

APPROVED
by the Order of the Ukrainian Institute for
Plant Variety Examination
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ACTION PLAN
for the implementation of the Gender Equality Policy of the Ukrainian Institute for Plant Variety Examination
for 2026-2030

№	Measures	Execution timeframe	Responsible	Performance indicator
1. Ensuring a balance between professional activity and personal life				
1.1	Inform UIPVE and its branches' employees about the social guarantees and opportunities provided by legislation and internal documents related to maternity, paternity, childcare, and other family responsibilities.	Ongoing	Staff and document management department, Legal Department, Heads of branches, Trade union organization	Up-to-date information is brought to the attention of employees and posted on accessible information resources
1.2	Ensure, within the limits of legislation and the organizational capabilities of UIPVE, the application of legally provided flexible forms of work organization for employees with family responsibilities.	Ongoing	Heads of structural divisions and branches, Staff and document management department	The share of reviewed and satisfied employee requests regarding the respective forms of work organization
1.3	Conduct an analysis of internal documents regarding work organization and social guarantees for compliance with the principle of equal opportunities for women and men and the creation of conditions for combining professional and family responsibilities.	Upon development or revision of relevant documents	Staff and document management department, Legal Department	Analysis conducted; if necessary, proposals for improving the documents are submitted
2. Ensuring gender balance in management and decision-making				
2.1	Conduct an analysis of the gender composition of UIPVE employees, in particular management, heads of structural divisions and branches, the	Annually	Staff and document management department	Statistical data compiled with a breakdown by gender

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	composition of the Academic Council and other collegial and advisory bodies.			
2.2	Take into account the principle of equal opportunities for women and men when forming collegial and advisory bodies of the UIPVE.	Ongoing	UIPVE Management, heads of relevant bodies	An analysis of the representation of women and men in the relevant bodies has been conducted
2.3	Conduct informational and/or training events for managers and employees involved in managerial decision-making regarding gender equality and the prevention of unconscious gender bias.	At least once during the period of the Plan's validity	Staff and document management department	At least one informational or training event has been conducted
3. Ensuring gender equality during employment and professional development				
3.1	Ensure compliance with the principles of gender equality and non-discrimination when announcing vacancies, competitive selection, hiring, certification, evaluation, incentivization, and career advancement of employees.	Ongoing	Staff and document management department, heads of structural divisions and branches, Selection committee	Absence of discriminatory requirements and restrictions in relevant documents and procedures
3.2	Analyze data regarding hiring, dismissal, professional training, advanced training, and career advancement of employees with a breakdown by gender.	Annually	Staff and document management department, Department of Scientific and Organizational Work	Relevant indicators have been compiled and analyzed with a breakdown by gender
3.3	Ensure equal access for women and men to professional training, advanced training, internships, and other professional development opportunities.	Ongoing	Staff and document management department, heads of structural divisions and branches	Data on participation in professional development events are analyzed with a breakdown by gender
3.4	Inform employees involved in personnel and competitive procedures about the principles of non-discrimination and the prevention of gender bias.	Ongoing	Staff and document management department	Informational events have been conducted / employees have been familiarized with the relevant requirements
4. Ensuring equal opportunities in scientific and international activities				
4.1	Ensure equal access for women and men to participate in scientific research, scientific and international projects, grant programs, conferences, and other forms of scientific activity.	Ongoing	Department of Scientific and Organizational Work, heads of structural divisions and branches	Data on employee participation in relevant types of activities are analyzed with a breakdown by gender

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4.2	Conduct an analysis of the participation of women and men in scientific and international projects, conferences, internships, international visits, and other scientific and professional development events.	Annually	Department of Scientific and Organizational Work	Statistical information is compiled with a breakdown by gender
4.3	Ensure equal opportunities for women and men regarding the leadership of scientific themes, projects, working and research groups.	Ongoing	UIPVE Management	Monitoring of leadership roles in scientific activity is conducted with a breakdown by gender
5. Integration of the gender dimension into research activities				
5.1	Inform researchers about approaches to integrating the gender dimension into scientific research and the requirements of national and international scientific and grant programs.	During the preparation of project proposals	Deputy Director for Scientific Work, Department of Scientific and Organizational Work	Informational/methodological materials distributed or an informational event conducted
5.2	Conduct an analysis of the relevance of the gender dimension during the preparation of proposals for scientific and international projects, if provided for by the conditions of the respective program or if it is a justified subject of research..	During the preparation of project proposals	Project managers, Department of Scientific and Organizational Work	The relevant analysis is conducted and reflected in relevant project proposals
5.3	Consider sex/gender as an investigated characteristic during the planning, collection, analysis, and presentation of data in cases where it is scientifically justified and relevant to the subject of research.	Throughout the implementation of relevant research	Scientific project managers	The gender perspectives are integrated into relevant research
6. Prevention of gender-based violence, discrimination, and sexual harassment				
6.1	Inform UIPVE and its branches' employees about the inadmissibility of discrimination, gender-based violence, sexual harassment, stalking, and other forms of behavior that violate the dignity of employees.	Ongoing	Staff and document management department, Legal Department, heads of branches	Employees are familiarized with the relevant provisions; information is available to employees
6.2	Consider the possibility of introducing an accessible and confidential mechanism for reporting cases of gender-based discrimination,	During the first year of the Plan's validity	UIPVE Management, Legal Department, Staff	Possible mechanisms have been elaborated and relevant proposals prepared

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	gender-based violence, and sexual harassment at the UIPVE and its branches, and determining the procedure for responding to such reports.		and document management department	
6.3	Consider the possibility of introducing the relevant mechanism at the UIPVE and its branches based on the results of the conducted analysis, identifying the channels for submitting reports, the procedure for their review, and the response to established cases.	During the second year of the Plan's validity	UIPVE Management, Legal Department, authorized persons	Proposals regarding the procedure for reviewing and responding to relevant reports have been prepared
6.4	Conduct informational and/or training events on the prevention of discrimination, gender-based violence, sexual harassment, and other forms of inappropriate behavior.	At least once during the period of the Plan's validity	Staff and document management department, Legal Department	At least one informational or training event has been conducted
7. General measures for monitoring the implementation of the Policy				
7.1	Collect, summarize, and analyze the data necessary for assessing the state of gender equality at the UIPVE.	Annually	Staff and document management department, involved structural divisions	Summarized information based on the defined indicators has been prepared
7.2	Based on the monitoring results, determine the need to update the measures, timeframes, indicators, or responsible executors of the Action Plan.	Based on the monitoring results	Deputy Director for Scientific Work, Staff and document management department	If necessary, changes to the Action Plan have been prepared and introduced