



**Consortio para la Construcción, Equipamiento y Explotación del
Laboratorio de Luz Sincrotrón (CELLS)**

Gender Policy for Scientific and Technical Events organized by ALBA

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1. Introduction

The organization of scientific/technical events is of fundamental importance for the members of CELLS scientific and technical sections. It provides visibility for the institution, for the organisers, builds networks and individually provides career development and new opportunities. Nevertheless, women continue to be under-represented as participants, and even more in the roles of participating on the scientific organization of such events or in the roles of invited speakers.

This document has two purposes:

First, it defines a Gender Balance Policy for scientific/technical events organized by CELLS. Even if the LGTBI community and other under-represented sections of the academic community are not explicitly mentioned in this policy, CELLS strives to ensure a positive and welcoming work environment where everyone irrespective of gender and sexual orientation is able to be themselves and grow professionally.

Second it defines a code of conduct to be followed by the participants in any scientific event organized by CELLS. The code of conduct, contains a number of policies for ensuring that ALBA events allow full inclusion of people regardless of their gender and sexual orientation.

2. Scope of application

This Gender Balance Policy shall apply to all scientific/technical conferences, workshops events which are fully organized by CELLS and in which an audience is present. Its use will also be strongly suggested to the events where CELLS is co-organiser and no other Gender Policy is available.

It also applies, in a global manner, to the seminars organized by CELLS in a regular basis.

The code of conduct shall apply to any event where CELLS is the host.

The Gender Balance Policy will be public and made available at ALBA website. A direct link will also be added to the RAP Jira queue when requesting approval to organize events, to make sure that those inviting and selecting the speakers in an event (the Scientific Organizing Committee) will be familiar with this document.

Although, the present policy does not apply to events with external participants like review meetings, project follow up meetings, SAC meetings, all these events should also strive to achieve a gender balance. In case participants in such a meeting are all from the same gender, an exception should be raised to CELLS Direction, by sending an e-mail to the Director Secretary with copy to “genderequality@cells.es”. The exception report provide answer to the following questions: Were any female or the corresponding underrepresented gender reviewers, speakers ...invited? What measures were taken to find possible candidates?

3. Gender Balance Policies

3.1. Commitment:

When organizing a scientific/technical event, CELLS commits to:

- invite a diversity of presenters and facilitators to appear at our events
- proactively understand and, where possible, financially support the necessary measures to provide appropriate inclusion at our events
- act rapidly to address any actions that operate against the principles of diversity and inclusion at our events
- embody the principles of diversity and inclusion in all activities and actions and composition of the organizing committee
- require our partner organizations and sponsors to demonstrably support diversity and inclusion,
- proactively seek input on diversity and inclusion issues and actions from our speakers and delegates
- report via our website on our diversity and inclusion status, and on progress against targets we set

3.2. Minimum representation for each gender:

a. In the Scientific Organising Committee (SOC)

The SOC should strive to achieve gender balance in all aspects of their conference/event. The committee will endeavor to achieve this balance through equal female and male representation on the organizing committee, as well as in session chairs and invited speakers, in line with the European and Spanish directives. For this, the committee itself needs to be diverse, informed, and gender balanced.

As a general rule, for SOC's of more than one person a 50% - 50% gender representation is expected. In the particular cases where this is deemed not possible, **a minimum of 30% participation of the under-represented gender will need to be achieved for events organized by the Experiments, Engineering and Accelerator Divisions, and a minimum of 20% participation of the under-represented gender will need to be achieved for events organized by the Computing Divisions.**

b. Invited speakers

Likewise, a 50% - 50% gender representation among invited speakers will be sought. When this is deemed not possible, **a minimum of 40% participation of the under-represented gender will need to be achieved for events organized by the Experiments Division, and a minimum of 30% participation of the under-represented gender will need to be achieved for events organized by the Accelerators, Computing and Engineering Divisions.**

- c. If the above percentages cannot be fulfilled, an exception should be raised to CELLS Direction, by sending an e-mail to the Director Secretary with copy to “*genderequality@cells.es*”. The exception report provide answer to the following questions: Were any female or the corresponding underrepresented gender reviewers, speakers ...invited? What measures were taken to find possible candidates It should provide enough information so that the exception can be granted. Failing to do so can result in CELLS Direction refusing to host the event, or refusal to organize later events on the same discipline.
- d. These numbers should be reviewed, at least, every 3 years and the aim is to reach at least a 40% of female representation in all scientific-technical disciplines in 2033, i.e. 10 years from now.

3.3. Gender data (male/female/non-binary) will be collected for statistical purposes and to check how well the policies are met. Data requested from the participants will be optional to provide. The division organizing the event is responsible that the data is collected at the moment of the registration.

3.4. The following statistics will be made public at the conference website and at the ALBA webpage: participants gender distribution, gender distribution on the scientific organization and on the invited speakers. The division organizing the event is responsible that the data is collected and published.

4. Code of conduct:

1. This code of conduct shall be available in the web page of any conference/workshop organized by CELLS.
2. The participants should specifically adhere to it when registering for the event. The division organising the event is responsible that it is done this way.
3. Code of conduct:

The organizers are committed to providing an inclusive conference experience for everyone, regardless of gender, sexual orientation, disability, physical appearance, age, race, ethnicity, religion or any other characteristics protected by anti-discrimination laws.

It is the policy of CELLS that all participants will conduct themselves in a professional manner. Any form of discrimination, harassment or retaliation will not be tolerated. In particular, CELLS staff, committees, speakers and attendees are expected to:

- Treat others with respect, dignity and courtesy at all times, including on social media.
- Foster a diverse and inclusive environment free from discrimination and harassment.
- Be aware of conscious and unconscious biases that affect who we tend to favor in our decision-making and actions (e.g. for nominations, selections, awards).
- Maintain awareness of our own conduct and interaction with others when representing or participating in CELLS activities.

Harassment in any form and sexist, racist, or exclusionary comments or jokes will not be tolerated. Harassment includes sustained disruption of talks or other events, inappropriate physical contact, sexual attention or innuendo, deliberate intimidation, stalking, and photography or recording of an individual without consent. It also includes offensive comments related to gender, sexual orientation, disability, physical appearance, body size, race or religion.

If you experience or witness bullying, discrimination, or harassment, you are encouraged to immediately contact any person of the CELLS local organizing committee at the conference/workshop site.

CELLS will investigate all incidents reported. This may include speaking with the reporting individual and/or alleged victim, and/or (provided their consent) speaking to potential witnesses and the alleged offender. CELLS may seek other legal or professional advice prior to any follow-up action. Sanctions may range from verbal warning, ejection from the meeting without refund, to notifying appropriate authorities. In the case of CELLS staff, the corresponding internal protocol will be applied.

This code of conduct is an extension of the CELLS code of conduct approved by the Rector Council in 2019 (CR38, 20/12/2019).

5. Monitoring and Evaluation of the Policy

Monitoring and evaluation will be done by RMCI.

RMCI=CELLS representatives in the Gender Equality Follow Up Committee, as long as there is no Gender Equality Officer.