

Gender Equality Plan 2024-2027

Gender equality and diversity in science, academia and research are prerequisites for innovation and future viability in Germany as well as decisive quality features and competitive factors in the science system ¹.

¹ <u>https://www.bmbf.de/bmbf/de/forschung/gleichstellung-und-vielfalt-im-wissenschaftssystem/gleichstellung-vielfalt-wissenschaftssystem_node.html</u> (only available in German language)

Contents

Pr	eamble
1.	Basics
	1.1. Legal Basis
	1.2. Cascade model
2.	Review of the personnel structure
	2.1. Employees by function and qualification
	2.2. Employees by type of financing
	2.3. Employees by fixed-term status
	2.4. Employees by employment share
	2.5. Employees in vocational and academic training9
	2.6. New hires
	2.7. Personnel development forecast 10
3.	Fields of action, target formulations and measures11
	3.1. Gender ratio of scientific employees
	3.2. Compatibility of family and work
	3.3. Composition of committees and governing bodies
	3.4. Visibility of women's professional successes14
	3.5. Promoting diversity
	3.6. Sensitising employees to discrimination and sexual harassment 15
4.	Appointment, tasks and competences of the Equal Opportunities Officer
5.	Reporting obligation and updating of the equality concept

Preamble

ATB is committed to equal opportunities and diversity and promotes the careers and participation in scientific life and institute activities of employees of all genders and backgrounds to the same extent.

ATB takes into account the DFG's "Research-Oriented Equity and Diversity Standards" and the "Leibniz Equality Standards".

ATB is committed to an institutional culture that values the professional, family and social responsibilities of all employees and promotes the compatibility of family and work.

This ATB Gender Equality Plan describes objectives and measures for the period 2024-2027 to realise equal opportunities for men and women in accordance with the implementation agreement to the Joint Science Conference (GWK) agreement on equality between women and men in joint research funding (AVGlei).

1. Basics

1.1. Legal Basis

The equality plan is based on the Federal Equal Opportunities Act (BGleiG), the State Equal Opportunities Act of Brandenburg (LGG) and the General Equal Treatment Act (AGG).

1.2. Cascade model

The Leibniz Gender Equality Standards' targets for the proportion of female scientists are based on the cascade model adopted by the GWK in 2011: at each level of the scientific career, the proportion of women should be equal to that already existing at the level below. The current proportion of women in a particular remuneration group within ATB is taken as the starting point for setting a flexible target quota for the next higher group if the proportion of women in this group is lower than in the group below. This is based on the organisation's internal personnel figures.

2. Review of the personnel structure

The basis for the formulation of objectives and measures is an evaluation of the development of the personnel structure at ATB over the past four years 2020-2023 since the previous equality plan 2016-2019 was drawn up. The inventory of the personnel structure is carried out in accordance with Section 13 of the Federal Equal Opportunities Act (BgleiG) and Section 6 (2) of the Brandenburg State Equal Opportunities Act (LGG). For the period 2020 to 2023, it contains gender-specific information on the number of employees in various pay groups, presented according to the criteria 1) function and qualification, 2) type of funding, 3) employment share (full-time or part-time employment), 4) fixed-term status, 5) training and 6) new hires.

The assessment is based on Section 3 (10) BGleiG, which states: "Women or men are underrepresented if their respective share of the employee structure in the respective areas is below 50 %."

2.1. Employees by function and qualification

Human Resources at ATB are divided into scientific and science supporting staff. Scientists work at ATB as doctoral researchers, postdocs, established scientists and scientists without the intention of gaining qualifications. Science supporting staff include administrative and technical assistants, clerks, skilled workers, test technicians and test engineers, project coordinators, officers and managers. Managers are assigned to three hierarchical levels: 1 head of institute, 2 head of department including head of independent junior research groups, 3 head of working group.

The **number of employees** at ATB has increased significantly in the last 4 years (Table 1). ATB has developed into an international institute. In 2023, foreign employees from 27 countries accounted for 44% of scientific employees. The proportion of women and men in the total workforce has changed only marginally in recent years and is almost balanced.

The proportion of women among **scientists** has remained unchanged at 41%. Due to the appointment of women to the scientific directorate and two heads of department, the percentage of women in scientific management positions has risen considerably to 71%. This means that men are underrepresented at management levels 1 and 2. The majority of the heads of the new scientific working groups formed during the period under review are men, meaning that the proportion of women has decreased since 2021. Since 2022, the ATB's research work has been assigned to five programme areas, each of which is represented by two spokespersons. 50% of the positions are held by women. There is a slight underrepresentation of women among postdoctoral researchers. The proportion of female doctoral researchers declined until 2022 (25%) and rose again to 33% in 2023. Among international doctoral researchers (78% of all doctoral researchers), the proportion of women was particularly low in 2022 at 20% (Table 1).

ATB in figures	2020	2021	2022	2023#
Employees	217	215	237	244
Proportion of female employees	47 %	47 %	49 %	49 %
Proportion of scientific staff to total staff	51%	49 %	49 %	50 %
Proportion of women				
among scientists	41%	41%	42 %	41%
in scientific management positions (level 1 and 2)	43 %	57 %	62 %	71%
among scientific group leaders (level 3)	47 %	48 %	43 %	38 %
among doctoral researchers	37 %	35 %	25 %	33 %
among postdocs	44 %	38 %	47 %	45 %

Table 1: Number of employees at ATB in comparison of the years 2020 to 2023 with special consideration of the proportion of women in the employee structure

[#] Data as at the reporting date 30/06/2023;

2.2. Employees by type of financing

ATB receives 50% of its basic funding from the federal government and 50% from the state of Brandenburg. In addition, third-party funding for temporary research projects totalling approximately 35% of total funding is received. The financing concept is reflected in the way employees are financed.

In 2023, 30% of all employees at ATB were **third-party funded** via acquired research projects following a significant increase in employment relationships via third-party funding since 2021, which is mainly due to the recruitment of scientists in pay group (PG) 13 (Fig. 1A, B). The number of third-party funded employees also increased in PG 9-12 due to the project-specific employment of experimental technicians, engineers and other science supporting staff (Fig. 1A). The underrepresentation of women among externally funded employees in the scientific field in PG 13

(mainly doctoral researchers and postdocs) is striking. However, the proportion of women has risen from 35% in 2020 to 43% in 2023 (Fig. 1B).

Among the relatively few **institutionally funded** scientists in PG 13, the proportion of women was only 29% in 2023. Women are underrepresented among institutionally funded scientists in PG 14 (mainly heads of working groups) at 37%, but overrepresented at management levels 1 and 2 (PG \geq 15) at 71%. For institutionally funded science supporting staff in PG 2-12, the ratio of women to men was largely balanced and unchanged in the period 2020-2023.





Figure 1: Gender-specific information on the development of the number of employees in the years 2020 to 2023, broken down by budget and third-party funded positions in a comparison of pay groups 2-8, 9-12 and \geq 13 (A) or broken down in detail for scientists 12&13 (12 only in a few exceptional cases for doctoral researchers), 14 and \geq 15 (B). Reference date years 2020-2022: 31.12.; reference date 2023: 30.06.

2.3. Employees by fixed-term status

The majority of employees financed by third-party funding are on **fixed-term contracts**. As some of the institutionally funded employees were also on fixed-term contracts, more than half (54 %) of all employees at ATB were on fixed-term contracts in 2023, the largest proportion of which were employees in pay groups \geq 13 (mainly scientists). Here, around $\frac{3}{4}$ were employed on fixed-term contracts, in contrast to pay groups 2-12 (mainly science supporting staff) with a share of around $\frac{3}{4}$ of fixed-term contracts (Fig. 2A).

In line with the number of employees by type of funding, the number of fixed-term employees increased significantly from 2020 to 2023, particularly in the pay groups $PG \ge 13$ (especially scientists), with an underrepresentation of women. (Fig. 2A, B). Due to the appointment of women to several management positions since 2020, only women were employed in $PG \ge 15$ from 2020 to 2023 on a fixed-term basis, for whose employment a permanent contract is planned at a later date (Fig. 2B).

Women were significantly underrepresented among **permanent** scientists in PG 14. Among permanent science supporting staff in pay groups 2-12, the ratio of women to men was largely balanced and unchanged in the period 2020-2023 (Fig. 2A).





Figure 2: Gender-specific information on the development of the number of employees in the years 2020 to 2023, broken down by contract type (fixed-term status) in a comparison of pay groups 5-8, 9-12 and \geq 13 (A) or broken down in detail for scientific fields 12&13 (12 only in a few exceptional cases for doctoral researchers), 14 and \geq 15 (B). Reference date years 2020-2022: 31.12.; reference date 2023: 30.06.

2.4. Employees by employment share

ATB employees work **part-time** for various reasons. A reduction in working hours is possible for all employees in order to fulfil family obligations or other tasks in different phases of life alongside their career. There is a special situation for doctoral researchers. Until now, they have usually worked part-time on research projects and also on their doctoral thesis. Since 2021, ATB has been employing doctoral researchers full-time wherever possible, provided that project funding allows. In total, 36% of all employees at ATB worked part-time in 2023.

In PGC \geq 13 (mainly scientists), the number of **full-time** employees increased sharply between 2020 and 2023, while the number of part-time employees decreased. This change is mainly due to the development in the number of employees of scientists in PG 13 (doctoral researchers and postdocs), among whom a larger number were employed full-time than part-time for the first time in 2023. Among scientists in PG 14 (group leaders), the number of part-time employees increased slightly from 2020 to 2023 (Fig. 3A, B).

The **proportion of women** in full-time and part-time employment varies greatly between the pay groups. In PG 2-12 (science supporting staff), the proportion of women among part-time employees was particularly high in 2023 at 81% and hardly changed between 2020 and 2023. This proportion roughly corresponds to the national average in Germany, with 76% of part-time employees being women (2022) (Federal Statistical Office). One of the main reasons for this, in addition to work, is care work such as looking after children or relatives in need of care. An employee survey conducted in 2022 as part of the berufundfamilie audit revealed that women also predominantly take on caring responsibilities at home at ATB.

The underrepresentation of women in PG 13-14 (mainly scientists) is mainly reflected among fulltime employees, whereas the proportion of women and men among part-time employees was almost equal. Of the heads of department (EG \ge 15), one man and one woman were employed parttime from 2020-2023.





Figure 3: Gender-specific information on the development of the number of employees in the years 2020 to 2023, broken down by full-time and part-time employment in a comparison of pay groups 2-8, 9-12 and \geq 13 (A) or broken down in detail for scientific fields 12&13 (12 only in a few exceptional cases for doctoral researchers), 14 and \geq 15 (B). Reference date years 2020-2022: 31.12.; reference date 2023: 30.06.

2.5. Employees in vocational and academic training

ATB currently offers apprenticeships in four professions: Office management assistant, industrial mechanic, IT specialist for system integration and agricultural service specialist. Around 1/3 of trainees between 2020 and 2023 were women. Master and Bachelor students are working on their theses at ATB. The gender ratio of students was balanced between 2020 and 2023. As shown in Table 1 above, women were strongly underrepresented among doctoral researchers from 2020 to 2023, whereas postdocs working on their habilitation were predominantly female (5 out of 6 in 2023) (Fig. 4).



Figure 4: Gender-specific data on the development of the number of employees in the years 2020 to 2023, broken down by vocational training and academic qualification (studies - Bachelor's, Master's, Diplom; doctoral thesis; habilitation; projects in progress as of the reporting date (2020-2022: 31 December; 2023: 30 June).

2.6. New hires

The number of new positions to be filled at ATB has increased significantly from 17 positions (2020) to 95 positions (2022) and 29 positions in 2023 (until 30 June), of which around 65% were advertised for scientists. In the period 2020-2022, the new positions were filled by women at a slightly higher average proportion (41%) than the average proportion of women in applications over the three years (36%).

On average, 33% of the positions in pay groups \geq PG 13 (mostly scientists) were filled by women in the years 2020-2023, with a similar proportion of female applicants averaging 35% (Fig. 5). Applications from gender diverse people have also been recorded since 2021. Figure 5 does not include the total of 17 applications from gender diverse people (2021-30 June 2023) without subsequent appointments.

Of the seven new scientific group heads appointed in the period from 2020 to 30 June 2023, three were women. Three out of five positions for heads of science-supporting departments or group were filled by women.

Since 2020, ATB has filled two heads of department with women in joint appointments with the University of Potsdam. Since 2021, the 'Microbiome Biotechnology' Department has been headed by Prof. Dr. Gabriele Berg, and since 2022, the 'Data Science in Bioeconomy' Department has been headed by Prof. Dr. Marina Marie-Claire Höhne.

The Executive Board of ATB is 100% female. Prof. Dr. Barbara Sturm has been Scientific Director since 2020 in a joint appointment with HU Berlin, while Alice Hohn has been Administrative Director since 2023.



*Figure 5: Number and gender-specific number of applications and appointments to new positions in the years 2020 to 2023, broken down by pay group (*2023 to 30 June)*

2.7. Personnel development forecast

Looking at the **age structure** and **contract type** of employees is fundamental to forecasting staff development. The current **age structure** shows that just over half (54%) of ATB employees are aged 20-40. The workforce has become considerably younger compared to the last reporting year 2019, when the proportion of employees aged between 20-40 was 45%. In 2023, 54% of employees belonged to this age group. The proportion of employees on fixed-term contracts decreases with age. Women are slightly underrepresented in all age groups with the exception of the 51-60 age group (Fig. 6).

19 **permanent** employees in the age group > 60 will retire in the next six years, including one scientific head of department and five senior scientists (including three WG heads). The reappointment and future professional orientation are discussed on a case-by-case basis. There is an opportunity to increase the proportion of women in the event of reappointment.

The majority of **temporary** employees are scientists in the qualification phase and/or working on third-party funded projects. The number of temporary test technicians and test engineers is also increasing.

Staff turnover is particularly high among third-party funded scientists. ATB supports postdocs in particular to orientate themselves as early as possible with regard to possible professional development in science, especially outside ATB and outside the science system. In accordance with the WissZeitVG (Academic Fixed-Term Contract Act), long-term fixed-term employment is not envisaged for doctoral researchers and postdocs. However, ATB endeavours to retain outstanding scientists and competent, experienced science supporting staff for the long term, i.e. to make them permanent. There is therefore scope for constant personnel and subject-related changes in the working groups, some of which are led by postdocs, with regard to increasing the proportion of women and new research content.

At management level 2, a new joint appointment for a W2 professorship 'Systems Science in Bioeconomy' is currently being planned with the University of Osnabrück.



Figure 6: Gender-specific information on the current age structure (30 June 2023) according to contract type as the basis for a base-financed personnel forecast.

3. Fields of action, target formulations and measures

The evaluation of the 2020-2023 personnel structure shows that ATB has achieved a key goal from the previous equality plan to increase the proportion of women among scientific employees at management level 2.

The goal of maintaining the proportion of women among scientific employees at management level 3 at 48% in 2019, which was already close to the ATB's target of 50%, was not achieved.

For the coming years, ATB has identified a need for action in the following areas (4.1 -4.4).

3.1. Gender ratio of scientific employees

Women are underrepresented among scientific employees below management level 2, in particular group leaders (level 3) and doctoral researchers. From 2021 to 2023, the proportion of women among academic group leaders fell continuously to 38%, and among doctoral researchers to 25% by 2022, rising again to 33% in 2023.

Goals

The underrepresentation of women among doctoral researchers is to be reduced. The proportion of women in management positions at middle level 3 (scientific WG heads) is also to be increased. ATB has set target quotas of 50% for all scientists below management level 2 in the 2025 programme budget.

Measures

The measures for the career development of doctoral researchers and postdocs are set out in the "Strategy for Career Development at ATB" (2024).

ATB is consolidating and expanding previously implemented measures in personnel recruitment and career development in order to increase the proportion of women among doctoral researchers, postdocs and WG heads:

- The Equal Opportunities Officer is involved at an early stage in the recruitment of employees.
- Potential female applicants are to be targeted in the recruitment process for doctoral researchers and research group leaders. Platforms and networks will be utilised even more in future for this purpose.
- Job advertisements are formulated in a gender-neutral way. In the case of job
 advertisements for employee groups in which women or men are underrepresented, a note
 is added that encourages applicants of the underrepresented gender to apply. The most
 important measures for family-friendly working conditions (e.g. mobile working and flexible
 working hours) are mentioned if they are valid for the respective area of work.
- In selection and appointment committees, women and men are represented by at least one person, regardless of whether the Equal Opportunities Officer or her deputy takes part in the interviews.
- Attention is paid to a balanced ratio of men and women invited to interviews, as far as the applicant situation allows.
- Family responsibilities are taken into account when assessing CVs and performance, particularly when filling positions and approving flexible funding for the employment of doctoral researchers and postdocs.
- Employees with management responsibility are trained in gender equality and unconscious gender bias.
- The career development of early career researcher/scientists is supported by qualification measures, e.g. participation in university teaching qualification programmes, Leibniz leadership programmes and mentoring programmes (e.g. "Leibniz Mentoring" programme for women).
- Postdoctoral researchers are supported in their professional development by being offered more responsibility in the form of heads of working groups or programme area spokespersons.
- ATB offers the heads of working groups regular training courses, e.g. on employee management, staff appraisals or time management.

• The annual programme budget includes an inventory of the employee structure, personnel forecasts and the definition of flexible target quotas.

3.2. Compatibility of family and work

Equality requires that both women and men are able to reconcile their (academic) careers with professional, family and social responsibilities at different stages of their lives.

ATB promotes the compatibility of family and work for its employees. According to the understanding at ATB, family exists wherever responsibility (education and/or care) is borne in particular for partners, children, parents and other relatives. Since 2010, ATB has been certified as part of the "workandfamily" audit by berufundfamilie Service GmbH, which emerged from an initiative of the non-profit Hertie Foundation. It is a strategic management tool that companies and institutions use to organise their personnel policy in a family and life-phase-conscious manner. A working group, of which the Equal Opportunities Officer is a member, was established at ATB in 2013 to implement the programme. A family- and life-phase-conscious HR policy was further consolidated in the past auditing period 'Dialogue'. In March 2023, the certificate was reconfirmed with the start of the re-audit 'Dialogue procedure'.

Goals

ATB is consolidating and further developing an institutional culture and policy that recognises and values the social importance of family-related tasks. The organisation of work should continue to be designed in such a way that the needs of women and men with family and social responsibilities in different phases of life are given equal consideration.

The situation of employees with caring responsibilities should be continuously improved. The unequal distribution of unpaid care work between men and women should be reduced.

Measures

- ATB is continuing its participation in the "workandfamily" audit. The project group set up for this purpose remains in place.
- Managers are sensitised to the issue of compatibility of family and work by the Executive Board, particularly when they join ATB.
- ATB enables flexible and individual work organisation through flexible working hours, parttime work and mobile working.
- Important meetings take place during core working hours.
- There are reliable regulations for processes relating to family-related leave (parental leave, carer's leave), including the switch to part-time employment or securing a return to work.
- Health promotion, e.g. massage services, support in establishing self-organised sports groups, health days, will be continued.
- Offers for families, e.g. the opportunity to bring children to work, children's days to familiarise employees' children with their parents' workplace, regular lectures on caring for relatives, will be continued.
- In order to support the equal fulfilment of care work, ATB encourages male employees to take advantage of the legally possible working time arrangements for different phases of life, family leave or part-time work.

3.3. Composition of committees and governing bodies

The General Assembly appoints up to ten renowned personalities from science and industry to the Scientific Advisory Board to advise ATB on important scientific matters. Currently, three of the nine active members of the Scientific Advisory Board are women. The Executive Board of ATB consists of the Scientific Director and the Administrative Director. Both members of the Board are currently women. There are currently four women and five men on the Works Council of ATB.

Goals

ATB strives for equal representation on the Scientific Advisory Board. At least one member of the Executive Board should continue to be a woman. ATB strives for an almost equal representation on the Works Council.

Measures

- When requesting new members of the Scientific Advisory Board, women are increasingly considered on the condition that they are available in the respective disciplines. In doing so, ATB takes into account that women should not be overburdened by being disproportionately represented on boards / committees if they are less available.
- When drawing up the list of candidates for the works council elections, attention will continue to be paid to an approximate balance between women and men, taking into account the gender ratio of the ATB workforce.

3.4. Visibility of women's professional successes

The visibility of women's scientific and other professional achievements helps to ensure that their work is properly recognised and to inspire young women to plan and pursue their own career paths.

Goals

ATB aims to increase the visibility of successful women in science and outside the science system. The exchange is intended to give employees ideas for planning their own career paths.

Measures

- The successes of women at ATB are communicated internally and externally via various media channels such as the website and social media platforms in order to publicise them to both the general public and ATB employees.
- To mark International Women's Day on 8 March, the Equal Opportunities Officers invite a successful female scientist or woman with an interesting career path outside of science to an annual colloquium for ATB employees.

3.5. Promoting diversity

ATB recognises and values the diversity of its employees regardless of age, ethnic origin and nationality, gender, physical and mental abilities, religion, sexual orientation and social background. With their different experiences and biographies, they enrich the scientific community and the productive climate at the institute.

ATB has developed into an international institute (section 2.1). Despite the high proportion of international employees among the scientific staff (44%), international employees are only represented in a small proportion of scientific management positions (10% of group leaders, management level 3).

Goals

ATB promotes diversity and inclusion in all its aspects, as set out in the Leibniz Association's statutes. ATB creates and maintains a respectful working environment for all employees. The proportion of international employees among scientific employees (management level 3) is to be increased.

Measures

- ATB offers cross-institute events to encourage employees to get to know each other and exchange experiences, such as health and culture days and active lunch breaks, and supports self-organised sports groups.
- ATB promotes the language skills of employees by co-financing language courses and a conversation programme with regular language get-togethers.
- A quiet room is available to all employees, which can be used flexibly (e.g. power nap, prayer, breastfeeding)
- There will be a toilet for all genders.
- ATB signs the Diversity Charter (Charta der Vielfalt e.V., Berlin).
- When recruiting research group leaders, ATB is increasingly focussing on recruiting international specialists.
- The Internal Advisory Board, which acts as an advisory body to the Executive Board, and the monthly meeting between the heads of department and the Executive Board are held in English.

3.6. Sensitising employees to discrimination and sexual harassment

ATB does not tolerate discrimination on the basis of ethnic origin, gender, religion or belief, disability, age or sexual identity. ATB also does not tolerate sexual harassment.

Goals

ATB endeavours to sensitise all employees to the issue of discrimination. Preventive measures to recognise and prevent sexual harassment are to be developed and implemented.

Measures

- The contact persons and complaints offices of the ATB and the Leibniz Association for counselling in cases of discrimination will continue to be communicated to the workforce.
- A guideline and suitable measures for dealing with sexual harassment will be developed.
- The Equal Opportunities Officers draw up a recommendation on gender-sensitive language at the institute.

4. Appointment, tasks and competences of the Equal Opportunities Officer

All tasks, rights and duties of the Equal Opportunities Officer and her deputy are regulated by federal (Article 2, Section 25 BGleiG) and state legislation (Section 22 LGG Brandenburg) and the AV-Glei (Annex, Section 15). The duties of the Equal Opportunities Officer include in particular

- Supporting the department/institution in the implementation of and compliance with the Legislation
- Active participation in all personnel, organisational and social matters of the

The department's decisions that have an impact on equality between women and men (including recruitment, promotions, groupings, transfers, assignments to higher-ranking jobs, training and personnel development measures, appointments to boards / committees).

• Analysing the employee structure, drawing up the equality plan

One of the ways in which the Equal Opportunities Officer ensures that all tasks are carried out is by exchanging information with the Executive Board at regular institutionalised meetings and attending meetings of the Internal Advisory Board, which acts as an advisory body to the Executive Board. She has the right to vote in the Internal Advisory Board and has the right to veto decisions that affect gender equality issues. In addition, the Equal Opportunities Officer is a voting member of the committee for decisions on applications for flexible funding for the ATB's Career Development programme.

Further training on equal opportunities and diversity management and participation in Leibniz Association network meetings are funded by the Executive Board.

ATB supports the work of the equal opportunities officers by granting them 20 % time off.

5. Reporting obligation and updating of the equality concept

ATB updates the equality plan after 4 years. After 2 years, the Executive Board reflects on the measures with the involvement of the Equal Opportunities Officer and adjusts them if necessary.

Since 2020, the Equal Opportunities Officer has attended the ATB's General Assembly, which takes place every six months, as a guest and reports regularly.

In addition, information on the structural and personnel-related Leibniz equality standards, i.e. an inventory of the employee structure, personnel forecasts and the definition of flexible target quotas, are part of the annual programme budget and an annual data query by the Leibniz Association on the Joint Initiative for Research and Innovation.

The equality plan is published on the ATB website.

Equal Opportunities Officer: Dr. Ulrike Praeger

Deputy Equal Opportunities Officer: Rieke Naase

This Gender Equality Plan was adopted by the Executive Board on June 24, 2024. It replaces the previous equality plan dated 3 September 2020 and comes into force retroactively on 1 January 2024.

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Scientific Director

Administrative Director

Prike Prager

Equal Opportunities Officer