

2ND GENDER EQUALITY PLAN FOR THE NATIONAL INSTITUTE OF AEROSPACE TECHNOLOGY “ESTABAN TERRADAS”

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1 FOREWORD

INTA, as a Public Research Body and a benchmark institute specialising in technological research and development in Aeronautics, Aerospace, Hydrodynamics, Security and Defence technologies, is aware of its responsibility in providing equal opportunities, regardless of gender.

Equal opportunities is an internationally recognised right and one of the fundamental pillars of a democratic system. However, despite the equality laws, there still exists gender inequality, especially in the workplace.

Because of this, INTA is committed to the real and effective integration of equalities in the workplace, adopting measures aimed at avoiding and preventing gender-based discrimination. This includes direct or indirect discrimination equally.

We seek to integrate the equal opportunities policy across all areas in which we carry out activities. This includes decision making, processes for the execution and design of internal policies, human resources management, budget preparation and across all processes that form scientific-technical research. We must promote measures that encourage the role of women within research teams and the recognition of their contributions.

This Institution, aware of the importance of continuing to promote equalities policies, joins this line of action and approves INTA's II Gender Equality Plan. The Roadmap sets out specific objectives, strategies and practices to ensure their success and systems for monitoring and evaluation, as established by Organic Law 3/2007 of 22 March on the effective equalities of women and men.

For successful attainment of the standards set out, the necessary resources will be made available for the elaboration and implementation of the measures and action plans put forth here. There is the intention to guarantee the fulfilment and monitoring of the gender-based equality goals.

This Gender Equality Plan, like before, is the result of a process of reflection and debate on what needs to be done to move forward and warrant effective gender-based equality, both the organisational structure of INTA and its staff were included in the considerations. This plan has been negotiated and unanimously agreed upon by INTA's staff representatives.

Torrejón de Ardoz
GENERAL DIRECTOR

-Julio Ayuso Miguel-

2 STRATEGIC OBJECTIVES

By putting together this 2nd Gender Equality Plan at INTA, in line with the 3rd Gender Equality Plan in General National Administration, INTA aims to:

- Develop equal opportunities in the Institute to reduce any inequalities that may be present with in the institution.
- Consolidate equal treatment and equal opportunities for all genders in INTA by raising awareness and staff training programmes.
- Support the reconciliation of private, family and professional life and co-responsibility.
- Know and effectively implement tools to ensure gender-based integration methods in our work.
- Pay special attention to situations that require specific protections, such as victims of gender-based violence or harassment prevention.

Furthermore, it implements the thirteenth additional provision set out in Law 17/2022 of 5 September, which modifies Law 14/2011 of 1 June on Science, Technology and Innovation, which obliges Public Research Bodies to adopt Equality Plans that will be monitored on an annual basis. With this in mind, this plan is broken down into 7 lines of action, which include the necessary actions to fulfil the challenges and aims described in this document.

3 SCOPE AND VALIDITY

This Plan is to be applied and considered valid across the whole of INTA and should be observed by all INTA staff.

This Plan will have a validity of 4 years from the date of signing into force and will be valid until the approval of a new Plan.

4 LEGAL FRAMEWORK

Gender-based equal opportunities is an internationally recognised right and one of the fundamental pillars of a democratic system.

The Spanish Constitution proclaims the right to equality and expressly prohibits discrimination based on sex (Article 14) and establishes the obligation of the public authorities to ensure that equality is real and effective (Article 9.2) and also has the obligation to eliminate obstacles that prevent or hinder its full realisation and facilitate the participation of all citizens in political, economic, cultural and social life.

Under Organic Law 3/2007 of 22 March on the effective equalities of women and men there is further obligation to ensure gender-based equality. This legislation marked a turning point in the multi-institutional inclusion of the principle of gender-based equalities in public policy.

Article 64 sets out the objectives to be achieved in terms of promoting equal treatment and opportunities in public employment, as well as the strategies or measures to be adopted to achieve them.

With this in mind, the 1st and 2nd Gender Equality Plan in General National Administration were approved, which were constituted as a tool that allows for balanced representation and also guarantees effective gender-based equality in public employment and working conditions.

With the approval of the 3rd Gender Equality Plan in General National Administration, a comprehensive effort is being made to intensify and make effective gender-based equalities as one of the main objectives to advance in the fulfilment of the Sustainable Development Goals of the 2030 Agenda.

Within these Sustainable Development Goals (SDGs), there are three that deserve special mention for the purposes of the 3rd Gender Equality Plan in General National Administration:

- **SDG 5:** specifically addresses the goal of achieving gender equality, within the framework of global respect for human rights.
- **SDG 8:** on sustained, inclusive and sustainable economic development, full and productive employment and decent work for all people (equal pay for work of equal value)
- **SDG 10:** ensure equal opportunities by reducing inequality caused by other reasons.

Furthermore, Law 17/2022, of 5 September, which amends Law 14/2011, of 1 June, on Science, Technology and Innovation, introduces the general objective of promoting of gender-based perspectives as a universal issue in Science, Technology and Innovation, establishing two fundamental principles regarding the implementation of the gender-based perspective:

- The equal gender-based composition of bodies, councils and committees is regulated in this law, as well as in the evaluation and selection bodies of the Spanish Science, Technology and Innovation System.
- There is a need to incorporate the gender perspective as an all-encompassing category in research and technology, so that its relevance is considered in all aspects of the research process. Starting from the priorities of scientific-technical research, women's presence in research teams needs to be recognised.

Special mention should also be made of the recent Law 4/2023 of 28 February for the real and effective equality of trans people and for the guarantee of the rights of LGTBI people. This piece of legislation aims to develop and guarantee the rights of lesbian, gay, bisexual, trans and intersex people (hereinafter LGTBI) by eradicating situations of discrimination to ensure that Spain is a country where people can manifest their sexual orientation, identity, gender expression, sexual characteristics and family diversity freely. In CHAPTER II of Law 4/2023, it identifies public policies to promote the effective equality of LGTBI people and the strategies to be followed to achieve it.

5 ABBREVIATIONS

GNA: General National Administration

SDGs: Sustainable Development Goals

PRB: Public Research Bodies

INAP: National Institute of Public Administration ("Instituto Nacional de Administración Pública - INAP")

TPD: Training and Plans Department

PEO: Public Employment Offers

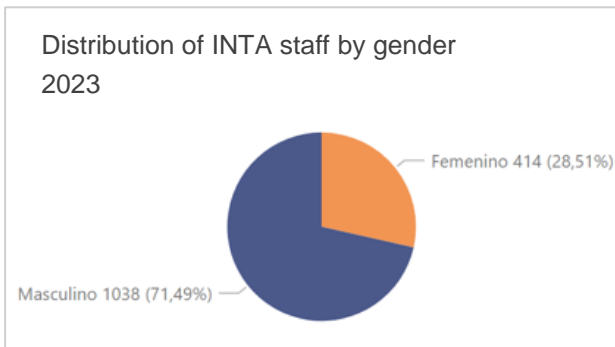
6 GENDER-BASED EQUALITIES SITUATION

Comparative Data

6.1 Distribution of staff by gender.

The data for this analysis has been collated from a variety of sources such as computer repositories and information gathered from applications such as SAP, an Enterprise Resource Planning software.

According to records as of 23 March 2023, INTA has a total of 1452 staff. 414 are women (28.51%) and 1038 are men (71.49%). This figure includes civil servants, contract staff and military personnel.



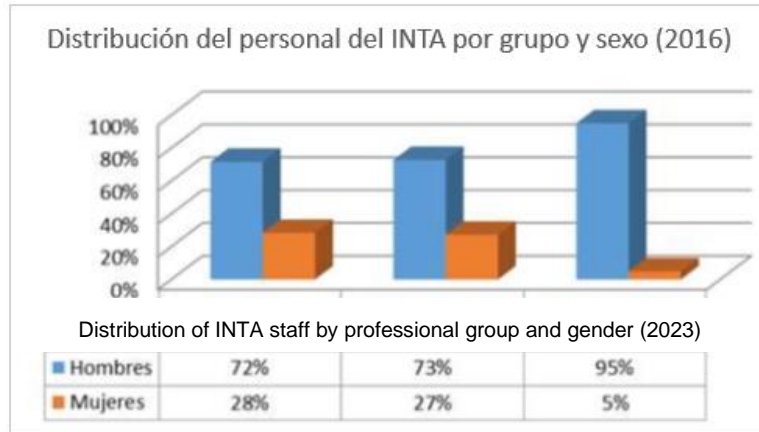
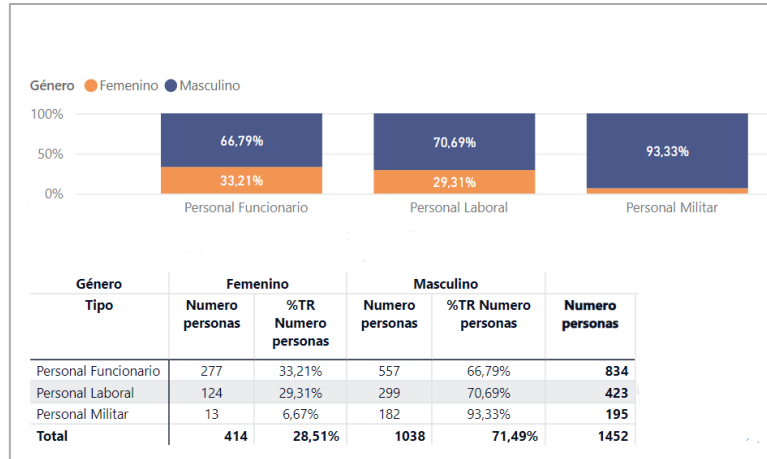
With this in mind, it is worth noting that INTA has a considerably lower number of female employment than the whole of the GNA, Spanish National Research Council (CSIC) and Carlos III Health Institute (ISCIII). This is according to the data in their current Gender Equality Plans:

- 3rd Gender Equality Plan in General National Administration (p.14): 51.4% women and 48.6% men (data as of January 2019)
- 3rd Gender Equality Plan CSIC (p. 14): 50% women and 50% men (data as of 31/10/2021)
- 2nd Gender Equality Plan ISCIII (p.13): 69% women and 31% men.

However, it should be noted that the percentage of women compared to the previous study in 2016 has increased by 3.51%.

6.2 Distribution of INTA staff by professional group and gender.

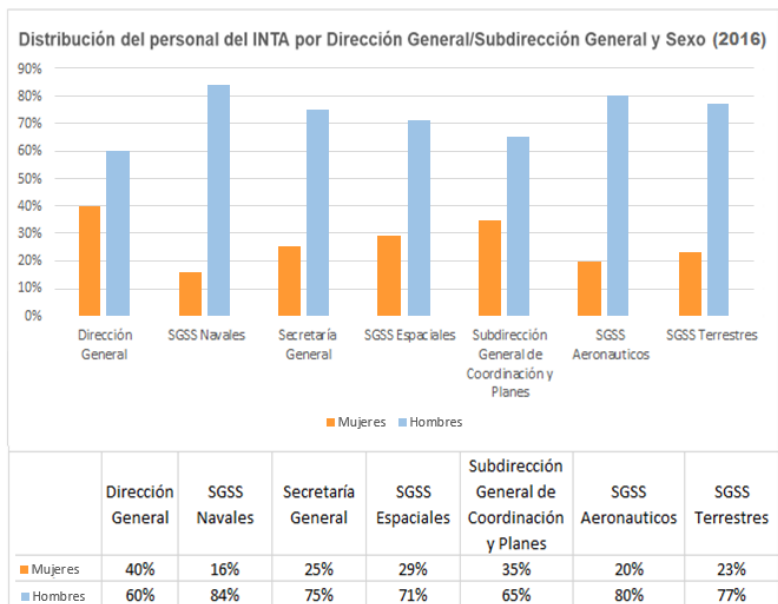
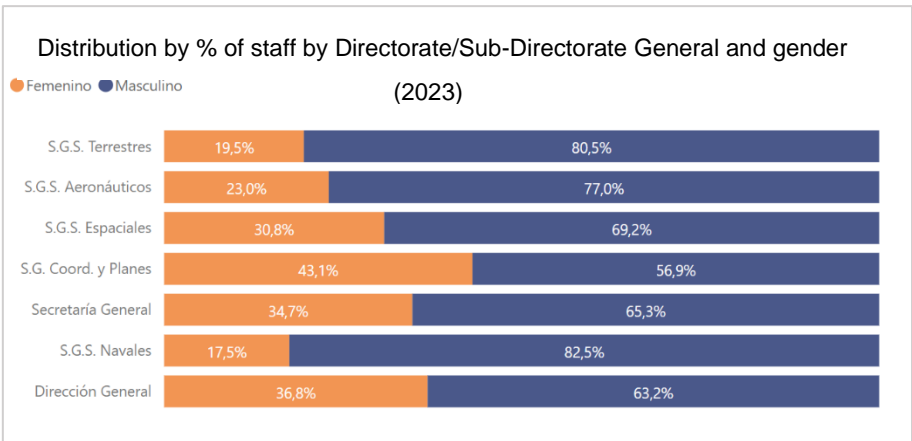
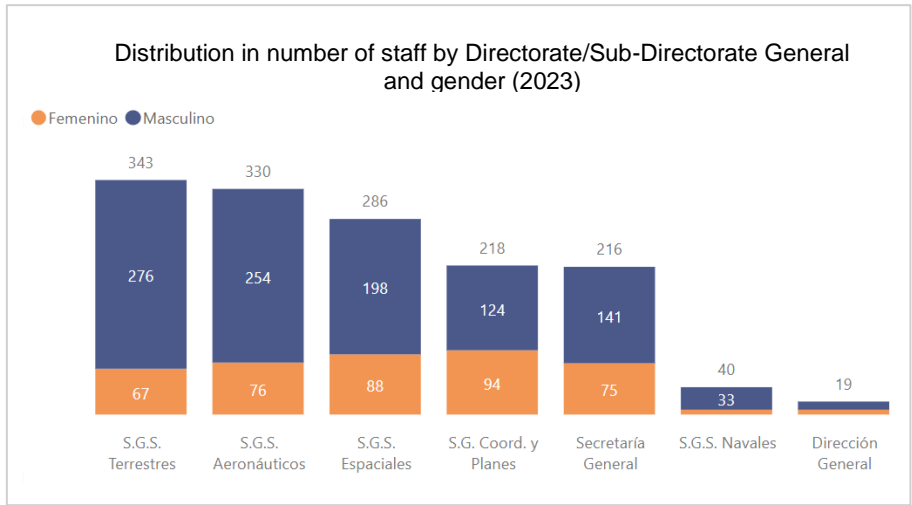
The following graphs show the distribution of women and men by professional group (March 2023). They are presented as percentages and actual number.



Although there is not equal gender distribution in any of the categories, it can be observed that the percentage of women in non-military roles is around 30% (civil servants 33.21% and contract staff 29.31%). However, the percentage of women making up military personnel is only 6.67%.

Compared to 2016 data, there is a slight trend towards an increase in the percentage of women in all groups.

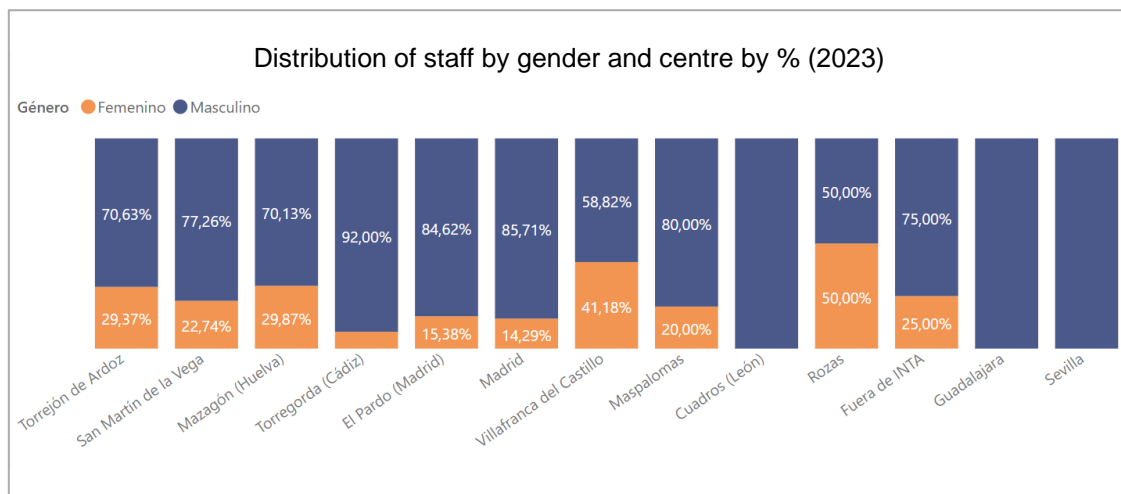
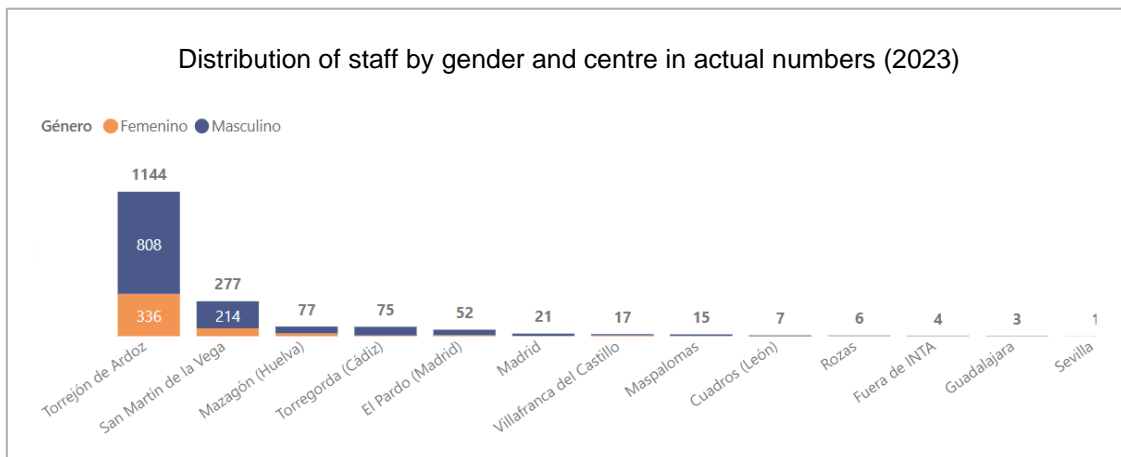
6.3 Distribution of staff by Directorate/Sub-Directorate General and gender.



Compared with the analysis conducted in 2016, we can see that in all the sub-directorates the percentage of women has risen, except in the General Directorate, where it fell by 3.2%, and in Terrestrial SDS, where it fell by 3%.

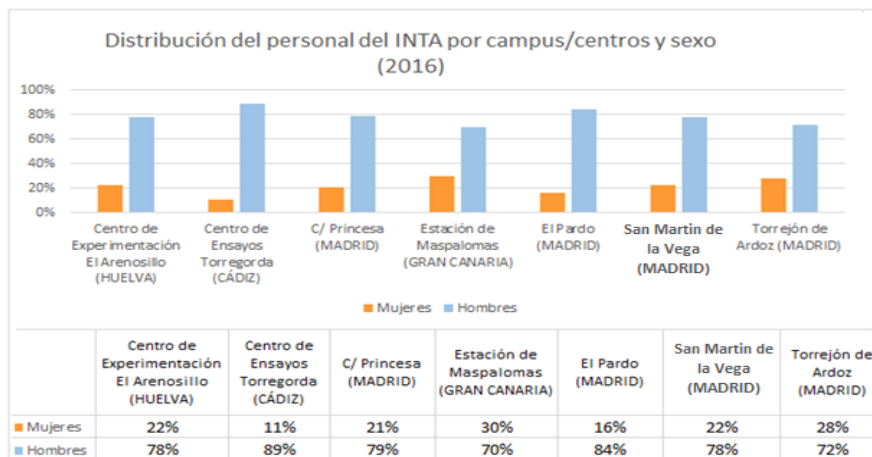
But it can be observed that the increase is more significant in the management sub-directorates (↑ 10% in Secretariat General and ↑ 8.1% in Sub-Directorate General for Coordination and Plans). At the same time, in the sub-directorates dedicated to research/technology, the increase is not as significant (↑ 1.8% in Space SDS, ↑ 3% in Aeronautics SDS and ↑ 1.5% in Naval SDS)

6.4 Distribution of staff by centre and gender.



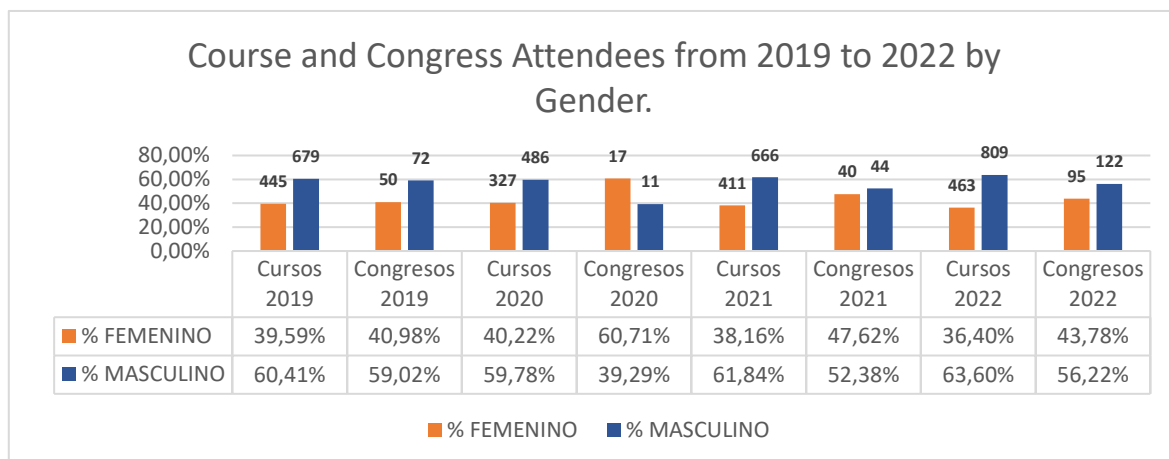
Compared with the centres in the 2016 analysis, the number of women has decreased in Maspalomas (↓10%), in Madrid (C/ Princesa) (↓6.71%), in Torregorda, Cádiz (↓3%) and in El Pardo (↓0.62%).

In the rest of the centres the number of women has risen: in Arenosillo (↑7.8%), Torrejón (↑1.37%), and San Martín de la Vega (↑0.74%).



6.5 Course and Congress Attendees from 2019 to 2022 by Gender.

	FEMENINO	% FEMENINO	MASCULINO	% MASCULINO	TOTAL
Cursos 2019	445	39,59%	679	60,41%	1124
Congresos 2019	50	40,98%	72	59,02%	122
Cursos 2020	327	40,22%	486	59,78%	813
Congresos 2020	17	60,71%	11	39,29%	28
Cursos 2021	411	38,16%	666	61,84%	1077
Congresos 2021	40	47,62%	44	52,38%	84
Cursos 2022	463	36,40%	809	63,60%	1272
Congresos 2022	95	43,78%	122	56,22%	217



In 2016, 329 women (33%) participated in INTA training courses compared to 656 men (67%).

The percentage of women's participation in training courses has increased with respect to the data from the 2016 analysis, reaching 36.40% attendance at courses and 43.78% attendance at conferences by female staff in 2022.

As in the 2016 analysis, it can be seen that woman are more likely to attend courses and congresses, given that the percentage of female participants in courses is higher than their representation in INTA.

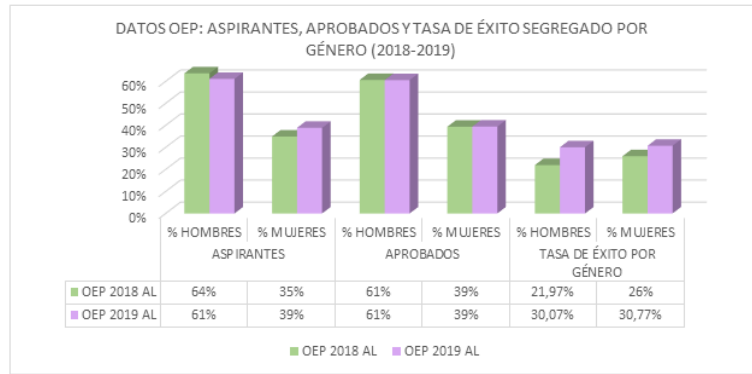
It can be seen that in recent years the ratio between men and women has remained practically the same in terms of course attendance. However, in attendance at courses and congresses in 2020, the percentage of women attending congresses rose substantially, reaching 60%. However, this was the year the COVID-19 pandemic hit which resulted in considerably decreased participation. On the other hand, congresses were held virtually, a component that surely influenced the increase in the percentage of women's participation that year.

6.6 Applicants, Pass and Success Rate (2018-2021)

In the 2018 public employment offer, 118 vacancies were published. They attracted a total of 143 applicants. As percentages of the applicants, 64% were men and 35% were women. As percentages of the total number of successful candidates in 2018, 61% were men and 39% were women.

In the 2019 public employment offer, 144 vacancies were published. They attracted a total of 234 applicants. As percentages of the applicants, 61% were men and 39% were women. As percentages of the total number of successful candidates in 2019, 61% were men and 39% were women.

In the already concluded public employment offers 2020 and 2021, 284 applicants applied. The applicants were 60.90% men and 39.08% women. As percentages of the total number of successful candidates, 59.80% were men and 40.22% were women.



However, if you look at the likely hood of a candidate's success based on their gender, a female applicant is more likely to be successful.

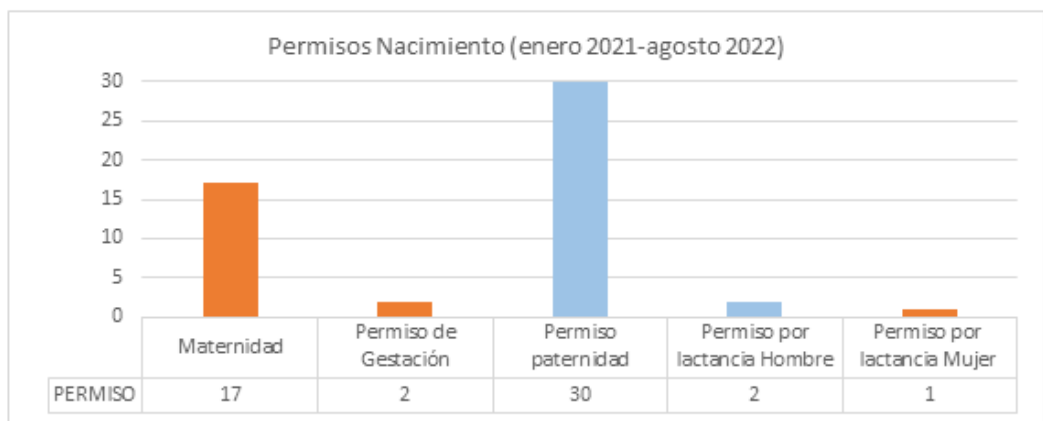
In other words, in the 2018 PEO, 26% of the total number of female candidates were successful in the selection process, compared to 21.7% of men who were successful of the total number of male candidates.

In the 2019 PEO, the success rate is slightly higher for women than for men. In this case it is much more equal, being 30.07% for men compared to 30.77% for women.

6.7 Parental Leave (January 2021 - August 2022)

There were 52 employees who requested parental leave in this time period. 20 were women and 32 were men. Presented differently, the percentages of total number of parental leave permissions granted were:

- 61.54% were men
- 38.46% were women



6.8 Compassionate Leave Requests

In INTA's 1st Gender Equality Plan, the data for paid and unpaid leaves of employment for civil servants, contract staff and military personnel in the period **2015-2016** was broken down by gender:

PERMISOS			HOMBRE	%H	MUJER	%M	TOTAL
Personal funcionario	Retribuido	Parto	0	0%	13	100%	13
		Paternidad	1	100%	0	0%	1
	No Retribuido	Licencias	0	0%	2	100%	2
		Excedencia voluntaria por interés particular.	2	67%	1	33%	3
		Excedencia por cuidado de hijo.	2	29%	5	71%	7
		Excedencia voluntaria por cuidado de familiar.	1	100%	0	0%	1
Personal laboral	Retribuido	Suspensión por maternidad y/o riesgo en el embarazo. Con reserva de puesto de trabajo.	0	0%	16	100%	16
		Paternidad	2	100%	0	0%	2
	No Retribuido	Licencias	20	69%	9	31%	29
		Excedencia voluntaria por interés particular.	2	100%	0	0%	2
		Excedencia por cuidado de hijo.	3	100%	0	0%	3
		Excedencia por cuidado de cónyuge o familiar.	0	0%	0	0%	0
Personal Militar	No Retribuido	Excedencia cuidado de hijos	1	100%	0	0%	1

The data extracted from January 2021 to August 2022:

PERIODO 1 de enero de 2021 hasta 8 de agosto de 2022				
PERSONAL	PERMISOS	Tipo de Permiso	HOMBRES	MUJERES
Personal Funcionario	Retribuidos	Maternidad-Gestación/Paternidad	30	20
		Lactancia	2	1
	No retribuidos	Licencias	14	8
		Excedencia voluntaria por interés particular	2	0
		Excedencia voluntaria por cuidado de familiar	0	4
		Excedencia por prestación de servicios en el sector público	0	1
Personal Laboral	Retribuidos	Maternidad/Paternidad	6	6
	No retribuidos	Licencias	1	7
		Excedencia voluntaria por interés particular	0	1
		Excedencia por cuidado de familiar	0	0
Militar	Retribuido	Permiso paternidad	1	0

* "Parental leave" and "family leave" are now under one category of leave: Voluntary leave to care for a family member.

ANALYSIS OF THE CURRENT SITUATION

6.9 Governing Bodies

INTA's governing bodies are as follows:

- Governing Council.
- Delegate for the Presidency, who will also hold the Presidency of the Governing Council, and will be the same person in charge of the Secretary of State for Defence.
- Delegate for the Directorate of INTA, who will be in charge of the Vice-Presidency of the Governing Council.

6.9.1 Governing Council

According to INTA's Governing Statute, the Governing Council is a collegiate governing body of INTA, composed of the following members:

- a) **Presidency:** Delegate for the Secretary of State for Defence.
- b) **Vice-President,** Delegate for the General Directorate of INTA.
- c) **Spokespeople:**
 - Deputy Chief of Staff of the Spanish Army.
 - Deputy Chief of Staff of the Spanish Navy
 - Deputy Chief of Staff of Staff of the Air and Space Army.
 - Chief of the Joint Defence Staff
 - Delegate of the General Directorate for Economic Affairs of the Ministry of Defence.
 - Delegate of the General Directorate for Armaments and Material of the Ministry of Defence.
 - Representative from the Ministry of Science and Innovation with at least the rank of Director General, appointed by the Minister of the Department.
 - Delegate of the General Directorate for the Centre for the Development of Industrial Technology of the Ministry of Science and Innovation.
 - Representative from the Ministry of Finance and the Civil Service with at least the rank of Director General, appointed by the Minister of the Department.
 - Representative from the Ministry of Transport, Mobility and Urban Agenda with at least the rank of Director General, appointed by the Minister of the Department.
 - Representative from the Ministry of Industry, Trade and Tourism with at least the rank of Director General, appointed by the Minister of the Department.

- Representative from the State Research Agency Spanish National Research Council (CSIC) appointed by the CSIC's Governing Council.
- Delegate of Office of the Comptroller General of the Defence.

d) **Administration:** Delegate of the General Secretariat of INTA, with the right to speak but no voting powers.

At present, out of the 16 positions that make up the Governing Council, 13 are men and only 3 are women. The women are the President of the Governing Council, the representative from the State Research Agency Spanish National Research Council and the representative from the Ministry of Industry, Trade and Tourism.

6.9.2 Presidency

The current President is the Secretary of State for Defence, who is a woman.

6.9.3 General Directorate of INTA

The Director General of INTA is a man. This position has never been held by a woman.

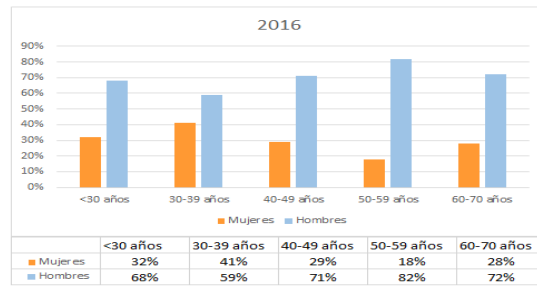
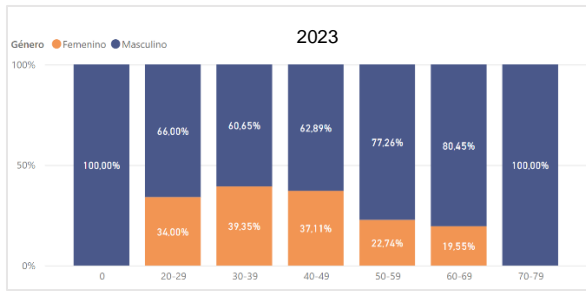
6.10 Distribution of Staff by Age and Gender.

35.26% of INTA staff are aged between 50-59. 26.72% of staff are aged between 40-49.

The first observation we can make here is the age problem, that will affect the Institute in the coming years.

Another noteworthy statistic is the percentage of women in the 50-59 and 60-69 age groups. In these age groups, it can be seen how significantly lower the percentage of women is compared to the percentage of men.

Género	Femenino		Masculino		Numero personas
	Numero personas	%TR Numero personas	Numero personas	%TR Numero personas	
0			1	100,00%	1
20-29	34	34,00%	66	66,00%	100
30-39	61	39,35%	94	60,65%	155
40-49	144	37,11%	244	62,89%	388
50-59	123	22,74%	418	77,26%	541
60-69	52	19,55%	214	80,45%	266
70-79			1	100,00%	1
Total	414	28,51%	1038	71,49%	1452



It can be seen that in the 20-49 age group (younger staff) there is a more equal distribution of men and women.

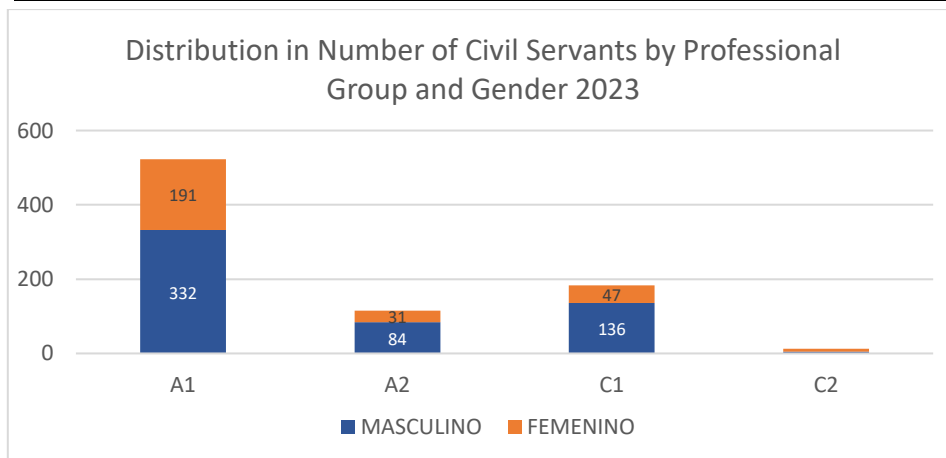
Compared with the 2016 analysis, we can see that broadly speaking the percentage of women has increased in the 20-29 age group ($\uparrow 2\%$), 40-49 age group ($\uparrow 18.11\%$), 50-59 age group ($\uparrow 4.74\%$). There is a small decrease in the 60-69 age group ($\downarrow 8.45\%$) and in the 30-39 age group ($\downarrow 0.65\%$), although, in the 30-39 age group, it is minimal.

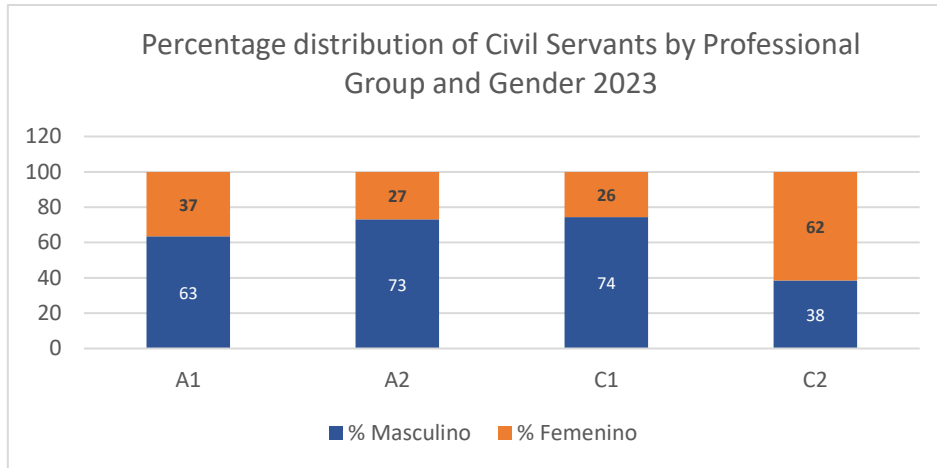
6.11 Distribution by Professional Groups and Gender (2023):

For each of INTA's professional groups (civil servants, contract staff and military personnel), the distribution in number and percentage of each professional subgroup is indicated.

6.11.1 Distribution in Number and Percentage of Civil Servants by Professional Subgroup and Gender 2023

P. FUNCIONARIO	MASCULINO	% Masculino	FEMENINO	% Femenino	TOTAL
A1	332	63	191	37	523
A2	84	73	31	27	115
C1	136	74	47	26	183
C2	5	38	8	62	13
TOTAL	557	67	277	33	834





It can be observed among the civil servants that the subgroup at the bottom of the hierarchy (C2) is the one with a significantly higher percentage of women than the rest of the subgroups (62%). It is also worth mentioning that it is the subgroup with the lowest number of people. In subgroups A1, A2 and C1, the % of men is significantly higher, at 63%, 73% and 74% respectively.

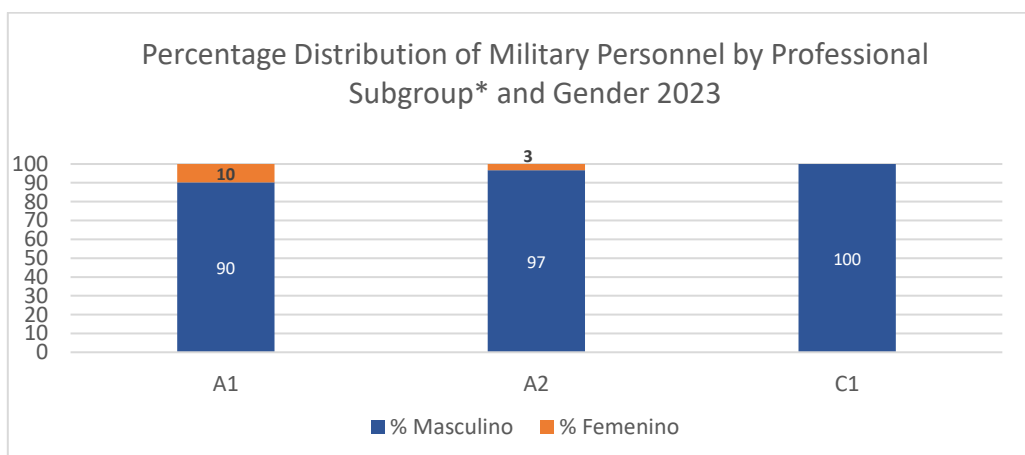
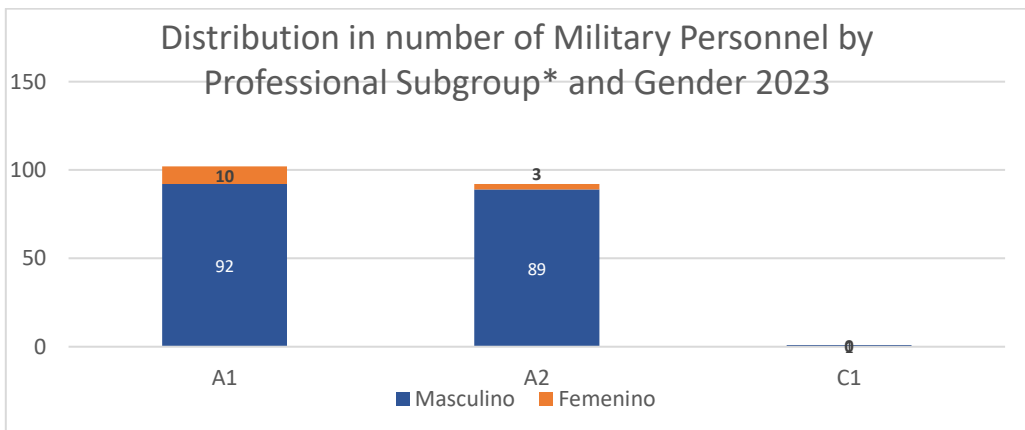
6.11.2 Distribution in Number and Percentage of Contract Staff by Professional Subgroup and Gender 2023

CONTRACT STAFF Group or Denomination (3rd and 4th Agreement) and Outside the Agreement	MALE	% MALE	FEMALE	% FEMALE	TOTAL
M3	57	58	42	42	99
M2	4	50	4	50	8
M1	125	91	12	9	137
E2	36	84	7	16	43
E1	27	53	24	47	51
E0	1	100	0	0	1
G1	4	40	6	60	10
G2	12	75	4	25	16
G3	14	56	11	44	25
G4	14	64	8	36	22
DOCTORATE	1	50	1	50	2
ADVANCED DEGREE (DOCTORATE)	3	38	5	63	8
ADVANCED DEGREE (DOCTORATE)	0	0	1	100	1
TOTALS	298	70	125	30	423

With regard to the distribution by gender according to the subgroup, once the classification has been made in the 4th Single Agreement, there is parity in the subgroups M3, M2, E1 of Annex I of the Agreement, and of Annex II G1 and G3 (their percentages are between 60% and 40%). On the contrary, in M1 and E2 of Annex I of the Agreement and G2 of Annex II of the Agreement, the percentage of men increases significantly.

6.11.3 Distribution in Number and Percentage of Military Personnel by Professional Subgroup and Gender 2023

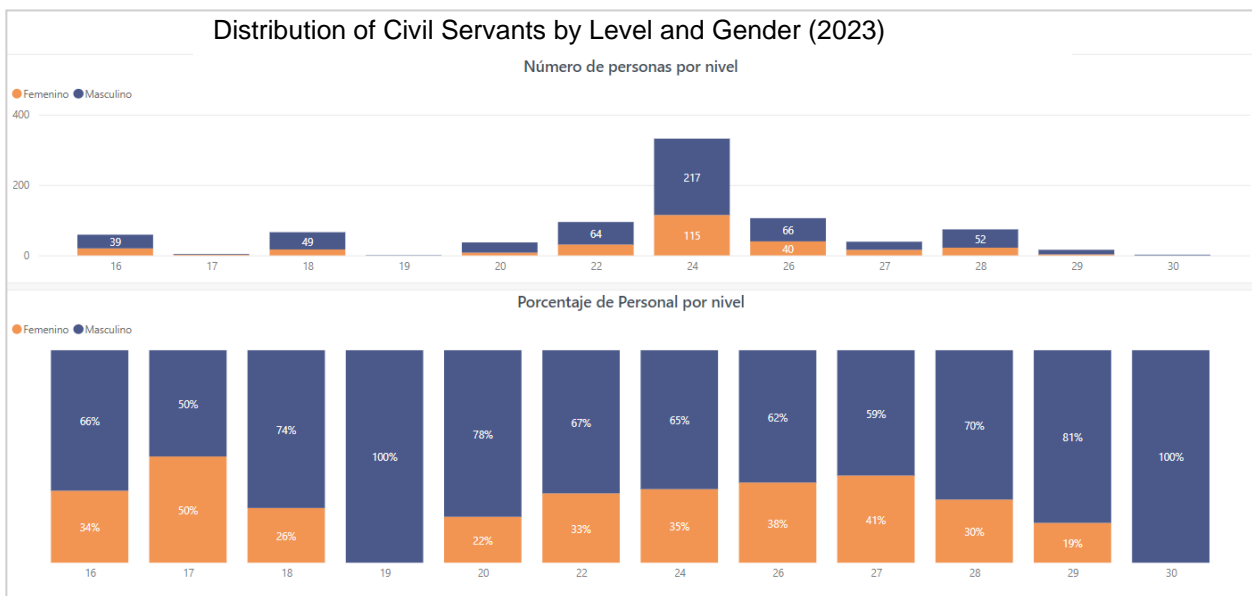
MILITARY PERSONNEL	Male	% Male	Female	% Female	TOTAL
A1	92	90	10	10	102
A2	89	97	3	3	92
C1	1	100	0	0	1
TOTAL	182		13		195



*The distribution by professional subgroups of military personnel has been carried out taking into account the equivalences with the subgroups of civil servants.

As shown in the graph, the percentage of men is equal to 90% in subgroup A1, increasing this percentage in the other subgroups, 97% in A2 and 100% in C1, the latter being insignificant as the data size is made up of 1 person.

6.12 Distribution of Civil Servants by Level and Gender (2023):



All levels have a much higher percentage of men than women, except for level 17, where we can say that there is gender equality (50% men vs. 50% women). However, we have to consider that the data size for this group is only 4 people, so it is not representative. Level 27, which reaches parity (59% men vs. 41% women), has a data size of 39 people in total.

Special mention should be made of levels 29 and 30, which, being the highest levels, have a significantly higher percentage of men than women (81% men vs. 19% women) at level 29. At level 30, it is 100% men.

An in-depth analysis of levels 27, 28 and 29 of the civil servant research staff has been considered. The following table shows the total number and percentage of civil servants at these levels, including research staff.

NIVEL	Nº FUNCIONARIOS	Nº P. Masculin	% P. Masculin	Nº P. femenino	%P. femenino
27	39	23	59%	16	41%
28	74	52	70%	21	28%
29	16	13	81%	3	19%

In terms of research staff at level 27, there are 39 people, 23 being men and 16 being women. At level 28, there are 24 people, 14 being men and 10 being women. Finally, at level 29, there are 3 people, all of whom are men. If these data-points are deducted from the total number of civil servants at the analysed levels, the following table can be drawn up:

NIVEL	TOTAL FUNCIONARIOS NIVELES SIN PI	Nº P. mascul	% P. masc	Nº P. femin	% P. femenino
27	0				
28	50	38	76%	11	22%
29	13	10	77%	3	23%

The variation in percentage of male and female civil servant staff at levels 27, 28 and 29 in total and excluding research staff can therefore be seen:

NIVEL	% PFº masculino total	% PFº masculino sin PI	% PFº femenino total	% PFº femenino sin PI
N27	59%	0%	41%	0%
N28	70%	76%	28%	22%
N29	81%	77%	19%	23%

It can be seen that when excluding Research Staff, which at level 27, all positions correspond to research staff, with 59% male staff and 41% female staff. This shows that gender equality in this area.

With respect to level 28, the percentage of male staff increases when research staff are excluded from the dataset. It increases by 6%, which is the same % decrease in female staff.

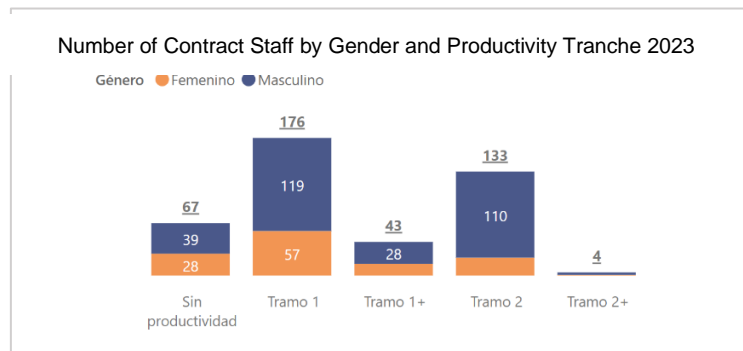
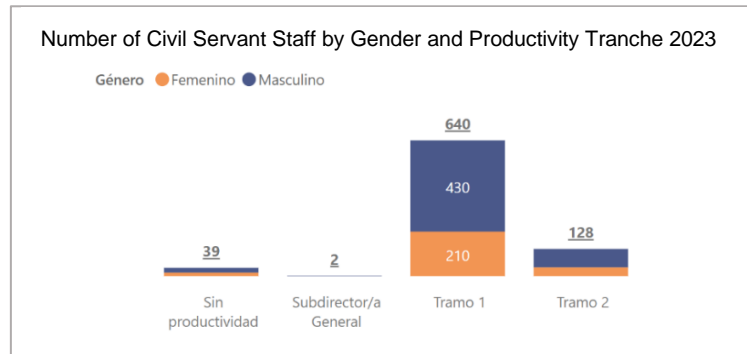
At level 29, the opposite is true: the number of male staff decreases by 4%, while the number of female staff increases, as there are no female research staff at level 29.

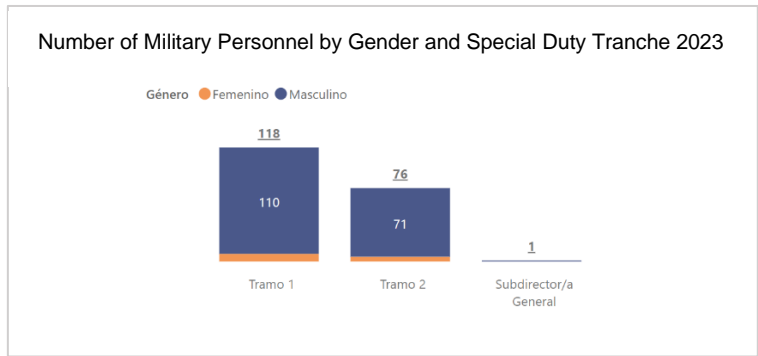
6.13 Pay

With regard to the impact of average annual gender pay gap, there is no overall difference in salaries. This is logical given that these are job roles within the GNA. GNA positions have a fixed pay scale and not linked to the person occupying the post.

The productivity bonus, a special dedication bonus for military personnel, has recipients from each group (civil servants, contract staff and military personnel) in tranches. The lowest allocation corresponds to Tranche 1 and increases for Tranche 2 and beyond, as can be seen in the following datasets:

	Tramo Productividad	Nº Mujeres	%Mujeres	Nº Mujeres colectivo	Nº Hombres	% Hombres	Nº Hombres colectivo
Personal Funcionario	Sin tramo	17	6%	277	22	4%	557
	Subdirector Gral	0	0%		2	0,4%	
	Tramo 1	210	76%		430	77%	
	Tramo 2	42	15%		86	15%	
Personal Laboral	Sin tramo	28	23%	124	39	13%	299
	Tramo 1	57	46%		119	40%	
	Tramo 1+	15	12%		28	9%	
	Tramo 2	23	19%		110	37%	
	Tramo 2+	1	1%		3	1%	
Personal Militar	Tramo 1	8	62%	13	110	60%	182
	Tramo 2	5	38%		71	39%	





As can be seen for civil servants, the highest percentage of men and women is found in tranche 1, and this percentage is similar for women and men: 76% women and 77% men (% obtained from the number of women/men in each group compared to the total number of women/men in each group)

However, for contract staff, it can be seen that for men there are two tranches with the highest percentage, which are tranche 1 and tranche 2. For women, the highest percentage is tranche 1. It can be concluded that there are fewer contract staff women accessing tranche 2.

For military personnel the same is true as for civil servants, with the highest percentage in tranche 1, being very similar for women and men.

7 COURSES OF ACTION AT INTA

AXIS 1	INSTRUMENTAL MEASURES FOR ORGANISATIONAL TRANSFORMATION
1.1 To advance and deepen our knowledge of the reality of gender-based equalities at INTA.	Measure 1: Development of an annual survey on Gender Equality at INTA, addressed to all staff.
	Measure 2: Preparation and publication of an annual report on gender-based perspectives, indicating the situation on gender-based equalities at INTA.
	Measure 3: Review and, where appropriate, adaptation of computer-based applications for personnel management, allowing for the data collection, divided by gender.
1.2 Strengthening of structures to promote gender-based equalities.	Measure 4: Creation of the Equality Unit at INTA
	Measure 5: Creation of the Equality Commission at INTA
	Measure 6: Visibilisation of the Equality Unit at INTA
	Measure 7: Coordination of INTA's Equality Unit with the Equality Unit of the Ministry of Defence, with the Women and Science Unit and with the Equality Units of the O Pis.
	Measure 8: Maintain and enhance the "Equality at INTA" section on the intranet.
	Measure 9: Strengthen the equality section on INTA's public website.
	Measure 10: Create a gender equalities logo at INTA.
1.3 Mainstreaming gender equality in the structure of the organisation.	Measure 11: Raise staff awareness on the use of gender-inclusive language.
	Measure 12: Dissemination and adaptation, where appropriate, of the protocols for action against harassment in the workplace and sexual and gender-based harassment of the Ministry of Defence and the General National Administration.
	Measure 13: Maintain and, where appropriate, achieve a balanced presence of men and women in INTA's collegiate bodies.
	Measure 14: Promote a clause selection that promotes gender-based equalities in INTA's contracting practices.

AXIS 2	AWARENESS-RAISING AND TRAINING
2.1 Awareness-raising and information	Measure 1: Dissemination of the 2 nd Gender-Based Equalities Plan at INTA.
	Measure 2: Promote the use of gender-inclusive language on forms and documents used by INTA.
	Measure 3: Promote STEM subjects among children and young people through awareness-raising and dissemination actions in educational centres.
2.2 Education and Training	Measure 4: Strengthen and expand INTA's Training Plan on equalities.
	Measure 5: Inclusion in INTA's Training Plan of training actions on equalities aimed at staff management.
	Measure 6: Dissemination of guides and teaching resources on gender equalities from other GNA bodies, on the intranet's equality section.
	Measure 7: Inclusion of a gender-based perspectives section in evaluation questionnaires on training courses.

AXIS 3	WORKING CONDITIONS AND CAREER DEVELOPMENT
3.1 Access to employment and attracting talent.	Measure 1: Maintain gender-based equalities issues in the selection process programmes in which INTA is responsible for.
	Measure 2: Maintain a balanced presence in staff selection bodies in which INTA is responsible for, especially on the tenure track.
	Measure 3: Facilitate access to training for staff on leave due to birth, adoption, temporary disability due to pregnancy and situations related to gender-based violence or other situations of vulnerability.
3.2 Career development.	Measure 4: Develop a database of professional profiles with information on women qualified to occupy leadership positions.
	Measure 5: Maintain in INTA's Social Action Plan the childcare, work-life balance and other aids related to parenting management.
	Measure 6: Promote the training of female public employees in STEM (Science, Technology, Engineering and Mathematics).
3.3 Measures aimed at closing the gender pay gap.	Measure 7: Detailed study of the possible gender pay gap at INTA.
3.4 Working conditions, occupational health and safety and occupational risk prevention.	Measure 8: Keep promoting campaigns that incorporate a gender-based perspective in the occupational health of INTA staff.

AXIS 4	CO-RESPONSIBILITY AND COMPASSIONATE LEAVE
	Measure 1: Dissemination of the Compassionate Leave Guide from the General National Administration
	Measure 2: Inclusion of a section in the annual Gender-Based Equalities survey with questions on work-life balance needs and degree of satisfaction with existing measures.
	Measure 3: Separation of licensing by gender (maternity, paternity, breastfeeding, childcare...)

AXIS 5	VIOLENCE AGAINST WOMEN
	Measure 1: Training on violence against women.
	Measure 2: Specific awareness-raising actions, and observance of commemorative days, to raise awareness of violence against women.
	Measure 3: Keep the aid available for victims of gender-based violence in INTA's Social Action Plan.

AXIS 6	INTERSECTIONALITY AND SITUATIONS OF SPECIAL PROTECTION
	Measure 1: Raise awareness among INTA staff on multiple discrimination.

	Measure 2: Specific awareness-raising actions, and observance of commemorative days, to raise awareness of multiple discrimination.
	Measure 3: Gender analysis of the situation of staff with disabilities and functional diversity at INTA.
	Measure 4: Analysis of the LGTBI collective situation at INTA.

AXIS 7	INCLUSION OF GENDER-BASED PERSPECTIVES IN RESEARCH
	Measure 1: Training for people conducting research projects in gender-based perspectives.
	Measure 2: Dissemination on INTA's intranet of manuals and other documents produced by the European Commission and the Ministry of Science and Innovation on the gender-based perspectives in research.
	Measure 3: Dissemination of the results of women's participation in research and innovation projects.
	Measure 4: Conduct seminars on gender-based perspectives in research projects.

7.1 AXIS 1: Instrumental measures for organisational transformation.

7.1.1 Advance and deepen our knowledge of the reality of gender-based equalities at INTA.

❖ **Measure 1: Conduct and analyse the annual survey on Gender Equality at INTA, in which all staff will take part.**

- Objective: To know the staff's perception of equality issues, identifying areas for improvement.
- Time frame: Annually from 2023 (carried out in March 2023 pending analysis).
- Coordinator: INTA Equality Unit.
- Indicators:
 - Number of surveys received.
 - Percentage of participation, divided by gender.

❖ **Measure 2: Preparation and publication of an annual report on gender-based perspectives, indicating the situation on gender-based equalities at INTA.**

- Objective: To know and disseminate the situation regarding Gender-Based Equalities at INTA by obtaining and processing data, divided by gender.
- Time frame: Annually since the approval of INTA's 2nd Gender-Based Equalities Plan.
- Coordinator: Equality Unit.
- Performance indicator:
 - Publication of the report in the first quarter of each year after the publication of the 2nd Gender-Based Equalities Plan.

❖ **Measure 3: Review and, where appropriate, adaptation of computer-based applications for personnel management, allowing for the data collection, divided by gender.**

- Objective: Ensure that the computer-based applications for personnel management allow for the data collection, divided by gender, which is necessary for the preparation of studies, analysis and reports on the state of the equality situation at INTA.
- Time frame: Permanently since the approval of INTA's 2nd Gender-Based Equalities Plan
- Coordinator: Equality Unit and Information and Communications Technology Department.

- Indicators:
 - Number of applications adapted to collect personnel management information, divided by gender.

7.1.2 Strengthening of structures to promote gender-based equality.

❖ **Measure 4: Creation of the Equality Unit at INTA**

- Objective: To professionalise the Equality structure at INTA by creating an Equality Unit in the Institute, which will guide and assess the programmes and actions carried out in this field in its area and issue recommendations for improvement.
- Time frame: Following the publication of INTA's 2nd Gender Equality Plan.
- Coordinator: General Management of INTA
- Performance indicator:
 - Creation of the Equality Unit at INTA.

❖ **Measure 5: Creation of the Equality Commission at INTA**

- Objective: To professionalise the Equality structure at INTA through the creation of the Institute's Equality Commission, which will be responsible for monitoring the 2nd Gender Equality Plan based on the evaluations carried out by the Equality Unit and will be made up of representatives from:
 - The General Secretariat.
 - The Equality Unit.
 - Each of the Trade Union Sections.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: General Secretariat of INTA
- Performance indicator:
 - Creation of the Equality Commission

❖ **Measure 6: Visibility of the Equality Unit at INTA**

- Objective: Disseminate the Equality Unit and the actions carried out by this unit through the equality section on the INTA's intranet and website.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: INTA Equality Unit.

- Indicators:
 - Number of publications on the INTA's intranet and website to publicise the Equality Unit.
 - Number of equality actions carried out by INTA's Equality Unit.

❖ **Measure 7: Coordination of INTA's Equality Unit with the Equality Unit of the Ministry of Defence, with the Women and Science Unit and with the Equality Units of the OPIs.**

- Objective: To professionalise the Equality structure at INTA by promoting the coordination of INTA's Equality Unit with the Equality Units of the Ministry of Defence, Women and Science and with those of other OPIs.
- Time frame: Since the creation of INTA's Equality Unit.
- Coordinator: INTA Equality Unit.
- Indicators:
 - Number of coordination actions with other Equality Units in which INTA participates.

❖ **Measure 8: Maintain and enhance the "Equality at INTA" section on the intranet.**

- Objective: Maintain the equality section of the intranet up to date. A channel of communication with the Institute's staff will be created by setting up an e-mail box.
- Time frame: Permanently.
- Coordinator: Equality Unit.
- Indicators:
 - Number of updated contents in the "Equality at INTA" section on the intranet.
 - Number of proposals received through the mailbox.

❖ **Measure 9: Strengthen the equality section on the INTA's public website.**

- Objective: To increase the visibility, update and improve the equality section on INTA's public website.
- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of visits this website receives annually.
 - Number of downloads of documents of interest.

❖ **Measure 10: Create a gender equality logo at INTA.**

- Objective: To promote gender equality at INTA, promoting the creation of an equality logo that identifies everything related to gender equality in a quick and effective way.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: INTA Equality Unit.
- Indicators:
 - Creation of the gender equality logo.

❖ **Measure 11: Raise staff awareness on the use of gender-inclusive language.**

- Objective: To promote the use of inclusive language by revising, updating and publicising the guide on the use of non-sexist language.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: Equality Unit.
- Indicators:
 - Number of revisions/updates made to the guide on the use of non-sexist language
 - Number of publications to raise awareness of the gender-inclusive language guide.

7.1.3 Mainstreaming gender equality in the structure of the organisation.

❖ **Measure 12: Dissemination and adaptation, where appropriate, of the protocols for action against harassment in the workplace and sexual and gender-based harassment of the Ministry of Defence and the General National Administration.**

- Objective: Dissemination of the protocol for action against harassment in the workplace in force in the GNA, in order to achieve greater protection and intervention against conduct involving any type of harassment in the workplace.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: General Secretariat and Occupational Risk Prevention Service.
- Performance indicators:
 - INTA's adaptation to the Ministry of Defence's protocol for dealing with sexual and gender-based harassment.

❖ **Measure 13: Maintain and, where appropriate, achieve a balanced presence of men and women in INTA's collegiate bodies.**

- Objective: To promote the balanced presence of men and women in all commissions, collegiate bodies of a technical nature, as well as in INTA's negotiation and participation bodies, with special emphasis on the holding of positions.
- Time frame: Permanent from 2023.
- Coordinator: General Secretariat of INTA
- Indicators:
 - Percentage of women and men in collegiate bodies.
- **Measure 14:** Incorporate the gender perspective in the clauses of INTA's public procurement dossier and promote the **consideration of gender-based equality** in the awarding of contracts.
- Objective: To promote gender-based equality by including clauses to this effect in INTA's contracting files.
- Time frame: Since the approval of INTA's 2nd Gender Equality Plan.
- Coordinator: Equality Unit and Recruitment Management Area
- Indicators:
 - Number of contracting files that include clauses promoting equality.

7.2 AXIS 2: Awareness-raising and training

7.2.1 Awareness-raising and information

❖ **Measure 1: Dissemination of the 2nd Gender Equality Plan at INTA.**

- Objective: To make INTA's staff aware of the 2nd Gender Equality Plan by publishing it on the Institute's intranet and website. It will be published in English and Spanish.
- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of actions for the dissemination of INTA's 2nd Gender Equality Plan.

❖ **Measure 2: Promote the use of gender-inclusive language on forms and documents used by INTA.**

- Objective: To promote the use of inclusive and non-sexist language in documents produced at INTA
- Time frame: Since the creation of the Equality Unit.
- Coordinator: Equality Unit.
- Indicators:
 - Number of reminder actions for the use of inclusive language.

❖ **Measure 3: Promote STEM subjects among young people through awareness-raising and dissemination actions in educational centres.**

- Objective: To encourage students' vocations in STEM areas, in order to combat in the medium and long term the existing gender gap in this field, promoting STEM careers and specialisations among young people, with special emphasis on students in the process of academically deciding their professional future.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: Equality Unit/Scientific Culture Unit
- Indicators:
 - Number of dissemination activities aimed at schools and high schools.

7.2.2 Education and Training:

❖ **Measure 4: Strengthen and expand INTA's Training Plan on equalities.**

- Objective: Reinforce INTA's annual Training Plan with training actions on gender equality and gender mainstreaming.
- Time frame: Annually since the publication of INTA's 2nd Gender Equality Plan.
- Coordinator: Equality Unit and Training and Plans Department.
- Indicators:
 - Number of equality courses offered annually in the field of equality.
 - Number of students in equality courses, distributed by gender and level.

❖ **Measure 5. Inclusion in INTA's Training Plan of training actions on equalities aimed at staff management.**

- Objective: The INTA Training Plan will include courses for management and pre-management staff on equality issues.
- Time frame: Annually since the publication of INTA's 2nd Gender Equality Plan.
- Coordinator: Equality Unit and Training and Plans Department.
- Indicators:
 - Number of equality courses offered annually for management and pre-management staff.
 - Number of participants in equality courses for management and pre-management staff, distributed by gender and level.

❖ **Measure 6. Dissemination of guides and teaching resources on gender equalities from other GNA bodies, on the intranet's equality section.**

- Objective: To publicise, through the equality section of the intranet, the documents, guides and other resources on equality publicised and/or produced by the National Government (INAP, Women's Institute and other OPIs).
- Time frame: Since the approval of INTA's 2nd Gender Equality Plan.
- Coordinator: INTA Equality Unit.
- Indicators:
 - Number of training resources developed by NGA bodies that are disseminated annually.

❖ **Measure 7: Inclusion of a section on gender perspective in the satisfaction surveys of the training actions.**

- Objective: To include questions in the satisfaction surveys of the training actions, capable of detecting aspects linked to the gender perspective in the training action given (timetable, course modality, inclusive language in the documentation).
- Time frame: Annually from 2023
- Coordinator: Equality Unit.
- Indicators:
 - Number of questions with a gender perspective included in the evaluation surveys of the training actions.

7.3 AXIS 3 Working conditions and career development

7.3.1 Access to employment and attracting talent.

❖ **Measure 1: Maintain gender-based equality issues in the syllabus of the selection processes in which INTA is responsible for.**

- Objective: To promote knowledge of equality among people applying for selection processes.
- Time frame: Annually from 2023.
- Coordinator: Human Resources Department.
- Indicators:
 - Number of selection processes that include equality issues in their syllabus.

❖ **Measure 2: Maintain a balanced presence in staff selection bodies in which INTA is responsible for, especially on the tenure track.**

- Objective: To promote a balanced presence of men and women in the selection bodies, both in terms of composition and tenure.
- Time frame: Annually from 2023.
- Coordinator: Human Resources Department.
- Indicators:

- Number of meetings in which women are chairpersons compared to the total number of meetings.
- Number of tribunals with a balanced presence of women and men.

❖ **Measure 3: Facilitate access to training for staff on leave due to birth, adoption, temporary disability due to pregnancy and situations related to gender-based violence or other situations of vulnerability.**

- Objective: That staff in such situations maintain equal access to training. To this end, training actions will be made more flexible or adapted as far as possible to meet the needs of people in these situations, especially in the case of courses that facilitate access to public employment and professional promotion.
- Time frame: Permanently.
- Coordinator: Training and Plans Department.
- Indicators:
 - Number of women and men who have made use of the measure.

7.3.2 Career development.

❖ **Measure 4: Develop a database of professional profiles with information on women qualified to occupy leadership positions.**

- Objective: To increase the number of women in leadership positions.
- Coordinator: Human Resources Department/ Equality Unit
- Time frame: Annually since the creation of the Equality Unit
- Indicators:
 - Number of women included in the database of professional profiles.
 - Number of women in leadership positions.

❖ **Measure 5: Maintain in INTA's Social Action Plan for childcare, work-life balance and other aids related to parenting.**

- Objective: To bear, to some extent, the costs associated with managing parenting, especially in the early years of a child's life, as this is one of the most important barriers to maintaining employment and attracting talent in any field of work. To this end, the Social Action Plan aids related to parenting management will be maintained.

- Time frame: From 2023.
- Coordinator: Training and Plans Department.
- Indicators:
 - Number of aids included in INTA's Social Action Plan related to parenting management.
 - Number of aids granted.

❖ **Measure 6: Promote the training of female public employees in STEM (Science, Technology, Engineering and Mathematics).**

- Objective: To encourage the participation of women in training activities in STEM fields, with the aim of promoting their professional advancement.
- Time frame: From 2023.
- Coordinator: Equality Unit and Training and Plans Department.
- Indicators:
 - Number and percentage of women undertaking training actions in STEM fields at INTA.

7.3.3 Measures aimed at closing the gender pay gap.

❖ **Measure 7: Detailed study of the possible gender pay gap at INTA.**

- Objective: To analyse the possible gender pay gap at INTA and, where appropriate, to identify the variables that influence it, proposing corrective measures if necessary.
- Time frame: Following the publication of INTA's 2nd Gender Equality Plan.
- Coordinator: Human Resources Department and Studies and Reports Service.
- Indicators:
 - Number of variables influencing possible pay gaps.
 - Number of proposed corrective measures.

7.3.4 Working conditions, occupational health and safety and occupational risk prevention.

❖ **Measure 8: Keep promoting campaigns that incorporate a gender-based perspective in the occupational health of INTA staff.**

- Objective: To continue gender-sensitive health surveillance campaigns, such as gynaecological/urological check-ups.
- Time frame: From 2023.
- Coordinator: Occupational Risk Prevention Service.
- Indicators:
 - Number of people, divided by gender, who have participated in each campaign.

7.4 AXIS 4 Co-responsibility and compassionate leave

❖ **Measure 1: Dissemination of the compassionate leave guide from the General National Administration**



- Objective: That INTA's staff are aware of the compassionate leave guide from the General National Administration To this end, the guide will be published on the equality section of INTA's intranet.
- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Publication of the guide with its successive updates on the INTA's intranet equality section.

❖ **Measure 2: Inclusion of a section in the annual Gender-Based Equalities survey with questions on work-life balance needs and degree of satisfaction with existing measures.**

- Objective: To know the situation of INTA's staff in relation to work-life balance.
- Time frame: Annually from 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Inclusion of the reconciliation section in the survey.
 - Percentage of women and men completing the questionnaire.

❖ **Measure 3: Separation of licensing by gender (maternity, paternity, breastfeeding, childcare...)**

- Objective: To know the distribution of care burdens among INTA's staff.
- Time frame: Annually from 2023.

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- Coordinator: Human Resources Department and Information Technology and Communications Department.
- Indicators:
 - Number of persons requesting each of the work-life balance and care leave, divided by gender.

7.5 AXIS 5 Violence against women

❖ **Measure 1: Training in the prevention of violence against women.**

- Objective: To include a module on violence against women in equality courses.
- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of equality courses delivered that include a module on violence against women.
 - Percentage of women and men attending these courses.

❖ **Measure 2: Specific awareness-raising actions, and observance of commemorative days, to raise awareness of violence against women.**

- Objective: Dissemination of information on violence against women on INTA's websites and intranet, with a special focus on specific dates.
- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of awareness actions published on the INTA's website and intranet.

❖ **Measure 3: Keep the aid available for victims of gender-based violence in INTA's Social Action Plan.**

- Objective: To bear, to some extent, the costs incurred by victims of gender-based violence, while maintaining the Social Action Plan (extraordinary aid)
- Time frame: Annually.
- Coordinator: Training and Plans Department.
- Performance indicator:

- Maintenance of aid for victims of gender-based violence in INTA's Social Action Plan.

7.6 AXIS 6: Intersectionality and Situations of Special Protection

❖ **Measure 1: Raise awareness among INTA staff on multiple discrimination.**

- Objective: To raise awareness of this discrimination among INTA's staff by including a module on multiple discrimination in equality courses.

Multiple discrimination is discrimination that occurs when several grounds of discrimination come together: gender, race, religion...

- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of equality courses delivered that include a module on multiple discrimination.
 - Percentage of women and men attending these courses.

❖ **Measure 2: Specific awareness-raising actions, and observance of commemorative days, to raise awareness of multiple discrimination.**

- Objective: Dissemination of information on different types of discrimination on INTA's intranet, with special attention to special dates (World Disability Day, Functional Diversity Day, LGTBI Day, etc.)

- Time frame: From 2023.
- Coordinator: Equality Unit.
- Indicators:
 - Number of publications on the INTA intranet.

❖ **Measure 3: Gender analysis of the situation of staff with disabilities and functional diversity at INTA.**

- Objective: To include in the annual equality survey a section with questions on the current situation of staff with disabilities and functional diversity and, where appropriate, propose measures to achieve equality.

- Time frame: Annually following the publication of the 2nd Gender Equality Plan.
- Coordinator: Equality Unit.
- Indicators:

- Inclusion of questions in the annual equality survey.
- Report of the results with number of proposals for improvement where appropriate.
- **Measure 4: Analysis of the LGTBI collective situation at INTA.** Objective: To include a section in the annual equality survey with questions to find out about the situation of LGTBI staff and, where appropriate, propose measures to achieve the aforementioned equality (according to Law 4/2023 of 28 February for the real and effective equality of trans people and for the guarantee of the rights of LGTBI people).
- Time frame: Annually following the publication of the 2nd Gender Equality Plan.
- Coordinator: Equality Unit.
- Indicators:
 - Inclusion of questions in the annual equality survey.
 - Report of the results with number of proposals for improvement where appropriate.

7.7 AXIS 7 Inclusion of a gender-based perspective in research

❖ **Measure 1: Training for people conducting research projects in gender-based perspectives.**

- Objective: To offer courses on the gender-based perspective in research and promote the participation in these courses of the staff responsible for research projects.
- Time frame: From 2023.
- Coordinator: Equality Unit and Training and Plans Department.
- Indicators:
 - Number of courses given on gender mainstreaming in research and innovation.
 - Percentage of women and men attending these courses.

❖ **Measure 2: Dissemination on INTA's intranet of manuals and other documents produced by the European Commission and the Ministry of Science and Innovation on the gender-based perspectives in research.**

- Objective: To raise awareness among research staff of the manuals and other documents produced by the European Commission and the Ministry of Science and Innovation on the gender-based perspective in research.
- Time frame: Since the creation of the Equality Unit

- Coordinator: Equality Unit.
- Indicators:
 - Number of publications on the intranet.

❖ **Measure 3: Dissemination of the results of women's participation in research and innovation projects.**

- Objective: To raise awareness of women's participation in research and innovation projects. Statistics will be kept on their participation in research teams, equal opportunities, accountability and representation.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: Equality Unit.
- Indicators:
 - Percentage of women and men in research projects.
 - Percentage of women and men acting as main investigator in research projects.

❖ **Measure 4: Conduct seminars on gender-based perspectives in research projects.**

- Objective: To provide research staff with tools to avoid gender-blind research.
- Time frame: Since the creation of the Equality Unit.
- Coordinator: Equality Unit and Training and Plans Department.
- Indicators:
 - Number of seminar attendees divided by gender.
 - Number of research projects that incorporate the gender-based perspective.

8 MONITORING AND EVALUATION OF THE GENDER EQUALITY PLAN

On an annual basis, the Equality Unit will draw up an evaluation report on the Plan. For this purpose, the evolution of the different indicators and the degree of compliance with the proposed measures will be taken as a reference.

The evolution will make it possible to know the degree of success of the Plan and to reformulate, if necessary, the objectives, indicators and measures proposed.