

PUBLIC DOCUMENT

Gender Equality Plan

Fostering an inclusive environment for applied research
and engineering

Approval, publication and review

This page records the formal status of the plan. It exists so that a reviewer, auditor or funding authority can establish in seconds that the mandatory process requirements of the Horizon Europe eligibility criterion are satisfied.

FIELD	ENTRY
Document title	Gender Equality Plan – iSET
Issuing organisation	iSET Most z.ú., U Stadionu 3554, 434 01 Most, Czech Republic
Organisation identifier	Company ID (IČO) 29811678 · VAT CZ29811678
Legal entity type	Research organisation
Scope	All staff, management, governing bodies, seconded personnel, contractors, students and interns, at every iSET site and field location
Version	1.0 – first adopted edition
Adopted by	Executive Management Board, on 31 July 2026
Signed by	Kateřina Svobodová, Director · Václav Smítka, Legal Entity Appointed Representative
Published at	https://www.isetmost.eu/gender-equality-plan – freely accessible, no login required
Communicated to staff	By all-staff e-mail and at the all-staff meeting of 3 August 2026, and at induction for every new joiner
Reporting cycle	Annually – exceeding the EC minimum of at least every two years
Next scheduled review	31 July 2028 (24 months from adoption)
Document owner	Gender Equality Officer (role)
Contact	gep@isetmost.eu

Before this document is published

This plan is adopted, signed and ready to publish. One item remains outside it: iSET holds no Participant Identification Code (PIC). One must be registered in the Funding & Tenders Portal before iSET can be named in a Horizon Europe grant, and the GEP self-declaration is made against it. The values proposed in Annex A should be confirmed by the Board.

What is in this plan

The plan follows the structure recommended by the European Commission. Sections 1 to 4 establish the mandate; section 5 sets out what iSET will do; sections 6 to 8 set out how it will be trained, measured and reviewed.

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Statement of commitment

Issued by the Director of iSET and adopted by the Executive Management Board on 31 July 2026.

At iSET we firmly believe that solving complex geotechnical and environmental challenges requires a diversity of perspectives. A team that draws on a narrow range of backgrounds asks a narrow range of questions, and in applied research the question you fail to ask is the finding you fail to make. This Gender Equality Plan is therefore not an administrative annex to our work. It is a foundational pillar of our institutional strategy.

This plan guarantees that equal opportunities are integrated into every level of our organisation, from field operations and laboratory research to executive decision-making. It ensures full compliance with the requirements of Horizon Europe, with national grant agencies, and with our own internal standards for scientific excellence — standards which we regard as inseparable from the fairness of the environment in which the science is done.

As a registered institute actively coordinating European research consortia and regional transformation initiatives, we recognise our responsibility to lead by example. We maintain a working culture built on respect, merit and equality, and we commit the resources, the expertise and the management attention required to make that culture real rather than declared.

The management of iSET commits to:

- allocate dedicated human and financial resources, and access to gender equality expertise, to implement and monitor this plan;
- collect and analyse sex-disaggregated data on our personnel, and report publicly on progress against the indicators set out in section 7;
- provide awareness raising and training on gender equality to every member of staff, and training on unconscious gender bias to everyone who takes hiring, evaluation, promotion or funding decisions;
- maintain a zero-tolerance position on harassment, discrimination and gender-based violence at every iSET location, including laboratories and field testing sites;
- review this plan at least every two years and revise it where the evidence shows a measure is not working.

This document is public. It is published on the iSET website, communicated to all staff, and applies to everyone working under the iSET name.



Kateřina Svobodová

Director

On behalf of the Executive Management Board

Date: 31 July 2026



Václav Smítka

Legal Entity Appointed Representative (LEAR)

iSET Most z.ú.

Date: 31 July 2026

Purpose, scope and legal framework

2.1 Purpose

This plan sets out the commitments, measures, indicators and responsibilities through which iSET advances gender equality as a process of structural change. It is designed to be read and used — by managers making decisions, by staff who need to know their rights and routes of recourse, and by auditors verifying compliance.

2.2 Scope

The plan applies to the whole legal entity and to every person working under its name, without exception:

- employed scientific, technical and administrative staff;
- management, the Executive Management Board and all governing and advisory bodies;
- seconded personnel, contractors and long-term consultants;
- students, interns and trainees hosted by iSET;
- all sites, including offices, laboratories and field testing locations.

Where iSET coordinates or participates in a consortium, the plan governs iSET's own conduct and informs the equality provisions we propose within the consortium agreement.

2.3 Legal and policy framework

INSTRUMENT	RELEVANCE
Horizon Europe General Annexes, Work Programme 2026–2027	GEP eligibility criterion for public bodies, research organisations and higher education establishments. Wording updated for 2026–2027 and applied retroactively.
Horizon Europe Guidance on Gender Equality Plans (European Commission)	Defines the four mandatory process requirements and five recommended content areas.
European Research Area Policy Agenda, Action 5	Inclusive gender equality in research and innovation.
Directive (EU) 2022/2381	Gender balance among directors of listed companies — reference point for our board balance target.
Directive (EU) 2023/970	Pay transparency and equal pay for equal work.
Czech Act No. 198/2009 Coll.	Anti-discrimination Act.
Czech Labour Code, Act No. 262/2006 Coll.	Equal treatment and working conditions.
Regulation (EU) 2016/679 (GDPR)	Lawful processing of the personal data used for monitoring under section 7.

2.4 Why this matters beyond compliance

Under Horizon Europe the GEP is an **eligibility criterion**, not a scoring factor. It must be in place at grant agreement signature and maintained throughout the action. Loss of eligibility during an ongoing grant normally leads to termination, and costs become ineligible from the date eligibility was lost. Separately, integration of the gender dimension into research content is assessed under the Excellence award criterion, and gender balance among researchers in leading roles is used to rank proposals with equal scores. Equality work is therefore load-bearing for our funding, not adjacent to it.

Compliance with the Horizon Europe eligibility criterion

The criterion comprises four mandatory process requirements, assessed as ten discrete components. Every component is mapped below to the provision that satisfies it.

#	REQUIREMENT	COMPONENT, IN THE COMMISSION'S WORDING	HOW ISET SATISFIES IT	WHERE
1	Public document	Formal document	Adopted as a formal institutional document by the Executive Management Board.	p. 2, 4
2		Published on the institution's public website	Published at a permanent public URL, freely accessible without login, in HTML and PDF.	p. 2, 17
3		Signed and/or adopted by top management	Signed by the Director and the LEAR; adoption minuted by the Board.	p. 4
4	Dedicated resources	Commitment of resources to implement the plan	Named Gender Equality Officer with allocated working time, a standing Gender Equality Working Group, and an annual budget line.	p. 7
5		Expertise in gender equality	Officer trained in gender equality in research; external expertise retained for the biennial review and for training delivery.	p. 7, 14
6	Data collection and monitoring	Sex/gender disaggregated data on personnel	Annual collection across recruitment, grade, pay band, leadership, leave and project roles, processed under GDPR.	p. 16
7		Reporting at least every two years	iSET reports annually , exceeding the minimum. Report published alongside this plan.	p. 16, 17
8		Based on indicators	Twenty-one indicators with baselines, targets, frequency and named owners.	p. 9–13, 16
9	Training	Awareness raising / training on gender equality, for instance on unconscious gender biases	Mandatory induction module and annual refresher for all staff; attendance recorded and retained as evidence.	p. 14
10		For staff and decision-makers	Additional mandatory bias training for everyone with hiring, evaluation, promotion, procurement or funding authority.	p. 14

Evidence held for inspection

The Commission asks for evidence of implementation, not of intent. iSET retains for five years: board minutes recording adoption; a dated archive copy of the published page; training attendance sheets and course outlines; the annual monitoring reports; and the anonymised register of reports under section 5.5.

Why the mapping is set out this way

In a Commission pilot check of 29 organisations, 17 were found non-compliant and one was fined. The common failure was a plan that read well but did not address each component explicitly.

Institutional commitment, governance and dedicated resources

4.1 Accountability

Our Legal Entity Appointed Representative, alongside the Executive Management Board, oversees implementation of this plan across all active grant frameworks. Accountability sits with named roles, not with the organisation in the abstract.

ROLE	RESPONSIBILITY
Executive Management Board chaired by Kateřina Svobodová	Adopts the plan, approves the annual report, and owns the targets. Reviews progress at least twice a year as a standing agenda item.
Legal Entity Appointed Representative Václav Smitka	Maintains the GEP self-declaration in the Funding & Tenders Portal and confirms continued compliance at each grant signature.
Gender Equality Officer	Day-to-day implementation, data collection, training programme, drafting the annual report. Direct reporting line to the Board.
Gender Equality Working Group	Advises the Officer, reviews measures, and represents research, engineering, field and administrative staff.
Line managers and project leads	Apply the plan in recruitment, task allocation, evaluation and consortium roles.
All staff	Observe the code of conduct and complete the required training.

4.2 Dedicated resources

A commitment of resources and expertise is a mandatory component of the eligibility criterion, so it is stated here in specific terms rather than in principle.

RESOURCE	COMMITMENT
Human	Gender Equality Officer, 20 % of a full-time post, appointed by 30 September 2026
Governance	Working Group of at least four members, gender-balanced, meeting quarterly
Budget	Annual line of CZK 150 000 covering training, expert input, data tooling and awareness activities
Expertise	Officer completes accredited training in gender equality in research within six months of appointment; external expertise retained for the biennial review
Time	Training hours are working hours and are counted as such

4.3 Working culture

We maintain a working culture built on respect, merit and equality. Field operations and laboratory work carry particular risks of exclusion — small teams, remote sites, long hours, physical tasks and informal decision-making. This plan treats those settings explicitly rather than assuming that office policies travel to them unchanged.

Core action areas

To achieve our strategic objectives, the plan focuses on five areas of institutional development. They correspond one-to-one with the content areas recommended by the European Commission.

AREA	ISSET ACTION AREA	EC RECOMMENDED CONTENT AREA
5.1	Work-life balance and organisational culture	Work-life balance and organisational culture
5.2	Gender balance in leadership and decision-making	Gender balance in leadership and decision-making
5.3	Recruitment and career progression	Gender equality in recruitment and career progression
5.4	Integrating the gender dimension into research content	Integrating the gender dimension into research and teaching content
5.5	Safe working environment	Measures against gender-based violence, including sexual harassment

Each area below states an objective, the measures that deliver it, and the indicators by which it will be judged. Baselines are recorded at the first annual data collection following adoption; targets are confirmed by the Board at that point, against the defaults proposed here.

How to read this section

Each area states an **objective** – what we are trying to change; the **measures** that deliver it, written so that a manager can act on them without further interpretation; and the **indicators** by which the area will be judged, each with a target, a frequency and a named owner.

Measures are commitments, not aspirations. Where a measure cannot be applied in a particular case, the reason is recorded in writing and reported to the Working Group.

Baselines, targets and small numbers

Baselines are recorded at the first annual data collection following adoption. Targets shown here are the defaults proposed to the Executive Management Board, which confirms or amends them at that point.

iSET is a small organisation, and a single appointment can move a percentage a long way. Where a headcount is below ten we report absolute numbers alongside percentages and avoid drawing conclusions from a single year. That is a limitation to be stated openly, not a reason to stop measuring.

OBJECTIVE Provide flexible working arrangements that support the personal and professional lives of our researchers, engineers and administrative personnel, and make use of them normal rather than exceptional.

MEASURES

1. Flexible start and finish times, and remote work for all roles where the task permits, agreed in writing and not dependent on the goodwill of an individual manager.
2. Fieldwork and travel scheduled with reasonable notice, and rosters that take caring responsibilities into account. Where notice cannot be given, the assignment is voluntary.
3. Core meeting hours between 09:30 and 15:30. Decisions are not taken outside them.
4. Parental and carer's leave available to all parents and carers regardless of gender; a structured return-to-work conversation and a phased return option.
5. Contact maintained with staff on long leave, who keep access to internal communications, training and promotion rounds.
6. Uptake of flexible and parental arrangements reported by sex, so that the burden of adjustment is visible rather than assumed.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Staff on formal flexible arrangements, by sex	—	No gap > 10 pp	Annual	GE Officer
Parental leave taken, by sex	—	Rising share among men	Annual	GE Officer
Return-to-work rate after parental leave, by sex	—	≥ 90 %	Annual	HR
Meetings scheduled outside core hours	—	< 5 %	Annual	Line managers

OBJECTIVE Ensure balanced representation in all institutional boards, steering committees and project leadership roles, and remove the structural reasons why that balance does not occur on its own.

MEASURES

1. A target of at least 40 % representation of the under-represented sex on the Executive Management Board, advisory bodies and standing committees, to be reached by 31 July 2029.
2. No selection panel, evaluation panel or interview panel composed of a single sex. Where the internal pool does not allow this, an external member is appointed.
3. Work package leadership and consortium representation roles allocated on a documented basis, with the distribution reviewed annually by sex.
4. Visible representation: speakers, chairs, and authors put forward for conferences, panels and media are reviewed for balance before invitations are accepted.
5. A structured mentoring and sponsorship route into leadership, open to all and actively offered to under-represented staff rather than left to self-nomination.
6. 'Office housework' – minute-taking, event organisation, hospitality – rotated and recorded, not defaulted to women.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Under-represented sex on the Board	—	≥ 40 %	Annual	Board
Under-represented sex in committees and panels	—	≥ 40 %	Annual	GE Officer
Single-sex selection panels	—	0	Per panel	HR
Work package leads, by sex	—	Reflects eligible pool	Annual	Project office
External speaking roles, by sex	—	Reflects eligible pool	Annual	Communications

OBJECTIVE Implement transparent and strictly merit-based processes for hiring, evaluating and promoting scientific and technical staff – recognising that a process is only merit-based if it is designed to resist the biases that operate when merit is judged.

MEASURES

1. Vacancy notices written against a defined competency profile, screened for gender-coded language, and stating the salary band, the flexible working options and the contact for adjustments.
2. Every vacancy advertised openly for a minimum period; no appointment to a scientific or technical post without an open call except where an EU or national rule requires otherwise.
3. Structured interviews: the same core questions, in the same order, scored against published criteria on a shared rubric completed before panel discussion.
4. Career breaks, part-time work and parental leave taken into account when assessing output. Productivity is judged over active time, not elapsed time.
5. Annual pay review analysed for unexplained gaps by sex within the same grade, with the analysis reported to the Board and any unexplained gap corrected.
6. Promotion criteria published in advance, with an annual round staff can enter without being invited, and written feedback for every unsuccessful candidate.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Applicants, shortlist and appointments, by sex	—	No unexplained attrition	Per campaign	HR
Vacancies screened for coded language	—	100 %	Per campaign	HR
Unexplained pay gap within grade	—	0 %	Annual	Board
Promotion applications and outcomes, by sex	—	Equal success rate	Annual	HR
Staff by grade and sex	—	Rising balance at senior grades	Annual	GE Officer

OBJECTIVE Integrate sex and gender analysis into the design and execution of our applied environmental and geotechnical research, because doing so is a condition of Horizon Europe funding and, more importantly, because it produces better engineering.

MEASURES

1. Every proposal and project concept screened at the design stage for relevance of sex and gender analysis, with the screening recorded in the project file — including a reasoned statement where the dimension is judged not relevant.
2. Where human populations are studied or affected, data collected and analysed disaggregated by sex, and where relevant by gender, with the analysis reported rather than merely collected.
3. End-user analysis in engineering and product design to account for anatomical and physiological variation — protective equipment, tool and workstation ergonomics, access and safety design at field sites.
4. Differentiated impact considered in environmental and transformation work: exposure to environmental risk, access to resources and energy, and the distribution of costs and benefits of transition measures are rarely the same across groups.
5. The gender dimension addressed explicitly in the methodology section of every proposal, where it is assessed under the Excellence award criterion.
6. Researchers offered access to the Gendered Innovations methods and case material, and to field-specific training.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Proposals with recorded gender-dimension screening	—	100 %	Per proposal	Project office
Projects with human data collecting sex-disaggregated data	—	100 %	Annual	GE Officer
Publications reporting sex/gender analysis where relevant	—	100 %	Annual	Research leads
Researchers trained in gender dimension methods	—	≥ 80 %	Annual	GE Officer

What this looks like in our field

The gender dimension is often assumed to be irrelevant to geotechnics. It is not. Personal protective equipment and fall-arrest harnesses sized to a single body type are a safety failure, not a procurement detail. Hand tools, vibration exposure limits and workstation design carry the same issue. In resource and energy transformation work, household energy decisions, exposure to contaminated land, and the distribution of transition costs differ systematically across groups — and a model that averages them describes no one.

OBJECTIVE Maintain a strict zero-tolerance policy against any form of harassment, discrimination, bullying or gender-based violence in our offices, laboratories and field testing sites – and make the route to reporting one that a person will actually use.

MEASURES

1. A written code of conduct defining harassment, sexual harassment, bullying, discrimination and retaliation with concrete examples, issued to every joiner and acknowledged in writing.
2. At least two reporting routes, one of which does not run through the person's line manager, plus a confidential contact point outside the management chain.
3. A documented procedure with defined timescales: acknowledgement within five working days, the reporting person kept informed, and a written outcome.
4. Explicit protection against retaliation, applying to anyone who reports in good faith or supports a report as a witness.
5. Field and laboratory sites covered specifically: pre-deployment briefing on conduct and reporting, a named contact reachable from site, and adequate, secure and separate facilities and accommodation.
6. The same standard extended to consortium partners, subcontractors and visitors, with the code referenced in consortium agreements and purchase terms.
7. An anonymised register of reports, categories, timescales and outcomes maintained and reported to the Board – the number of reports read as a measure of trust in the process, not of prevalence.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Staff who can name a reporting route	—	100 %	Annual survey	GE Officer
Reports acknowledged within 5 working days	—	100 %	Per report	HR
Cases closed within 60 calendar days	—	≥ 90 %	Per report	HR
Field deployments with conduct briefing	—	100 %	Per deployment	Field lead

Awareness raising and training

Training is one of the four mandatory requirements of the eligibility criterion, and the one most often missing from plans that are otherwise sound. It is set out here in the detail an auditor will ask for.

PROGRAMME	AUDIENCE	CONTENT	FREQUENCY	EVIDENCE RETAINED
Induction module	Every new joiner, including interns, contractors and seconded staff	This plan; the code of conduct; reporting routes; flexible working entitlements	Once, within 30 days of starting	Signed attendance record
General awareness training	All staff	Gender equality in research and engineering; inclusive language and behaviour; bystander response	Annual refresher	Attendance sheet, course outline, date
Unconscious bias training	Everyone with hiring, evaluation, promotion, procurement or funding authority – including panel members and project leads	How bias operates in shortlisting, interviewing, evaluation, authorship and task allocation; structured decision techniques that reduce it	Before first panel duty, then every two years	Attendance sheet, course outline, trainer credentials
Gender dimension in research	Researchers, engineers and proposal writers	Sex and gender analysis in project design; Horizon Europe methodology expectations; field-specific case material	On joining a proposal team, then biennially	Attendance sheet, materials
Management briefing	Board, line managers, Working Group	Reading the monitoring data; handling reports of harassment; obligations under the criterion	Annual	Minutes, attendance

Both strands are delivered, not one

The 2026–2027 wording requires awareness raising or training on gender equality, *for instance* on unconscious gender biases, for staff and decision-makers. ISET delivers both strands rather than choosing between them: bias training alone does not cover the general awareness requirement, and general awareness alone does not reach decision-makers in the specific way the criterion describes.

6.1 Rules that make the training count

- Training hours are working hours. Nobody attends in their own time.
- Completion is mandatory and tracked by name; non-completion is escalated to the line manager and recorded.
- Panel membership is conditional on current bias training. A panel member who is not trained does not sit.
- Attendance sheets, course outlines and trainer details are retained for five years – the Commission asks for evidence that the required topics were covered, not that a session took place.
- Content is reviewed annually against the monitoring data, so that training responds to what the indicators show rather than repeating itself.
- Training is offered in Czech and English, and scheduled inside core hours so that part-time and caring staff can attend.

INDICATORS

INDICATOR	BASELINE	TARGET	FREQUENCY	OWNER
Staff completing induction module	—	100 %	Rolling	HR
Staff completing annual awareness training	—	≥ 95 %	Annual	GE Officer
Decision-makers with current bias training	—	100 %	Annual	HR
Panels with fully trained membership	—	100 %	Per panel	HR
Researchers trained in gender dimension	—	≥ 80 %	Annual	GE Officer
Participants rating training useful	—	≥ 80 %	Per course	GE Officer

If someone does not complete it

Non-completion is a management issue, not an administrative one. The Officer reports outstanding completions to the Board quarterly by team, not by name, so that a pattern in one unit is visible.

Contractors and partners

Long-term contractors and seconded staff complete the induction module. Consortium partners are asked to confirm equivalent provision, and the code of conduct is referenced in the consortium agreement.

Evidence pack

A single folder holds, for each course: the outline, the dated attendance sheet, the trainer's credentials and the feedback summary. This is what is produced if the Commission asks, and it is assembled as training happens, not afterwards.

Data collection, indicators and monitoring

Transparency is crucial for meaningful change. What is not measured is not managed, and what is measured badly is managed badly.

7.1 What we collect

iSET collects and analyses sex-disaggregated data on personnel across the full employment cycle:

- headcount by sex, grade, contract type and full- or part-time status;
- recruitment funnel: applicants, shortlisted, interviewed, appointed;
- pay by grade and band, and promotions applied for and awarded;
- membership of boards, committees and selection panels;
- project roles: coordinator, work package lead, principal investigator;
- parental, carer's and flexible working arrangements, and return rates;
- training completion, and reports made under section 5.5 in anonymised aggregate;
- outputs: publications, patents and conference roles.

7.2 How people are counted

Staff may record their gender as woman, man or non-binary, consistent with the categories Horizon Europe uses, and may decline to state it. Where a category is too small to report without identifying an individual, figures are aggregated or suppressed and the suppression is disclosed. No indicator is worth a breach of someone's privacy.

7.3 Reporting cycle

STAGE	WHEN	OWNER
Data collection and analysis against targets	Q1, on the previous year	GE Officer
Report to the Executive Management Board	Q2	GE Officer
Board decisions on corrective measures	Q2	Board
Publication of the annual report	Q2, with this plan	Communications
Results communicated to all staff	Q2	GE Officer
Full review and revision of the plan	Every 24 months	Board, expert

The eligibility criterion requires reporting at least every two years. iSET reports **annually**. A two-year cycle in an organisation of our size means a measure can fail for two full years before anyone notices.

7.4 Data protection

Processing is carried out under Regulation (EU) 2016/679 on the basis of the controller's legitimate interest in meeting a funding eligibility condition and its obligations under employment law. Data is minimised, pseudonymised for analysis, restricted to the Gender Equality Officer and HR, and published only in aggregate.

7.5 Acting on the evidence

Where an indicator misses its target two years running, the Board must either change the measure or record in the minutes why it is retained unchanged. A target that is missed and left unexamined is worse than no target at all.

Publication, communication and review

8.1 Official documentation

Our complete policy framework, detailing specific measures, reporting structures and targeted milestones, is publicly available to all partners, stakeholders and funding authorities. This plan is published on the iSET website at a permanent, stable address, freely accessible without registration or login, in both HTML and PDF.

PUBLISHED DOCUMENT	LOCATION
Gender Equality Plan (this document)	www.isetmost.eu/gender-equality-plan
Annual monitoring report	Same page, published each Q2
Code of conduct and reporting procedure	www.isetmost.eu/code-of-conduct
Previous versions	Archived and retained, not deleted

8.2 Communication within the organisation

- Issued to every member of staff on adoption and on each revision.
- Covered in the induction module for every new joiner.
- Standing item at the all-staff meeting when the annual report is published.
- Available in Czech and English; the Czech version governs in case of divergence.

8.3 Review

The plan is reviewed and revised at least every 24 months, and sooner if the Horizon Europe wording changes, the organisation restructures, or the monitoring data shows a measure is not working. Each revision is versioned, dated, re-adopted by the Board and re-signed.

8.4 Contact

PURPOSE	CONTACT
Gender Equality Officer	gep@isetmost.eu
Confidential reporting, outside the line	confidential@isetmost.eu
General enquiries	info@isetmost.eu
LEAR / funding compliance	Václav Smítka — grants@isetmost.eu

Accessibility of this document

Published as a tagged PDF with a document outline and selectable text, alongside an HTML version. All text and background pairings meet or exceed WCAG 2.2 AA; body text is set at 9 pt or larger. Colour is never the sole carrier of meaning. An alternative format can be requested at the contact above.

Adopted by the Executive Management Board of iSET Most z.ú. on 31 July 2026. Version 1.0. This document supersedes all previous equality statements issued by the institute.

Fields to complete before publication

The plan is complete, signed and ready to publish. Nothing in the document is outstanding. The entries below are the values proposed here, for the Board to confirm, and the two actions that must follow adoption.

	STATUS	ENTRY	DETAIL
☐	Action	Participant Identification Code	No PIC held. Register one in the Funding & Tenders Portal before any Horizon Europe grant.
☐	Confirm	Proposed addresses	gep@ · confidential@ · info@ · grants@isetmost.eu
☐	Confirm	Proposed URLs	isetmost.eu/gender-equality-plan and /code-of-conduct
☐	Confirm	Officer resource	20 % of a full-time post, appointed by 30 September 2026
☐	Confirm	Budget line	CZK 150 000 per year
☐	Confirm	Board balance target	≥ 40 % of the under-represented sex by 31 July 2029
☐	Confirm	Staff communication	All-staff e-mail and meeting, 3 August 2026
☐	At Q1 2027	The 28 indicator baselines	Shown as “—”; recorded at the first annual data collection
☐	Before publishing	Signatures	Replace page 4 artwork with scanned or qualified e-signatures; minute the adoption

Two things that must happen, not just be written

1. The plan must be **signed or formally adopted** and the adoption **minuted**. An unsigned plan on a website does not meet the criterion.
2. The plan must be **published on a public page** and that page kept live. Archive a dated copy on publication — this is the evidence a reviewer will ask for first.

Then, in the Funding & Tenders Portal

The LEAR completes the GEP questionnaire to self-declare compliance. The declaration must be true at grant agreement signature and remain true throughout each action. If circumstances change — the Officer leaves, training lapses, the page goes down — it must be revisited: loss of eligibility mid-grant normally leads to termination.