

## **Operational Process Monitoring Tool**

Monitoring Tool Provided by WP3

2014-10-27

Work package 3

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Objective 1				
1) Please specify your institutional	☐ Improve employment	☐ Review and monitor		
objective(s):	opportunities for all at	salaries		
	institutional level	$\square$ Create gender balanced		
	$\square$ Review and monitor	decision bodies		
	recruitment processes	☐ Work-life-balance		
	$\square$ Diagnosis on the current	$\square$ Not applicable for my		
	situation regarding gender	institution		
2) Please identify the main actors for the implementation	<ul><li>☐ GenderTime members</li><li>☐ Transfer Agents</li></ul>	☐ Other, please specify:		
3) How important is this objective for	☐ Very high ☐ Med	lium 🗆 Very low		
your institution compared to the other	☐ High ☐ Low	☐ Can't decide		
objectives?				
<ol> <li>Please describe the institutional relevant outcome) with regard to achieving structure</li> </ol>		hopes, background, reasoning,		
Insert text here				
5) Please describe, which factors support y	you in achieving this chiesting	e a managerial individual		
institutional etc.):	ou in achieving this objective (	e.g. managenai, maividudi,		
Insert text here				
moere text here				
6) Please describe, which factors hinder yo	u in achieving this objective (e	.g. managerial, individual,		
institutional etc.):				
Insert text here				
6 a) If you already have met harriers in achieving this chiestive, how have you handled those? What were				
6 a) If you already have met barriers in achieving this objective, how have you handled these? What were the consequences (e.g. change of measure(s), aims, persons involved etc.)? Please describe this process:				
Insert text here				
model text here				
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what				
could help you? Please describe below:				
Insert text here				
7) How would you assess the success in	□ 1 awadlam □ 2 a			
7) How would you assess the success in achieving this objective until now?	$\Box$ 1 - excellent $\Box$ 3 - a			
8) Any further remarks you want to add	☐ 2 - good ☐ 4 - s.☐ Yes ☐ No	atisfactory   Can't decide		
related to this objective?		ext here		
Total to this objective.	If yes, please specify: Insert text here			
9) Please insert names of team members				
involved in finalizing this template here:				

Objective 2					
1) Please select your institutional aim(s) related to objective 2:	☐ Identify the 'leaky pipeline' causes and counter measures ☐ Career paths and fair conditions of work and study ☐ Identify the cause of the actual gender distribution ☐ State a Diversity and Gender Policy		<ul> <li>□ Review and monitor salaries</li> <li>□ Review and monitor career development and career opportunities</li> <li>□ Not applicable for my institution</li> </ul>		
2) Please identify the main actors for the implementation	☐ GenderTime m ☐ Transfer Agents		☐ Other, please specify:		
3) How important is this objective for your institution compared to the other objectives?	☐ Very high ☐ High	☐ Mediur ☐ Low		☐ Very low ☐ Can't decide	
4) Please describe the institutional relevant		(e.g. aims, ho	pes, backg	ground, reasoning,	
outcome) with regard to achieving structu Insert text here	rai change:				
5) Please describe, which factors support y institutional etc.):	ou in achieving this	objective (e.g	ı. manage	rial, individual,	
Insert text here					
6) Please describe, which factors hinder you institutional etc.):	ou in achieving this c	objective (e.g.	manageri	al, individual,	
Insert text here					
6 a) If you already have met barriers in act the consequences (e.g. change of measure		-			e
Insert text here					
6 b) If you already have met barriers in act could help you? Please describe below:	hieving this objectiv	e but did not d	overcome	these yet, what	
Insert text here					
7) How would you assess the success in achieving this objective until now?	☐ 1 - excellent ☐ 2 - good	<ul><li>□ 3 - ave</li><li>□ 4 - satis</li></ul>		<ul><li>□ 5 - poor</li><li>□ Can't decide</li></ul>	
8) Any further remarks you want to add related to this objective?					
9) Please insert names of team members involved in finalizing this template here:					

Objective 3					
1) Please select your institutional aim(s) related to objective 3:	☐ Improve support mechanism for research Equal representation decision level ☐ Improve support mechanism for young researchers, careers development and netw ☐ Awareness measure	opportunities for women and men Review and monitor career Review and monitor access to funding and			
2) Please identify the main actors for the implementation	☐ GenderTime member☐ Transfer Agents	ers			
3) How important is this objective for your institution compared to the other objectives?	☐ High ☐	☐ Medium ☐ Very low ☐ Can't decide			
4) Please describe the institutional relevant outcome) with regard to achieving structu		aims, hopes, background, reasoning,			
Insert text here	J				
5) Please describe, which factors support y institutional etc.):	ou in achieving this obje	ctive (e.g. managerial, individual,			
Insert text here					
6) Please describe, which factors hinder you in achieving this objective (e.g. managerial, individual, institutional etc.):					
Insert text here					
6 a) If you already have met barriers in achieving this objective, how have you handled these? What were the consequences (e.g. change of measure(s), aims, persons involved etc.)? Please describe this process:					
Insert text here					
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:					
Insert text here					
7) How would you assess the success in achieving this objective until now?		☐ 3 - average ☐ 5 - poor ☐ 4 - satisfactory ☐ Can't decide			
8) Any further remarks you want to add related to this objective?		] No			
9) Please insert names of team members involved in finalizing this template here:					

Objective 4				
1) Please select your institutional aim(s) related to objective 4:	☐ Review Careers  Development and networki ☐ Assess academic work ideals and impact on career opportunities for women a men ☐ Elimination of gender stereotypes and promoting culture of equal opportunit ☐ Review and monitor care development and career opportunities	Departmental Organization  Improve career support  mechanism for research  staff  Review and monitor the  recruitment process  ies Not applicable for my		
2) Please identify the main actors for the implementation	<ul><li>☐ GenderTime members</li><li>☐ Transfer Agents</li></ul>	☐ Other, please specify:		
3) How important is this objective for	☐ Very high ☐ Mo	edium 🗆 Very low		
your institution compared to the other objectives?	☐ High ☐ Lo	w \( \sum \text{Can't decide} \)		
4) Please describe the institutional relevar outcome) with regard to achieving structu	, , ,	s, hopes, background, reasoning,		
Insert text here				
5) Please describe, which factors support y institutional etc.):	ou in achieving this objective	e (e.g. managerial, individual,		
Insert text here				
6) Please describe, which factors hinder you in achieving this objective (e.g. managerial, individual, institutional etc.):				
Insert text here				
6 a) If you already have met barriers in achieving this objective, how have you handled these? What were the consequences (e.g. change of measure(s), aims, persons involved etc.)? Please describe this process:				
Insert text here				
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:				
Insert text here				
7) How would you assess the success in achieving this objective until now?		average		
8) Any further remarks you want to add related to this objective?	☐ Yes ☐ No If yes, please specify: <i>Insert</i>			
9) Please insert names of team members				
involved in finalizing this template here:				

Objective 5				
1) Please select your institutional aim(s) related to objective 5:	<ul> <li>□ Review and monitor salaries</li> <li>□ Assess academic work ideals and impact on career opportunities for women and men</li> <li>□ Understanding why women leave engineering</li> <li>□ Assess career breaks</li> </ul>	☐ Improve Culture, Communications and Departmental Organization ☐ Improve career support mechanism for research staff ☐ Improve career support ☐ Not applicable for my institution		
2) Please identify the main actors for the implementation	☐ GenderTime members ☐ Transfer Agents	$\square$ Other, please specify:		
3) How important is this objective for your institution compared to the other objectives?	☐ Very high ☐ Medi☐ High ☐ Low	ium 🔲 Very low 🗆 Can't decide		
4) Please describe the institutional relevan outcome) with regard to achieving structu		nopes, background, reasoning,		
Insert text here	rai change.			
5) Please describe, which factors support y institutional etc.):	ou in achieving this objective (e	e.g. managerial, individual,		
Insert text here				
6) Please describe, which factors hinder you in achieving this objective (e.g. managerial, individual, institutional etc.):				
Insert text here				
6 a) If you already have met barriers in action the consequences (e.g. change of measure				
Insert text here				
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:				
Insert text here				
7) How would you assess the success in achieving this objective until now?	<ul> <li>□ 1 - excellent</li> <li>□ 2 - good</li> <li>□ 4 - sa</li> </ul>	verage		
8) Any further remarks you want to add related to this objective?	☐ Yes ☐ No If yes, please specify: <i>Insert te</i>	xt here		
9) Please insert names of team members involved in finalizing this template here:				

Objective 6					
1) Please select your institutional aim(s) related to objective 6:	<ul> <li>☐ Assess Career</li> <li>breaks/flexible working</li> <li>☐ Disseminating good</li> <li>practice</li> <li>☐ Understanding why</li> <li>women leave engineering</li> <li>☐ Work-Life-Balance</li> </ul>		<ul> <li>□ Review and monitor career development and career opportunities</li> <li>□ Improve career support</li> <li>□ Not applicable for my institution</li> </ul>		
2) Please identify the main actors for the implementation	☐ GenderTime mer☐ Transfer Agents	mbers $\square$ O	ther, please specify:		
3) How important is this objective for your institution compared to the other objectives?	☐ Very high ☐ High	☐ Medium ☐ Low	□ Very low □ Can't decide		
4) Please describe the institutional relevar outcome) with regard to achieving structu		.g. aims, hopes, b	ackground, reasoning,		
Insert text here	rai enanger				
5) Please describe, which factors support y institutional etc.):	ou in achieving this o	bjective (e.g. mar	nagerial, individual,		
Insert text here					
<ol> <li>Please describe, which factors hinder you institutional etc.):</li> </ol>	ou in achieving this ob	jective (e.g. mand	agerial, individual,		
Insert text here					
6 a) If you already have met barriers in achieving this objective, how have you handled these? What were the consequences (e.g. change of measure(s), aims, persons involved etc.)? Please describe this process:					
Insert text here					
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:					
Insert text here					
7) How would you assess the success in achieving this objective until now?	☐ 1 - excellent ☐ 2 - good	☐ 3 - average ☐ 4 - satisfacto	☐ 5 - poor ory ☐ Can't decide		
8) Any further remarks you want to add related to this objective?	☐ Yes If yes, please specify	□ No	•		
9) Please insert names of team members involved in finalizing this template here:					

Objective 7				
1) Please select your institutional aim(s) related to objective 7:	<ul> <li>☐ Awareness rising</li> <li>☐ Disseminating good</li> <li>practice</li> <li>☐ Understanding why</li> <li>women leave engineering</li> </ul>	☐ Improve career support mechanism for research staff for work-life-balance ☐ Improve career support ☐ Not applicable for my institution		
2) Please identify the main actors for the implementation	<ul><li>☐ GenderTime members</li><li>☐ Transfer Agents</li></ul>	☐ Other, please specify:		
3) How important is this objective for your institution compared to the other objectives?	☐ Very high ☐ Med☐ High ☐ Low	ium □ Very low □ Can't decide		
<ol> <li>Please describe the institutional relevant outcome) with regard to achieving structure</li> </ol>		nopes, background, reasoning,		
Insert text here				
5) Please describe, which factors support y institutional etc.):	ou in achieving this objective (	e.g. managerial, individual,		
Insert text here				
6) Please describe, which factors hinder you institutional etc.):	ou in achieving this objective (e.	g. managerial, individual,		
Insert text here				
6 a) If you already have met barriers in achieving this objective, how have you handled these? What were the consequences (e.g. change of measure(s), aims, persons involved etc.)? Please describe this process:				
Insert text here				
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:				
Insert text here				
7) How would you assess the success in achieving this objective until now?	☐ 1 - excellent ☐ 3 - av	verage		
8) Any further remarks you want to add related to this objective?	,			
9) Please insert names of team members involved in finalizing this template here:				

Objective 8					
1) Please select your institutional aim(s) related to objective 8:	<ul> <li>□ Raising awareness within the organisation about the importance of gender equality issues</li> <li>□ Disseminating good practice</li> </ul>		☐ Changing the organisational culture and raising awareness ☐ Not applicable for my institution		
2) Please identify the main actors for the implementation	☐ GenderTime members ☐ Other, please specify: ☐ Transfer Agents				
3) How important is this objective for your institution compared to the other objectives?	□ Very high □ High	☐ Medium ☐ Low	1	<ul><li>☐ Very low</li><li>☐ Can't decide</li></ul>	
4) Please describe the institutional relevar outcome) with regard to achieving structu		.g. aims, hop	es, backg	round, reasoning,	
Insert text here	, a. o. a. go.				
<ol> <li>Please describe, which factors support y institutional etc.):</li> </ol>	ou in achieving this o	bjective (e.g.	manager	rial, individual,	
Insert text here					
6) Please describe, which factors hinder you institutional etc.):	ou in achieving this ob	jective (e.g. ı	managerio	al, individual,	
Insert text here					
6 a) If you already have met barriers in act the consequences (e.g. change of measure		-			
Insert text here					
6 b) If you already have met barriers in achieving this objective but did not overcome these yet, what could help you? Please describe below:					
Insert text here					
7) How would you assess the success in achieving this objective until now?	☐ 1 - excellent ☐ 2 - good	<ul><li>□ 3 - avera</li><li>□ 4 - satis</li></ul>	_	<ul><li>□ 5 - poor</li><li>□ Can't decide</li></ul>	
8) Any further remarks you want to add	☐ Yes		iactory	□ Can t decide	
related to this objective?	If yes, please specify	r: Insert text	here		
9) Please insert names of team members involved in finalizing this template here:					
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