



Gender equality plan 2022-2024

27 JUNE 2022

CITY OF MODENA

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STATUTE OF THE CITY OF MODENA

ARTICLE 3, PARAGRAPH 8

The City, according to the principles of Article 51 of the Italian Constitution and with the procedures provided for by Article 2, paragraph 5, of Italian law 10.4.1991, No. 125, shall adopt positive action plans aimed at ensuring the removal of obstacles which prevent the full realisation of equal opportunities in work and in employment between men and women. To this end, it pursues the equal presence of men and women, in any case not less than one third of each sex, in the City Executive Assembly and, generally, in City collegial organisation, in bodies, companies and institutions under its authority. It establishes the Institution's Equal Opportunities Committee. It organises urban life times and modalities to meet the needs of citizens, families and workers of both genders.

INTRODUCTION

The Gender Equality Plan (GEP) is a policy document containing, in line with the definition of European Commission, a set of actions with a unique strategic vision, in order to:

- identify gender biases and inequalities;
- implement innovative strategies to correct distortions and inequalities;
- define objectives and monitor their achievement through appropriate indicators.

The Gender Equality Plan (GEP) is therefore the formalisation of a working procedure, adopted by management and integrated in the organisation of activities. For the European Commission, the GEP corresponds to *"a set of commitments and actions aiming at promoting gender equality in an organisation through institutional and cultural change"*.

In this regard, the Gender Equality Plan of the City of Modena concerns the three-year period 2022-2024 and its objective is to implement actions and projects minimising gender asymmetries and, at the same time, allowing the valorisation of all diversities relate, for example, to age, culture, physical ability, sexual orientation, etc.

GEP adoption, which therefore identifies the local entity strategy for gender equality, is an entry requirement of the European Commission, in order to participate to all Horizon Europe calls for research and innovation.

In fact, GEP adoption is mandatory for public institutions from 2022 calls onwards; for this purpose, the European Commission has published an explanatory guide to clarify the contents of the document and how to define and implement a GEP.

Specifically, the GEP must include 4 “building blocks”:

1. Be a public document signed by those at the very top management of the organisation and published on the website.
2. Have dedicated resources and expertise for its implementation.
3. Include a system of data collection classified by gender and used for the purposes of the Plan.
4. Include training and other awareness-raising actions on gender equality issues.

Furthermore, the document has to consider 5 thematic areas in order to ensure a quality GEP. The GEP must consider:

1. Work-life balance and inclusive workplace culture.
2. Gender equality in leadership and in the decision-making processes of the organisation.
3. Gender equality in recruitment processes and career advancement.
4. Inclusion of gender issues within research and teaching programmes (if relevant).
5. Measures against gender-based violence, also at workplace.

The recommended procedure for the development and implementation of a GEP consists of 4 steps:

1. Audit: data collection separated by gender, identification of problems, overview of existing legislation and available resources;
2. Planning: definition of the objectives and the actions and policies (with time frame) to achieve them;
3. Implementation: implementation of activities, which should include training, capacity-building actions, as well as campaigns to increase the visibility of GEP inside and outside the organisation;
4. Evaluation: review of the obtained results, collection of feedbacks, learning process necessary to correct/reformulate GEP for the next cycle.

Of course, each GEP must be developed in line with the specificities of each organisation, such as size, organisational structure, and sector of activity.

The indications of the European Commission lead us to consider the specificities of local contexts in respect to differences and diversities, thereby initiating “*participative practices, capable to firstly involve the governance of the institutions, and secondly to enhance research, skills and experiences conducted locally by all stakeholders involved in gender equality policies*”.

On this basis, in order to plan and build the GEP of the City of Modena, the working group carried out its work considering the specificities of the local administration, thinking of a tool that can be easily updated with verifiable objectives and making use of the experience gained through the synergy between Directorate General, the Human Resources Department, the Education Service and Equal Opportunities Department, the CUG (Unique Guarantee Committee).

The working group is constituted as follows, with their respective competences (see chapter Organisation):

Directorate General: coordination

Bureau for Organisational development, Planning and Control

Human Resources Department

Education Service and Equal Opportunities Department

Therefore, the GEP of the City of Modena has been elaborated considering what the local administration is already carrying out in terms of equal opportunities, also in compliance with the

Code contained in the Legislative Decree no. 198 of 11 April 2006, Italian Law no. 162 of 5 November 2021 “Amendments to the Code referred to in Legislative Decree no. 198 of 11 April 2006 and other provisions on equal opportunities between men and women at workplace”, the Directives of the Presidency of the Italian Council of Ministers No. 2/2019 and on the basis of the Positive Action Plan (PAP), a document aimed at planning actions to remove the obstacles towards full and effective equality between men and women, defined annually by the CUG and attached to the institution’s Performance Plan.

Article 48 of Italian Legislative Decree No. 198/2006 “Code of equal opportunities between men and women” foresees that Public Administrations must draw up three-year positive action plans in favour of workers, in order to enhance their skills, improve the quality of life in the workplace and propose measures to enable effective equality.

Following the establishment of the “Comitati Unici di Garanzia (Unique Guarantee Committees) for equal opportunities, the promotion of the well-being of workers, and against discrimination” (Italian Law No. 183/2010, Art. 21), the task of drawing up these plans has been assigned to CUG.

Reference is made in this respect to:

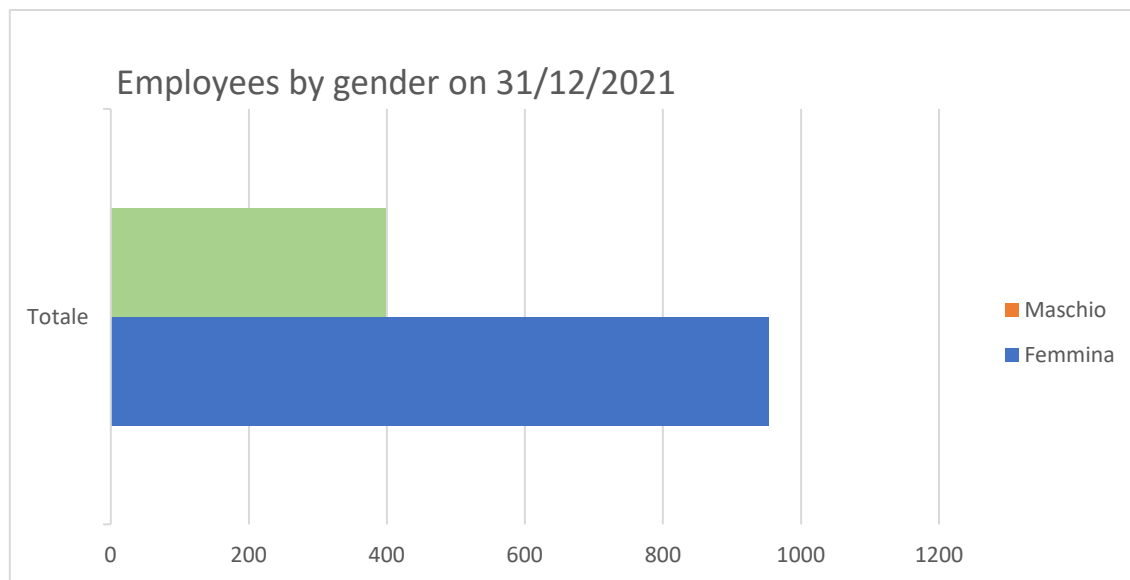
- the Resolution of the City Executive Assembly No. 298/2011: “Guidelines of the Council for the implementation of Article 21 of Italian Law 183/2010 - constitution of the “Guarantee act committee for equal opportunities, the promotion of the well-being of workers, and against discrimination”
- the Resolution of the City Executive Assembly No. 5/2019: “Plan of positive actions for the three-year period 2019-2021 pursuant to Italian Legislative Decree 198/2006 - approval”

This document, drawn up by the dedicated working group, coordinated by the Directorate General of the City of Modena, was shared with the CUG and illustrated to the City Executive Assembly, which approved it by means of a specific resolution at its meeting on

This document, valid for three years, will be published on the Institutional website of the City of Modena¹.

¹ The GEP can be published in the organisation’s working language(s)- European Guide

GENDER DATA



Employees by age group and gender on 31/12/2021			
Age groups	F	M	Total
20-24	1	2	3
25-29	25	15	40
30-34	30	33	63
35-39	46	12	58
40-44	105	40	145
45-49	134	54	188
50-54	196	91	287
55-59	255	87	342
60-65	145	56	201
65-69	16	8	24
TOTAL	953	398	1351

Employees by gender and seniority on 31/12/2021			
Seniority	F	M	Total
0-4	160	95	255
5-9	47	15	62
10-14	210	74	284
15-19	107	40	147
20-24	117	62	179
25-29	188	52	240
30-34	71	37	108
35-39	46	20	66
40-44	7	3	10
TOTAL	953	398	1351

Employees by category and qualifications on 31/12/2021										
QUALIFICATION	Gender	CATEGORY								
		A	B1	B3	C	D1	D3	DIR	N/A	TOTAL
LOWER SECONDARY SCHOOL DIPLOMA	F	18	51	39	5					113
	M	10	16	10	1					37
UPPER SECONDARY SCHOOL DIPLOMA	F	4	24	46	403	47	14	3		534
	M	6	7	16	178	43	11	1	1	261
BACHELOR'S DEGREE	F				119	114	54	10	2	299
	M	1			37	28	21	11		98
TOTAL M+F		39	98	111	743	232	100	25	3	1351

top management positions by gender on 31/12/2021			
	F	M	Total
Director General	1	0	1
Department directors	6	4	10
Service directors	7	8	15
Organisational positions	25	14	39

Percentage of employees on 31/12/2021, divided by gender, who have taken optional parental leave			
M/F	No. of employees who benefited	Total employees by gender	Percentage
M	36	398	9%
F	117	953	12%

Distinction between men and women on 31/12/2021 of leave taken by employees		
M/F	PERSONAL LEAVE	LEAVE FOR MEDICAL VISITS
M	23%	22%
F	77%	78%

No. of other absent days on 31/12/2021 used by the institution's staff				
M/F	EXTENDED LEAVE FOR PERSONAL REASONS	LEAVE FOR DISABLED ASSISTANCE	COMPASSIONATE LEAVE	OVERALL %
M	854	129	0	24%
F	35	2849	195	76%
TOTAL	889	2978	195	100%

Part-Time employees on 31/12/2021								
	Female				Male			Grand total
PT / age group	31-40	41-50	51-60	>60	41-50	51-60	>60	
MIXED	2	13	42	9	3	3		72
HORIZONTAL	10	29	58	8	2	2	1	110
VERTICAL		4	12	2	5	5	1	29
Grand total	12	46	112	19	10	10	2	211

ORGANISATION AND RESOURCES

In the City of Modena, the framework and resources that are (also) related to Equal Opportunities activities and functions are the following:

1. CUG – Unique Guarantee Committee for equal opportunities, the promotion of the well-being of workers, and against discrimination

As provided for by Italian Law 183/2010, CUG replaces (by gathering competences in just one body) the Equal Opportunities Committees and Equal Committees on mobbing, established in the frame of the collective bargaining, of which it assumes all functions foreseen by the law, by collective agreements related to civil servants or by other provisions.

The CUG is a single body and carries out its activities in respect of all staff in the administration, whether Managers or not. With an equal representation, it is constituted by members appointed by each of the representative trade union organisations and by an equal number of representatives of the administration, as well as an equal number of substitutes.

The CUG carries out proposal, consultative and checking tasks, previously assigned to the Equal Opportunities Committees and Equal Committees on mobbing, in addition to those required by the Italian Legislative Decree 165/2001.

It also promotes the culture of equal opportunities and respect for individuals dignity at workplace.

See CUG regulations: <https://www.comune.modena.it/documentie-dati/cug-comitato-unico-di-garanzia/regolamento-e-pianidazione/regolamento>

2. Education and Equal Opportunities Department, Equal Opportunities Bureau

The Bureau carries out cross-cutting activities within the local entity and in particular:

- promotes communication, information dissemination and education on equal opportunities between men and women and LGBT issues, in cooperation with the different Departments of the institution;
- manages the city website dedicated to equal opportunities in order to disseminate the activities of the city administration to employees and other external entities and continuously updates it with news on the Facebook page dedicated to issues on equal opportunities;
- schedules initiatives in March (International Women's Day on 8th March) and November (International Day for the Elimination of Violence against Women on 25th November) to remember the role and importance of women in society and raise awareness on the problem of gender-based violence;

- plans activities and events to raise awareness of LGBT issues, particularly in May (International Day against Homophobia, Biphobia and Transphobia on 17th May);
- coordinates the associations working on the local territory on issues related to the promotion of gender equality and involves them in the implementation of specific projects;
- carries out revisions of the City administrative documents from a gender perspective and monitors the application of the guidelines on the use of gender language in internal and external documents;
- participates in the RE.A.DY network, signed by the administration in 2015;
- cooperates with other organisations and institutions in the implementation of specific projects for gender equality;
- participates to institutional tables (Regional, Prefecture, etc.);
- implements specific projects on the basis of the annual and three-year planning.

3. Directorate General, Bureau for Organisational development, Planning and Control, University City

The Bureau is responsible, among others, for the planning and the implementation of surveys on organisational well-being (generally every two or three years), aimed at all city administration employees, in the frame of which items related to the following are surveyed:

A - Health and safety at workplace and work-related stress

B - Discriminations

C - Equity in my administration office

D - Career and professional development

E - My job

F - My colleagues

G - The working context

H - The sense of belonging

I - The image of my Administration

L - Changes

M - Improvements

N - Motivation

O - Agile working

The office designs and implements Management and Staff Training Plans, paying particular attention to: the principles of equal opportunity in course participation, distance learning arrangements encouraging working time management, gender issues as content of the provided training.

It also deals with planning and checking activities, monitoring the integration of equal opportunity objectives in the strategic, operational, and management tools of the City Administration (Unique Programming Document - DUP - and Executive Management Plan -PEG).

Finally, in cooperation with the Human Resources Department, it is responsible for monitoring and managing agile working and the related regulation.

4. Human Resources Department

The department, among others, deals with:

- a) ensuring continuous monitoring, also from a gender perspective, of the employees' situation in the City Administration, by:
 - collecting, processing and analysing data to be included in the CUG's annual report, in order to gather information on any significant situations regarding the distribution of staff between categories and areas, the distribution of positions of responsibility between genders and any differences in remuneration, the use of reconciliation measures such as agile working, flexible working hours and parental leave;
 - analysis of data on the number of unsuitable employees, also in relation to gender, age and job profiles, and the impact on personnel policies;
- b) encouraging employment policies and reconciliation between work and family life, through:
 - monitoring the trend in the use of agile work within the administration and the application of national and internal administrative regulations, in collaboration with the Directorate General, with a view to improving effectiveness, efficiency and quality of services provided;
 - actions to support the reintegration at work of employees returning from maternity or paternity leave or extended absence due to family needs;
 - implementing the employee Portal, to improve the usability of information for the institution's staff and to promote simplified ways of requesting leave and other facilities;
 - flexibility in the definition of part-time slots, with particular attention to family needs arising from the presence of minors, elderly or disabled people, also allowing the use of part-time on a fixed-term basis.

POLICY OBJECTIVES

The following are the GEP policy objectives of the City of Modena for the three-year period 2022-2024.

They are divided in the following 4 subject areas:

1. Work-life balance and inclusive workplace values.
2. Gender equality in leadership and in the decision-making processes of the organisation.
3. Gender equality in recruitment processes and career advancement.
4. Measures against gender-based violence, also at the workplace.

For each objective, the following issues are defined:

1. Related action
2. Connected responsibility
3. Target audience
4. Financial resources allocated
5. Indicators and targets
6. Link with the 17 SDGs of the 2030 Agenda



AREA 1: WORK-LIFE BALANCE AND INCLUSIVE WORKPLACE VALUES

Objective 1: Promoting work-life balance and conciliation through agile working.

Action	Full implementation of smart working, definition of rules in the PIAO [Piano Integrato di Attività e Organizzazione (Integrated Activity and Organisation Plan)], signing of individual agreements
Responsibility	Directorate General, Human Resources Department Head Officers of City Departments
Target audience	Employees of the City of Modena who can work remotely
Financial resources	
Indicators and targets	Definition of new regulation Signing of new individual agreements
Link with SDG Agenda 2030	SDG 3 Good Health and Well-being. SDG 5 Gender equality. SDG 11 Sustainable Cities and Communities.

Timing

2022	2023	2024
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Objective 2: Use of gender in administrative language

Action	Review of the City of Modena administrative documents from a gender perspective and monitoring on the application of the adopted guidelines
Responsibility	Bureau for Equal Opportunities
Target audience	Employees of the City of Modena
Financial resources	
Indicators and targets	
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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Objective 3: Survey on internal organisational well-being

Action	Planning and implementation of new well-being survey
Responsibility	Directorate General
Target audience	Employees of the City of Modena
Financial resources	
Indicators and targets	questionnaires sent to 100% of City employees
Link with SDG Agenda 2030	SDG 5 Gender equality. SDG 3 Good Health and Well-being.

Timing	2022	2023	2024
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Objective 4: Distance learning for the organisation's staff

Action	Strengthening distance learning also as a tool for better time management
Responsibility	Directorate General
Target audience	Employees of the City of Modena
Financial resources	
Indicators and targets	At least 60% distance learning courses/total courses delivered
Link with SDG Agenda 2030	SDG 5 Gender equality. SDG 4 Quality education SDG 11 Sustainable Cities and Communities.

Timing	2022	2023	2024
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Objective 5: Training for institution staff on equal opportunity issues

Action	Planning and implementation of courses/events on equal opportunity issues		
Responsibility	Directorate General Bureau for Equal Opportunities		
Target audience	Employees of the City of Modena		
Financial resources			
Indicators and targets	no. of courses: min. 1 per year		
Link with SDG Agenda 2030	SDG 5 Gender equality. SDG 4 Quality education.		
Timing	2022	2023	2024

AREA 2: GENDER BALANCE IN TOP POSITIONS AND IN THE DECISION-MAKING PROCESSES OF THE ORGANISATION

Objective 1: Public competition Committees

Action	Ensure that <i>at least 1/3</i> of competition committees are made up of women
Responsibility	Directorate General Human Resources Department
Target audience	Members of the Committees Participants of public competitions
Financial resources	
Indicators and targets	no. of committees with <i>at least 1/3</i> women = 100%
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing	2022	2023	2024
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AREA 3: GENDER EQUALITY IN RECRUITMENT PROCESSES AND CAREER PROGRESSION

Objective 1: Management positions

Action	Promote the criteria of gender equality in the organisational Regulation, with regard to the allocation of management positions within the Administration
Responsibility	Directorate General Human Resources Department
Target audience	Participants to the selections/Head Officers
Financial resources	
Indicators and targets	no. of regulatory amendments = 1
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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Objective 2: Staff selection procedures

Action	Apply dispensatory and compensatory measures in favour of candidates with learning disabilities or other certified difficult conditions, to ensure equal treatment
Responsibility	Human Resources Department
Target audience	Participants to the selections
Financial resources	
Indicators and targets	no. of regulatory amendments = 1
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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AREA 4: MEASURES AGAINST GENDER-BASED VIOLENCE, INCLUDING IN THE WORKPLACE

Objective 1: March schedule “International Women’s Day on 8 March”

Action	Planning and coordinating the schedule of local events: with the involvement of associations dealing with gender equality issues, with cultural associations, trade associations and unions and other institutions, in order to organise heterogeneous events aimed at both the general public and employees of the organisation on the occasion of 8 th March, the month of women's empowerment
Responsibility	Bureau for Equal Opportunities
Target audience	Employees - Citizens - Tourists
Financial resources	One staff unit for about one month's work
Indicators and targets	25/30 events per year
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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Objective 2: November schedule “International Day for the Elimination of Violence against Women on 25 November”

Action	Planning and coordinating the schedule of local events: with the involvement of the associations dealing with the issue of eliminating violence against women, with cultural associations, trade associations and unions and other institutions, in order to implement widespread events addressed both to the population and to the employees of the institution, on the occasion of 25 th November, the month for the elimination of violence against women.
Responsibility	Bureau for Equal Opportunities
Target audience	Employees - Citizens - Tourists
Financial resources	One staff unit for about one month's work
Indicators and targets	15/20 events per year
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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Objective 3: May schedule “International Day against Homophobia, Biphobia, and Transphobia on 17 May”

Action	Designing and coordinating the schedule of local events: involving LGBT associations, trade unions and other institutions, in order to organise events and initiatives aimed at both the general public and employees of the institution, on the occasion of 17 th May, the month against discrimination in the LGBTQI world.
Responsibility	Bureau for Equal Opportunities
Target audience	Employees - Citizens - Tourists
Financial resources	One staff unit for about one month's work
Indicators and targets	25/30 events per year
Link with SDG Agenda 2030	SDG 5 Gender equality.

Timing

2022	2023	2024
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Objective 4: “Education on gender differences” project

Action	Carrying out the project “ <i>Educare alle differenze per promuovere la cittadinanza di genere</i> ” (Education on differences to promote gender citizenship) in agreement with the Emilia-Romagna Region, with other Cities, Universities and women’s and cultural associations, addressed to primary and secondary schools to carry out meetings, specific training and workshops aimed at addressing issues of education for differences and at a culture of respect and of non-discrimination.
Responsibility	Bureau for Equal Opportunities
Target audience	Teachers/Students
Financial resources	€ 50,000
Indicators and targets	60 activities year 2022
Link with SDG Agenda 2030	SDG 5 Gender equality SDG 4 Quality education

Timing

2022	2023	2024
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Objective 5: “Senza chiedere permesso. Azioni di conciliazione vita lavoro” project

Action	Implementing the project “Senza chiedere permesso. Azioni di conciliazione vita lavoro” (Without asking permission. Actions to reconcile work and personal life), in collaboration with the Emilia-Romagna Region and representative bodies of entrepreneurial businesses, trade unions, Universities and others, to fund projects which aim to promote innovative corporate welfare measures and support to women's professional work, to enhance and support experimental services in the field of work-life balance.
Responsibility	Bureau for Equal Opportunities
Target audience	Companies / Self-employed / Associations / Women
Financial resources	€ 50,000
Indicators and targets	10/12 activities year 2022
Link with SDG Agenda 2030	SDG 5 Gender equality

Timing

2022	2023	2024
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MONITORING AND REPORTING

1. Annual report of the CUG

Every year, by 30th March, CUG prepares a report, as provided for in the Regulations and in Directive no. 2/2019, on the implemented activities and the achieved results, in relation to the objectives contained in the three-year plan for positive actions, to be sent to the Council, the Director General and the Evaluation Committee. The report presents a summary of the Administration Personnel situation, also from a gender perspective, showing data on the distribution of staff between categories and areas, the prevalence of part-time work, the distribution of positions of responsibility between the two genders and any differences in remuneration, and the use of reconciliation measures such as agile working, flexible working hours and parental leave.

2. Progress of the Executive Management Plan

In addition, there are two reviews - interim and annual - by the Evaluation Committee of the progress of all management objectives and activities, included the actions for equal opportunities defined considering specific monitoring indicators.

3. GEP monitoring

The specific objectives included in GEP and the related indicators will be monitored and verified annually by the working group and their reporting included in the annual update GEP, possibly in combination with the time frame of the CUG Report at point 1.