



University of Novi Sad

**INSTITUTE
OF FOOD
TEHNOLOGY
IN NOVI SAD**

No.:

Date:

Институт за производну технологију
Нови Сад
30. 12. 2021
Г. м. б. н. о.
Организациона јединица: 13/11
Број:
Г. м. б. н. о.: Нови Сад

GENDER EQUALITY PLAN

Institute of Food Technology in Novi Sad (FINS)



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Terms and definitions¹

Gender equality implies equal rights, responsibilities and opportunities, equal participation and balanced representation of women and men in all areas of social life, equal opportunities for exercising rights and freedoms, use of personal knowledge and skills for personal and social development, equal opportunities and rights of access of goods and services, as well as achieving equal benefits from work results, while respecting biological, social and cultural differences between men and women and different interests, needs and priorities of women and men in making public and other policies and deciding on rights, obligations and law-based provisions as well as constitutional provisions.

Sex is a biological characteristic on the basis of which people are divided into women or men.

Gender signifies socially determined roles, opportunities, behaviors, activities and attributes, which a certain society considers appropriate for women and men, including the relationship between men and women and roles in those relations that are socially determined depending on gender.

Equal opportunities imply equal exercising of men's and women's rights and freedoms, and their equal treatment and participation in political, economic, social, cultural and other spheres of social life, in all planning phases, preparation, decision-making and equal use of their results, without the existence of gender limitations and gender discrimination.

Gender responsive budgeting is the introduction of the principle of Gender Equality in the budget process or the process of financial planning; it implies a gender budget analysis and the inclusion of a gender perspective in all budget processes and the restructuring of revenues and expenditures with an aim to promote gender equality.

Discrimination against persons on the basis of two or more personal characteristics, regardless of whether the influence of individual personal characteristics can be differentiated (multiple discrimination) or cannot be differentiated (intersex discrimination).

Gender perspective refers to taking into account gender differences, sex differences and different interests, needs and priorities of women and men and their involvement in all phases of planning, preparation, adoption and implementation of policies, regulations, measures and activities.

Gender analysis is an assessment of the impact of the consequences of each planned activity, including legislation, measures and activities, public policies and programs, for women and men and gender equality in all areas and at all levels.

Gender-sensitive language is a language that promotes equality between women and men and a means of influencing the consciousness of those who use that language in the direction of achieving equality, including changes in opinions, attitudes and behavior within the language used in personal and professional life.

– ¹ Gender Equality Law (“Official Gazette of RS”, No. 52/2021)



Gender-based violence is any form of physical, sexual, psychological economic and social violence committed against a person or groups of persons due to belonging to a certain sex or gender, as well as treats of such acts, regardless of whether they occur in public or private life, as we'll as any form of violence that mainly affects persons belonging to a certain gender.

Gender dimension means integrating sex and gender analysis into research.

Gender balance exists when the representation of one of the sexes is between 40 - 50% in relation to the other sex, and significantly unbalanced gender representation exists when the representation of one sex is lower than 40% in relation to the other sex, unless a special regulation defines differently.

Violence against women means violations of human rights and forms of discrimination against women and all acts of gender-based violence that cause or may lead to: physical, sexual, psychological, ie financial injury or suffering for women, including threats of such acts, coercion or arbitrary deprivation of liberty, either in public or in private life.

Harassment is any unwanted conduct that has the purpose or consequence of violating the dignity of a person or group of persons on the basis of sex or gender, and especially if it creates fear or a hostile, intimidating, humiliating and offensive environment.

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Sexual harassment is any unwanted verbal, non-verbal or physical act of a sexual nature that has the purpose or consequence of violating personal dignity, especially if it creates fear, hostile, intimidating, humiliating or offensive environment.

Sexual blackmail is any behavior of a person who, with the intention of committing or not committing an act of sexual nature, blackmails another person that in case of refusal to provide the requested, shall disclose something about them or a person close to them, which may harm her or his part or reputation.

Gender stereotypes are traditionally formed and rooted ideas according to which women and men are arbitrarily assigned characteristics and roles that determine and limit their possibilities and position in society.



1. INTRODUCTION

The Institute of Food Technology (FINS) is a scientific research institution whose mission is to achieve top scientific research results in order to increase the competitiveness of the Serbian economy, by improving the production of safe and healthy food that contributes to health and better quality of life.

The Institute realizes its mission and social responsibility through various forms of activities, including scientific research and the transfer of knowledge and technology to the industry through commercial and research project contracts, as well as through an accredited laboratory (FINSLab) that analyzes food quality and safety on a commercial basis.

The basic postulates of gender equality and its affirmation and promotion are provided by legal acts of the Republic of Serbia as well as legal acts of the institute which were adopted in accordance with state legal acts as well as legal acts and positive examples of positive law from the EU.

Since the Institute is a member of the University of Novi Sad, it harmonizes its Gender Equality Plan with the University of Novi Sad Plan for Achieving Gender Equality, as well as with the existing relevant national legal framework in this area:

- The Constitution of the Republic of Serbia (“Official Gazette of RS”, No. 98/2006),
- Gender Equality Law (“Official Gazette of RS”, No. 52/2021),
- Law on the Prohibition of Discrimination (“Official Gazette of RS”, No. 22/2009 and 52/2021),
- Law on Gender Equality (“Official Gazette of RS”, No. 104/2009) and
- Strategy for Gender Equality from 2021 to 2030, adopted by the Government of the Republic of Serbia

In the field of employees' rights, in addition to basic labor and general human rights, gender equality has an important role, which enables the creation of equal opportunities, inclusiveness and equality among employees, which are prerequisites for good work and relations at all levels and in all structures.

In the implementation of all activities, the Institute takes care of the needs of its employees, their rights and obligations, working conditions and work regime in order to provide a productive environment in which members of the Institute can maximize their potential and thus contribute to excellent results in all fields. which makes it one of the best in the country and beyond. In this sense, the Institute strives for excellence at the European level in order to join the league of the best in the field of research and activities.

The Gender Equality Plan of the Scientific Institute for Food Technologies in Novi Sad (hereinafter the Plan) includes an analysis of the current state of gender equality at the Institute, as well as measures and activities that will be taken to improve and affirm the principles of gender equality in 2022-2026 at the Institute. The plan describes and defines the goals, activities and measures that will achieve the planned goals, as well as the persons responsible for taking measures and achieving the goals.

In order to develop this Plan, an initial analysis of the current state of gender equality at the Institute was conducted. This analysis includes the analysis of:

- human resources at the Institute,



- management functions,
- employee structures by level of education,
- structures of employed scientific research staff according to the acquired scientific research title,
- structures of employed scientific and research staff according to age category and
- structures of managers of active projects and commercial affairs.

2. ANALYSIS OF THE CURRENT STATE OF GENDER EQUALITY AT THE INSTITUTE

The institute has 104 employees, of which 66 are researchers. Of the total number of employees, 74.04% are female, and 25.96% of employees are male. Within the scientific research staff, 74.24% are females, and 25.76% are males.

According to the current staff structure at the Institute, females are more present in management positions at the Institute. Also, in the Scientific Council of the Institute, as a scientific body of the Institute that considers issues and makes decisions in the field of scientific research, the representation of women is 80.9%

Analysis balance of employees in relation to the previous calendar year

	Balance as at 10.12.2020	Balance as at 10.12.2021
Total number of employees	100	104
Women	79 (79%)	76 (74,04%)
Man	21 (21%)	27 (25,96%)

Analysis balance of management positions in relation to the previous calendar year

	Balance as at 10.12.2020	Balance as at 10.12.2021
Management position	Man: 2 Women: 5	Man: 2 Women: 8

The structure of employees according to education level

Education level	Women	Man	Total
VIII	37	10	47
VII/2	14	7	21
VII/1	3	3	6
VI	1	0	1
V	-	-	-
IV	20	6	26
III	0	1	1
II	-	-	-
I	2	0	2
Total	77	27	104



The structure of the employed scientific research staff according to the acquired scientific research title

Research title	Women	Man	Total
Principal research fellow	13	4	17
Senior research associate	9	3	12
Research associate	14	3	17
Research assistant	10	3	13
Junior research assistant	3	4	7
Total	49	17	66

The structure of the employed scientific research staff according to the age category

Age category	Women	Man	Total
<35	15	8	23
35-44	15	5	20
45-54	16	2	18
55+	3	2	5
Total	49	17	66

The structure leaders of active projects and commercial jobs for the period 01.12.2020–01.12.2021. year

		Women	Man
National projects	7	5	2
International projects	4	3	1
Commercial jobs	58	50	8

Based on the analysis of the state of gender equality at the Institute, anti-discrimination policy and achieving gender equality in favor of women was noticed, within which women show dominance in management positions and in scientific research activities, as well as in commercial positions.

3. MAIN GOALS

The main goal of the Institute's Gender Equality Plan is to provide equal opportunities and treatment to all employees of the Institute, regardless of sex and gender, both in terms of exercising employment rights and based on work, and in terms of conducting scientific researches, during awarding of titles, in the application procedures for project invitations and participation in the implementation of national and international projects.

By adopting this Plan, the Institute defines long-term goals for achieving gender equality. As gender equality implies equal participation of women and men in all areas, in accordance with generally accepted rules of international law, ratified international agreements, the Constitution of the Republic of Serbia and laws, three main areas which need improvement and maintenance of a higher level of gender equality were detected at the Institute:

GO1: Establishing a culture of gender equality.

GO2: Employees and career development

GO3: Science and research



From the main goals that require the promotion and maintenance of a higher degree of gender equality, the following goals arise:

- establishment of an institutional system of support for gender equality,
- creating an institutional framework to support gender equality,
- education and promotion of gender equality in institutional practice,
- establishment of gender responsive budgeting,
- prevention of gender-based violence,
- employment, career development and appointments based on the principles of gender equality,
- reconciling business career and private life,
- promoting gender equality in science and research and
- promotion of gender equality and prevention of discrimination in research

4. MEASURES AND ACTIONS

The Institute obliges to undertake the necessary activities in order to achieve structural changes leading to gender equality at all levels and in all areas of work and research, with objectives, which are together with measures, responsibilities for implementation, expected results, indicators, and timeframe for their implementation, provided in Table 1

5. RESPONSIBILITY AND IMPLEMENTATION OF THE PLAN

Responsibility for the implementation of the Plan has a person in charge of gender equality together with the Gender Equality Committee

The responsible person in charge of gender equality is also the chairman of the gender equality committee. The Gender Equality Committee is appointed by the Director of the Institute from among the representatives of all organizational units of the Institute: the Joint Affairs Service (1), FINSlab (1) and research centers (5). The Gender Equality Committee, together with the person responsible for gender equality, prepares a draft report on the implementation of the Plan, which is submitted to the management of the Institute for adoption.

The management of the Institute and all employees are responsible for the implementation of the Plan. During developing the financial plan and defining the budget of the Institute, the management is obliged to stick to all principles that guarantee the implementation of gender-sensitive budgeting in the Institute. In the annual financial plan of the Institute, it is necessary to provide funds for the implementation of planned measures and activities aimed at achieving gender equality.

6. SUPERVISING

The Gender Equality Plan of Institute will be subject to regular annual monitoring and evaluation. Supervision over the implementation of measures will be performed regularly by the management of the Institute. Monitoring the success of implementation is measured on the basis of set indicators in order to constantly review and update.

7. BEGINNING THE IMPLEMENTATION AND REPORTING ON THE IMPLEMENTATION OF THE PLAN



The proposal of the gender equality plan of the Scientific Institute of Food Technologies in Novi Sad is made by the management of the Institute, which then adopts the Management Board of the Institute. After its adoption, the Plan will be published on the Institute's website www.fins.uns.ac.rs.

In accordance with Art. 16. of the Gender Equality Law ("Official Gazette of RS", No. 52/2021), the Institute is obliged to submit a notification on the adoption of the Plan and the location of the website where the Plan was published to the Ministry responsible for human rights within 15 days from the day of enactment.

In accordance with Art. 18. Gender Equality Law ("Official Gazette of RS", No. 52/2021), the Institute is obliged to submit information on the location of the website where a report on the implementation of the Plan is published to the Ministry responsible for human rights within 30 days from the day of their adoption.

ANNEX: Table 1

Chairman of the board
Prof. Dragan Tešanović, PhD



Gender Equality Plan for the Institute of Food Technologies (FINS) for the period 2022-2026

Key areas	Goal	Measures	Responsibility for implementing the measures	Expected results	Indicators	Timeliness				
						2022	2023	2024	2025	2026
Establishing a culture of gender equality	Establishing an institutional framework of support to gender equality	Establishment of a Committee that will monitor the implementation of the proposed measures and that will propose the adoption and amendment of existing acts and procedures in order to implement the principles of gender equality more efficiently	Institute management and Heads of organizational units	Regular briefing on respecting gender equality Acts in accordance with valid regulations	Adopted official act on the appointment of members of the committee, Decision on the appointment of the committee	x				
	Establishing an institutional framework of support to gender equality	Selection and appointment of a person in charge of gender equality who, together with the Board and the management of the Institute, takes care of respecting the principles of gender equality	Institute management	Continuous and efficient application of the principle of gender equality in all activities of the Institute, evaluation of the situation, monitoring and data collection	Adopted official act on the appointment of a person in charge of gender equality, Decision on the appointment of a responsible person in charge of gender equality	x				
	Establishing an institutional system of support to gender equality	Collection of relevant data on achieving gender equality and submitting them to the competent institutions	Institute management, Committee and Person responsible for gender equality	Annual report on gender equality of the Institute submitted to the competent institutions	Gender equality statistics prepared for reporting to relevant state institutions	x	x	x	x	x
	Establishment of an institutional system of support for gender equality	Promoting gender equality in management and supervisory bodies (administrative and supervisory bodies)	Institute management	Improving balance in the administrative and supervisory bodies of the Institute	Statistical analyses of gender equality in management and supervisory functions	x	x	x	x	x
	Establishing gender sensitive budgeting	Application of gender sensitive budgeting in all financial documents and activities	Management Board, Institute Management, and Services for joint affairs	Financial resources for efficient implementation of the Plan, developed awareness of employees on gender sensitive issues	Adopted annual budget for the implementation of the Plan	x	x	x	x	x
	Education and promotion of gender equality in institutional practice	Constant education and counseling of employees in order to promote gender equality, prevention and protection against discrimination using the latest methods and techniques.	Institute management, Committee, and Person responsible for gender equality	Developed awareness and knowledge of employees about the importance of gender-sensitive issues and problem-solving methods	Number of conducted surveys /training/ seminars for employees and number of participants	x	x	x	x	x
	Prevention of gender-based violence	Adoption of a general act of the Institute on the prevention and protection against gender-based violence Appointment of a certified commissioner in charge of combating all forms of violence and discrimination	Institute management, Committee and Person responsible for gender equality	Protection of human dignity and personal integrity of all employees of the institute	Adopted general act of the Institute and the official act of the decision on the appointment of the commissioner	x	x	x	x	x
	Employment, career development and appointing based on gender equality	Employment in accordance with the principles of gender equality and monitoring the career development of employees	Director, Heads of organizational units	Employment and career development without discrimination	Statistics provided for the report to the relevant state institutions	x	x	x	x	x

Key areas	Goal	Measures	Responsibility for implementing the measures	Expected results	Indicators	2022	2023	2024	2025	2026
Employees and career development	Harmonisation of career and private life	Enabling equal rights for members of all gender groups to use leave from work for child care Allowing work from home in special family or general circumstances	Director, Heads of organizational units, Person in charge of gender equality	Equal participation of all gender groups in the total number of employees on leave from childcare and allowing from home in special family or general circumstances without consequences for professional career	Statistical data for the report for relevant state institutions, Adopted official act allowing work from home in special family or general circumstances	x	x	x	x	x
	Improving gender equality in the fields of science and research	Collection and management of data containing the gender component, by: allocation of funds (money), publications, projects, innovations, excellence (from statistical databases for competent institutions)	Institute management, Heads of organizational units, Person in charge of gender equality	Report on gender equality (annual)	Results of the analysis of the presence of the gender component in research and projects at the Institute level	x	x	x	x	x
Science and research	Improving gender equality in the fields of science and research	Application of gender equality in all phases of scientific research work, from preparation and implementation of scientific research projects, to publications and creation of research teams, as well as participation in bodies responsible for evaluating results	Institute management, Heads of organizational units, Person in charge of gender equality	Equal access to research based on the principles of gender equality	Results of reports (and published scientific papers) of project managers	x	x	x	x	x
	Improving gender equality in the fields of science and research	Support to the bodies of the Ministry and the local community to include gender equality as an additional criterion for evaluation when issuing calls for project funding	Institute management, Heads of organizational units, Researchers	Equal access to funding sources	Reports of project carriers; number of projects approved for funding using (additional) gender equality criteria	x	x	x	x	x
	Promotion of gender equality and prevention of discrimination in research	Promotion through public praise and rewarding of publications, dissertations, multidisciplinary research teams that respected gender equality standards	Institute management, Heads of organizational units, Researchers	More teams and publications on the principle of gender equality	Reports on the number of awarded researchers and research teams	x	x	x	x	x