



## WBSBF Recognition Award

BSBF 2024, 1<sup>st</sup> October 2024, Trieste

<https://www.bsf2024.org/women-in-big-science>

### Guidance for organisations on how to participate, what evidence to provide, and how applications will be evaluated – Level 1

Please [consult the BSBF2024 website](https://www.bsf2024.org/women-in-big-science) for background information on the Award initiative

#### Overview

The WBSBF (Women in Big Science) Recognition Award recognises and celebrates the achievements of organisations, projects, and networks in creating gender bias-free institutional cultures, where women can thrive on equal terms to men. This guidance document has been developed to help formally constituted organisations and projects to apply for the Award. A separate application guidance document is available for the networks, which tend to adopt a semi-formal structure. Given the fact, that organisations may differ in the scope and experience of their activities to advance gender equality, three levels of achievement are recognised: Level 1 celebrates advances in Organisational Culture, Level 2 in Collaborative Partnerships, and Level 3 in Societal Impact.

#### General information on how to participate

- Applications nominating organisations for the Recognition Award should be submitted on behalf of organisations (not individuals)
- Only organisations that are participating in BSBF can submit an application.
- The application must be presented as a Poster (A0 format, vertical display)
- An electronic copy of the poster should be sent to [WBSBF@f4e.europa.eu](mailto:WBSBF@f4e.europa.eu)
- **The deadline for submitting the application is Friday 13<sup>th</sup> September 2024**
- Applications will be assessed by a Panel of Experts representing different sectors of the Big Science ecosystem
- The results will be announced on 1<sup>st</sup> October during the WBSBF session
- **Applications should show relevant evidence of achievement at Level 1**
- In addition, organisations can seek recognition for improvements made also at Level 2 and/or Level 3. Separate guidance advice is available for these levels.
- To illustrate possible responses, the guidance notes for each level provide examples of relevant actions but these should not be seen as obligatory or exhaustive: evidence of different approaches/measures is welcome
- The applying **organisation should bring a printed copy of the poster to the event** and attach it to an available poster board in the allocated exhibition space.
- **A representative of the submitting organisation should be available to present the poster** during the Award session on 1<sup>st</sup> October

#### Preparing evidence of achievement for Level 1: Advancing gender equality and diversity in intra-institutional contexts

##### Questions to consider:

1. Is there a clear strategy? Does the strategy represent specific policy objectives?
2. Is there a set of well-defined measures to achieve the prioritised objectives?

3. Is there a process to regularly monitor and report on progress?
4. Have the adopted measures produced concrete improvements; if too early to specify: what improvements are expected?
5. Are significant actions/improvements planned for the next two years?

Provided below are **examples of possible but not obligatory measures**. The list is not exhaustive: the evidence of other/different approaches better suited to the currently adopted strategy is welcome.

#### **How the evidence will be assessed**

Evidence in support of each of the five questions will be evaluated by assigning a score on the scale of 0 -5, with 0 = 'don't agree' and 5 = 'fully agree'. Therefore, the maximum score for Level 1 = 25/25. The threshold score for Level 1 = 15/25

Examples of how the evaluation scores may be interpreted:

- **5/25** – the organisation does not have a clear strategy, implemented measures have limited scope and tend to be implemented sporadically, concrete evidence of achievement is lacking, there are no specific plans for making progress in the future
- **25/25** – the organisation has adopted a strong strategic approach with well-defined policy objectives and a variety of appropriate concrete measures to make specific structural improvements across several organisational functions, evidence of performance is strong and shows measurable outcomes.

#### **Examples of possible measures that might be deployed at Level 1**

- Specific measures to promote the values of equity, diversity, and inclusion (EDI), e.g., through Code of Conduct, HR procedures, Gender Equality Plan, conditions of employment, diversity training)
- Measures to ensure women are represented in management roles and in key (e.g., financial, governance) decision-making committees (e.g., clear gender balance targets, transparent appointment rules)
- Systematic effort to collect and analyse EDI data for staff at all levels and facility users desegregated by sex, with reports to top management, and public reporting.
- Dedicated budget is available for EDI activities.
- Dedicated human resources are assigned for EDI.
- Targeted measures to increase recruitment of women to technical roles (e.g., KPI, support for 'trailing spouse', role models, promotional campaigns, job announcements encourage women to apply, soliciting applications from women)
- Measures to advance women into management and leadership roles (e.g., KPIs, mentoring/coaching, training, transparent promotion process, nominating women for recognition awards)
- Measures to make women within the organisation visible (e.g., on the website, in promotional materials, as conference speakers, in outreach activities, in nomination for prizes)
- Measures to ensure equality in salary negotiation/reports on the gender pay gap
- Equal maternity and paternity leave policies
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