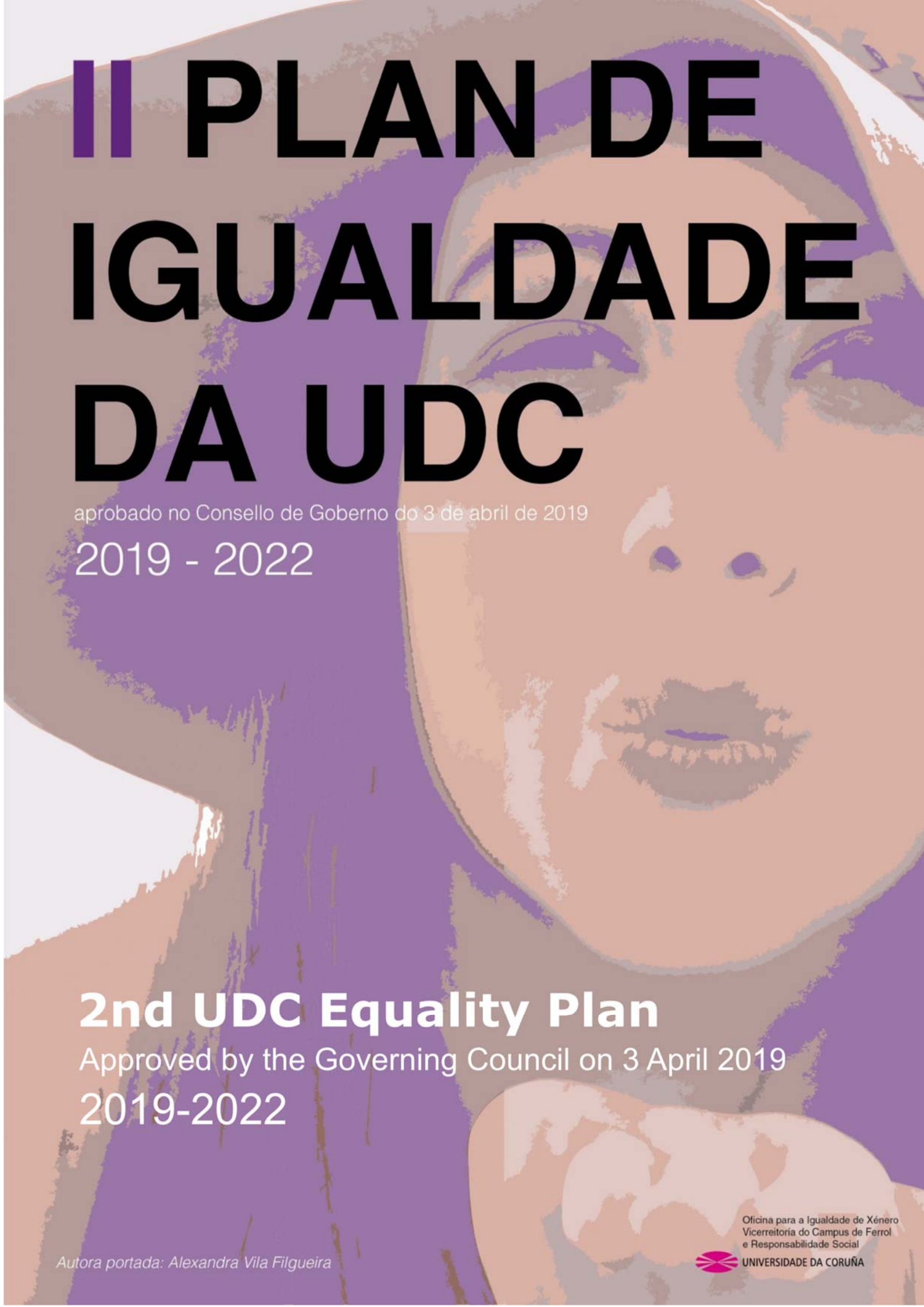




II PLAN DE IGUALDADE DA UDC

aprobado no Consello de Goberno do 3 de abril de 2019

2019 - 2022

2nd UDC Equality Plan

Approved by the Governing Council on 3 April 2019

2019-2022

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Oficina para a Igualdade de Xénero
Vicerreitoría do Campus de Ferrol
e Responsabilidade Social

UNIVERSIDADE DA CORUÑA

PRESENTATION

The first UDC Equality Plan was the beginning of a line of work that sought short, medium and long-term results. Aware that working toward equality is an ongoing process, its objectives and overarching lines of work remain in effect today.

The desire to work at the university level to lay the necessary groundwork, using a gender-based perspective to underpin the knowledge that is produced, the context within which it is developed and the institutions that are in a constant state of construction and projection, also remains unwavering. As a result of this work, the social impact of an unequivocally feminist university must be to seek such a transformation in society that allows for a life of real and effective equality.

It is in this spirit that our institution's second Equality Plan is undertaken, in a social context in which the fourth wave of the feminist movement is in the streets and legislative progress is a fact – but also one in which it is necessary to once again recall Simone de Beauvoir's reflection: "Never forget that it only takes a political, economic or religious crisis for women's rights to be called into question. These rights can never be taken for granted. We must always remain vigilant".

The 2nd Equality Plan, approved at the Governing Council meeting held on 3 April 2019, is being developed around four main work axes: Governance, social responsibility and mainstreaming, Gender-based perspective in teaching and research activity, Prevention and intervention in the face of violence against women and Balance, personal development and career. The measures and actions envisaged in each of these axes are directed towards the different groups that comprise the UDC – faculty, students and administrative and services staff – but also, ultimately, to society as a whole.

BACKGROUND. PREPARATION OF THE SECOND EQUALITY PLAN

The UDC's commitment to the struggle for real and effective equality between women and men at the university level has been demonstrated since the creation of the OIX. This commitment was strengthened with the development of a gender "diagnosis" at UDC in 2013, which facilitated the identification of its starting point in the area of gender equality and allowed for the detection of needs and/or shortcomings in this area of the university community, with the aim of designing strategies and mechanisms in search of the real and effective implementation of equal opportunity between women and men at our university.

Prior to the implementation of the 1st Plan, equality-centred actions at the UDC were occasional and only visible, among the university community, on significant and commemorative dates, such as March 8 and 25 November.

Once the effective period of this first Plan (2013-2017) had ended, work was done during the first half of 2018 to prepare a final evaluation assessing the execution of the various actions during the effective period of the Plan in order to verify both the degree of implementation thereof and any potential deviations from the objectives that had been formulated initially.

As can be deduced from the conclusions contained in the final evaluation report on the 1st Plan, published at the end of 2018, despite the fact that a high percentage of the actions and measures set forth therein were implemented, the results shown by the data indicate that significant inequalities still persist in the groups that comprise the UDC university community: students, faculty (PDI) and administrative and services staff (PAS). As such, it is necessary to continue working in the areas and on the objectives established in the 1st Plan and, further, to introduce new lines of work to advance toward the achievement of real and effective equality at the UDC in the struggle to integrate the principle of equality into all areas thereof.

In this regard, the stereotype that continues to mark the career choices of our students persists, as men choose careers in science and technology, while the humanities and social sciences remain the preferred choice of women.

The process of preparing this second Equality Plan has taken place during the second half of 2018.

This document is the result of a collective effort carried out by the Committee on the Monitoring and Evaluation of the 1st Equality Plan, chaired by the Director of the Gender Equality Office. It is also worth highlighting the important work of collaborators who, through the holding of numerous meetings, made suggestions and contributions in order to improve the final document contained in this Second Plan.

In order to facilitate the participation of the university community, a questionnaire was also designed in order to gather contributions from different UDC groups.

Once this 2nd Equality Plan had been prepared, and prior to proceeding to its approval by the UDC Council, the document contained in this 2nd Equality Plan was made known to the members of the different departments that were directly involved in its implementation, in order to allow them to make any contributions and/or suggestions they deemed appropriate with the aim of improving the final content or objectives thereof.

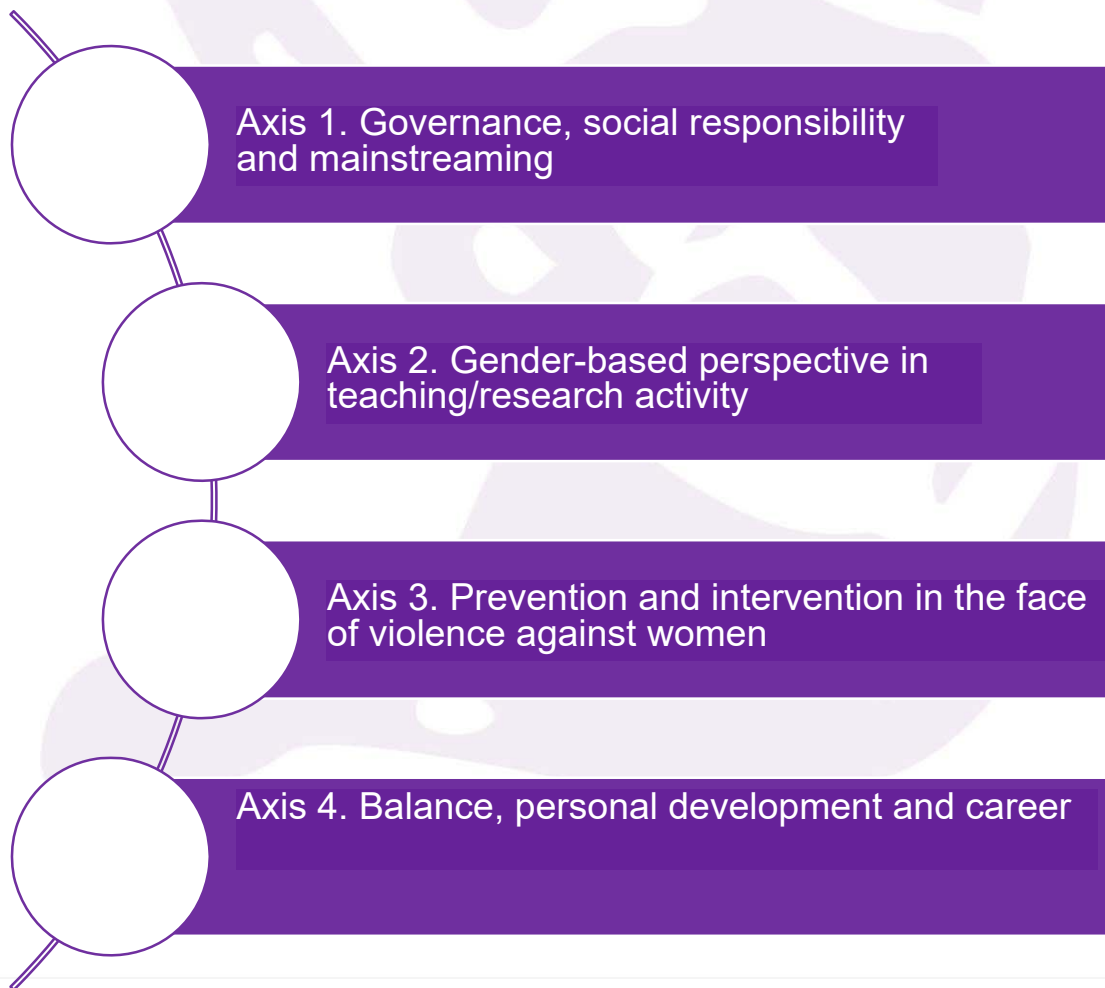
With the implementation of this 2nd Equality Plan, the UDC, leveraging the experience gathered following the four-year effective period of the 1st Plan, seeks to establish new strategic lines of action that respond to the needs that were detected initially and that continue to persist in our university community, as well as to take action in new ways that are also linked to the integration of the principle of equality at the UDC.

STRUCTURE

This Second Plan contains a total of 57 action measures distributed across four main axes that are aimed at achieving the integration of the principle of equality in all areas of the UDC and are targeted at the groups consisting of students, PAS and PDI.

Two types of measures are included in each of these axes. First, measures labelled as continuity measures: those that were already initiated under the first plan and demonstrated their effectiveness or those that were not able to be fully developed and are to be so developed in this plan. Second, measures labelled as progression and deepening measures: those that constitute an innovation and a new line of work as compared to the previous plan.

WORK AXES



WORK GROUPS



Axis 1. Governance, social responsibility and mainstreaming

1. 1. Continuity measures

Objectives

- ✓ To provide continuity in integrating a gender-based perspective into educational and training programmes.
- ✓ To continue to disseminate and underscore the value of the UDC's commitment to the real and effective application of the principle of equality.
- ✓ To raise awareness in the university community with regard to the existence of gender stereotypes linked to the professional sphere and that of personal and family life.

Measure	To consistently include topics of gender equality in the permanent educational and training programmes available to students, PDI and PAS.
Responsible parties	OIX; CUFIE; body responsible for the PAS training plan
Timing	Continuous

Measure	To provide continuity and promote the participation of the OIX in the strategic and social accountability policy planning process.
Responsible parties	Offices of the vice-rectors responsible for strategic planning and social responsibility
Timing	Continuous

Measure	To lead or collaborate in carrying out seminars, sessions and/or conferences related to gender equality.
Responsible parties	OIX
Timing	Continuous

Measure	To encourage the acquisition of materials on gender issues in the various university libraries at the UDC and encourage the dissemination thereof.
Responsible parties	University Library Service
Timing	Continuous

Measure	To maintain permanent contact with, and encourage the establishment of synergies between, OIX and the equivalent services in the Galician university system.
Responsible parties	OIX
Timing	Continuous

Measure	To commemorate 8 March with different events, involving the entire university community to the extent possible.
Responsible parties	OIX
Timing	Continuous

1. 2. Progression and deepening measures

Objectives

- ✓ To promote the establishment of networks with entities and institutions that favour gender equality.
- ✓ To promote and disseminate knowledge relating to equality.
- ✓ To ensure the university community's access to the content of the 2nd Equality Plan and promote the dissemination thereof.
- ✓ To work toward achieving balanced representation of women and men in the UDC governance and/or advisory bodies.

2ND UDC EQUALITY PLAN

Measure	To create a figure designated as the Head of Equality Policies in the various centres comprising the UDC, who, under the coordination of the OIX, promotes the assumption of responsibilities by each centre in developing gender-based policies.
Responsible parties	OIX; Deans and management of centres
Timing	2020-2022

Measure	To procure that the technical specifications of contracts signed by the UDC with external companies include equality criteria in their social clauses, such as having an equality plan, family balance plans, harassment protocols etc. at the company.
Responsible parties	OIX; Management
Timing	2020-2022

Measure	To procure that the FUAC, as well as the Social Council and the Governing Council, promote the equal presence of women on their boards of trustees and representatives on their Advisory Councils, as set out in the Equality Act.
Responsible parties	OIX; Office of the rector
Timing	2021-2022

Measure	To progress in preparing the UDC budgets while taking a gender-based perspective into account and to progress in preparing gender impact reports, to the extent possible.
Responsible parties	OIX; Office of the vice-rector responsible for economic planning
Timing	2020-2022

2ND UDC EQUALITY PLAN

Measure	To promote specific training for personnel carrying out Occupational Health and Safety Service duties to assist them in integrating a gender-based perspective into their work.
Responsible parties	Management; Occupational Health and Safety Service
Timing	First year of effectiveness of the Plan

Measure	To hold presentation sessions on the 2nd UDC Equality Plan aimed at the different groups (PDI, PAS, students) and particularly focused on individuals in positions of responsibility (governance team, management positions, service leadership positions etc.).
Responsible parties	OIX; Management; Office of the vice-rector with authority in matters of equality
Timing	First year of effectiveness of the Plan

Measure	To promote parity between women and men in nominations for “honoris causa” appointments, in sporting awards, among faculty members who give inaugural addresses and, in general, among individuals awarded distinctions and honours.
Responsible parties	Office of the rector
Timing	Continuous

Measure	To incorporate the variable of sex into the determination documents for the different types of calls (accreditations, calls for faculty, competitive hiring processes, internal promotions, competitive access processes, research projects etc.) as well as in university budgets.
Responsible parties	Office of the vice-rector with authority in matters of equality; Management; Offices of the vice-rectors involved in the various calls
Timing	Continuous

2ND UDC EQUALITY PLAN

Measure	To strengthen the Gender Equality Office, both in terms of its institutional positioning and its structure, providing it with technical personnel who have specific training in developing equality policies.
Responsible parties	Office of the rector; Management
Timing	2020-2022

Measure	To include in scientific outreach activities and sporting activities, as part of the permanent cultural programmes offered at the UDC, events, programmes and workshops that contribute to the achievement of gender equality and raise awareness of gender discrimination.
Responsible parties	Offices of the vice-rectors tied to the areas of culture, sport and scientific dissemination
Timing	2020-2022

Measure	To promote the use of inclusive language on the websites of offices of vice-rectors, centres, units and services.
Responsible parties	OIX; Office of the vice-rector with authority in matters of equality; Linguistic Standardisation Service
Timing	Continuous

Measure	To adapt the wording used in the names of UDC centres, services, units and structures to non-sexist language.
Responsible parties	OIX; Office of the vice-rector with authority in matters of equality; Linguistic Standardisation Service; Office of the vice-rector responsible for infrastructure
Timing	2021

2ND UDC EQUALITY PLAN

Measure	To promote urban design activities on the UDC campus, considering contributions to urban planning from a gender-based perspective.
Responsible parties	Office of the vice-rector responsible for infrastructure
Timing	2020-2022

Measure	To promote an inclusive distribution of spaces that contributes to the integration of people overcoming gender stereotypes.
Responsible parties	OIX; Office of the vice-rector responsible for infrastructure
Timing	2021-2022

Measure	To contribute to the dissemination of research and proposals conducted using a gender-based perspective that have a direct impact on society.
Responsible parties	OIX; Office of the vice-rector responsible for research matters; Office of the vice-rector responsible for matters of social responsibility
Timing	2020-2022

Measure	To adapt the regulations of personnel (PDI, PAS) selection committees so as to ensure gender parity.
Responsible parties	Management; Office of the vice-rector for faculty
Timing	2019-2020

Axis 2. Gender-based perspective in teaching/research activity

2. 1. Continuity measures

Objectives

- ✓ To continue to seek a balanced presence of women and men in different degrees and areas of knowledge, eradicating gender stereotypes in the making of career choices.
- ✓ To highlight women's contributions in different areas of knowledge.

Measure	To provide continuity to the “Ángeles Alvariño” competition for scholarly work with a gender-based perspective.
Responsible parties	OIX
Timing	Yearly

Measure	To provide continuity to the “Rosalind Franklin” competition on the role of women in science and technology.
Responsible parties	OIX
Timing	Yearly

Measure	To create specific materials for secondary school students in the information rooms with university offerings where the UDC is present that encourage the presence of women/men in traditionally male-dominated/female-dominated degrees.
Responsible parties	Office of the vice-rector with authority in matters relating to the student body; Office of the vice-rector with authority in matters of equality; Office of the vice-rector with authority in matters of internationalisation
Timing	Yearly

Measure	To encourage meetings, workshops and courses on research methodologies that have a gender-based perspective.
Responsible parties	OIX; Office of the vice-rector responsible for research; Office of the vice-rector with authority in matters of equality
Timing	Continuous

2. 2. Progression and deepening measures

Objectives

- ✓ To eliminate the transmission of gender stereotypes in the image and different forms of communication of the UDC by encouraging the use of inclusive language and images.
- ✓ To achieve the creation of a culture of equality at the UDC.
- ✓ To promote women's participation in research.
- ✓ To promote research within the framework of gender studies in different fields.
- ✓ To integrate a gender-based perspective into university teaching.
- ✓ To highlight and disseminate women's work at the university level.

Measure	To increase the number of women invited as experts to participate in conferences, activities and other events promoted by the UDC, regardless of the subject matter thereof.
Responsible parties	OIX; Offices of the vice-rectors with authority thereover
Timing	Continuous

Measure	To enhance women's leadership in research projects in different areas of knowledge.
Responsible parties	OIX; Office of the vice-rector with authority in matters of equality; Office of the vice-rector with authority in matters of research and transfer
Timing	Continuous

Measure	To highlight women-led initiatives that have enjoyed professional success, particularly in technology-based companies and all areas in which the representation of women is still in the minority.
Responsible parties	OIX; Office of the vice-rector with authority in employment matters; Office of the vice-rector with authority in research and/or transfer; Communication Area
Timing	Continuous

Measure	To highlight and recognise the work of women researchers and faculty at the UDC through an increased public presence, recognitions and awards, exhibitions or similar events.
Responsible parties	OIX; Offices of the vice-rectors with authority in research, teaching and culture; Communication Area
Timing	Continuous

Measure	To establish, in the rules governing university publications, that the format of citations and scholarly bibliographic references should include the full name of the author (Chicago citation style or similar) in order to highlight women authors.
Responsible parties	Publications Service; University Library Service
Timing	Continuous

Measure	Commemoration of 11 February, the International Day of Women and Girls in Science, with the aim of highlighting women and promoting the presence of girls and women in science through various activities.
Responsible parties	OIX; Office of the vice-rector with authority in matters of equality; Office of the vice-rector with authority in matters of dissemination; Office of the vice-rector for research; Communication Area
Timing	Yearly

Measure	To continue to promote inclusive and non-sexist language and images in all university publications and materials, paying particular attention to teaching guides, in which particular shortcomings in this regard have been detected.
Responsible parties	OIX; Publications Service; Linguistic Standardisation Service; Communication Area; Office of the vice-rector with authority in academic affairs
Timing	Continuous

Measure	To offer different cross-cutting activities in doctoral studies with the aim of incorporating a gender-based perspective into research in all areas of knowledge.
Responsible parties	OIX; CUFIE; International Doctorate School; Office of the vice-rector with authority in research matters
Timing	Continuous

Measure	To promote the introduction of a gender-based perspective into the subject matter of Educational Sciences, Legal Sciences and Communication Sciences degrees, in line with the provisions of the State Pact against Gender Violence.
Responsible parties	OIX; Office of the vice-rector with authority in academic affairs
Timing	Continuous

Measure	To specifically consider activities related to the inclusion of a gender-based perspective among the evaluation criteria for faculty quality, especially in the Teaching Programme.
Responsible parties	OIX; Office of the vice-rector with authority in academic affairs
Timing	Continuous

Measure	To create an online space that includes resources and good practices for the inclusion of a gender-based perspective in teaching and research.
Responsible parties	OIX; Body governing website management; University Library Service
Timing	First year of effectiveness of the Plan

Axis 3. Prevention and intervention in the face of violence against women

3. 1. Continuity measures

Objectives

- ✓ To raise awareness and spread information regarding the characteristics of gender-based violence, its manifestations and ways to find existing resources.

Measure	Annual commemoration of the International Day for the Elimination of Violence Against Women on November 25, involving the entire educational community to the extent possible.
Responsible parties	OIX
Timing	Yearly

Measure	To conduct educational and/or informative round-table talks on the existence of prevention protocols aimed at the various affected groups.
Responsible parties	OIX
Timing	Continuous

3. 2. Progression and deepening measures

Objectives

- ✓ To raise awareness in the educational community regarding the persistence of societal inequalities and the need to identify and reject all forms of gender-based violence.
- ✓ To work toward eradicating gender-based violence and preventing and intervening in harassment at the UDC.

Measure	The University of A Coruña shall appear as a private prosecutor when a case of sexual harassment, sexual assault or sexual abuse is brought that has occurred in its employment and/or academic setting or as a result thereof.
Responsible parties	Office of the rector
Timing	Continuous

Measure	To educate, share information and raise awareness in the face of sexual assault.
Responsible parties	OIX
Timing	Continuous

Measure	To conduct training sessions for students on sexual and emotional affective education, promoting egalitarian relationships that are free of violence.
Responsible parties	OIX
Timing	Continuous

Measure	To promote the performance of a study on the reality and scope of sexual harassment, sexual assault and sexual abuse at the UDC university level.
Responsible parties	OIX
Timing	2020-2022

Measure	To establish, for this purpose, two academic requirements for the granting and maintenance of job banks and study aids with the exception of fulfilment of the minimum requirement through the accreditation of victims of gender violence.
Responsible parties	Office of the vice-rector with authority in matters relating to the student body
Timing	2020-2022

Measure	To promote the introduction of a specific module on the prevention of gender-based violence in the school setting in the master's degree in lower school teaching, upper school teaching, vocational training and teaching of languages.
Responsible parties	OIX; Office of the vice-rector with authority in academic affairs
Timing	2021-2022

Measure	To promote the introduction of a specific module on the prevention of gender-based violence in the school setting in the various degrees offered by the College of Education Sciences.
Responsible parties	OIX; Office of the vice-rector with authority in academic affairs
Timing	2021-2022

Measure	To highlight women with functional diversity, women from diverse cultures and women of different ages in the various campaigns and activities carried out in this area.
Responsible parties	OIX; Office of the vice-rector with authority in matters of equality; Office of the vice-rector with authority in social responsibility
Timing	Continuous

Measure	To develop a curriculum adaptation protocol designed for female students who are victims of gender-based violence.
Responsible parties	OIX; Diversity Service (ADI)
Timing	2020

Measure	To promote initiatives to facilitate the transfer of victims of gender-based violence to other centres or universities.
Responsible parties	OIX; Management; Office of the rector
Timing	2020-2022

Axis 4. Balance, personal development and career

4. 1. Continuity measures

Objectives

- ✓ To ensure the real and effective equality of women and men in employment conditions, personnel policies and selection processes.

Measure	To provide continuity to existing mechanisms for balancing personal, family and work life.
Responsible parties	Offices of the vice-rectors with authority thereover; Management
Timing	Continuous

Measure	To promote the discussion on taking into account the accreditation of childcare and/or dependant care in choosing schedules.
Responsible parties	OIX
Timing	Continuous

4. 2. Progression and deepening measures

Objectives

- ✓ To ensure equality between women and men in access and promotion processes for PAS and PDI at the UDC.
- ✓ To promote a balance between personal and family life and work life for UDC PDI, PAS and students.

Measure	To specifically share information regarding employment conditions and rights as they relate to maternity/paternity.
Responsible parties	OIX; Management; Office of the vice-rector with authority in faculty matters
Timing	Continuous

Measure	To analyse the possibility of establishing a period free from teaching when faculty members return to work after maternity leave, with the idea that this time could be devoted to research, publications and other activities that are essential for professional promotions.
Responsible parties	OIX; Office of the vice-rector with authority in academic affairs; Office of the vice-rector with authority in faculty matters; Office of the vice-rector with authority in research matters
Timing	2020-2022

Measure	To prepare an adapted training programme for pregnant students and female students with children under three years of age, advising them and carrying out individualised follow-up actions performed by their centre under the supervision of the OIX.
Responsible parties	OIX; Office of the vice-rector with authority in matters relating to the student body; Office of the vice-rector with authority in academic affairs
Timing	2020-2022

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Measure	To encourage ongoing education to be offered in an online format in order to facilitate access by people with greater balancing difficulties.
Responsible parties	OIX; CUFIE; body responsible for the PAS training plan
Timing	Continuous

Measure	To encourage, whenever possible, the enabling of spaces and activities for the provision of care and services to minors during training sessions and other activities conducted by the UDC.
Responsible parties	OIX; Office of the vice-rector with authority in matters of social responsibility; Office of the vice-rector with authority in infrastructure; Management
Timing	Continuous

Measure	To conduct an analysis of the specific effects of balancing policies on the various groups, with the aim of detecting potential unwanted effects.
Responsible parties	OIX; Management; Office of the vice-rector responsible for research matters; Office of the vice-rector responsible for faculty matters
Timing	Continuous

Measure	To promote discussion on the streamlining of PDI schedules.
Responsible parties	OIX; Office of the vice-rector with authority in faculty matters; Management; Office of the vice-rector with authority in matters of equality
Timing	Continuous

EVALUATION

There will be monitoring and control mechanisms for this 2nd Equality Plan during the effective period thereof, which will be carried out by the Gender Equality Office.

The Committee established for this purpose shall be responsible for regularly monitoring the actions carried out in accordance with the terms of the document contained in this 2nd Equality Plan. It shall also oversee compliance with and the degree of implementation of the measures contained herein and procure that they are readjusted in light of any new needs that are identified during the effective period of the Plan.

The individuals who make up this Committee are as follows:

Araceli Torres Miño, Vice-Rector of the Ferrol Campus and Social Responsibility

María Jesús Caínzos López, Deputy Manager of Ferrol

María Luisa Sánchez Simón, as the representative of the staff PDI

María Asunción López Arranz, as the representative of the contracted PDI

María Pilar Comesaña Pérez, as the representative of the PAS

Sarai Outeiral Ces, as the representative of the student body

Ana Jesús López Díaz, Director of the Gender Equality Office.

This evaluation process will be carried out in two ways:

- Monitoring and/or ongoing evaluation. Annual monitoring of the implementation process will be conducted and reflected in a report setting forth the results achieved through the implementation of the established measures, as well as any measures that could be implemented in order to address any specific situations or needs that are detected.
- A final evaluation. Once the effective period of this second Equality Plan has concluded, a final evaluation will again be conducted, which will contain a report on the degree of fulfilment of the objectives set forth in this document, the actions that were carried out, the actions that were not ultimately able to be implemented and any new situations that were detected and that require the design of other future actions.

ANNEX I. GLOSSARY

Positive action: A strategy aimed at establishing equal opportunities through measures that allow for the comparison or correction of discrimination that results from social practices or systems.

Sexual harassment: Unwanted verbal, nonverbal or physical sexual behaviour with the purpose or effect of threatening the dignity of the person by creating an intimidating, degrading, humiliating or offensive environment.

Harassment: A situation in which a person or group of persons carry out systematic, recurrent psychological and sometimes even physical violence for a prolonged period of time towards another person. Workplace harassment has also been referred to as “mobbing”.

Gender gap: Refers to any disparity between the status or position of men and women in society. This term is often used to refer to the difference between men’s and women’s salaries (for example, the “gender pay gap”). However, we can also talk about gender gaps in many areas: Access to education, empowerment etc.

Good practice: A model course of action in different areas that was designed, tested and positively assessed and that can and should be applied in other fields due to its good results in matters of equal opportunity.

Work, personal and family life balance: Organisation of the working environment to attend to the paid work, family responsibilities and personal needs of women and men.

Co-responsibility: The equal division of household and caretaking responsibilities.

Share: Establishment of percentages of women's presence as compared to that of men in order to alleviate the low participation levels of women in a specific activity or area.

Disaggregation of statistical data by sex: Systematic collection of sex-disaggregated statistical data with the aim of facilitating the analysis thereof from a gender-based perspective and comparing the status of men and women in a given area.

Gender-based discrimination: Any distinction, exclusion or restriction made on the basis of sex which has the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise by women, irrespective of their marital status, on the basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field. "Convention on the elimination of all forms of discrimination against women, United Nations, 1979".

Direct discrimination: A situation in which a person is, was or could be treated in a less favourable way than another in a comparable situation on the basis of sex.

Indirect discrimination: A situation in which a seemingly neutral provision, criterion or practice places persons of a given sex at a particular disadvantage as compared to those of another sex, except that the provision, criterion or practice in question can be objectively justified for a legitimate purpose and the means to achieve that purpose are appropriate and necessary.

Positive discrimination: A strategy aimed at favouring a particular group that seeks to suppress and prevent discrimination or compensate for the disadvantages resulting from existing attitudes, behaviours and structures.

Functional diversity: Permanent or temporary functioning of organs or part or all of the body or mind that is different from that of the majority of the population. Men and women with functional diversity also perform tasks in a way that is different from the majority of the population. The environment must be adapted

through the implementation of necessary technical, training and employment-related improvements so that these individuals are able to develop in non-exclusionary circumstances.

Professional diversification: Actions aimed at expanding the professional options available to a person or group of people. Specifically, this is understood as the inclusion of women in traditionally male-dominated professional sectors and in access to upper-level decision-making, while at the same time seeking to incorporate men into traditionally female-dominated professions.

Sexual division of labour: Involves the social division of labour and reality into two spheres which are allocated in a different way to men due to their sex. On the one hand is the productive work/public sphere, which has typically been ascribed to men throughout history, while on the other is the reproductive/domestic work and private/caretaking sphere, ascribed to women. The fundamental difference between the two spheres is that productive work is remunerated, while reproductive work is mostly done by women without pay, is invisible and is not reflected in official accounts, despite its high added value.

Double shift: The performance of both productive and reproductive work by women, with physical and mental consequences for their health.

Empowerment: A multidimensional process through which women, based on the knowledge of their unequal position in society, establish their legitimacy and ability to participate in decision-making in spheres of power, enhancing their resources.

Gender stereotypes: A set of deep-rooted ideas in society that determine which behaviours are expected and approved of for men and women, which are generally opposed to each other.

Feminism: A social and political movement that formally began at the end of the 18th century and consisted of raising awareness of women as a group of individuals subject to discrimination on this basis by men as a group. Feminism acts at two levels: one in mobilising to achieve equality, and the other in building a society that goes beyond the male-female dichotomy.

Equality (formal and real): Equality as a principle grants the same rights to all human beings, regardless of their physical, personal or sociocultural characteristics. Formal equality is the legal prohibition on discrimination against any person, regardless of the characteristics referenced above. Real equality refers to all political actions aimed at effectively achieving the principle of equality in all aspects of society, through the transformation and elimination of obstacles in the way of this goal.

Social indicators: Systematised measures that indicate and measure changes in a particular situation or phenomenon over a given period of time.

Gender indicators: A type of social indicators whose purpose is to indicate and measure changes that occur in gender relations at a given time or over time. The use of these indicators is a way of approaching the situation or presence of women and men, as well as the presence of certain factors involving differences in behaviour between them. Sex-disaggregated data is a basic indicator that gives way to other explanatory indicators.

Gender impact: Differential analysis or examination of the consequences and impact of a particular action or policy on men and women, with the aim of determining whether it will affect one of the sexes in a different, discriminatory way and adapting and modifying it so as to correct these undesirable effects.

Mainstreaming: Organisation, improvement, development and evaluation of political processes so as to incorporate a gender equality perspective into all policies, levels and stages. This process involves conceiving of political actions utilising a prior analysis conducted from a gender-based perspective.

Parity: Proportionality in the representation of men and women.

Gender-based perspective: This consists of observing the impact of gender on people's opportunities, roles and social interactions. This way of seeing is what allows us to conduct a gender analysis in order to then apply a gender-based perspective in a cross-cutting manner to a programme or proposal.

Equality plans: Reference documents containing strategies and instruments aimed at developing a policy to guide equal opportunity practices within a specific entity, body or administration.

Equality policies: Policy-based actions to make the principle of equal opportunities for women and men a reality.

Principle of equality: Consists of the equal recognition and appreciation of men and women and of the tasks, functions and roles they carry out.

Gender roles: A set of tasks and functions assigned by society to men and women in a differential manner.

Sexism: Each and every one of the methods used by the patriarchy in order to maintain the dominated sex – females – in a situation of inferiority, subordination and exploitation. Sexism is conscious and covers all areas of life and human relationships.

Sex: Biological characteristics of humans, which are different for men and women.

Glass ceiling: This term is a metaphor used to describe the invisible ("glass") barriers through which women can see elite positions but cannot reach them. These barriers prevent a large number of women and ethnic minorities from achieving and securing the best-paid jobs in the labour market.

Work of equal value: Comparative analysis between different jobs that evaluates whether they have an equivalent set of requirements relating to skills, effort, responsibilities and working conditions.

Domestic/reproductive work: The set of activities that are carried out in the domestic sphere. Without coverage of these tasks, productive work would not be possible and the current economic system would be unsustainable. Generally, this work is done by women without pay, except in cases where it is hired out and becomes paid employment, generally on precarious terms, for other women. These tasks are comprised of dependant caretaking, organisation, managing, home planning and maintenance, nutrition planning, hygiene, purchasing etc.

Gender mainstreaming: A strategy that involves integrating a gender-based perspective into all public actions, areas and policies without exception.

Gender-based violence: Any violent act or aggression, based on a situation of inequality within the framework of a system of relationships characterised by the domination of men over women, that has or may result in physical, sexual or psychological harm, including threats of such acts and arbitrary coercion or deprivation of liberty, whether they occur in the public sphere or in family/private life.

Gender: Sociocultural characteristics attributed differently to men and women, which are learned and mutable.

