



# FTP-Europlanet gUG Gender Equality Plan

## (March 2023)

### Introduction

FTP-Europlanet gUG (haftungsbeschränkt) is a not-for-profit organisation with the objective of supporting scientific research and education, as well as environmental protection with a focus on astronomy. In particular, the company aims to support:

- Astronomy, planetary research and space exploration throughout Europe;
- The educational and outreach work of the Faulkes Telescope Project and the Europlanet Society;
- Teacher training and continuous professional development for STEM educators;
- Innovative tools and resources for teaching STEM subjects in schools through astronomy and planetary sciences;
- Public engagement and outreach in the fields of astronomy and planetary sciences;
- The development of research and education projects using astronomy and robotic telescopes
- The demand for diverse, inclusive education in a sustainable way ;
- The provision of media for the astronomy and space community and support for press offices;
- The support of dedicated amateur astronomers.

In accordance with the legal requirements for a gUG (haftungsbeschränkt), FTP-Europlanet gUG:

- Shall exclusively and directly pursue charitable purposes within the meaning of the section "tax-advantaged purposes" of the German Fiscal Code (AO);
- Is altruistic and does not primarily pursue its own economic purposes;
- May only use funds for the purposes set out in the Articles of Association.

The company participates in a number of publicly funded projects (e.g. Erasmus+, Horizon Europe). For participation in these projects, a Gender Equality Plan (GEP) is required and recommended. A good gender balance is recognised as a priority by the FTP-Europlanet gUG Executive Board. Hence, the Board has prepared the following GEP for the company.

Since its foundation in December 2020, FTP-Europlanet gUG has not had direct employees, but hires different consultants on a project-by-project basis. The following GEP addresses the gender balanced representation for project personnel, i.e. individuals participating in decision-making structures of the company and those hired as consultants for the implementation of projects and initiatives.

FTP-Europlanet gUG is committed to building a diverse and inclusive professional environment in which individuals experience equal opportunity, regardless of gender, disability, ethnic origin, religion or belief, sexual orientation, marital status, age, nationality or socioeconomic background. This document identifies and defines the objectives, desired outcomes of actions, available resources and Key Performance Indicators (KPI) of the GEP, which will be reviewed and updated on a regular basis.

### FTP-Europlanet gUG Gender Equality Overview

In the Executive Board of Directors of FTP-Europlanet gUG, the Managing Director is male (German in nationality) and, of the two other shareholder representatives, one is female and one male (both British in nationality). An Advisory Board will be set up in 2023, with the role of advising and supporting the Executive Board on the pursuit of the purposes of the Articles of Association.

The Advisory Board shall consist of at least three members. The members of the Advisory Board shall be elected at a General Meeting of Shareholders for a period of two years. The composition will be selected to ensure a gender-balance is established at a decision-making level in the FTP-Europlanet gUG company.

In March 2023, FTP-Europlanet gUG has an average of two consultants working on projects, none of whom are full time. One of these is male and one of these is female. Therefore, the current situation sees FTP-Europlanet gUG's hiring of consultants as gender balanced.

## Gender Equality Strategy

Through the GEP, FTP-Europlanet gUG aims to support an ongoing process for improving gender equality for the benefit of the entire organisation. The FTP-Europlanet GEP encourages self-reflection by staff and leadership and an ongoing review of processes and practices. With this in mind, FTP-Europlanet gUG has selected the GEAR tool (<https://eige.europa.eu/gender-mainstreaming/toolkits/gear>) to develop its GEP.

The four GEAR steps in the lifecycle of the FTP-Europlanet GEP include:

- An audit phase. This phase includes the collection of sex-disaggregated and/or gender-disaggregated data and a review of practices to identify gender inequalities and their causes. The audit stage also includes a review of relevant national and regional laws, regulations, or funding requirements.
- A planning phase. During this phase, the organisation will set the objectives and targets for the GEP alongside a roadmap of actions and measures. This phase also includes allocating resources and responsibilities for the delivery of the GEP and agreeing timelines for implementation.
- An implementation phase. In this phase, the roadmap of GEP activities is implemented. This phase includes awareness-raising and training efforts to achieve buy-in and build capacity and support for the GEP across FTP-Europlanet, as well as give visibility internally and externally to the GEP.
- A monitoring and evaluation phase. In this phase, the delivery of the plan and progress against its aims and objectives are regularly assessed. Ongoing review of findings and progress will also provide space for learning and feedback to enable adjustments and improvements to interventions.

## Gender Equality Plan implementation

- Publication and official endorsement of the GEP:
  - Following the above described steps, the FTP-Europlanet GEP will be published on its public website and reviewed every 3 years, with status reports published every year.
- Dedicated resources
  - As mentioned above, FTP-Europlanet gUG is a small, not-for-profit organisation. The Shareholders shall oversee the development of the GEP. The Managing Director has responsibility for implementing the GEP and will give regular updates to the shareholders, including at the annual General Assembly.

## Data collection and monitoring

- Data collection will be key to the effective implementation of the GEP. Being a small organisation, without any employees or full-time consultants, the data collected will focus on:

- Participapnt numbers by sex/gender at all levels, by function and by contractual relation to the organisation;
- Consultancy fees by sex/gender and description of services;
- Numbers of women and men in decision-making positions;
- Numbers of female and male candidates applying for roles (consultancy contracts within the organisation);
- Numbers of female and male consultants leaving the organisation, specifying the numbers of years spent in the organisation;
- Number of absence days taken by female and male consultants and according to reasons for absence;
- Number of training hours/credits attended by women and men.

## Training

FTP-Europlanet gUG is actively involved in projects with a gender-focus and draws on the expertise of the Europlanet Society's Diversity Committee and Europlanet Evaluation Officer.

The Board actively seeks opportunities to support women in STEM (e.g. activities by Women in Aerospace – Europe (wia-europe.org)) and members have participated in diversity events and training at the Europlanet Science Congress (EPSC). Board members are involved in preparing two commentaries for the Journal of Geophysical Research on gender and inclusion in the European geoscience/planetary community.

Opportunities for training will be monitored and training provided where skills gaps are identified.

## FTP-Europlanet Gender Equality Objectives for 2022-2025

The FTP-Europlanet gUG GEP will be reviewed every 3 years, but a yearly report will be published on its public website.

For the period 2022-2025, FTP-Europlanet aims at the following objectives defined following the SMART (Specific, Measureable, Achievable, Realistic, Traceable) approach:

- Maintain a balance in sex/gender representation consultants working on the project;
- Establish and maintain a gender-balanced Advisory Board and decision-making framework.

A handwritten signature in cursive script, appearing to read "Lothar Kurtze".

Lothar Kurtze

Managing Director, FTP-Europlanet gUG

Weinheim, Germany

01 March 2023