



## **Gender Equality Plan (GEP)**

### **Introduction**

The Carnegie Europe Foundation (CEF) is committed to fostering an inclusive, respectful, and equitable work environment. This Gender Equality Plan (GEP) is part of this commitment and applies to all CEF personnel. The plan outlines CEF's strategic goals and practical actions to help strengthen inclusive representation.

### **Data Collection, Monitoring, and Resources**

CEF collects and monitors gender-disaggregated data to assess the effectiveness of its efforts. This includes:

- Tracking internal gender data on personnel composition and hiring;
- Monitoring gender balance in events (including among speakers and external participants) and publications (including authors and co-authors).

All personnel dedicate time and contribute to the monitoring effort by maintaining gender-aggregated data within their functions and contributing ideas for improvement.

### **Training and Capacity Building**

CEF provides continuous opportunities for learning and capacity building:

- Personnel responsible for publications and outreach engage in discussions on inclusive language and gender sensitivity;
- Training sessions on inclusivity and unconscious biases are available to all CEF personnel;
- CEF personnel are encouraged to be active in The Brussels Binder and WIIS—Women in International Security, two NGOs promoting female representation in policy debates.

### **Human Resources, Work-Life Balance, and Organizational Culture**

CEF monitors gender representation in applicants and personnel; provides equal access to opportunities for career development and professional visibility; makes efforts to broaden the pool of applicants for job vacancies; and promotes transparency and fairness in selection criteria.

To support a sustainable work-life balance, CEF makes efforts to implement flexible work arrangements, including flexible working hours, part-time arrangements, and teleworking policy. Parental leave and childcare policies comply with national legislation.

CEF encourages open discussions on gender and inclusiveness during team meetings.

### **Research and Dissemination**

CEF is committed to integrating gender perspectives into its research and communication activities.



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CEF uses the ENGAGE Guidelines for Gender Sensitivity in Research and Dissemination, produced as part of a past Horizon Europe project “ENGAGE”, to shape gender-aware communications and research outputs. Some of these measures include:

- Actively promoting a gender-balanced roster of publication authors and event speakers and moderators;
- Using gender-sensitive language and visuals in public outputs;
- Promoting the intentional formation of diverse and cross-unit research teams;
- Pledging not to join non-gender-diverse public and private panels;
- Systematically tracking gender-disaggregated performance data and statistics and using this information to evaluate the effectiveness of our gender policy and take action to improve our performance.

#### **Review**

This GEP is reviewed annually to evaluate progress and identify areas for improvement.

*Updated July 2025*

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