unit set up by the supervisory ministries. Communication to all staff will ensure the visibility of the scheme and its conditions of access.

Measure 26: Support victims

IGN, by mobilising those involved in prevention (social action and prevention department, organisations in charge of health and safety at work) will take all measures to ensure the support of staff members who are victims of acts of sexual violence, harassment or sexist behaviour, thus making it possible to act and to put a stop to any situation at risk.

IGN will provide support, listen to and inform victims and the person(s) who reported the incident (and all staff members) of their right to functional protection, specifying the benefits in three areas: prevention, legal assistance and reparation.

The staff member/victim will not be moved during the administrative investigation, except at his or her express request, and the alleged perpetrator of the violence shall be subject to precautionary measures to ensure the neutrality of the investigation and to ensure the protection of the victim.

This support will facilitate medical and psychological care, until the declaration of a workplace accident.

The support will be provided for as long as the staff members wish, including after the events have been dealt with.

Finally, the protection of victimised staff members could be enhanced in situations of domestic violence by seeking to make accommodation available and/or by seeking organisational flexibility in order to carry out the administrative procedures necessary to prevent the risks posed by their personal situation. Arrangements for the reorganisation of working time will be granted to staff members, according to a procedure which will involve the opinion of the staff social worker.

In addition, when faced with situations of sexist behaviour, all staff in the department, and more widely those involved in the enquiry, will have the opportunity to meet with health professionals.

In the event that the administrative investigation leads to a disciplinary commission, IGN proposes that victims who wish to do so may attend as a witness for the administration or express themselves in writing to the disciplinary commission charged with studying the case of the perpetrators. In the event that the commission is not organised by IGN, the establishment will ask the authority of the disciplinary commission to solicit this testimony.

Measure 27: Change perceptions and awareness of gender-based violence at all levels

In order to strengthen the scope of the memorandum on violence, action must be taken to combat denial and euphemisation of gender-based and sexual violence at all levels.

To this end, as part of the implementation of Measure 6 of Focus 1 "Integrate the issue of "Equality in the Workplace" into IGN communication", IGN will organise internal communication campaigns to raise staff awareness, particularly on the occasion of 25 November, and to inform them of the existing tools for reporting cases.

The use of external service providers and contacts (associations or specialised doctors) would increase awareness and understanding of the issues involved in the fight against gender-based and sexual violence.

External partnerships to assist in raising awareness on sexist and sexual violence, particularly in the private sphere, will therefore be sought, and a budget will be allocated to the social action and prevention department.

The school's commitment to combating sexist behaviour and sexual violence will also be promoted through external actions.

Measure 28: Monitor the occurrence of sexual violence and harassment and gender-based violence

All provisions for the protection of victims of sexual violence must be evaluated annually and will be the subject of a report presented to the CHSCT, the CT and the IGN Board of Directors in accordance with the procedures discussed by the Monitoring Committee.

A gendered census by category of act, in accordance with the nomenclatures of the "Guide to understanding and acting against sexist and sexual violence at work" by the Delegation for Diversity and Equality in the Workplace, of cases of violence, discrimination, moral or sexual harassment and sexist behaviour will be included in the social reports.

Focus VI – Experiment and innovate with gender equality

The development of actions to advance gender equality at IGN requires innovation or testing complementary solutions.

This approach allows for the development of new rights and active involvement in equality projects at all levels. This is why this focal point proposes particular experiments that echo the themes of the previous focal points.

In order to evaluate the benefit of these experiments, IGN will endeavour for each experiment to:

- define specific objectives;
- collect statistical data before beginning the experiment, in order to be able compare them with the results at the end;
- identify the financial and human resources that will be implemented;
- determine the criteria for success and the modalities of the experiment.

Measure 29: Collectively develop projects for equality

The intervention of the IGN Lab is based on the need to mobilise creative, collective and innovative approaches, in line with the technical, organisational and strategic positioning issues of the establishment.

The IGN Lab will contribute to proposing and dealing with issues relating to equality by mobilising its creative and innovative approaches. In addition, an experiment on an innovation will be undertaken with the IGN Lab for the duration of this memorandum, on the proposal of the Monitoring Committee.

The results of this experiment will be communicated to the Monitoring Committee, which will judge the relevance of the project in accordance with the text of the memorandum as a whole.

In addition, the "Fabrique à projets Égalité" initiative organised by the Institut de Formation de l'Environnement (IFORE) could be mobilised.

Measure 30: Experiment with equality and anti-discrimination in IGN's public procurement

The objectives of contributing to the development of equality issues can be subject to experimentation within IGN's procurement policy. A review will be carried out by the Procurement and Contracts Department to examine the possibility of changing the way contracts are awarded to incorporate equality criteria.

Measure 31: Experiment with the replacement of staff on maternity leave

In order to allow staff to plan their maternity leave without having to worry about the conditions of their replacement, IGN is experimenting with the principle of replacing staff on maternity leave.

As part of the monthly recruitment decisions, a proposal to replace staff on maternity leave or to strengthen the team will be presented. In the event of unfavourable decision, the non-replacement of a staff member shall be justified and a report will be presented to the Technical Committee.

Measure 32: Support the implementation of subrogation for contractual staff on maternity leave

IGN will study the conditions for the implementation of subrogation at the level of the establishment in relation to the results of this experimentation at the ministerial level.

Measure 33: Conduct a study on the relationship between field missions and the non-feminisation of certain professions

A study will be carried out on the changes in field positions (MAJEC, forest inventory, geodesy) specific to IGN and their feminisation.

This study should highlight the impact of the missions in the field, the changes in these jobs and include research into ways to improve access for women.

The method of analysis used here on an experimental basis could be capitalised on and used again for the analysis of the changes in other professions and the organisation of working hours with a view to achieving parity (IT or research, for example).

Measure 34: Promote the creation of female recruiting grounds for professions in the digital and geomatics sectors

IGN, in particular with ENSG-Geomatics, will work to strengthen the attractiveness of the digital sector through the implementation of internal network(s) to promote professions in the digital and geomatics sectors to women, and a mentoring scheme to contribute to actions aimed at changing the way students in high schools and preparatory school students and female civil servants see these professions.

Experimentation for the digital sector could be reproduced in other sectors, in line with the issues presented in Focus 2.

Saint-Mandé (94), Monday 8 March 2021

Sébastien SORIANO



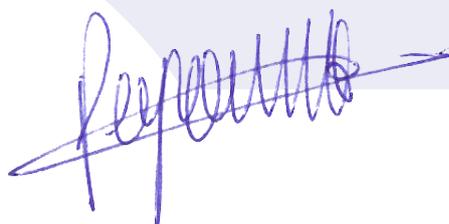
Director General of the IGN

Anne HARLE



Human Resources Director IGN

Eric PEYROUSE



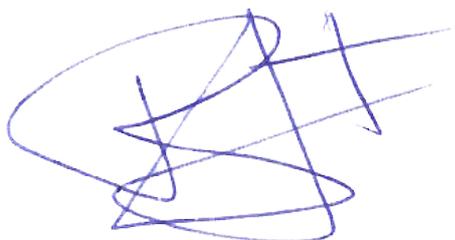
General Secretary of the CFDT IGN

Pierre THOMAS



General Secretary of the CGT-PTA IGN

Benjamin BRIANT



General Secretary of the CGT-OM IGN

Martine HARNICHARD



General Secretary of the UNSA Federation
"Food Agriculture Forests" (UNSA-AAF)

ANNEX 1 TO THE MEMORANDUM:

GLOSSARY, ACRONYMS AND ABBREVIATIONS

Glossary

Sources: MTE Memorandum of Understanding, the glossary of which is itself based on the agreement of 27 November 2015 on gender equality in the social economy, extended by order of 20 April 2018 JORF 26 April 2018; Wikipedia, social sciences section; <https://europa.eu>

Active players in preventing and dealing with gender-based and sexual violence (Focus 5): All staff members who are or may be involved in the process of preventing or dealing with violence, moral or sexual harassment and sexist behaviour: the victim/staff member, manager, supervisors, HR staff, "Equality" contacts, occupational physicians and caregivers from medical teams, social worker, "Equality" officers. The exact list of these people and their roles will be specified in the procedures listed under Measure 25.

Working time charter: At IGN, a document recalls the principles and good practice of exemplary management, work-life balance, and simple tips for optimising meetings and the use of e-mail. These principles are not regulations in themselves, but they are shared by all and ensure a good quality of life at work. The working time charter was approved by the IGN technical committee in 2016, was widely publicised in *Échanger* (internal newsletter) and can be consulted on the General Management/RSO page of the Intradoc EDM website.

Cohorts (study): In order to measure differences in pay, it is important to compare what is comparable. A cohort study is a statistical study that groups together subjects who share a certain number of characteristics (e.g. same body, same occupation) followed over time on an individual basis (e.g. changes in earnings).

A group of employees who joined IGN with the same level of seniority and similar status constitutes a cohort, for example. Measuring differences in pay at the end of a partial or total career path of the members of this cohort makes it possible to determine the quantitative aspects. Studying career paths makes it possible to determine the reasons and to qualify the causes of these differences in pay or promotion.

Monitoring Committee (for the «Equality in the Workplace» memorandum): A Monitoring Committee for IGN's "Equality in the Workplace" memorandum has been set up in order to monitor the progress of the actions of this memorandum, participate in the development and validation of some of these the actions and measure their effectiveness through the indicators and assessments provided for in the memorandum. Measure 1 specifies the role and composition of this Monitoring Committee.

Similarly, an "Equality" monitoring committee of the Ministry of Ecological Transition (MTE) monitors the memorandums of the public institutions under the supervision of the MTE. The MTE will receive the annual report on the IGN «Equality in the Workplace» memorandum.

Family leave: This concerns the authorizations for absences and leave from which the agents benefit for family events:

Maternity leave, paternity and childcare leave, adoption leave, three-day leave of absence for birth or adoption, parental leave, parental presence leave, extended leave and unpaid leave for adopting a child, extended leave and unpaid leave to bring up a child under the age of eight, extended leave to care for a relative, extended leave to join a spouse, unpaid leave for family reasons, family solidarity leave.

Co-parenting (balanced sharing of parental responsibilities): The term is used here to refer to the balanced sharing of parental burdens and responsibilities by the two parents, regardless of gender.

"Equality" contacts: IGN staff in charge of supporting the implementation of the memorandum in IGN departments (with the exception of their own department). Their tasks and resources will be formalised in a mission statement (see Measure 4).

Discrimination (definition from the Defender of Rights): The law defines discrimination as unfavourable treatment which must generally meet two cumulative conditions: it must be based on a criterion defined by the law (sex, age, disability...) AND be related to a situation covered by the law (access to a job, a service, housing...).

Discrimination can take the form of harassment based on one of the criteria defined by the law.

- **Direct discrimination:** Discrimination can be direct if the decision being challenged is based on one of the criteria defined by the law.
- The concept of **indirect discrimination** defined by Law n°2008-496 of 27 May 2008 *"is a provision, criterion or practice that is neutral in appearance, but which may, on one of the grounds mentioned in the first paragraph, place persons at a particular disadvantage compared with other persons, unless this provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are necessary and appropriate."*

Sexual harassment on the basis of gender is also considered discrimination.

Incitement to discriminate and instructions to discriminate on the basis of a criterion defined by law (e.g. instructions to a recruitment agency to reject applications on the basis of age, origin, address, etc.) also constitute discrimination.

Finally, the law protects people who have laid complaints about or have witnessed discrimination prohibited by the law from all forms of reprisal or retaliation.

The law defines 25 criteria of discrimination. The list of these criteria has several sources. On the one hand, international conventions and European texts define a set of criteria based on the characteristics of the person. On the other hand, French legislation has added specific criteria, some of which refer to traditional grounds (nation, name, physical appearance) while others deal with specific situations (place of residence, loss of autonomy, etc.).

List of criteria: <https://www.defenseurdesdroits.fr/fr/institution/competences/lutte-contrediscriminations>

Diversity (as defined in the ministerial memorandum): The presence and the valorisation of populations or people with different profiles (gender, age, disability, origin, sexual orientation, education, etc.).

Equality in the Workplace (as defined in the ministerial memorandum): Equality of rights and opportunities between women and men, particularly with regard to access to employment, working conditions, training, qualifications, mobility, promotion, work-life balance and remuneration (equal pay).

Equal pay (as defined in the ministerial memorandum): The application of the principle of "equal pay for equal work" But beyond this meaning, which concerns discrimination, we must strive to achieve concrete application of equality in the workplace.

Collaborative digital workspace: A computerised tool for the members of the monitoring committee and those involved in carrying out the actions of the memorandum, which will allow the consultation, sharing and collaborative preparation of documents, and will facilitate communication between these contributors (chat, remote meetings, etc.).

Sector: in HR terminology, a sector is an area of activity in which staff carry out activities using the same tools and concepts (e.g. IT, legal, teaching). The notion of a sector also suggests the cross-disciplinary nature of the career (also integrating training, access to jobs and their exercise, from apprenticeship to expertise).

Gender (as defined in the ministerial memorandum):

In the social sciences, a concept used to designate the non-biological differences between women and men and referring to the cultural dimension of the sexuation of the world to which the terms masculine and feminine correspond. It incorporates the set of implicit and explicit rules governing gender relations and assigning them distinct work, values, responsibilities and obligations. These rules apply at three levels: the cultural substratum (norms and values of society), establishments (family, education and employment system, etc.) and socialisation processes, particularly within the family. These rules have psychological, mental, economic, demographic and political consequences.

Gendered: said of a group of people (sector, body, work unit) where the workforce is more than 60/40 in percentage terms in favour of one gender.

IGN Lab: a place and [ecosystem open](#) to all IGN staff, designed to take a different approach, develop projects, highlight topics of interest or solve problems actively, in technical, organisational and business aspects.

Launched in February 2020, it could be used to implement the experimental measures of Focus 6 of the memorandum (in particular Measure 29).

Gender diversity in the workplace (as defined in the ministerial memorandum): the presence of women and men in the same job, professional category or trade, without necessarily being equal (e.g.: 30% men and 70% women).

Parity (as defined in the ministerial memorandum): having the same number of women and men in a company or in a consultative or decision-making body. Parity does not imply diversity alone (e.g. a company with the same number of women and men but with 100% of male managers and 100% of female assistants is balanced in terms of numbers, but not in types of roles).

Workplace protection: Workplace protection refers to the measures of protection and assistance owed by the administration to any staff member who is the victim of an offence in the performance of or due to his or her duties. A public official is entitled to workplace protection if he or she is the victim of an offence in the performance of or due to his or her duties.

The administration must protect the staff member, provide him/her with legal assistance and compensation for the damage suffered. The request for workplace protection must be made in writing to the employing administration at the time of the events in question.

Comparative situation report (between men and women): statistical document based on 27 regulatory indicators (workforce, work organisation, remuneration, roles, promotions, etc.). It is produced at the IGN with the social report and is subject to an opinion by the Technical Committee. This report should make it possible to identify and analyse the situation of men and women within the establishment and is a factual reference for defining actions to be taken to eliminate inequalities.

Single social report: Based on indicators calculated as of 1 January 2021, the single social report is a document that includes elements and data relating in particular to the projected management of staff, jobs and skills, career paths, recruitment, training, mobility, promotion, remuneration, diversity, the fight against discrimination, disability, the improvement of conditions and the quality of life at work, and gender equality in the workplace.

Equality officer: A staff member mandated to promote and manage the issue of "Equality in the Workplace" within a given perimeter. This mandate is generally defined by a letter of engagement which clarifies the amount of time dedicated to this mission and specifies the activities and expected results. These missions may cover the activities of information and communication, training, counselling and listening and/or the implementation or monitoring of equality agreements and participation in the preparation of gender-specific data (CSR, social report, studies).

The «Equality» officers in place at the date of signature of this protocol are:

"Equality" officer at IGN: Frédéric Brönnimann (Head of SASP)

"Equality" officer at ENSG-Geomatics: Claire Driessens (Head of international affairs and languages)

"Equality" officers for the ministries: Hélène Fernandez (MTE) and Françoise Liebert (MAA)

Remuneration (as defined in the ministerial memorandum): the notion of remuneration according to Article L3221-3 of the French Labour Code is *"within the meaning of this chapter, the ordinary basic or minimum wage or salary and all other benefits and accessories paid, directly or indirectly, in cash or in kind, by the employer to the employee by reason of the latter's employment."*

The concept of differences in pay: for the European Union, «the unadjusted gender pay gap is defined as the difference in average gross hourly earnings between men and women, expressed as a percentage of the average gross hourly earnings of men. According to this definition, in France this gap is 15.4% (EU, 2017 Eurostat).

Subrogation: In French civil law, subrogation is the substitution of one person or thing by another, the substitute being subject to the same legal regime as the element it replaces. In the case mentioned in Measure 32, IGN must replace the general health insurance fund in paying the staff member daily allowances.

Sexual violence (according to the law):

The different types of violence

- **Sexist offence:**

A sexist offence, except in the cases provided for in Articles 222-13, 222-32, 222-33 and 222-33-2-2, imposes on a person any comment or behaviour with a sexual or sexist connotation which either violates his or her dignity because of its degrading or humiliating nature, or creates an intimidating, hostile or offensive situation against him or her.

- **Sexual harassment:**

The law defines this offence as a set of «repeated» comments or behaviours with sexual connotation that undermine the dignity of the person or create an intimidating, hostile or offensive situation against him or her. It adds to this the fact of using any form of serious pressure, «even if not repeated», in order to obtain an act of a sexual nature. Sexual harassment is an offence regardless of the relationship between the perpetrator and the victim, but the law provides for specific sanctions when it takes place in the workplace.

- **Sexual assault:**

Sexual assault is an offence that includes all sexual offences committed with "violence, coercion, threat or surprise". This includes, for example, fondling of the chest or buttocks, forced kissing or sexual touching that is not consensual.

- **Rape:**

Rape is a crime defined by law as any act of non-consensual sexual penetration (with violence and/or coercion, threat, surprise). All acts of sexual penetration are covered (oral, vaginal, anal, using the genitals, fingers or another object). The law also punishes attempted rape, i.e. acts that are stopped "due to circumstances beyond the control of the perpetrator".

It is a crime punishable by the Criminal Court. The penalties are more severe if committed against a person fifteen years of age or under or by the victim's spouse or partner in a civil union and when it results in the victim's death.

- **Aggravating circumstances:**

Sometimes minimised, certain situations are on the contrary judged as aggravating by the justice system and can lead to more severe sanctions, depending on the type of violence. The main examples are:

- Abuse of authority;
- Assault committed by an ascendant or a spouse;
- Drunken assault;
- The use of a threat or weapon as well as injuries;
- Offences against vulnerable persons;
- Violence committed by a group;
- Violence committed in public spaces or on public transport.

All sexual violence committed by more than one person acting as perpetrator or accomplice are more severely punished.

Recruiting ground: internal network of IGN staff or external sources of potential recruitment (schools, companies) that can provide candidates for work in a particular sector (such as digital).

List of acronyms and abbreviations used in the Equality memorandum

AA	Administrative Assistants
AP	Prevention assistants
AS-IGN	IGN Sports Association (IGN association)
ASA	Special leave of absence
BS	Social report (HR statistics)
CA	Board of directors
CAdC (or CAC)	Change management unit (IGN/HRD)
CAP	Joint administrative committee
CCP	Joint consultative committee
CDD	Employees on a fixed-term contract
CDI	Employees on a permanent contract
CFP	Vocational Training Commission
CE	Teaching council (IGN/ENSG)
CEREMA	Centre for studies and expertise on risks, environment, mobility and development (Centre d'études et d'expertise sur les risques, l'environnement, la mobilité et l'aménagement) (EP of the MTE)
CFDT	French Democratic Confederation of Labour (Confédération française démocratique du travail) (OS of IGN)
CGBS	Social Budget Management Committee (IGN organisation)
CGE	Conférence des Grandes Ecoles
CGT	General Confederation of Labour (OS of IGN)
CHSCT	Health, Safety and Working Conditions Committee
CIA	Annual allowance supplement (bonus)
CIAS	Intercommunal Centre for Social Action
CIEFH	Inter-ministerial Committee for Equality between Women and Men
CNFPT	National Centre for the Territorial Civil Service
CODIR	Management Committee (IGN)
CCOPAL	Cultural community with artistic and literary options (IGN association)
CoSui	Monitoring Committee (of the "Equality in the Workplace" action plan)
CP	Prevention advisors
CPO	Joint workers' committee
CSA	Social administration committee (CT + CHSCT from 2022)
CSEP	Higher council for gender equality in the workplace
CSP	Safety and prevention correspondents (equiv. AP at IGN)
CT	Technical committee
C(M)VRH	(Ministerial) Centre for human resources development
DG	Directorate-General / Director General
DGAFP	Directorate General for Administration of the Civil Service
Dir	Directors
DirCom	Communication Directorate (IGN)
DOT	Directorate of Operations and Territories (IGN)
HRD	Human Resources Department
DSI	Information Systems Department
DT	Territorial Directorates (IGN/DOT)
DU(ERP)	Single document (for the assessment of occupational risks)
Equality	Equality in the Workplace (see glossary)
ENSG or ENSG-Geomatics	National School of Geographic Sciences (IGN management)
EP(A)	Public institution (of administrative nature)
ESPIGN	Mutual aid for IGN staff (IGN association)
DL	Distance learning (or e-learning)
W/M (or M/W)	Women/Men (or Men/Women)
FHF	Hospital Federation of France

FP	Civil service
FPE	State civil service
FPH	Hospital civil service
FPT	Territorial civil service
HCE fh	High Council for Equality between Women and Men
IFORE	Environmental Training Institute (EP of the MTE)
IGN	National Institute of Geographic and Forestry Information (EP of the MTE)
ITGCE	State Geographic and Cartographic Engineers
JORF	Official Journal of the French Republic
LDG	Management Guidelines (HR rules)
MAA	Ministry for Agriculture and Food (IGN supervisory authority)
MAJEC	Continuous updating (of geographic databases)
MCTRCT	Ministry of Territorial Cohesion and Relations with Local Authorities
MF	Météo-France (EP of the MTE)
MIPROF	Inter-ministerial mission for the protection of women against violence and the fight against human trafficking
MJ	Legal Mission (IGN/SG)
MTE	Ministry for Ecological Transition (IGN supervisory authority)
MTES	Ministry for Ecological Transition and Solidarity (formerly MTE)
OM	(State) Workers / Masters
OS	Trade union
PA	Memorandum of Understanding
Pacs	Civil solidarity pact
PF	Training plan
PTA	Technical and administrative staff
Equality Officer	Equality in the Workplace Officer (see glossary)
RF	Training representatives
HR	Human Resources
SR	Staff representatives
RSC	Comparative situation report (see glossary)
RSU	Single social report (see glossary)
SA	Administrative Secretary
SAFCG	Financial Affairs and Management Control department (IGN/SG)
SAM	Procurement and Contracting department (IGN/SG)
SASP	Social Action and Prevention department (IGN/HRD)
SDFE	Women's Rights and Equality department
SG	General Secretariat / Secretary General
SILOG	Real Estate and Logistics department (IGN/SG)
SOI	IT department (IGN/DSI)
SPER	Personnel department (IGN/HRD)
SREF	Recruitment, Employment and Training department (IGN/HRD)
SRIAS	Regional Inter-ministerial Social Action Unit
OHS	Occupational health and safety
TG	Survey Technicians
TSMA	Senior Technicians of the Ministry of Agriculture
EU	European Union
UGE	Université Gustave Eiffel
UNSA	National Union of Autonomous Trade Unions (OS of IGN)
VSS	Gender-based and sexual violence

ANNEX 2 TO THE MEMORANDUM:

REGULATIONS

Annex 2.1: Article 40 of the French Code of Criminal Procedure

Article 40

The district prosecutor receives complaints and denunciations and decides how to deal with them, in accordance with the provisions of Article 40-1.

Every constituted authority, every public officer or civil servant who, in the performance of his or her duties, has gained knowledge of the existence of a felony or of a misdemeanour is obliged to notify forthwith the district prosecutor of the offence and to transmit to this prosecutor any relevant information, official reports or documents.

Article 40-1

Where the district prosecutor considers that facts brought to his/her attention in accordance with the provisions of Article 40 constitute an offence committed by a person whose identity and domicile are known, and for which there is no legal provision blocking the implementation of a public prosecution, the district prosecutor with territorial jurisdiction decides if it is appropriate:

1. to initiate a prosecution;
2. or to implement alternative proceedings to a prosecution, in accordance with the provisions of Articles 41-1, 41-1-2 or 41-2;
3. or to close the case without taking any further action, where the particular circumstances linked to the commission of the offence justify this.

Article 40-2

The district prosecutor informs the complainants and the victims, if these have been identified, as well as the

persons or authorities mentioned in the second paragraph of Article 40, of any prosecution or

alternative measures which have been decided upon in consequence of their complaint or notification.

If he/she decides to close the case without taking further action he/she also informs them of his/her decision, and indicates the legal or factual reasons that justify this course of action.

Article 40-3

Any person who has reported an offence to the district prosecutor may lodge an appeal with the prosecutor general if, following his/her report, the decision is taken to close the case without taking further action. The district prosecutor may, under the conditions provided for by Article 36, instruct the district prosecutor to initiate a prosecution. If he/she feels that the appeal is unfounded, he/she informs the party concerned of this.

Article 40-4

Where the victim wishes to exercise the rights of the civil party and requests that an advocate be appointed after being informed of this right pursuant to 3° of Article 10-2, the district prosecutor, informed by the judicial police officer or agent, where he/she has decided to initiate a prosecution, notifies the president of the Bar immediately of this.

If this is not so, he/she informs the victim, when telling him/her that his/her case has been dropped, that he/she may make a request directly to the president of the Bar if he/she still intends to seek compensation for the harm he/she has suffered.

Article 40-4-1

The victim who wishes to exercise the rights of the civil party may declare:

1. A personal address;
2. The address of a third party, subject to the third party's express consent. However, this consent is not required when the person is a public official or has a public service mission and the offence was committed by reason of his/her functions or mission, if the address declared is his/her professional address.

He/she is advised that they must notify the district prosecutor, by registered letter with acknowledgement of receipt, of any change in the declared address. He/she is also advised that any notification made to the last address declared will be deemed to be made to its person.

If the party fails to declare a change of address, he/she cannot claim to have not been served with documents that should have been served according to the law.

Article 40-5

In the event of escape by a person, the district prosecutor shall immediately inform the victim of this escape or their family, if the escape is likely to put them at risk and unless it does not seem appropriate to communicate this information in view of the risk that it could entail for the perpetrator.

Annex 2.2: Joint circular of 9 March 2018 from the Ministry for Public Action and Accounts and the Secretary of State for Gender Equality, on preventing and combating sexual and gender-based violence in the civil service

https://www.legifrance.gouv.fr/download/file/pdf/cir_43173/CIRC



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RÉPUBLIQUE FRANÇAISE

FRENCH REPUBLIC

Ministry for Public Action and Accounts
Secretary of State for Gender Equality
Secretary of State to the Minister for Public Action and Accounts

Circular of 9 March 2018

On combating sexual and gender-based violence in the civil service

NOR: CPAF1805157C

The Minister for Public Action and Accounts
The Secretary of State to the Prime Minister, responsible for gender equality
The Secretary of State to the Minister for Public Action and Accounts

to

Ministers
Regional Prefects,

Prefects of the Departments,
(Metropolitan France and overseas departments),
Directors General of the Regional Health Agencies

Paris, 9 March 2018

Subject: Combating sexual and gender-based violence in the civil service

Attachment: Memorandum of understanding on gender equality in the civil service of 8 March 2013; Circular No. SE1 2014-1 of 4 March 2014 on the fight against harassment in the civil service; Circular NOR RDIFF1636262C of 22 December 2016 on the policy of gender equality in the civil service.

Summary: This circular specifies the implementation of the commitments made by the President of the French Republic on 25 November 2017, in the context of the fight against sexual and gender-based violence in the civil service. It is in line with the agreement on gender equality in the civil service, signed on 8 March 2013 and the associated texts.

Keywords: gender equality in the workplace; stereotypes; vocational training; prevention of sexual and gender-based violence; sexual harassment; moral harassment; sexist behaviour; sexism; sexual assault; prevention of discrimination; counselling unit; support for victims; testing; reporting system; Equality certification; Diversity certification; obligation to protect employees; health, safety and working conditions committee; prevention physician; occupational physician; sanctions for perpetrators.

Reference texts: law n° 83-634 of 13 July 1983; law n° 2008-496 of 27 May 2008; law n° 2012-347 of 12 March 2012; law n° 2012-954 of 6 August 2012; law n° 2014-873 of 4 August 2014; law n° 2016-483 of 20 April 2016; law n° 2016-1088 of 8 August 2016.

On 25 November 2017, as part of the major cause of gender equality for the five-year presidential term, the President of the French Republic committed to implementing an ambitious action plan against sexual and gender-based violence, in all areas of the nation's social and economic life.

In terms of exemplarity, public employers have a decisive role to play in changing attitudes and assuring their employees that all measures necessary for the prevention, management and punishment of acts of violence in the workplace are implemented.

There are two figures that should provoke our reaction: 20% of working women say they have experienced sexual harassment in their working life and almost 30% of victims do not tell anyone⁵.

Thus, the commitments made by the President of the French Republic on 25 November reinforce and amplify the scope of the guidelines set out in the memorandum of understanding on gender equality in the civil service signed on 8 March 2013 by all public employers and trade union organisations representing civil servants, and by laws 2014-873 of 4 August 2014 for true gender equality and 2016-483 of 20 April 2016 on the ethics and rights and obligations of civil servants.

⁵ Defender of Rights survey 2014

These commitments are based on three focal points, which form the framework of a plan for prevention of and dealing with sexual and gender-based violence that should be put in place in your departments.

Focus I – Prevent sexual and gender-based violence⁶ in the civil service

1.1 From 2018, roll out an ambitious training plan on preventing and combating sexual and gender-based violence.

Initial and vocational training dedicated to preventing and combating sexual and gender-based violence will be developed in the three branches of the civil service.

This training plan will have to be adapted, beyond the basic courses which will constitute the common core, to the specificities of each civil service and each professional context. It should be implemented as a priority:

for employees in management positions, Equality and Diversity officers, human resources employees who will thus be able to relay and amplify the action, occupational physicians and prevention physicians, health inspectors, occupational health and safety inspectors (FPE), employees in charge of inspection (FPT), labour inspectors (FPH), prevention assistants and advisors, as well as staff representatives, particularly members of the health, safety and working conditions committees (CHSCT).

for students in civil service schools as part of their initial training. Each school should, as soon as possible and before the end of 2018, include in its training programme a dedicated training module.

In order to ensure the widespread and coherent deployment of this training offer, a common reference framework will be made available to public employers in the three branches of the civil service and to civil service schools, which will be able to use it as a basis for developing a detailed training offer. This common reference framework will be developed by the Directorate General of Administration and the Civil Service (DGAFP) in partnership with the Inter-ministerial Mission for the Protection of Women Against Violence and the Fight Against Trafficking of Human Beings (MIPROF), the Office of Women's Rights and Equality (SDFE), the French Hospital Federation (FHF) and the National Centre for the Territorial Civil Service (CNFPT) and the schools of the three branches of the civil service.

These training courses are intended to enable the staff concerned to acquire the skills needed to identify, qualify and deal with the various types of situations of violence as well as to listen to and support staff who are victims.

Being the state civil service, this action is a priority in the new master plan for vocational training. Therefore, training courses falling within the scope of this priority will benefit from an exemption to the budgetary regulation of the training appropriations concerned.

⁶ Sexual violence (rape, sexual assault, sexual harassment) and gender-based violence (sexist behaviour) are defined by the French Criminal Code and the Civil Service Statute (see Annex 1 of this circular).

1.2 Inform as many staff as possible and raise awareness about situations of violence and the people to call upon

In addition to the above-mentioned training measures, public employers shall put in place any information, communication and awareness-raising measures for their employees on preventing and dealing with situations of violence. The challenge is to inform civil servants about the different situations of violence and the legal classification of these, as well as on the people to call upon in case of difficulties encountered in the workplace: human resources services, staff representatives, health, safety and working conditions committees (CHSCT), prevention physicians, occupational health and safety inspectors, social service assistants, prevention assistants and advisors⁷.

This information should be contextualised in order to make it more relevant and effective for the audiences concerned.

In particular, public employers may, for example:

- Put up a dedicated poster in common areas, with a strong message ("Zero tolerance of sexual and gender-based violence"), a reminder of the toll-free number in France 3919: Violences femmes info, as well as of the measures put in place locally (see below);

Indicate the essential information and recall the prohibition of such behaviour in the welcome or integration booklets of new civil servants;

- Create an ad hoc leaflet enabling all staff to know who to contact and what procedure to follow when they are the victim of such an act or become aware of one;
- Organise awareness-raising meetings for their staff, at least once a year, with the support of those involved in the prevention of violence against women both internally and externally.

Professional networks, particularly women's networks, created within certain public bodies, could be mobilised to contribute to this information.

The measures for implementing this Focus will be the subject of a review, which will be included in the annual report on gender equality in the civil service.

We also ask you to ensure that this information is disseminated as directly as possible to civil servants to encourage them to take ownership of it.

Focus II – Deal with situations of sexual and gender-based violence

2.1 Define and implement a system for reporting and dealing with sexual and gender-based violence

Public employers are obliged to define and implement a system for reporting (hotline or equivalent) and dealing with violence in the workplace, as well as an HR system to support employees who are victims.

⁷ The role of these different actors is detailed in Annex 2.

- Establishment of a counselling unit or equivalent:

With a view to setting up a counselling unit, you will ensure that there is time for consultation with the social partners and stakeholders concerned in order to prepare the establishment of this new service.

In order to facilitate the implementation of this obligation, public employers who have obtained certification of human resources practices under the Diversity certification may rely on the counselling units that are set up in this framework. Other pre-existing measures can also be mobilised for this purpose, such as the ad hoc victim reporting and support measures already put in place by certain administrations (Ministry for the Armed Forces, social ministries).

Whatever system is chosen (hotline, contact person, etc.), it must provide all the necessary guarantees in terms of reception, confidentiality, expertise, quality and speed of follow-up and referrals. All referrals must result in a response, and if necessary, in concrete measures to protect the victim and ensure the violence stops. The counselling unit may be an in-house or outsourced service, ensuring compliance with the above-mentioned guarantees.

These measures must be widely and regularly publicised, in particular by means of dedicated posters in each organisation, on the internal website, regular communication via the intranet, for example, and systematic information for newly recruited staff, etc.

In small organisations, public employers who are not in a position to set up a counselling unit or a dedicated resource person will ensure that they provide appropriate care and support for employees who are victims of sexual and gender-based violence, if necessary within the framework of shared arrangements.

- Establishment of an HR circuit for handling reported cases:

Public employers must establish a process for handling reports, including a report form accessible to all staff (an example of such a form is given in Annex 3).

When incidents of sexual or gender-based violence are reported by a staff member, the administration must, as soon as possible:

- Conduct an internal investigation;
- Refer the complainant to the appropriate people (HR departments, prevention physician, social services, etc.);
- Put an end to the violence by taking any precautionary measure, including removing the alleged perpetrator or victim from the area;
- Ensure that the victim of violence is not subjected to acts of retaliation by anyone⁸

⁸ see Article 6 of law n°83-634.

Monitoring of the reports made (nature, number) and of the follow-up given to them (settlement of the dispute, disciplinary follow-up, judicial follow-up) should be put in place in order to assess the actions taken by public employers. These data are stored by the human resources departments of public employers in such a way as to ensure the confidentiality of the nature of the acts in question, the victims and perpetrators of the acts concerned and the action taken. The CHSCTs will be informed of cases of violence identified and of the follow-up given to them in the departments to which they are assigned.

2.2 Protect and support victims

The obligation to protect employees is binding on all public employers.

Article 11 of the French Law of 13 July 1983 states that "the public authority is obliged to protect the civil servant against deliberate attacks on the integrity of the person, violence, harassment, threats, insults, defamation or insults of which he or she could be the victim without any personal fault being imputed to him or her. It is obliged to compensate, if necessary, for the resulting damage."

Contractual staff governed by the 1983 law benefit from these same guarantees (Article 32 of Law no. 83-634).

The workplace protection afforded to victimised staff members covers three obligations:

- prevention: once informed of the misconduct, the administration must implement any appropriate action to prevent or stop the violence to which the victimised staff member is exposed, even if no legal proceedings have been initiated (e.g. internal measures such as a change of posting or even suspension of the alleged aggressor while awaiting the disciplinary decision);
- legal assistance: this mainly involves providing the victimised staff member with assistance in legal proceedings; the administration may pay the fees of the lawyer appointed by the victimised staff member if it has signed an agreement with the lawyer and under certain conditions⁹
- compensation: the implementation of the protection granted by the administration gives the victim the right to obtain compensation for the damage suffered as a result of the attacks directly from the administration.

[Circular No. SE12014-1 of 4 March 2014 on combating harassment in the civil service, the Guide to preventing and dealing with situations of violence and harassment in the civil service](#) (DGAFF, 2017) as well as the «Practical files on what to do in situations of sexual harassment in the civil service» (SDFE-Social Ministries, DGAFF, Defender of Rights, 2018) and the [kit for taking action against sexism, Three tools for the world of work](#) (CSEP, 2016), provide useful methodological support for the helping victims¹⁰

Staff members who are victims will be kept informed of the follow-up to their reports by their employer.

or criminal proceedings by the public official or his/her successors).

A list of recent methodological tools is given in Annex 4.

⁹ In particular, full payment may be refused "where the number of hours invoiced or already paid appears clearly excessive" (see decree No. 2017-97 of 26 January 2017 on the conditions and limits for the reimbursement of costs incurred in civil.

¹⁰ A list of recent methodological tools is given in Annex 4.

It is recalled that the employer may be held liable for failing to prevent, protect against or deal with violence to which civil servants may be subjected in the workplace, irrespective of the action that may be taken against the perpetrators of such violence.

In addition, it is worth recalling the obligation to report based on the provisions of the second paragraph of Article 40 of the Code of Criminal Procedure, which stipulates that any civil servant "who, in the exercise of his/her duties, acquires knowledge of a crime or offence is obliged to notify the public prosecutor without delay and to pass on all the information, reports and acts relating thereto". While this is an obligation of a personal nature, the judge accepts that the report may be made by the hierarchical superior of the civil servant aware of the criminal acts (Cass. crim, 14 December 2000, No. 00-86595).

Finally, public employers are encouraged to extend the application of these provisions to non-work-related violence and harassment detected in the workplace.

Thus, those involved in prevention, in particular the health, safety and working conditions committees (CHSCT), can be alerted – while respecting the confidentiality – to difficult work situations that may be caused by violence and harassment outside the workplace (family violence, domestic violence, etc.), as provided for in [the circular of 22 December 2016 on the policy of gender equality in the civil service](#).

Focus III – Sanction perpetrators of sexual and gender-based violence

Employers must be exemplary in punishing sexual and gender-based violence.

The French Criminal Code, which applies to all public officials punishes sexual and gender-based violence (rape, sexual assault, sexual harassment) with varying penalties of up to fifteen years of criminal imprisonment (see Annex 1). In addition, French Law n°83-634 of 13 July 1983 provides more specifically for sanctions for acts of sexual harassment: Article 6 ter states that "any employee who has engaged in or ordered to engage in sexual harassment" and sexist behaviour (Article 6 bis prohibits sexist behaviour defined as "any behaviour related to a person's sex, with the purpose or effect of undermining his or her dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment").

Acts constituting sexual or gender-based violence should be sanctioned through the disciplinary procedure and/or by the criminal judge. They may also give rise to compensation by the civil judge. Disciplinary, administrative and criminal proceedings are independent of each other.

As a reminder, the applicable administrative measures, which can be taken by public employers, are the following:

- suspension of the alleged offender;
- disciplinary sanctions proportionate to the seriousness of the facts, up to and including dismissal.

In order to implement the three focal points of this plan, you will be able to rely on methodological support provided by the Directorate-General for the Administration and the Civil Service, in close collaboration with the Women's Rights and Equality Department.

We draw your attention to the fact that the concrete and operational implementation of the presidential commitments can be further developed and specified in the context of the future consultation on gender equality in the civil service.

The Minister for Public Action and Accounts,



Gérald DARMANIN

The Secretary of State to the Prime Minister,
responsible for gender equality,



Marlène SCHIAPPA

Annex 1 of the circular – Definitions

Rape:

Article 222-23 of the French Penal Code states that "any act of sexual penetration, of whatever nature, committed on another person by violence, constraint, threat or surprise is rape".

Rape is punishable under criminal law by 15 years of imprisonment (Art. 222-23 of the French Penal Code).

Sexual assault:

Article 222-22 of the French Penal Code states that "any sexual violation committed with violence, constraint, threat or surprise constitutes sexual assault".

Article 222-22-2 of the French Penal Code states that "forcing a person by violence, threat or surprise to undergo a sexual attack by a third party also constitutes sexual assault".

Sexual assault is punishable by the criminal judge with a sentence of 5 years imprisonment and a fine of €75,000 (Article 222-27 of the French Penal Code). Disciplinary sanctions are also applicable.

Sexual harassment:

Article 222-33 of the French Penal Code (mentioned in Article 6 ter of Law n° 83-634 of 13 July 1983) defines sexual harassment as:

"the fact of imposing on a person, repeatedly, words or behaviour with sexual connotations which either violate their dignity because of their degrading or humiliating nature, or create an intimidating, hostile or offensive situation against them";

"the fact, even if not repeated, of using any form of serious pressure with the real or apparent aim of obtaining an act of a sexual nature, whether this is sought for the benefit of the perpetrator or for a third party" (paragraph II of the same Article).

Sexual harassment is punishable by the criminal judge by two years of imprisonment and a fine of €30,000 (Article 222-33 of the French Penal Code). Disciplinary sanctions are also applicable.

Sexist behaviour:

Article 6 bis of the Law n° 83-634 of 13 July 1983 taken from Article L. 1142-2-1 of the French Labour Code, prohibits sexist behaviour, which it defines as "any behaviour related to the sex of a person, the purpose or effect of which is to undermine a person's dignity or to create an intimidating, hostile, degrading, humiliating or offensive environment".

Sexist behaviour is punishable by disciplinary sanctions.

Annex 2 of the circular – Active players in prevention

- The authorities responsible for the protection of employees are in charge of ensuring that public employees have health and safety conditions that protect their health and physical integrity in the course of their work: the head of department in the governmental civil service, the local authority in the territorial civil service and the public employer in the hospital civil service.

In the field of health and safety, decrees stipulate that the rules defined by the French Labour Code apply in the three branches of the civil service. Article L 4121-2 of the French Labour Code stipulates that "the employer shall take the necessary measures to ensure the safety and protect the physical and mental health of workers. These measures include:

- actions to prevent occupational risks and hardship at work;
- information and training activities;
- setting up an organisation and appropriate resources."

- Health, safety and working conditions committees (CHSCTs) play a role in protecting the physical and mental health of employees, in particular by participating in the analysis of situations and social relations at work and by ensuring the legality and relevance of decisions taken by the administration in the field of safety at work. They are composed of spokespeople appointed by the most representative trade unions in proportion to the number of votes obtained in the technical committee elections. They also include a chairperson who is the authority to which the CHSCT is attached and a manager with authority over human resources management.

Any member of the CHSCT who notes a serious and imminent danger, in particular through a civil servant or an employee who makes use of the right of withdrawal, shall inform the administrative authority or its representative immediately. The CHSCTs also contribute to promoting the prevention of occupational risks and encourages any initiative that they consider useful in this respect. They may propose, in particular, actions to prevent moral harassment and sexual harassment as defined in Articles 6 b and 6 d of Law n°83-634 of 13 July 1983 on the rights and obligations of civil servants. In addition, the CHSCT cooperates in actions to prevent staff harassment. When the CHSCT makes proposals, particularly in the area of psychological and sexual harassment, the chairperson shall provide written notification of the action taken on these proposals. If the proposals are not accepted, the reasons will be outlined in the written notification to the CHSCT.

The CHSCT analyses occupational risks and working conditions and carries out visits and investigations. It plays an essential role in drawing up the annual occupational risk prevention programme based on the analyses it has carried out. It is authorised to prevent and deal with situations of violence.

The CHSCT may also ask the administrative authority to call in an expert authorised under Article R. 236-40 of the French Labour Code in the event of a serious risk, whether or not highlighted by an accident in the workplace or an occupational illness. The costs of the expert opinion shall be borne by the administration or establishment to which the health and safety committee belongs. The head of the department or establishment shall provide the expert with the information necessary for his/her mission. Finally, the expert is subject to an obligation of discretion. The administration's decision to refuse the appointment of an expert must be substantiated and communicated to the CHSCT.

- The technical committee (in the state civil service and in the territorial civil service) and the establishment's technical committee (in the hospital civil service) are consultative bodies responsible for examining questions relating to the organisation and operation of services. They are called upon to decide on the internal organisation of the services with the exception of specific situations. Where it is associated with a CHSCT, the technical committee may refer to it any matter relating to health, safety and working conditions. Otherwise, where there is no CHSCT, the technical committee must be consulted on these matters.

- In the state and territorial sectors of the civil service, the role of the prevention physician is to prevent any deterioration in the health of employees as a result of their work. In the hospital sector, this role is performed by the occupational physician. The occupational physician or the prevention physician is competent to advise the administration on the improvement of living and working conditions in the departments.

They may also provide psychological support, counselling or first aid to the victim if necessary. Indeed, preventive medicine or occupational medicine allows people who feel harassed to verbalise their suffering, and to find solutions and resources to take action. It analyses the situation and sees if the claims are real (study of the site and workstation, meeting other people in the service). It should be emphasised that in cases of serious violence, a forensic examination is organised jointly with the police or gendarmerie by a specialist doctor. The occupational physician or prevention physician can also refer to the competent services, persons or authorities to deal with the situation. He/she can report to the employer (HRD). He/she will draw up a certificate or letter alerting the employer to the behaviour of which he/she is aware. The prevention physician or occupational physician can be collectively or individually notified with the agreement of the victim.

The preventive physician or occupational physician can actively help to interrupt the process in conjunction with the management of the establishment, the CHSCT and other professionals from the preventive medicine or occupational health department (psychologist, social worker or social assistant).

- Occupational health and safety inspectors (FPE), officers in charge of inspection (FPT) or labour inspectors (FPH) monitor the application of occupational health and safety regulations, advise the head of the department, head of the establishment or territorial authority in order to better prevent occupational risks and improve working conditions. During their visits, they consult the DUERP and the occupational health and safety register.
- Prevention assistants and advisors are responsible for assisting and advising heads of department, territorial authorities or heads of establishments in the implementation of health and safety rules. They may be responsible for drafting the DUERP occupational risks document and as such participate in the development of the diagnosis of psychosocial hazards with the employees. They are also required to keep the OHS register in the state and territorial civil service.
- Staff representatives can be a point of contact for victims of harassment or violence. They play a role in supporting victims in the administrative and procedural steps that they can take.
- Social workers are subject to professional secrecy and can be privileged points of contact. They can liaise with the prevention or occupational physician and the occupational psychologist. They work within the staff social service, whose purpose is to help improve the working conditions of staff.
- Associations specialised in combating violence and harassment can help to accompany victims and deal with situations of harassment or violence. Depending on the administration, these associations may or may not be present.

Victims and the professionals or relatives accompanying them can call 39 19 to receive advice, guidance and assistance in identifying the relevant associations.

In addition, the French federation of victim support associations, Francevictimes, has a national victim support number which also helps to identify the relevant associations.

- The Defender of Rights is an independent authority, which defends rights free of charge. In addition to its work to promote equality and access to rights, it receives and deals with complaints from people who feel that their rights have been violated or that they have been discriminated against. It can thus be called upon to deal with situations of sexual harassment under its anti-discrimination jurisdiction. The victimised staff member may refer the matter directly and no reprisals may be taken against him/her for this reason.

The Defender of Rights has broad investigative powers. It may ask for explanations from any natural or legal person presented, conduct hearings and carry out inspections. If sexual harassment is recognised, it can make recommendations, seek disciplinary action, propose a financial settlement or make submissions to the judges. Delegates of the Defender of Rights are on duty throughout the country.

Annex 3 of the circular – Example of a report form

Form for reporting a deteriorated work situation involving psychosocial disorders	
Instructions for use	
<p>What is the purpose of this electronic form? Its sole purpose is to alert the prevention assistant and the head of department about a work situation, in order to allow it to be dealt with and to prevent its recurrence within the framework of the procedure defined within each administration. It is not intended to establish or qualify a situation, nor to be used for statistical purposes.</p>	
<p>Who will receive the form? This document should preferably be filled in electronically and sent by e-mail to the prevention assistant of the department concerned by the report, who will forward it to the head of the department, together with any additional information he/she may have gathered.</p>	
<p>The CHSCT may be informed immediately of certain situations. In other cases, the CHSCT will be periodically informed of the situations reported and the preventive measures implemented and/or envisaged.</p>	
<p>Who can use it? This form can be filled in by any employee, regardless of his/her role, for his/her own situation or that of a colleague, including the prevention assistant.</p>	
<p>In what situations? This form is intended to report situations of exposure to psychosocial risks that lead to problems, particularly in cases of interpersonal conflicts, violence (link to psychosocial risk form) between employees, suffering at work, etc. It concerns both collective and individual situations.</p>	
<p>What happens after the report is made? A procedure for dealing with deteriorating work situations involving psychosocial issues is defined by each administration. It may call on the prevention physician or, more broadly, the multidisciplinary occupational health team, which may include occupational psychologists, the social service assistant, etc.</p>	
<p>Is the report anonymous? The aim is to deal with difficult situations and to prevent their recurrence, which is only possible by analysing these work situations, which must therefore be explicitly linked to a department and sometimes to roles or individuals. Any recipients of the information contained in the report forms are covered by professional secrecy or by an obligation of discretion. The data contained in a report form are not recorded in the staff member's administrative file or in his/her occupational health medical file.</p>	
REPORT	
Department concerned by the report	
Name of the departments:	Full name of the Head of Department:
Full name of the prevention assistant:	Full name of the prevention physician:
Author of the report	Function:
Last name and first name:	E-mail:
Department (if different from that of the report):	Phone:
Date of report: .../.../...	
Names, titles and positions of the persons concerned and witnesses:	

Full names of persons concerned	Role	Type
		Service employees Users Other
Full names of witnesses	Role	Type
		Service employees Users Other
Description of the situation leading to the report		
Chronological description of the facts (without interpretation or personal judgement):		Had the situation or event already occurred before the facts described? YES NO If yes, indicate the date(s) or period(s):
		Was a weapon used? YES NO If yes, indicate the type of weapon:
Consequences in terms of interruption of work, the declaration of a workplace accident or a work-related illness, filing of a complaint	If applicable a description of actions already taken by staff and/or management and measures already decided	
Interruption of work stoppage: (start date/end date)		
Declaration of accident at work or work-related illness (cross out as appropriate) filed on: (date)		
Complaint lodged on (indicate date)		
For: (give reason)		

NB: This sheet is an example that must be adapted to each department with regard to the existing procedure.

Annex 4 of the circular – Methodological tools

Practical information on how to deal with sexual harassment in the civil service (SDFE-Social Ministries, Defender of Rights, DGAFP, 2018, available at <http://www.egalite-femmes-hommes.gouv.fr>, <https://www.defenseurdesdroits.fr/> and <https://www.fonction-publique.gouv.fr/>).

Defender of Rights, [Agir contre les discriminations et le harcèlement dans la fonction publique territoriale](#), 2017.

DGAFP, [Guide de prévention et de traitement des situations de violences et de harcèlement dans la fonction publique](#), 2017.

CSEP, [Kit pour agir contre le sexisme, Trois outils pour le monde du travail](#), 2016.

ANNEX 3 TO THE MEMORANDUM:

CHARTER FOR GENDER EQUALITY IN HIGHER EDUCATION AND RESEARCH ESTABLISHMENTS

https://cache.media.enseignementsuprecherche.gouv.fr/file/Charte_egalite_femmes_hommes/90/2/chartes_dossier_couv_239902.pdf



ENSG
Géomatique

ÉCOLE NATIONALE
DES SCIENCES
GÉOGRAPHIQUES



CONFÉRENCE DES
GRANDES
ÉCOLES

CHARTER EGALITE FEMMES/HOMMES

ADHESION A LA CHARTER

Après avoir pris connaissance des engagements prévus par la charte égalité femmes/hommes signée par la Conférence des grandes écoles (CGE) et par les ministres de l'Enseignement supérieur et de la Recherche, Geneviève Fioraso, et des Droits des femmes, Najat Vallaud Belkacem,

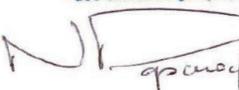
Je, Nicolas PAPANODITIS, Directeur de l'Ecole nationale des sciences géographiques déclare vouloir mettre en œuvre les mesures proposées dans la charte au sein de notre établissement, et nomme ou confirme Claire DRIESENS comme référente égalité femmes-hommes de notre Ecole.

Tel : 01 64 15 31 95 Mèl : claire.driessens@ensg.eu

Fait à Champs sur Marne le 12/11/2020

Pour l'ÉCOLE
Le Directeur,

Nicolas PAPANODITIS
Directeur de l'Ecole nationale
des sciences géographiques



Cachet de l'établissement



A retourner à la CGE, courriel : adelaide.ceccon@cge.asso.fr

ANNEX 4 TO THE MEMORANDUM:

ACTION PLAN FOR "GENDER EQUALITY IN THE WORKPLACE" 2021 – 2023

6 Focal points – 34 measures – 100 actions

N.B. : The actions in bold are actions identified as cross-cutting: They contribute to the implementation of several measures/focal points, other than those in which they are included (e.g. studies, training, communication)

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 1: Ensure cross-sectoral governance of the equality policy and the associated social dialogue								
1	Organise the implementation and partnership monitoring of IGN's «Equality» memorandum	1a	Provide a framework: Define the composition and mandate of the Monitoring Committee and update the letters of reference (mandate, resources and workload), mission statement of the "Equality" officers (IGN and ENSG)	Letter of reference	DG Signature	Q1 2021	DG Dir. ENSG Equality officer CoSui	
		1b	Set up the committee, propose internal regulations and propose an annual calendar of meetings and work to be carried out	Setting up the committee	Committee set up	Memorandum signed + 1 month	DG HRD Equality officer CoSui	
		1c	Launch a collaborative digital «Equality» workspace for members of the "Equality" Monitoring Committee	Active workspace	Access for all members (restricted access list defined)	S2 2021	DSI DSI/SOI Equality officer	
		1d	Define and produce monitoring information (steering indicators for Equality in the Workplace)	Monitoring table	Tool in place to monitor developments	Design: S2 2021 Production: Q1 of each year	Design: Equality officer Production: HRD/SPER CoSui Dir. + Heads of departments + Equality Rep + HRD + DG + OS	
		1e	Secure resources, with an annual operating budget allocated to the action, the creation of a cost accounting code and the recruitment of a resource person to support for the implementation of the memorandum	Budget allocated	€50k (2021 operating costs)	Budgets for 2021, 2022, 2023	Equality officer	DG + SG + HRD HRD/SREF
		1f	Draw up a report on the action plan and submit it to the supervisory authorities	Presentation to the CT + CHSCT	Report presented	Q1 2022 Q1 2023 Q1 2024	Equality officer	
2	Mobilise the IGN Management Committee (CODIR IGN) and the heads of department in the implementation of the memorandum	2a	Produce a methodological guide to implementing the action plan of the «Equality» memorandum to provide managers with a tool to help them implement the action plan	Instructions written	Validation	S2 2021	Equality officer CoSui	
		2b	Develop the professional interviews of directors/heads of department to include an "Equality" section in the professional interview report (CREP) for an evaluation adapted to each unit	Annual interview modified	Integration of an «Equality» section in CREP reports for directors/heads of department	As of the 2022 evaluation interview	HRD Equality officer HRD/SPER	
		2c	Train the CODIR and supervisors, and train new managers through vocational training	Number of supervisors trained	100%	2023	HRD	HRD/SREF
3	Promote gender equality in the workplace in IGN departments	3a	Launch work in each directorate and department by identifying test units (directorates, services and departments) and then gradually extend the measures to all IGN departments	List of actions to be implemented in the departments List of test units	Each department has a list of actions to be implemented	S2 2021	CODIR Heads of departments HRD/CAcC	

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Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 1: Ensure cross-sectoral governance of the equality policy and the associated social dialogue								
4	Create a network of «Equality» contacts within the departments and among IGN staff	4a	Draft a note specifying the architecture/organisation of the network and a letter of reference (mandate, duration, resources and workload), mission statement for contacts	Architecture/organisation note + Letters of assignment	Letter signed (Equality officers have the tools to build the network)	S1 2021	Equality officer	HRD CoSui
		4b	Create the network, in particular by launching a call for expressions of interest in the role of "contacts" among IGN staff, Train the contacts and organise the network (in particular the officer/contact meetings and annual exchanges)	Call for expressions of interest	100% of network members recruited + List published	S2 2021 (network set up) 2022 (training)	Equality officer	DirCom CoSui
		4c	Design and organise one event per year to promote Equality in the Workplace (and the network) among all IGN staff	Meeting / Seminar / Conference / Annual publication	Format to be defined	2021, 2022, 2023	Equality officer	DirCom CoSui
5	Initiate an awareness-raising and training strategy on gender equality	5a	Provide all staff with distance learning modules	Number of staff trained	100%	end of 2022	Equality officer	HRD/SREF
		5b	Systematically train all newcomers to IGN (recruitments) and include training in the curriculum of student surveyors and engineers in the first year at ENSG	Number of staff trained Number of students trained	100%	S1 2021 before the 2021	field placement IGN Equality officer ENSG	HRD/SREF ENSG- Geomatics
		5c	Offer thematic modules led by external speakers (with global or specific targets: on violence, etc.)	Number of staff trained	100% of staff targeted: The officers, contacts, heads of associations, HRD staff	2021-2022	Equality officer	HRD/SREF
		5d	Promote the training modules and (inter)ministerial events to all eligible IGN staff	Number of staff trained	To be defined in relation to the multi-annual training plan	2021-2023	Equality officer	HRD/SREF
6	Integrate the issue of "Equality in the Workplace" in IGN communication	6a	Define and present the Equality communication actions foreseen in the annual communication plan to the CT, including 2 actions with external visibility in favour of equality in the workplace	Communication strategy document	Presentation to CT	S1 2021	DirCom	Equality officer
		6b	Launch the intranet site dedicated to Equality issues (presentation of the «memorandum» approach and handling of «Equality» topics) and equip it with an interactive consultation tool	Intranet space, integrating the consultation tool	Space accessible to all IGN staff	website: S1 2021 interactive consultation tool: S2 2021	DirCom	DSI/SOI Equality officer
		6c	Publish and promote the IGN guide to communication free of gender stereotypes	A guide, based on the HCE FH guide	Guide used in all DirCom IGN publications	S2 2021	DirCom	Equality officer
7	Integrate the «Equality» dimension into organisational changes and HR rules	7a	Define the working method for formalising the inclusion of «Equality» in the preparation of organisational changes, with a view to their appraisal and implementation	Method defined	All projects for organisational changes and HR rules	S1 2021	Equality officer	HRD
		7b	Inform managers/departments and project leaders of the need to inform officers of any planned changes	Information for supervisors and project leaders	Managers and project leaders informed	S2 2021	Equality officer	HRD/CdAC

7 measures - 22 actions

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 2: Create the conditions for equal access to jobs and responsibilities								
8	Improve the gender mix of fields, bodies and jobs at IGN	8a	Produce annual indicators on imbalance by trade and identify targets for rebalancing in trades with high imbalance	Imbalance indicators defined and calculated	Targets set for unbalanced professions	S1 2021	HRD/SREF	HRD
		8b	Produce a gendered annual recruitment report	Annual report produced	With the RSC /RSU	S2 2021, 2022, 2023, 2024	HRD/SRE	Equality officer
		8c	Define the specifications and carry out a study on awareness deficits	Contract awarded	Study carried out	S2 2021	HRD/SREF	Equality officer CoSui
		8d	Identify and initiate partnerships to raise awareness among young people (secondary school and preparatory school students)	Awareness-raising action	Actions launched	S2 2021, 2022, 2023, 2024	ENSG Equality officer	ENSG-Geomatic
		8e	Communicate the Mobility guidelines (LDG), specifying the rules and principles (transparency, equal access to positions) in staff mobility	Communication campaign	Appropriation of the Mobility guidelines (LDG) by staff	S2 2021	HRD/SREF	Equality officer
9	Strengthen action at the time of recruitment	9a	Produce a guide for drafting calls for applications and a selection procedure for applications that encourages balanced recruitment	Materials disseminated	Instructions implemented by recruiters	S1 2021	HRD/SREF	ENSG-Geomatics Equality officer
		9b	Study and fight the obstacles to parity in the composition and chairmanship of selection panels (competitive exams, promotions) and committees	Explanatory note Gender composition of selection panels	Presentation to CoSui Parity	S2 2021	HRD/SREF ENSG-Geomatic	
		9c	Aim for systematic gender balance among candidates shortlisted on the basis of their applications, where possible, and for parity among candidates received by the recruiting department and the recruitment committees during selection interviews	Gender of shortlisted candidates M/F ratio of candidates received by the recruiting department and the recruitment committees during selection interviews	Systematic mixing where possible Parity in successful candidates	S2 2021	HRD/SREF	Equality officer
		9d	Train staff in charge of selection processes	Rate of recruiters trained	100%	S2 2021	HRD/SREF	Equality officer
		9e	Engage in general awareness-raising for all staff on gender issues in recruitment interviews	Awareness-raising module available	100%	2023	HRD/SREF	Equality officer DirCom
10	Consolidate the gender mix of senior managers at IGN	10a	Conduct a study on the obstacles to women’s access to management responsibilities (exogenous and endogenous) and on imbalances in the various IGN sectors, and implement the conclusions in order to make managerial positions more attractive to women	Presentation of the results of the study	Solutions proposed	2022	HRD/CAAdC	Equality officer CoSui
11	Designate the administration’s representatives in consultation bodies on an equal basis	11a	Designate the administration’s representatives in IGN consultation bodies	Representatives of the administration	Parity	on the occasion of renewals (as they occur)	HRD	Equality officer

4 measures – 12 actions

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 3: Eliminate inequalities in pay and career development								
12	Describe pay gaps and identify their causes at IGN	12a	Launch the cohort study on elements related to pay gaps to measure these gaps and identify the levers of intervention (terms of reference to be validated by the Monitoring Committee of the «Equality» memorandum)	Terms of reference drafted Results of the study	Validation by CoSui Introduction CoSui/CAP/CT	S1 2021 S2 2021	Equality officer	HRD/SREF HRD/SPER CoSui
		12b	Calculate and communicate a pay gap index and report on the annual changes	Index published	Presentation to CoSui	S2 2021, 2022, 2023	Equality officer	HRD/SPER
		12c	Improve the indicators of the Single Social Report (RSU)	Indicators suggested	Presentation of the RSU	RSU 2021 (in 2022)	HRD/SPER	Equality officer
13	Take steps to respect equal pay	13a	Draw up and implement a plan to reduce pay inequalities based on the analyses from the study	Action plan and timetable	Presentation to CoSui	S2 2021	Equality officer	HRD
		13b	After having defined in the monitoring committee a method of presentation in accordance with that of the DGAFP circular, ensure the transparency of pay differentials (basic pay; allocation of bonuses: amount paid / bracket / gender; bonuses and allowances received in the context of family leave)	Publication of pay differentials	Pay differentials published	RSU 2021 (in 2022)	HRD/SPER	Equality officer
		13c	Publish the management note (calculation of bonuses)	Publication	All staff have been informed	S1 2021	HRD/SPER	
		13d	Revise and publish management/service notes to remind staff of the principles of equal treatment in the allocation of bonuses for staff leaving/returning from maternity/parental leave or working part-time Management/service	notes revised and published	Presentation to CoSui	S2 2021	HRD/SPER	Equality officer
14	Facilitate gender-balanced career paths at IGN	14a	Communicate the new terms of the Public Service Transformation Act regarding advancement during paternity, adoption or parental leave	Targeted information campaign	All staff	upon publication of the texts	HRD/SPER	Equality officer
		14b	Analyse gender ratios of both incoming and outgoing promotions for those proposed/promoted/promotable, and correct any imbalances	Report and corrective action	Presentation to CoSui + CAP/CPO	2020 reports S2 2021	HRD/SPER	HRD
		14c	Publish the “Promotions” management guidelines, which will ensure balance in career development	Communication campaign	Distribution to all IGN staff	S1 2021	HRD/SPER	Equality officer
		14d	Inform staff of elements that may affect pensions (part-time work, parental leave)	Targeted information campaign	All interested staff	at the request of the employee	Equality officer	HRD/SREF HRD/SPER
		14e	Ensure that there is no bias in career development on return from pregnancy/family leave	Follow-up of returns (in connection with promotions)	Presentation to CoSui	S2 2021	Equality officer	HRD/SPER HRD/SREF

3 measures – 12

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 4: Improve the balance between work and private life and support equality through social action								
15	Promote new forms of work organisation for the benefit of equality and quality of life at work	15a	Carry out a survey on working time for women and men (statistics and staff survey for qualitative aspects) with analysis of levelling (cause/profile), the impact of digital technology, as well as part-time work and teleworking and their correlation	Employee survey	25% response rate	2022 (in connection with the «Working time» project of the social agenda)	HRD/SPER Equality officer HRD	
		15b	Integrate good practices on «Equality» and the «Right to disconnect», in particular for parents, caregivers and in terms of support for sport, in the consultation of the IGN social agenda on: a. «Working Time» and b. «Telework» including the opportunity to refer to other IGN sites or a collective solution	(a) Revision of the working time charter (b) Revision of telework regulations and contacts with EPs	Documents approved by the CT and published	S2 2021 (in connection with the «Working time» project of the social agenda)	Equality officer (participation in the work) HRD/SPER HRD DSI/SOI HRD/SASP OS	
		15c	Favour distance learning for certain training courses (where possible and beneficial), designing their delivery to achieve a work-life balance	Distance learning ratio Clear definition of distance learning arrangements (on-site or telework)	Increase in the number of distance learning courses (to be seen in CFP) Document communicated and courses adapted	S2 2021	HRD/SREF	Equality officer ENSG-Geomatics
		15d	Establish gender balance in distance learning	Report integrated into the annual training review	Presented to the CFP	S2 2021	HRD/SREF	ENSG-Geomatics
		15e	Develop indicators for monitoring working time arrangements (to be included in the RSU) in order to analyse requests by type of arrangement	Indicators reported in the RSU	Analysis tools operational	2022	HRD/SPER	Equality officer
16	Facilitate co-parenting (balanced sharing of parental responsibilities)	16a	Promote paternity leave and special leave of absence for birth	General communication made at least once a year	Staff informed	2021, 2022, 2023	HRD/SPER DirCom	
		16b	Provide information on rights and support measures for all staff and managers	Update of the welcome booklet + HRD intranet	Annual distribution Managers trained	S2 2021, 2022, 2023	Equality officer HRD/SPER SREF Heads of departments HRD/CAcC	
		16c	Draw up a list of reasons for derogating from the principle of job retention for post-maternity leave of less than 3 months and guarantee job retention for staff not covered by this list	List created Presentation of derogations	CT Validation 100% retention (excluding derogations)	S2 2021	Equality officer	HRD HRD/SPER CoSui
17	Welcome and support the period of pregnancy and the first months of motherhood	17a	Draft a comprehensive information pack on the rights of staff during pregnancy and when they return to work (promotion of medical and breastfeeding support) for staff and management	Information for staff and training for HR and managers	Information pack available Managers trained	S2 2021	HRD/SASP Equality officer DirCom	
		17b	Improve breastfeeding facilities (refrigerator, resting space, etc.)	Procedure for planning the space	Minimum 1 space identified per site	S1 2022	Site managers	Equality officer HRD/SASP CSP SG/SILOG

Focus 4: Improve the balance between work and private life and support equality through social action

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 4: Improve the balance between work and private life and support equality through social action								
18	Secure the situation of pregnant students and trainees during their studies at ENSG-Geomatics, as well as those taking paternity leave and caring for children during schooling	18a	Inform students, trainees and executives at ENSG about the rights to paternity, maternity or adoption leave for students and about the relevant management texts	Information at the welcome day + note	Each class of students and ENSG management	September 2021, 2022, 2023	ENSG-Geomatics	ENSG Equality officer
		18b	Analyse the solutions proposed for parenting situations and look at how to improve the measures to be put in place	Annual presentation of the measures	CODIR ENSG-Teaching	depending on the situation	ENSG-Geomatics	ENSG Equality officer
19	Help staff in the search for social or intermediate housing	19a	Integrate the recommendations of the CGBS Housing working group	New measures available to staff	CGBS Validation	2022	HRD/SASP	Equality officer
		19b	Communicate with staff to promote the existing aid and support schemes	General communication made at least once a year	Staff informed	2021, 2022, 2023	HRD/SASP	Equality officer
20	Promote support measures for the care of children and dependent persons	20a	Identify the solutions available locally in terms of childcare assistance and for family caregivers, with reference to recommendations by the CGBS working group, and inform staff	New measures validated and proposed to staff	CGBS Validation Staff informed	S1 2021, 2022, 2023	HRD/SASP	Equality officer
		20b	Communicate on the social support services provided by the staff social worker, in particular assistance in drawing up private employment contracts	Intranet update + communications (under measure 6)	Staff informed	2021, 2022, 2023	HRD/SASP	Equality officer DirCom
		20c	Implement and communicate on caregiver leave measures	Note written	Note disseminated	S2 2021	HRD/SASP	Equality officer DirCom
21	Encourage physical, sporting and cultural activities, on site or remotely	21a	Call upon associations in charge of cultural and sports activities	Activity reports of associations	Signposting of activities	S2 2021	HRD/SASP	Equality officer COOPAL AS-IGN

7 measures – 18 actions

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
Focus 5: Strengthen prevention and fight against acts of violence, discrimination, moral or sexual harassment and gender-based violence								
22	Publish and disseminate a «violence and harassment» guide	22a	Draft a guide based on existing resources (IGN, DGAFF, MTE) and submit this document, validated by the CoSui, to the CHSCT at IGN	Guide written	Validation by CoSui and CHSCT	S2 2021	HRD/SASP	Equality officer HRD HRD/SPER DirCom
		22b	Disseminate this guide and its revisions to all IGN staff and on the IGN intranet, then inform all newcomers (to be included in the welcome booklet)	Guide disseminated Number of visits to the IGN intranet site	All staff, newcomers and IGN intranet site	S2 2021	Equality officer	DirCom HRD/SREF
23	Improve risk assessment to strengthen the prevention of violence, discrimination, moral or sexual harassment and gender-based violence at IGN	23a	For each site, define the chain for dealing with situations of violence, discrimination, moral or sexual harassment and sexist behaviour, and check that it guarantees the same rights support to all employees	Local adaptation of the reporting procedure (see measure 25)	All IGN sites	2022	Site managers	Equality officer Head of Department of staff members concerned
		23b	Define the chain for dealing with situations of violence, discrimination, moral and sexual harassment and sexist behaviour for employees on short term contracts, apprentices, trainees and students and employees of service providers	Local adaptation of the reporting procedure to target audiences (see measure 25)	All situations at IGN	2022	Equality officer	HRD HRD/SREF HRD/SPER ENSG-Geomatics SG/SILOG
		23c	Integrate the risks of violence, discrimination, moral or sexual harassment and sexist behaviour in the assessment matrices of the single report and provide training for assessors	New assessment matrix for occupational risks	Evaluators trained and supported	S2 2021	HRD/SASP	Equality officer
		23d	Analyse the risks in order to strengthen the prevention of violence, discrimination, moral or sexual harassment and sexist behaviour at IGN by supporting teams, in conjunction with the GT MTE, MAA and CoSui	Analysis drafted with the single report	CHSCT Validation	S1 2022	HRD/SASP	Equality officer CoSui Site managers Heads of departments CSP
24	Deploy a training system differentiated by target audience, in order to raise awareness at all levels	24a	Design and write the content of the training system adapted to the roles of each type of participant in the procedures of reporting, referrals and dealing with reports (managers, Equality officers, human resources departments, occupational physicians and staff and student representatives)	Training plan component drafted Training staff under contract	Training plan validated by CFP and CT Contracts notified	S2 2021	HRD/SREF	Equality officer SG/SAM
		24b	Train these active participants on a recurring basis and at each replacement according to their level of intervention in the chain of management	Rate of training of those involved in prevention	100% of those involved	S2 2021	HRD/SREF	Equality officer
		24c	Organise a discussion at the CFP on maintaining objectives/target	Gender-based and sexual violence training reports	Training system optimised	at each CFP	HRD/SREF	Equality officer

Measure	Actions	Indicator	Target	Deadline	Manager	Actors		
25	Improve the identification of victims and ensure the follow-up of reported situations, from referral to sanction	25a	Propose a simplified and transitional operating procedure before the adoption of the full procedure	Temporary operational procedure (based on the DGAFP guide)	Communication to all IGN and ENSG staff	Q1 2021	HRD/SASP	Equality officer CoSui DirCom
		25b	Develop the reporting and counselling system with specific procedures for reporting, referral, protection, support and investigation according to the terms of decree no. 2020256 of 13 March 2020	Final procedures developed and published Actors identified	Notes drafted and submitted to the CHSCT/CT Actors trained	S2 2021	HRD	Equality officer HRD/SPER HRD/SASP SG/MJ
		25c	Specify the procedure for referring situations of violence, harassment and/or sexist behaviour to the public prosecutor and remind those involved of the principles (Article 40 of the French Code of Criminal Procedure)	Analysis of situations and decision on prosecution	Employer representative(s) (HRD, MJ, Equality officer)	S2 2021	HRD/SPER	HRD SG/MJ Equality officer
		25d	Include in the job descriptions of all identified participants their role in preventing and combating sexual violence and harassment and sexist behaviour	Job descriptions amended	All those involved	S1 2022	Equality officer	Those involved HRD/SREF
		25e	Set up the outsourced and independent counselling unit Active listening unit	Active listening unit	All staff	2022	Equality officer	HRD/SASP
		25f	Provide information on existing reporting tools	Communication made	All staff	S2 2021	DirCom	Equality officer HRD/SASP
26	Support victims	26a	Inform staff on their right to workplace protection, specifying the benefits in three areas: prevention, legal assistance and compensation	Communication on the intranet Equality	All staff + newcomers	Q1 2021	SG/MJ	Equality officer HRD/SPER HRD/SASP
		26b	Take appropriate measures to ensure the physical, moral and professional safety of the victim	Reported cases processed	100% of cases investigated and measures taken	permanent	HRD (by delegation of the DG)	HRD/SASP Equality officer
		26c	For each reported case, support victims of domestic violence in removing themselves from the situation	Victims being taken care of, accommodation found and work organisation temporarily adapted	100% of requests	permanent	HRD/SASP	Equality officer
		26d	Define the terms of working time arrangements to facilitate the procedures related to the protection of employees	Procedure established	All staff	S2 2021	Equality officer	HRD HRD/SPER HRD/SASP
		26e	Introduce in the organisational procedure of the disciplinary commission the principle of systematically proposing victims who so wish to be named witnesses	Review of the disciplinary procedure	Procedure modified HRD staff informed	S2 2021	HRD/SPER	HRD Equality officer
27	Change perceptions and awareness of gender-based violence at all levels	27a	Identify and use external service providers and interlocutors to understand the issues related to combating	Partnerships established	1 partnership	S2 2021	Equality officer	DirCom CoSui
		27b	Organise internal communication campaigns (25 November, regular reminders about reporting tools, etc.) and external promotion of the actions carried	Number of announcements made	2 internal actions 2 external actions	S2 2021	DirCom	Equality officer HRD/SASP
28	Monitor developments in sexual violence, harassment and gender-based violence	28a	Draw up an annual report that is as exhaustive as possible on the system for reporting and dealing with gender-based and sexual violence, and present it to the authorities	Report written	Presentation CoSui, CHSCT, CT and CA (RSU)	S2 2021	HRD/SPER	Equality officer HRD/SASP

7 measures – 23 actions

Measure		Actions		Indicator	Target	Deadline	Manager	Actors
Focus 6: Experiment and innovate with gender equality								
29 to 34	Transversal action of Focus 6	A6a	Prepare the evaluation of the experimental measures of Focus 6 and present their results to the CoSui after their implementation	Evaluation grid	Grid defined and completed	Before and after each experimental measurement	Equality officer	Experimental measurement pilots CoSui
29	Collectively develop projects for equality	29a	Identify the topic(s) to be addressed in collaboration with all IGN staff	Projects proposed	2 or 3 topics selected	2022:	Equality officer	IGN Lab CoSui
		29b	Set up an «Equality» project in the framework of the IGN Lab and present its outcomes to the CoSui	Number of participants	To be determined with the CoSui (depending on the subject)	2022:	IGN Lab	Equality officer
		29c	Integrate the principles of “Equality in the Workplace” into the operation of the IGN Lab	Exchanges with IGN Lab managers	Managers informed	S2 2021	Equality officer	IGN Lab
		29d	Look into participating in the MTE’s “Fabrique des Projets Égalité” initiative	Identification (of the relevance) of the project/ method	To be determined with the CoSui (depending on the subject)	2023:	Equality officer	HRD/CAAdC CoSui
30	Experiment with equality and combating discrimination in IGN’s public procurement	30a	Launch research with the SAM into the practices of the other EPs and identify the contract(s) that will contain new «Equality» criteria	List of 2021 contracts	At least 1 contract selected	S1 2021	SG/SAM	Equality officer CoSui
31	Experiment with the replacement of staff on maternity leave	31a	Create a procedure to replace staff or reinforce the team in case of maternity leave, and inform managers and staff of this procedure	Procedure	Validation by CoSui	S2 2021	HRD/SREF	Equality officer HRD
		31b	Assess resource requirements and justify cases of non-replacement	Number of FTEs or fixed-term contracts to be allocated to these replacements	To be determined with CoSui	S2 2021	HRD/SREF	HRD
32	Support the implementation of subrogation for contractual staff on maternity leave	32a	Study the feasibility and opportunity of implementing subrogation for IGN contractual staff, based on the MTE experiment	Feasibility study	Presentation to CoSui	according to MTE report (2022)	HRD/SPER	Equality officer
33	Conduct a study on the relationship between field missions and the non-feminisation of certain professions	33a	Launch a study on the impacts of fieldwork and its feminisation	Terms of reference drafted and study launched	Validation by CoSui	T1 2021	DT	Equality officer HRD/SASP HRD/SREF DOT
		33b	Present the results of the study to the CHSCT and the CT	Report of the study	Presentation CHSCT / CT	S2 2021	HRD	DOT Equality officer
		33c	Include changes in the field in research on equality in the workplace	Changes to job descriptions	Repository updated	2022	HRD/SREF	HRD/SASP
34	Promote the creation of female recruiting grounds for professions in the digital and geomatics sectors	34a	Establish an internal network to promote professions in the digital and geomatics sectors for women, as well as a mentoring scheme	Creation of a network Creation of a mentoring scheme	Network created Measure in place	2022	HRD/SREF	ENSG- Geomatics Equality officer

6 measures – 13 actions

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