



Kunsthistorisches
Institut
in
Florenz

Max-Planck-Institut



MAX-PLANCK-GESellschaft

Gender Equality Plan

2021 – 2023

Kunsthistorisches Institut in Florenz – Max-Planck-Institut



The gender equality plan 2021-2023 of the Kunsthistorisches Institut in Florenz – Max Planck Institute is awarded

GOLD

To implement its gender equality goals, the Max Planck Society has defined comprehensive standards that ensure the effectiveness and sustainability of its gender equality strategy. The institutes and facilities implement the standards through gender equality plans. The Commission "Quality Management of Max Planck Gender Equality Plans", chaired by the Central Gender Equality Officer, regularly reviews the gender equality plans, sharpens the standards and designs the monitoring process.



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Preamble

The Kunsthistorisches Institut in Florenz – Max Planck Institute has made gender equality its goal. In doing so we are adhering to the *Central Works Agreement on Equal Opportunities for Women and Men in the Max Planck Society* and the *Max Planck Principles of Gender Equality*. The present plan documents where we stand as an Institute in the area of gender equality. It also identifies our particular circumstances and outlines the concrete results we want to achieve over the duration of the plan.

This Gender Equality Plan is valid as from 1 April 2021 and runs until 31 December 2023.

Foreword

We are pleased to present the second Gender Equality Plan prepared by and for the Kunsthistorisches Institut in Florenz – Max Planck Institute.

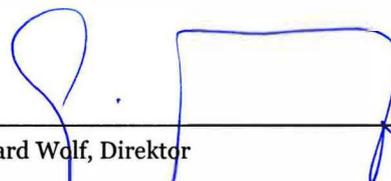
Work to promote gender equality is an integral part of our Institute's culture; it involves everyone and can only be achieved together. This plan, too, represents a joint effort by many colleagues from different areas, all of whom have contributed their respective perspectives. With the signatures of all participants, we affirm this philosophy.

The development of the plan was an opportunity to review what measures are already in place (and often to find them good), and at the same time to jointly formulate new ideas and standards that will accompany us into the future and move us forward in terms of gender equality.

Florence, 22 March 2021



Alessandro Nova, Direktor (geschäftsführend)



Gerhard Wolf, Direktor



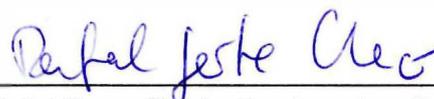
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Ariella Minden, Vertretung der PhD-Students



Davide Ferri, Vertretung der PhD-Students

Introduction

What does work to promote gender equality mean in an academic field in which women now make up the majority at – almost – all career stages? The Kunsthistorisches Institut in Florenz – Max Planck Institute, too, boasts a high proportion of women both in academic as well as non-academic areas. The work of ensuring gender equality nevertheless is and remains an ongoing task – in order to safeguard achievements in our gender policy, take account of gender-relevant developments, and, last but not least, to be able to respond to current challenges.

The coronavirus pandemic has been hitting Italy hard since spring 2020. The full extent of the long-term impact on the careers of women academics, in particular, is not yet quantifiable. Negative effects – e.g. due to the expiry of projects, the non-renewal of contracts, and the twin burden of family and career during those periods when schools and childcare facilities were closed – have, however, been repeatedly noted from early summer 2020. These effects will also need to be considered from the point of view of gender equality in the future and must definitely be taken into account in the next plan.

During the crisis, existing measures had to be flexibly adapted. It was possible, for example, to hold the annual seminar on strategic career planning online. Newly designed measures, meanwhile, are intended to make up for the loss of tried-and-tested informal communication channels, which have vanished with the switch to mobile, often asynchronous working. On the new trilingual intranet, which goes live in spring 2021, information of all kinds relevant to gender equality will be given a prominent place and receive greater attention.

With this plan, above all, we would like to identify where we face specific challenges in the area of gender equality arising out of our special situation as a Max Planck Institute abroad; which goals we want to achieve next; and what measures we have developed in order to do so. By formulating these goals and measures in concrete terms here, we will be able to evaluate them in the next plan.

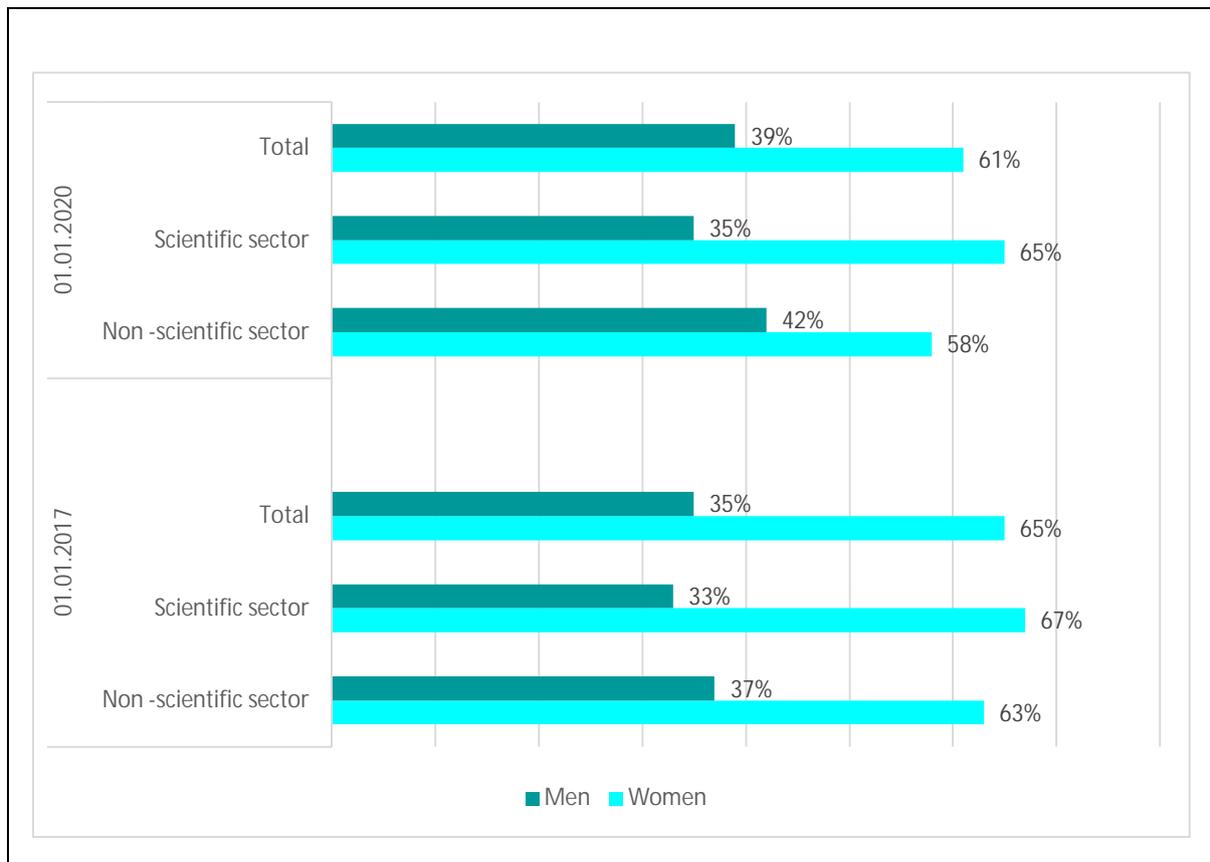
Status Report

The figures were collected for all genders. There have been no reports for non-binary individuals.

In order to comply with data protection regulations for the dissemination and publication of personal data, all numerical values have been converted to 100%.

General picture and trend compared to 2017

The genders employed at Kunsthistorisches Institut in Florenz on the respective reporting dates are distributed as follows:

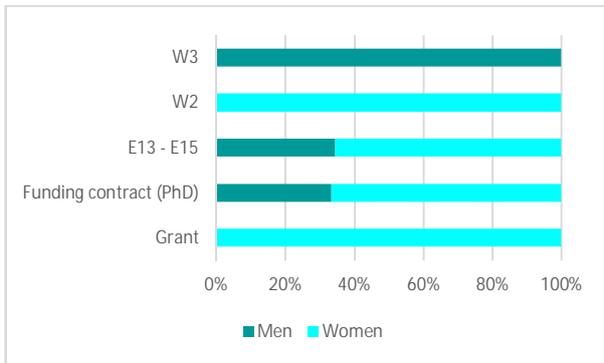


Both, the scientific and non-scientific sectors show a consistently high proportion of women.

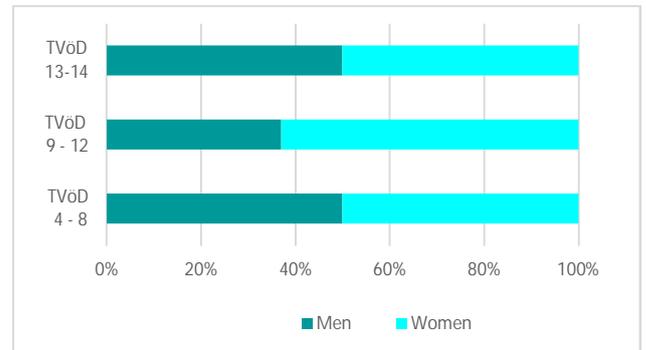
The growth in male employees from 35% (2017) to 39% (2020) is primarily due to an increase in the sector of non-scientific employees*, in which on average relatively more men are employed than in the scientific sector.

Salary levels (reporting day 01.01.2020)

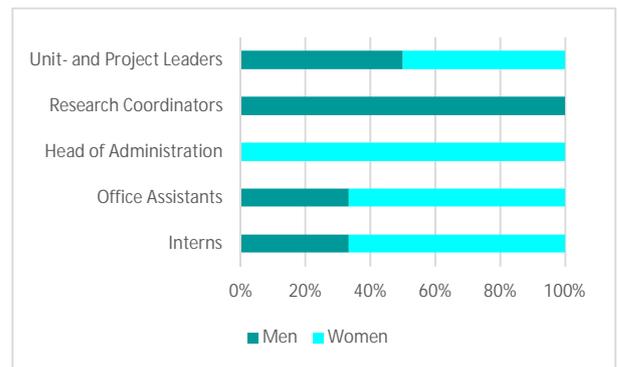
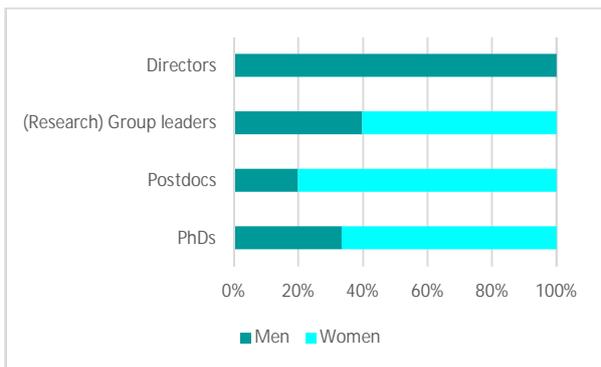
Scientific sector



Non-scientific sector

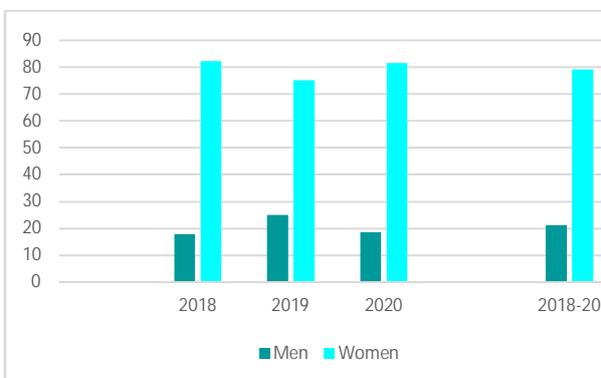


Functions/Career levels (reporting day 01.01.2020)

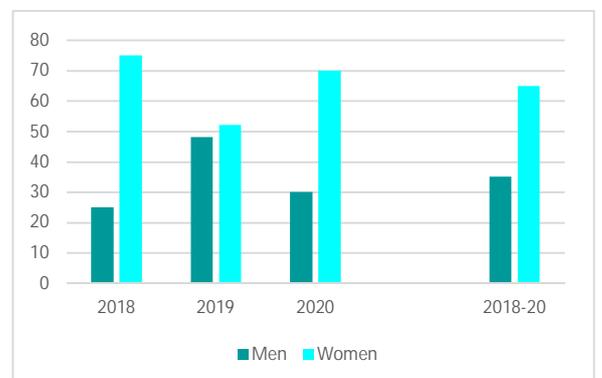


Participation in training courses

Scientific sector



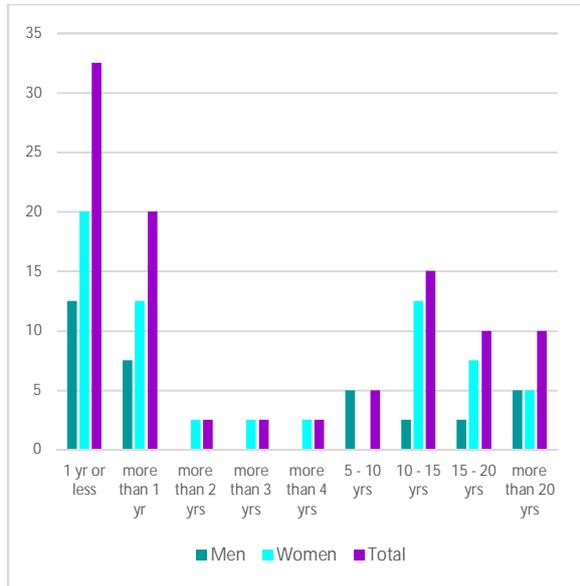
Non-scientific sector



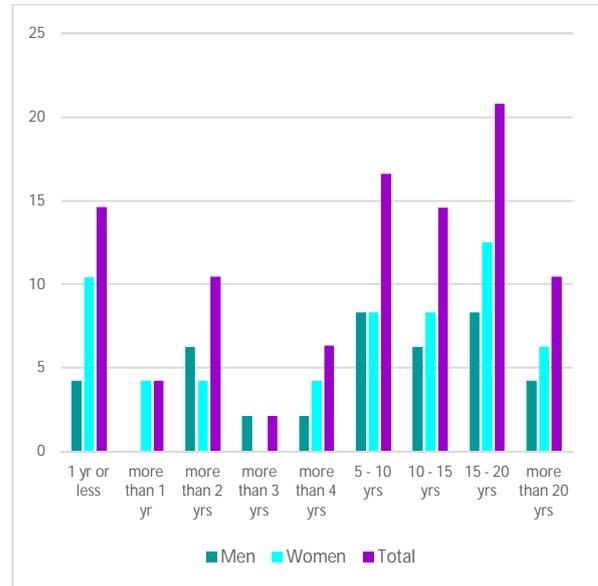
Fluctuation/Duration of stay (reporting day 01.01.2020)

The figures on the y-axis indicate the percentage values

Scientific sector

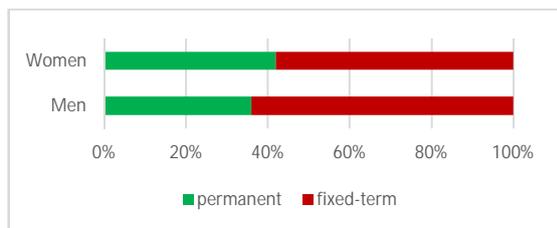


Non-scientific sector

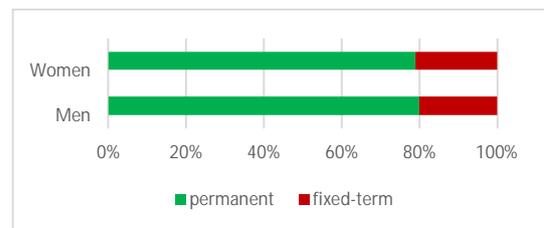


Contract terms (reporting day 01.01.2020)

Scientific sector



Non-scientific sector



Composition of committees and boards

The central board at Kunsthistorisches Institut in Florenz is the regularly held "Institutssitzung" (Institute meeting). In these meetings, alongside the directors, the heads of departments and research groups, all employee representatives are involved, including one of the two local equal opportunity representatives. This and other (temporary) committees are made up of both, scientific and non-scientific colleagues; no committee consists of one gender exclusively.

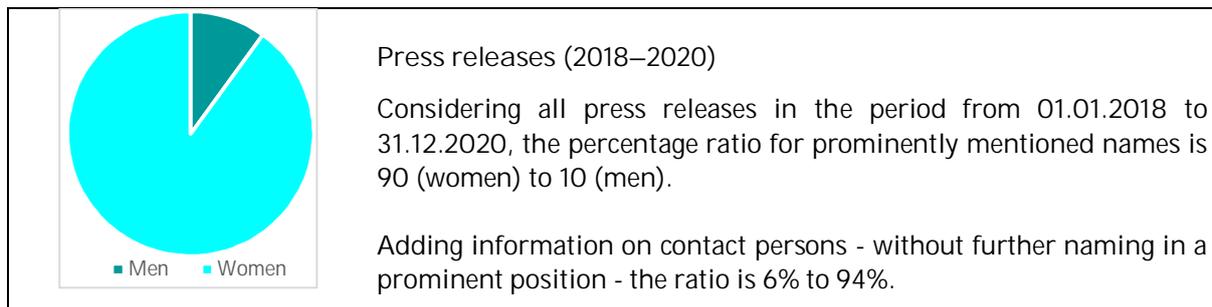
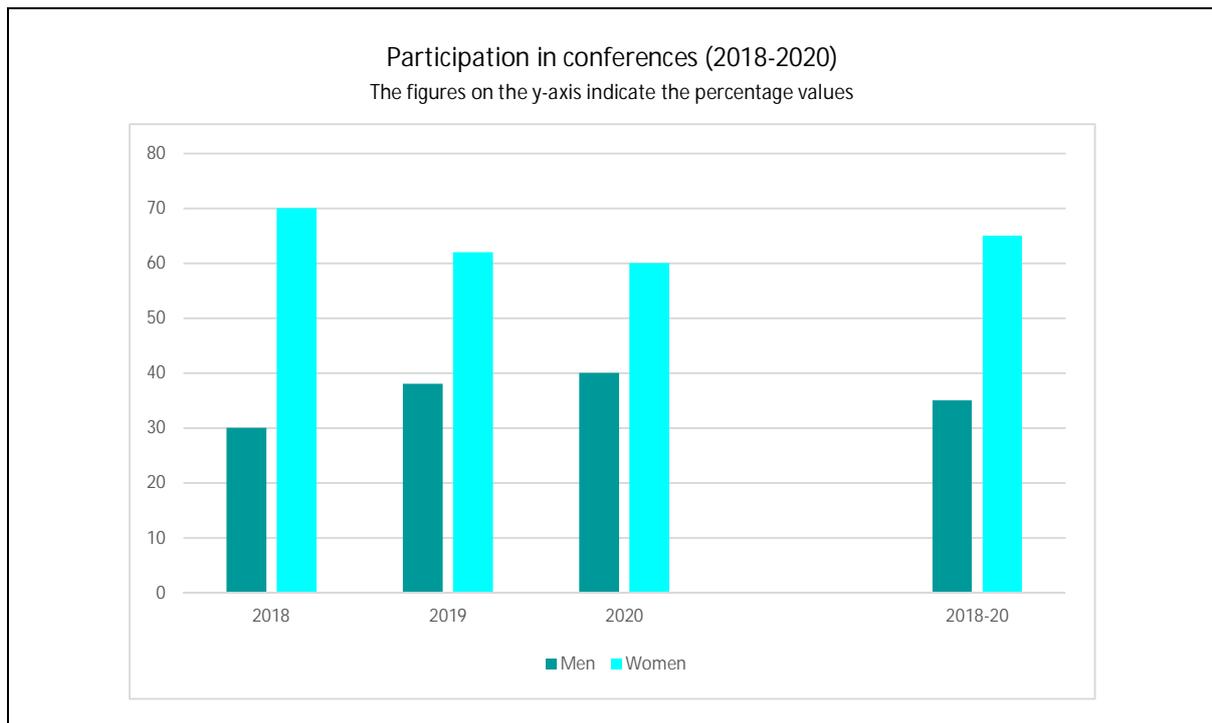
Bonuses (reporting day 01.01.2020)

** There have been no recruitment or retention incentives. Data on early promotion to higher salary levels or upgrade of remuneration group are not available for the reporting date but will be collected for upcoming statistics. Similarly, in the future bonuses will not be considered for a calendar year rather than for the reporting day. **

In the scientific sector, all performance bonuses as of the reporting date went to female employees alone.

In the non-scientific sector, the distribution of bonuses as of the reporting date was 54% (women) to 46% (men).

The following key figures have been collected exclusively for the scientific sector:



Nomination for MPS-internal or external awards (2018-2020)

Within the last three years, no employee of Kunsthistorisches Institut in Florenz has been nominated for an MPS-internal or external award.

Status Report

Local Gender Equality Officers

The Kunsthistorisches Institut in Florenz – Max Planck Institute has two local female Gender Equality Officers. They are based in two of the Institute's three buildings and are thus accessible in person close at hand. They can also be contacted via a central e-mail address.

Availability

At the annual information event for academic staff members, one of the Officers talks about gender equality at the institute and what services are on offer in this area.

Like the Works Council/Fiduciari, managers and directors, the local Gender Equality Officers are also points of contact in cases of sexual and sexualized harassment. The corresponding policy can be found on the intranet.

Protection against Sexualized Discrimination, Harassment and Violence

The local Gender Equality Officers take turns in attending the "Institutssitzung", Institute's regular meetings, at which current internal matters from all areas are raised and discussed. They also serve on temporary committees, such as the Corona Task Force.

Committees

They are often involved in recruitment processes, but the procedure recommended in the Max Planck Society (MPS) guide has not yet been implemented as such.

Existing (equal opportunity) measures

Since 2017 the Institute's local Gender Equality Officers have been organising seminars on personal career planning, which are tailored to the needs of the max. eight participants and are run by an external coach. Since 2019 the seminars have been open to all genders. The feedback has been consistently positive.

Career advancement

The local Gender Equality Officers disseminate information and facilitate courses and events, such as those communicated via the MPS Career Steps Network.

Female academics with fixed-term employment contracts can in principle obtain a contract extension if they become pregnant and give birth. Since 2016, the Institute has paid a financial allowance towards childcare costs during the long summer school holidays as part of its "Kindersommer" (children's summer program), as well as towards childcare costs during work-related trips.

Further education and training

Childcare

A flyer ("InFlorence with Children"), produced in 2020, provides detailed information on the Italian school and childcare system for those coming to work at the KHI from abroad.

Coming to Florence with children

Further findings relevant to gender equality

On 1 January 2017 the "Works Agreement on Flexible Working Hours" came into force at the Institute.

Flexitime

The Institute's homepage is gender-equitable in its design, both with regard to its texts and in its selection of images.

Homepage

Until spring 2021, the Institute's intranet was merely a storage space for files without context. Although gender equality had its own area, it was not possible to present information pertinent to the target group in an engaging fashion. With the launch of the new trilingual MaxNet in March 2021, information of all kinds relevant to gender equality will be given a prominent place and can thus receive greater attention. The Gender Equality Officers have thereby taken over the responsibility for three pages with different content ("Welcome", "Career Advancement" and "Reconciliation"), as well as the joint management of the pages "Work & Family" and "Further Education".

Visibility on the intranet

Special situation as a Max Planck Institute abroad

Being located in Florence entails a number of factors which can (and indeed do) have an impact in the realm of gender equality.

This concerns, for example, the topic of career planning. In Florence, researchers, PhD students, postdocs and fellows encounter a mix of German research institute and Italian cultural and university sector, to which must be added the academic sector in their country of origin, with which they wish to maintain contact. Options for a dual career in Florence are very limited.

Career planning

Dual career

Seminars, conferences and further training for researchers are (or were before the pandemic) almost always associated with travel and thus where applicable also with the effort and expense of making family arrangements.

Further training

Staff members coming from abroad with their children are confronted with a completely different system of education and childcare. There are no German or German-language schools or childcare facilities in Florence.

Education system and childcare

Many schools stipulate that children under the age of 12 must be delivered to the school in the morning and likewise collected in person at the end of the school day.

The reason for this is that, by law, children under the age of 14 – depending on their maturity and independence – may not be left on their own in Italy (Art. 591 of the Italian Penal Code). Delivery and collection must therefore be organised in line with school and childcare hours, which in turn impacts on working hours. The famously long Italian school summer holidays (3 months) can also pose a challenge for parents – and even more so for single parents. This may be further exacerbated by a lack of local networks, meaning that family (emergency or alternative) childcare options are also not available. Many of the measures in place at Max Planck Institutes in Germany to support the reconciliation of family and career, are not available in Florence.

School escort duty

In planning the “Kindersommer” programme, which is intended to partially bridge the three-month Italian school summer holidays, there are in principle two options to choose from:

Option A is based on the regulations for the federal state of Berlin and subsidises childcare costs for children up to the age of 12. Childcare is organised individually by the parents. This flexible model is only open to TVöD employees or those with BRÄHM contracts.

“Children’s Summer”

Option B envisages the conclusion, by the Institute, of a framework agreement with a single childcare facility. This option is open to all parents, regardless of contract type, but only applies to children of preschool age. Children over the age of seven, who under Italian law still cannot be left on their own, are not included in this provision.

Depending on the composition and preferences of the parents, in other words, different options are possible, but in each case a segment of parents (or more accurately children) is not taken into account, which amounts to unequal treatment.

At the Kunsthistorisches Institut in Florenz, the languages used on a general and equal basis for communication are German, English and Italian.

Trilingualism

Due to this trilingualism in daily working life, non-academic members of staff, too, need to have a good comprehension of texts when it comes to communication and organisational matters in legal or technical contexts (e.g. IT, Library, Administration). In order to secure such employees, an attractive package of measures in the area of reconciliation of family and career, or career advancement, can provide an (additional) incentive to apply for a position at the Institute. At a time when a shortage of skilled professionals is already apparent, such a package also serves to widen the pool of potential candidates, since it will encourage those with school-age children to consider applying for a position they might otherwise have dismissed from the outset.

Analysis, Definition of Fields of Action and Formulation of Goals

Field of action **Statistical Bases**

The statistics reveal the consistently high proportion of women at the Kunsthistorisches Institut in Florenz, both in the academic and the non-academic sphere. In some areas, the numbers of women are even higher than their percentage ratio would suggest.

There are other data relevant to gender equality, moreover, that have not been collected up to this point, e.g., the ratio of part-time to full-time positions, and the take-up of parental leave and parental part-time working. The inclusion of these figures in the next set of statistics should provide an even more accurate picture.

In addition, the statistics for the present plan were compiled on the basis of an outdated template, so that some of the figures are only available for one year or for one reporting date.

Goal:

- Improvement or broadening of the data for the next Gender Equality Plan

Field of action **Structural Anchoring of Gender Equality**

Owing to the pandemic-related switch to mobile, often asynchronous working, communication channels – some of them informal – are being lost. Scheduled meetings with various actors as a substitute for spontaneously occurring encounters create opportunities for dialogue.

In order to counter possible losses of information, it also makes sense to establish the integration of Gender Equality Officers into recruitment procedures in accordance with the MPS guide.

Goals:

- Regular dialogue with actors such as Administration, Human Resources and the Works Council, as well as with the representatives of researchers at the various career stages, established as a procedure (“jour fixe”)
- Recruitment procedures in accordance with the MPS guide

Field of action **Career Advancement**

Career advancement must be tailored to the individual needs of researchers on site. The seminar on strategic career planning, which has been taking place since 2017 and which includes one-to-one coaching sessions, has proved a successful tool and will continue to be offered as a format. This local measure will be complemented by information about additional (external) events, offered e.g. via the Career Steps Network.

Goals:

- Continue to offer the strategic career planning seminar with individual coaching at least once a year.
- Latest information on (local and central) opportunities in the area of career (incl. further education and training events) on the intranet

Field of action [Reconciliation of Family and Career](#)

Employees with family responsibilities arriving from abroad need comprehensive information about the support that is on offer for childcare and in other areas of family life. This can be provided in the form of a Welcome folder (including in a digital format), possibly in advance as part of the recruitment process, since in some cases it might prove decisive in securing a candidate for a post. This information should also be accessible on the intranet at all times in up-to-date and clear form.

- Goal:
- Compilation and active communication of information on the topics of "Family and Career" and "Reconciliation", specifically with respect to the forms of support on offer for staff with family responsibilities

Working hours must be compatible with the legislation on the accompaniment of (pre-) school children. The greatest possible flexibility in terms of time and place can thereby help (at least partially) to absorb exceptional situations, such as illness of the child, home schooling, quarantine or local pandemic-related health and safety regulations.

- Goals:
- "Mobiles Arbeiten/Lavoro agile" works agreement before 2023
 - Creation of a parent-and-child room in the new Institute building (expected to be ready for occupancy in 2023/24)

As many parents as possible are to receive a form of support to bridge the three-month school summer holidays. For the group of parents unable to benefit from the support in offer, the Institute will strive to find alternative compensation in collaboration with the MPS's Human Resources Development & Opportunities department.

- Goal:
- "Kindersommer" (children's summer): childcare support (framework agreement with a facility for children of preschool age OR subsidy for self-organised holiday care for children up to the age of 12)

Field of action [Gender Awareness](#)

At the Kunsthistorisches Institut in Florenz, communication is generally trilingual. The extent to which gender-neutral language is thereby used varies greatly, depending on the language. Guidelines exist and are used for German and – at least in part – for English. Few standards have been established to date for gendered language in Italian. Corresponding guidelines should be based on the latest state of the debate in Italy, whereby it is imperative that they are developed by native speakers.

Academic communications should also be written in a gender-sensitive way.

- Goals:
- Development of guidelines for gender-neutral language in English and Italian
 - Establishment of gender-sensitive academic communications

Topics relevant to gender equality are to be given a permanent place on the new intranet. A press review provides information on current debates and studies; details of local events offer interested parties the opportunity for dialogue and networking.

- Goal:
- Press review and details of relevant events in a permanent area on the intranet

Measures

Title of the measure	Collection of further data relevant to gender equality
Field of action	Statistical Bases
Short description of the measure	<p>We have not in the past collected all the data relevant to gender equality that are necessary for meaningful statistics and analysis.</p> <p>This concerns, for example, the following (voluntary) points:</p> <ul style="list-style-type: none"> ○ Ratio of part-time to full-time positions ○ Parental leave /part-time working ○ Claiming of measures <p>The aim of this measure is to develop procedures that will enable or facilitate future data collection.</p>
Objective	Improvement of the data basis for the next Gender Equality Plan
Target group	Gender Equality Officers
Interim goals (milestones)	Data collection each spring for the previous calendar year
Localization within the organization / Allocation of Responsibility	Administration, Human Resources, Accounts
Actors	Administration, Human Resources, Accounts
Time frame / schedule Date to achieve target or milestones	With immediate effect
Costs, equipment, financing	-
Evaluation procedure, monitoring	<p>Procedures are available that enable the above-mentioned data to be collected.</p> <p>The corresponding statistics will be included in the next Gender Equality Plan.</p>

Title of the measure	Established integration into recruitment procedures
Field of action	Structural Anchoring of Gender Equality
Short description of the measure	The integration of local Gender Equality Officers into recruitment procedures is established as a rule. The MPS guideline "The Role of the Gender Equality Officer in Application Procedures" shall thereby serve as a basis.
Objective	The local Gender Equality Officers are informed by the Head of Administration, via e-mail to the official address, about all external and internal job advertisements before they are published. They then decide in which procedures they will actively participate.
Target group	Gender Equality Officers
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Administration, Gender Equality, all managers
Actors	Administration, Gender Equality, all managers
Time frame / schedule Date to achieve target or milestones	With immediate effect
Costs, equipment, financing	
Evaluation procedure, monitoring	"Number of recruitment procedures according to guideline" / "Total number of recruitment procedures" The ratio should be as close to 1 as possible.

Title of the measure	Jour fixe with Institute actors/representatives
Field of action	Structural Anchoring of Gender Equality
Short description of the measure	Regular meetings, established as a procedure, between the local Gender Equality Officers and <ul style="list-style-type: none"> o Administration and Human Resources o Works Council/Fiduciari o Representatives of researchers at various career stages (e.g. academic staff representatives, PhD representatives, postdoc representatives)
Objective	Improvement of information flow, to compensate for the loss of informal channels of communication caused by asynchronous working hours and mobile working
Target group	Gender Equality and the actors/representatives mentioned above
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Gender Equality
Actors	Gender Equality and the actors/representatives mentioned above
Time frame / schedule	With immediate effect
Date to achieve target or milestones	At least 1 x per semester, on a trial basis 1 x per quarter
Costs, equipment, financing	-
Evaluation procedure, monitoring	Anchored as a procedure when meetings have taken place regularly.

Title of the measure	Information on (local and central) offerings in the area of career development on the intranet
Field of action	Career Advancement
Short description of the measure	<p>There will be two pages on the MaxNet devoted to the area of career:</p> <ul style="list-style-type: none"> ○ Under Gender Equality, a "Career Advancement" subpage presents local and MPS career-advancement offerings. ○ Gender Equality – together with other actors – also manages the "Further Education" page, on which offerings that are not exclusively aimed at researchers will be clearly presented. <p>A calendar containing all the forthcoming training dates, including those from the Career Steps Network, is integrated into both pages.</p>
Objective	Target group-oriented communication of the offerings in the area of career
Target group	Researchers, all members of staff
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Gender Equality, Works Council
Actors	Gender Equality, Works Council as well as all the departments at the Institute that offer training measures
Time frame / schedule Date to achieve target or milestones	With the start of the MaxNet
Costs, equipment, financing	-
Evaluation procedure, monitoring	<p>Quantitative: page visits</p> <p>Qualitative: survey as part of the appraisal of several service pages on the intranet; verbal feedback</p>

Title of the measure	Seminar on strategic career planning
Field of action	Career Advancement
Short description of the measure	<p>"Developing your Research Brand. Strategic Career Planning for Junior Researchers".</p> <p>Two-day seminar on strategic career planning with one-to-one coaching, delivered by an external trainer and tailored to the requirements of the max. 8 participants.</p>
Objective	At least one seminar per year, so that individuals working temporarily at the Institute also have the opportunity to participate.
Target group	(Junior) Researchers at different career stages: predoc, postdoc, W2 (Since 2019 the seminar has been open to all genders.)
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Gender Equality
Actors	Gender Equality
Time frame / schedule Date to achieve target or milestones	At least 1 x per year
Costs, equipment, financing	2019: EUR 3,550 (Institute budget)
Evaluation procedure, monitoring	At least one seminar per year

Title of the measure	"Mobiles Arbeiten/Lavoro agile" works agreement
Field of action	Reconciliation
Short description of the measure	Framework conditions that enable members of staff – as far as feasible – to carry out their tasks (partially) independent of location, including outside the Institute.
Objective	Increased flexibility.
Target group	All members of staff whose tasks can also be carried out (partially) outside the Institute, in particular: <ul style="list-style-type: none"> ○ Staff with care responsibilities ○ Staff who, in exceptional circumstances (e.g. owing to pandemic-related health and safety regulations), are not allowed to share the same office space.
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Board of Directors, Administration, IT, Works Council/Fiduciari, Health & Safety
Actors	Board of Directors, Administration, IT, Works Council/Fiduciari, Health & Safety
Time frame / schedule Date to achieve target or milestones	As far as possible during the life of the plan, taking into account current legislation
Costs, equipment, financing	Provision of equipment (Notebook, webcam, headset) from the Institute budget
Evaluation procedure, monitoring	The measure shall be considered successfully implemented as soon as the works agreement has been concluded.

Title of the measure	Creation of a parent-and-child room
Field of action	Reconciliation
Short description of the measure	There is currently no parent-and-child room available at the KHI that could enable parents to look after their children during working hours. A corresponding room is to be created in a new Institute building – a historical building that is being renovated and converted with work starting in the first half of 2021.
Objective	To enable parents to look after their child/children during working hours.
Target group	All staff members with children who by law cannot be left on their own (in Italy children up to age 14)
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Building Committee
Actors	Building Committee
Time frame / schedule Date to achieve target or milestones	The new Institute building is expected to be ready for occupancy in 2023/24.
Costs, equipment, financing	Within the framework of the building project
Evaluation procedure, monitoring	The measure shall be considered successfully implemented as soon as the parent-and-child room has been created and can be used.

Title of the measure	Compilation and active communication of all forms of support on offer for staff with family responsibilities
Field of action	Reconciliation
Short description of the measure	<p>There will be two pages on the MaxNet devoted to the area of "Family and Career":</p> <ul style="list-style-type: none"> o "Reconciliation" – a subpage under Gender Equality. Support measures are presented here which relate to gender equality in some form. o Gender Equality will also manage the "Work & Family" page, on which all offerings, including those from other actors, are grouped together and clearly presented. <p>New members of staff also receive a Welcome folder containing information about the support measures on offer.</p>
Objective	The target group is informed about all support measures of offer.
Target group	(New) staff members with family responsibilities
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Human Resources, Gender Equality
Actors	Human Resources, Gender equality
Time frame / schedule Date to achieve target or milestones	With the start of the MaxNet
Costs, equipment, financing	-
Evaluation procedure, monitoring	<p>Quantitative: page visits</p> <p>Qualitative: survey as part of the appraisal of several service pages on the intranet; verbal feedback</p>

Title of the measure	"Kindersommer" (children's summer program)	
Field of action	Reconciliation	
Short description of the measure	The Italian summer school holidays last three months, twice as long as in Germany.	
	<p>OPTION A</p> <p>Parents organise the care of their children themselves and receive a subsidy for periods that go beyond four weeks. The details are based on the regulations for the federal state of Berlin.</p> <p>This option covers children up to max. 12 years old.</p>	<p>OPTION B</p> <p>The Institute concludes a framework agreement with a single childcare facility.</p> <p>This option only extends to children of preschool age (max. 7 years old).</p>
Objective	<p>As many staff members with children as possible should be offered a form of support to bridge the summer holidays.</p> <p>For the group of parents unable to benefit from the support in offer, the Institute will strive to find an alternative compensation in collaboration with the MPS's Human Resources Development & Opportunities department.</p>	
Target group	TVöD employees or those with BRÄHM contracts, with children up to 12 years old	Staff with children of preschool age (max. 7 years old).
Interim goals (milestones)	-	
Localization within the organization / Allocation of Responsibility	Administration, Human Resources	
Actors	Administration, Human Resources	
Time frame / schedule Date to achieve target or milestones		
Costs, equipment, financing	Institute budget (School Support)	Institute budget
Evaluation procedure, monitoring	Documentation on the take-up (how many children, how many weeks of care) and the costs	

Title of the measure	Establishment of gender-sensitive academic communications
Field of action	Gender Awareness
Short description of the measure	The Institute is in the process of positioning itself anew with regard to its academic communications and of opening up new channels (e.g. a new blog, Instagram). As part of this, researchers are to be encouraged and enabled to communicate their research topics and results on various channels. A gender-sensitive perspective will thereby be adopted from the start, e.g. in the use of language, selection of images and interaction on social media platforms. Corresponding training opportunities will be provided.
Objective	Researchers communicate their research topics and results from a gender-sensitive perspective.
Target group	Researchers at the KHI
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Research Coordination and Public Relations
Actors	Research Coordination and Public Relations
Time frame / schedule Date to achieve target or milestones	
Costs, equipment, financing	Training opportunities, financed via Research Coordination and Public Relations
Evaluation procedure, monitoring	At least one training event per year; evaluation of the event by participants

Title of the measure	Development of guidelines for gender-neutral language in English and Italian
Field of action	Gender Awareness
Short description of the measure	Gender-neutral language is used for German-language texts, whereby different options are permitted and (short) guides already exist. Similar recommendations for gendered English and Italian are to be developed in cooperation with locally based native speakers.
Objective	Guidelines for gender-neutral language in English and Italian
Target group	Everyone writing gendered texts
Interim goals (milestones)	-
Localization within the organization / Allocation of Responsibility	Postdoc representatives, PhD representatives
Actors	Postdoc representatives , PhD representatives
Time frame / schedule Date to achieve target or milestones	Mid-2023
Costs, equipment, financing	-
Evaluation procedure, monitoring	The goal shall be considered achieved as soon as the Institute has received and accepted guidelines for English and Italian. These will then immediately be made accessible on the intranet.

Title of the measure	Press review and details of events on the topics of equal opportunity, gender equality and gender
Field of action	Gender Awareness
Short description of the measure	The Gender Equality page on the MaxNet contains: <ul style="list-style-type: none"> o Press review: current articles on topics relevant to gender equality (e.g. impact of the coronavirus pandemic on the careers of junior researchers) o Details of local events (e.g. "L'Eredità delle Donne" festival, International Women's Day) o Information on local networks (e.g. Lyceum Club Internazionale di Firenze, Advancing Women Artists, WIN – Women's International Network)
Objective	These topics are given a permanent place on MaxNet.
Target group	All members of staff
Interim goals (milestones)	
Localization within the organization / Allocation of Responsibility	Gender Equality
Actors	Gender Equality
Time frame / schedule Date to achieve target or milestones	With the start of the MaxNet Depending on the quantity of coverage
Costs, equipment, financing	
Evaluation procedure, monitoring	Quantitative: page visits Qualitative: survey as part of the appraisal of several service pages on the intranet; verbal feedback