

Guidelines for gender equality in BIH bodies, committees, key activity areas and funding lines

Realizing equal opportunity is a central part of the strategy of Berlin Institute of Health. The aim is to establish an organizational culture that is sensitive to gender and diversity, and to achieve a gender balance at all levels.

To increase the representation of women in support and funding programs, BIH bodies, committees and boards BIH is updating the guidelines for gender equality in research funding that were first agreed on in 2015.

Scientific knowledge requires a range of perspectives in order to achieve innovative outcomes at the highest level. Appropriate consideration of women at all levels and in all committees broadens perspectives and opinions considered and thus contributes to outstanding research.

In order to achieve these ambitious goals, existing implicit biases will require critical reflection and reconsideration by selection panels and decision-making bodies and a close cooperation of everyone involved to achieve the goals.

The target figures set down in these guidelines represent intermediate steps on the way to an equitable gender balance and will be adjusted on a regular basis

Recruitment

According to the BIH strategy, **at least 50 percent** of new positions in BIH junior research groups will be filled with women scientists. For appointments to BIH chairs and BIH professorships, no list of candidates will be accepted in the future unless it includes at least one qualified women scientist. BIH is aiming to have **at least 40 percent** women in BIH chairs and BIH professorships by 2026. In order to achieve these targets, suitable women scientists will be identified and invited to apply. To ensure the transparency of the process, any active search shall be documented. This includes to record what sources of information were used, which women scientists were contacted by whom and by what means, how many of those contacted applied for the position and with what result.

Executive Board members responsible: CEO / Deputy, Martin Lohse, Axel Pries (acad. appointments process)

BIH Delbrück Fellows, BIH Einstein Visiting Fellows, BIH Visiting Professors

The selection of suitable scientists for these programs is undertaken by Stiftung Charité. Because of the under-representation of women up to now in the visiting programs, BIH proposes a participation rate **of 30 percent** for women in these funding programs in order to attract and support outstanding female scientists. This is being discussed with Stiftung Charité. BIH Executive Board is advocating more women in the visiting programs, with particular reference in its statements to the equal opportunities criterion.

Parties responsible: Stiftung Charité and BIH Executive Board

Funding of research initiatives

(Junior) Clinical scientist grants

In awarding junior clinical scientist and clinical scientist grants, BIH is aiming for **50 percent** women.

- Where qualifications are comparable, women are to be preferred until the proportion of women in the respective grant allocation process has reached 50 percent.
- If the proportion of women is below 50 percent, the selection committee will be asked to give an explanation.

Executive Board members responsible: Axel Pries

Medical student research grants

For the allocation of medical student research grants, BIH is aiming for **50 percent** women.

- Where qualifications are comparable, women are to be preferred until the proportion of women in the respective round of applications has reached 50 percent.
- If the proportion of women is below 50 percent, the selection committee will be asked to give an explanation.

Executive Board members responsible: Axel Pries

Entrepreneurship track / innovator grant

In the innovator grant, BIH is aiming for **at least 25 percent** women among the grantees. The applications are anonymized, with only the women's representative on the selection panel being informed on applicants' gender. If applicable, the women's representative can arrange for additional qualified female applicants to be invited in case they are not given adequate consideration in anonymous selection.

Women are particularly invited to apply and are supported through appropriate communication, application coaching and special events.

There should be sufficient women with experience in entrepreneurship in the selection committee.

Executive Board members responsible: Axel Pries

Funding in the area of Berlin Health Innovation

Validation fund projects (formerly Medtech, Pharma, SPARK calls plus Digital Health Accelerator)

In all of the planned Berlin Health Innovations funding lines, BIH is aiming for **at least 25 percent** women.

- For team applications, at least one woman in a leading role within the project needs to be among the applicants.
- Project applications from female applicants, or applications which include at least one female applicant, will be preferred if quality is comparable.

In order to achieve this proportion of women, women in particular will be approached and particularly invited to apply. Furthermore, they will receive additional support by means of relevant programs and special events.

If the proportion of women is below 25 percent, the selection panel will be asked for a statement on the representation of women.

Wherever possible, anonymous application processes are supposed to be established.

Executive Board members responsible: Rolf Zettl

Lectures and scientific conferences

In invitations to lectures and scientific conferences held by BIH, greater attention will be given to ensuring an equitable gender balance among speakers.

For BIH conferences, lectures and courses, a proportion of **at least 40 percent of women among main speakers is recommended**. Suitable external female speakers can be found in databases specific to women; e.g.

http://wils-database.embo.org/members_meet.php

<http://www.academia-net.de>,

<http://www.gesis.org/femconsult>

<https://500womenscientists.org>

Selection panels, committees and advisory roles

BIH is aiming for **40 percent women** on selection panels, on committees and in advisory roles. In order to find suitable female candidates, BIH will use the respective databases.

Please refer to the appendix for an overview of the current proportion of women in BIH committees.

Organizational matters

Application and approval texts

In all of its calls, BIH stresses the importance of equal opportunities to be considered and explicitly refers to the target figures designed to increase the proportion of female scientists and applicants.

In its **funding guidelines**, BIH refers to its efforts to establish an organizational culture incorporating gender and diversity aspects, asks responsible project managers to provide particular support for women scientists, especially those transitioning to the postdoctoral phase, and to consider aspects of equal opportunities in recruitment processes. BIH recommends that project managers encourage younger scientists to participate in further BIH education programs on gender competence and gender issues in research.

Active approach and recruitment

BIH makes a point of approaching suitable women scientists during the application process and inviting them to apply. To ensure transparency of the process, any active search should be documented. This includes to record what sources of information were used, which women scientists were contacted by whom and by what means, how many of those contacted applied for the position and with what result.

Gender bias

BIH is endeavoring to eliminate gender bias in the evaluation of academic performance, and strives to make selection panels aware of unconscious bias. Following recommendations by the German Research Foundation (DFG), BIH points out to selection panels that personal circumstances (such as caring for relatives, family obligations, sickness) are to be taken into consideration when assessing academic achievement.

Implementation and evaluation

Implementing the guidelines and embedding them in the partner institutions is the responsibility of the Executive Board. Status of implementation will be regularly addressed at Executive Board meetings.

In the workplace the respective departments, in cooperation with the equal opportunities officer, will be responsible for implementation.

BIH will collect gender-specific data for the various programs and funding lines, closely monitor trends in the share of women, and report annually to the supervisory bodies. Based on the database, the guidelines will be reviewed every two years and updated as and when any other issues arise in relation to equal opportunities.

Appendix

Proportion of women on BIH committees

Effective 09/17	W	M	PW in %	Executive Board responsible
Supervisory Board	5	10	33%	Research funding bodies
Executive Board	0	4	0%	Supervisory Board
SAB	5	7	42%	Supervisory Board
Scientific Committee	7	14	33%	BIH Executive Board
Evaluation Board SPARK	6	7	46%	BIH Executive Board
TT Fund Pharma 2015	1	4	20%	BIH Executive Board
TT Fund Med Devices 2015	1	4	20%	BIH Executive Board
TT Fund Pharma 2016	0	4	0%	BIH Executive Board
TT Fund Med Devices 2016	1	3	25%	BIH Executive Board
TT Fund Pharma 2017	0	4	0%	BIH Executive Board
TT Fund Med Devices 2017	1	3	25%	BIH Executive Board
Clinician Scientist Program Advisory Board	13	18	42%	BIH Executive Board
Scientific Advisory Panel Quest	2	3	40%	BIH Executive Board