



IBBE PAS Gender Equality Plan

Update to the Gender Equality Plan for 2026–2027

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The 2022 Gender Equality Plan of the Nalecz Institute of Biocybernetics and Biomedical Engineering of the Polish Academy of Sciences (IBBE PAS) is part of a long-term institutional policy on equal treatment, transparency in personnel processes, and the promotion of diversity in the scientific community.

The March 2026 update is operational in nature and strengthens the monitoring system and accountability for the implementation of the adopted goals.

1. Status of the document and compliance with Horizon Europe requirements

1.1. Nature of the document

The IBBE PAS Gender Equality Plan (GEP) is a document of indefinite duration, constituting an element of the human resources management system and the implementation of the HR Excellence in Research principles.

This document constitutes an update to the Gender Equality Plan in effect since December 21, 2022 (Order No. 35/2022 of the Director of IBBE PAS), carried out in 2026 for the purpose of:

- align the provisions with the current organizational situation,
- strengthen monitoring mechanisms,
- clarify responsibilities and performance indicators.

The update does not alter the fundamental principles of the Plan but is of an organizational and operational nature.

The Plan is subject to periodic review at least every 3 years.

1.2. Compliance with European Commission Requirements

The Plan was developed in accordance with the European Commission's requirements set out in the Horizon Europe program, which constitute a condition for the eligibility of public entities applying for funding under this program.

The document meets the four minimum criteria set by the European Commission:

A. Public document

The GEP is formally approved by the Director of the Institute and made publicly available on the IBIB PAN website (in Polish and English).

B. Dedicated resources

The Institute provides the human and organizational resources necessary to implement the Plan, in particular by:

- appointing a Committee for the development and monitoring of the implementation of the Gender Equality Plan (GEP),
- appointing an Equality Coordinator,
- involving staff from the Personnel Office (Human Resources Department),
- supervision by the Institute's Management.

C. Data Collection and Monitoring

The Institute conducts systematic monitoring of:

- the gender composition of the workforce,
- the structure of management positions,
- recruitment and promotion processes,
- participation in research projects,
- the results of surveys on equal treatment.

The data is analysed on a two-year cycle.

D. Training and Awareness-Raising

The Institute carries out educational activities including:

- training on equal treatment and anti-discrimination,
- information campaigns on procedures for reporting violations,
- seminars on incorporating a gender perspective into scientific research.

1.3. Link to European and institutional policies

The plan is consistent with:

- the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers,
- the HR Excellence in Research Strategy (HRS4R),
- national laws on equal treatment,
- the internal regulations of IBIB PAN.

The plan focuses on gender equality as a key area of action, while respecting the principles of equal treatment regardless of age, disability, nationality, ethnic origin, religion, sexual orientation, or other characteristics protected by law.

The Institute promotes an organizational culture based on respect and diversity.

This document is part of the Institute's quality management system and human resources policy.

2. Evaluation of the Implementation of the Gender Equality Plan for 2022–2025

2.1. Context of Implementation

The IBBE PAS Gender Equality Plan was developed in 2022 as an open-ended document that forms part of the human resources management system and the implementation of the HR Excellence in Research principles.

To prepare and implement it, the Director of the Institute established, by order, a Working Group for the development and monitoring of the Gender Equality Plan (GEP) (Order No. 12/2022 of the Director of IBBE PAS), and subsequently updated its composition and tasks (Order No. 27/2022 of the Director of IBBE PAS).

The Group's tasks included, in particular:

- conducting a quantitative analysis of the employment of women and men,
- identifying potential barriers to gender equality,
- developing systemic solutions,
- monitoring the implementation of the adopted measures.

2.2. Actions Implemented

During the period under review:

- a Commission was established to develop and monitor the implementation of the Gender Equality Plan (GEP),
- a person was appointed to serve as the Equality Coordinator, although this was not formalized in an Order of the Director of IBBE PAS.
- the principle of open and transparent recruitment procedures was maintained,

- an analysis of the employment structure was conducted with regard to the proportion of women and men,
- Employees were given the opportunity to participate in training sessions and webinars on equal treatment,
- a procedure for reporting legal violations and protecting whistle-blowers was implemented, ensuring a formal and secure channel for reporting irregularities (Order No. 8/2025 of the Director of IBBE PAS).

The introduction of the whistle-blower protection procedure strengthened the system for preventing violations, including potential cases of discrimination or unequal treatment.

2.3. Organizational Conditions

During the period covered by the review, the Institute underwent organizational and personnel changes that affected the operational pace of implementing some of the activities outlined in the Plan.

In particular:

- the Working Group's activity was curtailed in the final period,
- the role of Equality Coordinator was informal and was not maintained after November 2025,
- training activities were primarily individual in nature (employee participation in external training sessions and webinars).

These experiences point to the need to strengthen the formal structures responsible for implementing and monitoring the Plan.

2.4. Assessment of the State of Equality at the Institute

Based on available data and an analysis of the Institute's operations in 2022–2025, it is concluded that:

- a balanced employment structure between women and men has been maintained,
- no formal barriers were identified in recruitment and promotion processes,
- no systemic cases of discrimination were reported,
- a formal channel for reporting violations has been established through a whistle-blower protection procedure.

At the same time, areas requiring further development were identified, particularly in the following areas:

- systematic monitoring of equality indicators,
- the organization of regular training activities,
- formally establishing the roles responsible for implementing the GEP.

2.5. Conclusions from the review

The review of the Plan's implementation for 2022–2025 confirmed the validity of the adopted assumptions and the need to continue their implementation in a more systematic and organizationally stable manner.

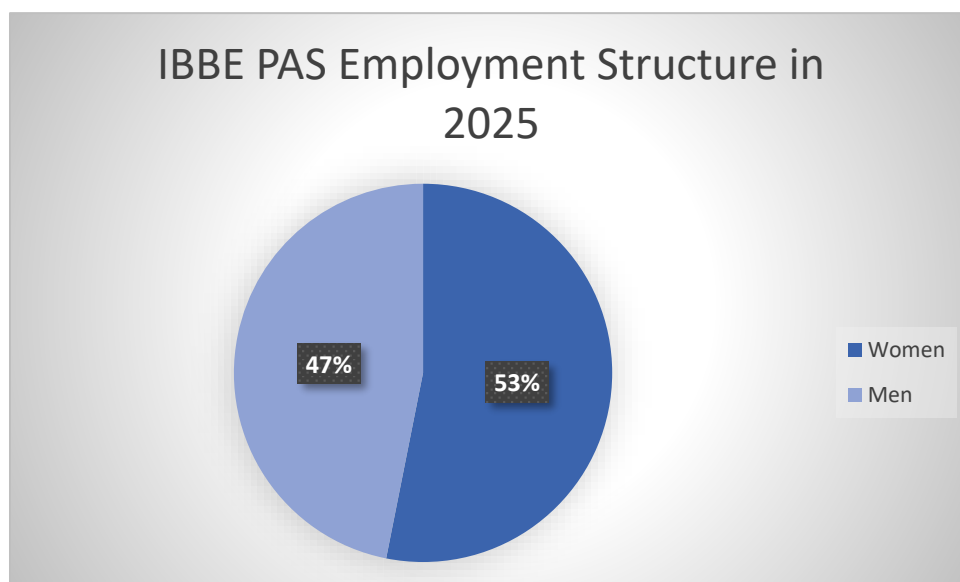
The update of the Plan in 2026 aims to:

1. Clarify institutional responsibilities,
2. Introduce a regular data monitoring system,
3. Strengthen information and training activities,
4. Ensuring the continuity of the implementation of the equality policy.

3. Current Assessment of the Situation

3.1. Employment structure by gender

In 2025, the Nalecz Institute of Biocybernetics and Biomedical Engineering of the Polish Academy of Sciences employed 126 staff members, including 66 women and 60 men.



The overall structure maintains gender balance, with a slight predominance of women in the total number of employees.

3.2. Management structure

An analysis of managerial positions at the Institute shows the following breakdown:

Position	Women	Men
Management	1	4
Heads of research institutions	2	2
Administrative and technical department heads	1	2

It follows that women account for 20% of top-level management, the proportion of women and men in the leadership of research institutions is equal, while in administration and finance there is still a slight predominance of men, consistent with the existing structure.

3.3. Procedures for Reporting Violations and Incidents of Discrimination

In 2025, a procedure for reporting legal violations and protecting whistle-blowers was in place (Director's Order No. 4/2025 of April 24, 2025). During the period covered by the review, no reports were filed under this procedure.

The absence of reports indicates the absence of systemic discrimination issues, while the formal reporting mechanism remains in place. At the same time, the Institute considers it important to further disseminate information about the existing mechanisms for reporting violations in order to ensure full awareness among employees in this regard.

3.4. Conclusions from the assessment

1. **Gender balance** – the Institute has maintained an overall gender balance in its workforce.
2. **Management structure** – the representation of women in management requires monitoring and, where necessary, support for promotions, particularly in administrative areas.
3. **Reporting procedures** – a formal mechanism exists and is operational; however, its visibility and communication should be strengthened so that all employees know whom to contact if necessary.
4. **Basis for updating the Plan** – these data provide a solid foundation for updating the Gender Equality Plan for 2026–2027, enabling the introduction of specific measures to monitor and support gender equality, including:
 - formally establishing the role of the Equality Coordinator,
 - regular reporting on gender equality indicators,
 - systematic training on equality and inclusivity,
 - communication of procedures for reporting violations.

4. Update of the Gender Equality Plan 2026–2027

4.1. Objectives of the Update

The update of the IBBE PAS Gender Equality Plan for 2026–2027 aims to:

1. Clarify the structure of responsibility and institutional framework,
2. Strengthen the monitoring of gender equality indicators,
3. Ensure the regularity of training and informational activities,
4. Maintain and promote a culture of equality throughout the Institute.

The update does not change the fundamental assumptions of the Plan, but introduces operational measures and measurable indicators for the 2026–2027 period.

4.2. Structures of Responsibility

To ensure the continuity of the Plan’s implementation:

- the role of **Equality Coordinator** is established with formal support from the Directorate,
- **the Commission for the Development and Monitoring of the Implementation of the Gender Equality Plan (hereinafter the GEP Commission)** is activated, responsible for:
 - monitoring equality indicators,
 - organizing training sessions and seminars,
 - providing ongoing guidance on equal treatment,
 - reporting to the Management on progress and recommendations for systemic actions.

The Institute provides the necessary organizational and time resources for the implementation of GEP activities, including incorporating tasks related to the implementation of the Plan into the job responsibilities of the Coordinator and members of the GEP Committee.

The Institute’s Management declares its active support for the implementation of the Plan and the integration of gender equality principles into strategic and organizational decisions.

Formal authorization guarantees the stability of the Plan’s implementation during the update period.

4.3. Operational Activities

Based on the assessment at the end of 2025 and the experiences of 2022–2025, the following areas of action have been identified:

4.3.1. Gender equality in recruitment and promotion

- maintaining the principles of transparent and open recruitment,
- monitoring the representation of women and men in promotions and leadership positions,
- using inclusive language in internal documents and announcements.

4.3.2. Gender balance in the management structure

- monitoring and supporting the promotion of women in areas where they are underrepresented,
- ensuring gender balance in decision-making bodies and in research projects (particularly those funded under the Own Research Fund),
- Regular review of the management structure, with reporting to senior management.

4.3.3. Work-life balance

- supporting flexible work arrangements, including adjusting work hours or work modes to employees' individual needs,
- conducting individual feedback discussions with employees returning after extended absences to identify their needs and any potential barriers to returning to work,
- monitoring the situation of employees after returning from leave related to caring for children or dependents, particularly regarding continued employment and professional development,

4.3.4. Education on gender dimensions in scientific research

- organizing seminars and training sessions for employees and doctoral students on incorporating gender aspects into research,
- promoting awareness of the impact of gender on the quality and effectiveness of research projects.
- cooperation with the Department of External Scientific and Research Projects in disseminating information on requirements regarding the integration of the gender dimension in projects funded by national and international sources, including the Horizon Europe program.

4.3.5. Measures against violence and harassment

- disseminating procedures for reporting violations and protecting whistle-blowers,
- developing mechanisms to inform employees about options for reporting incidents,
- ongoing monitoring of compliance with non-discrimination principles.

4.4. Implementation indicators

The following indicators are established to monitor the implementation of the Plan in 2026–2027:

- the proportion of women and men in the workforce, including in research and management positions,
- the number of training sessions and seminars on equality, diversity, and the integration of gender perspectives in research,
- the number of employees informed about procedures for reporting violations,
- the number of reports and responses under the whistle-blower protection procedure.

The GEP Committee prepares a report on the implementation of the Plan at least once every two years. The report is submitted to the Institute's Management and may serve as a basis for updating operational activities, implementing recommendations, and modifying indicators in subsequent review periods.

4.5. Schedule and Responsibilities

Action	Method of implementation / indicator	Responsibility	Deadline
Appointment and formal authorization of the Equality Coordinator	Issuance of a Director's directive defining the scope of duties and reporting procedures	Director	Q1 2026
Monitoring of the employment structure	Preparation of a report broken down by gender	GEP Committee	every 2 years
Implementation of training and informational activities	At least one training or informational activity during the 2026–2027 period	GEP Committee	2026–2027
Promotion of procedures for reporting violations	internal communication (e.g., email, informational meetings)	Equality Coordinator	Q4 2026
Monitoring gender balance in research projects	analysis of women's and men's participation in project management	Project Department	every 2 years

4.6. Summary

Update of the Gender Equality Plan for 2026–2027:

- maintains the core principles of the original 2022 Gender Equality Plan,
- strengthens the institutional framework,
- introduces systematic monitoring and indicators,
- ensures measures to support gender balance and combat discrimination.

This document constitutes a coherent continuation of the IBIB PAN's equality policy and prepares the Institute for continued compliance with the requirements of the Horizon Europe program.

5. Translation disclaimer

The Polish language version of the Gender Equality Plan is binding and shall prevail over any versions of the Gender Equality Plan prepared in other languages.

This document has been automatically translated from the Polish language version.