Gender Equality Policy

Max Planck Institute for Solar System Research

2017 – 2020

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In cooperation with the Directors and the Head of Administration
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A. Preamble

Dear Employees,

For us at the Max Planck Institute for Solar System Research (MPS) not only the scientific results are important, but also the people. We benefit from a great diversity of knowledge and experience to achieve the best possible research results. However, in our field of research, many outstanding professionals, especially female scientists, turn away from a career in academic research and choose other career paths. Subsequently, the world of science suffers a significant loss.

We wish to offer opportunities for personal development to all employees at our Institute, without any discrimination based on their gender, marital status, or life situation.

This Gender Equality Policy defines specific measures and objectives for career development and family support. It is valid for a period of four years and can be updated if required.

Laurent Gizon    Sarah Gabler     Andreas Poprawa
Managing Director  Gender Equality Officer  Head of Administration
B. Basis of the Gender Equality Policy

The work of the Gender Equality Officers at the Max Planck Institutes is based on the Federal Equal Treatment Act (“Bundesgleichstellungsgesetz”), the “Implementation Agreement on Gender Equality”, as well as the resulting “General Works Agreement on the Equal Treatment of Men and Women in the Max Planck Society” (“Gesamtbetriebsvereinbarung zur Gleichstellung von Frauen und Männern in der Max-Planck-Gesellschaft”). Here it is stated:

“The Max Planck Society aims to respect the diversity and differences between men and women in all its decisions, and to avoid discrimination. A balanced employment of both genders as well as the compatibility of family and career are promoted.” (translation)

In the Max Planck Society (MPG), the understanding of equality goes beyond the formal equal treatment of men and women. Rather, we aim for equal career opportunities that recognize, acknowledge, and respect the diverse life situations, abilities, and needs of the employees.

C. Objectives of the Gender Equality Policy

The Gender Equality Policy should serve to improve the situation at the Institute by identifying specific deficiencies, establishing precise measures for improvement, and defining objectives to be achieved.
Beyond this, employees' awareness for gender equality shall be raised to establish generally applicable standards and uphold them.
This will contribute to enhancing our Institute’s level of attractiveness on the international level, to recruiting highly qualified female and male staff during all phases of their family/life planning, and to raising the employees' motivation by creating an improved work environment.
D. Current Situation

1. Analysis of Employment Figures

Overview
On the reporting date (1 July 2018), 294 employees (including scholarship holders, excluding guests) were working at the MPS, of which 35% had permanent contracts and 65% fixed-term contracts. In the following diagrams, “Tech” represents all employees in technical professions, not only state-certified technicians in the narrower sense. “Engin” includes not only engineers, but also employees with a scientific education who do not carry out scientific work but are rather engaged in e.g. technical development. The group “others” defines the employees in administration, secretarial areas, etc.

Fig. 1 shows the shares of all employees in the different occupation groups.

![Fig. 1: Shares in different occupation groups at the MPS](image)

In the following diagrams, “Scien” includes PhD students, postdocs, and scientists.

Fig. 2 shows the shares of employees in the different occupation groups over the last six years. The proportion of women is 30% in total and does not substantially differ in the groups of the employees with fixed-term or permanent contracts (29% and 32% respectively).

![Fig. 2: Percentage shares of the employed men (dark) and women (light)](image)
Fig. 3 reflects the employment numbers in the individual occupation groups. While the proportion of women in the „others“ group (administration, public relations, secretaries, etc.) is about 80% and slightly decreasing, it is below 30% in all other groups. The lowest proportion of women can be found in the group of engineers, in which it is about 10% and has only increased slightly over the recent years. Compared to this, the proportion of women graduating in engineering fields that are relevant for the MPS, e.g. electrical and aerospace engineering, is equally low (e.g. 9.7% in 2014). This means that the situation at the MPS primarily reflects the situation in society as a whole. The low proportion of women in engineering professions at the MPS therefore does not hint towards a significant Institute-specific problem. Still, the responsible supervisors must ensure that gender is not an issue when hiring new staff.

Fig. 3: Employment numbers (men = dark / women = light) in occupation groups

Scientists

Fig. 4 shows the proportion of male and female scientific staff members, according the various career levels. The proportion of female scientists slightly increased over the last few years: from 20% to over 25%. In light of the percentage of women on a national level completing master’s and PhD degrees in the field of physics/astronomy between 2013 and 2017, being at 20% (source: Statistisches Bundesamt und Kompetenzzentrum Technik-Diversity-Chancengleichheit e.V.), the proportion of female scientists at the MPS is above the German national average. Hence, there is no indication of an Institute-specific problem, especially as the proportion of women in this area shows a positive development.

However, aside from the proportion of women in the different occupation groups, the relative allocation to the corresponding career levels is also of importance.
The share of female PhD students has been 35% over the last 4 years, and is therefore significantly higher than the national average of 20% in the area of physics/astronomy. In the subsequent career levels (postdocs or untenured scientists), a moderate decrease in the proportion of women can be observed in comparison to the proportion of women among the PhD students. However, this share of 30% is still clearly above the national average in the scientific domain. A major portion of this decrease in the proportion of women among the postdocs and untenured scientists can be traced back to a rather unclear definition of the term “postdoc” before the year 2016.

A serious Institute-specific problem is reflected by the male to female proportions among tenured scientists (see grey columns in Fig. 4). The severe decrease in the proportion of women from ca. 30% in the previous career level to significantly below 10% is presumably partly due to historical reasons. The massive downsizing of the Institute from 1998 - 2007 and the special human resource situation within the Rosetta project had led to not re-filling the majority of the permanent scientific positions in the long term. To a significant part, the current proportion of women therefore reflects the situation from a time more than 20 years ago.

In autumn 2018, one female scientist was offered a tenure position from March 2019. As the current statistics only cover the years 2013-2018, this fact is not yet visible in Figure 4.

The tenured scientists at the Institute are – almost without exception – older than 40 years, as is generally the case in the academic field in Germany. One might assume that the low proportion of women among the tenured scientists at the Institute is due to the majority of female scientists abandoning their careers before the age of 40 because of an incompatibility between career and
family life. However, this assumption is wrong because the proportion of untenured female scientists is almost constant over all age groups (especially up to the age of 45 years), see Fig. 5.

![Fig. 5: Proportions among untenured scientists (incl. postdocs, excl. PhD students) in the various age groups](image)

Therefore, the low proportion of tenured female scientists at the MPS seems to have in fact historical reasons, i.e. that tenure positions could have been newly filled only to a very limited extent over the past 20 years. Among the newly filled tenure positions since 2010, the proportion of women is 22% (2 of 9). To compensate for these historical shortcomings in the medium term, we will try to attain a proportion of female scientists that is clearly above the average of about 20% in the research field when having to fill tenure positions. In order to achieve this goal, it is essential that excellent female scientists are attracted to applying to the MPS. Alongside the scientific reputation of the Institute, the framework conditions for balancing career and family life are also important for attracting female scientists.

**Leadership Positions (W2)**

The proportion of women with W2 positions developed positively over the last few years. At the MPS, there is a balanced ratio of men and women in such positions.

![Fig. 6: Proportions among W2 positions](image)
PhD Students
As already shown in Fig. 4, the proportion of female PhD students is about 35%. However, the fact that – in the past five years - 7 women were among the 9 PhD students who left the International Max Planck Research Schools (IMPRS) before obtaining their doctorates, might hint to a gender-specific problem. The respective supervisors are aware of the diverse reasons for every particular dropout. A lack of work and family life balance was not the main reason.

![Fig. 7: PhD dropouts](image)

Technical Staff
For the other professional groups there is no such well-defined allocation of career levels as for scientists. Therefore, the relative proportions are based on the salary levels, which are a suitable indicator for career levels.

The proportion of women in technical professions at MPS has increased from 20% to 30% over the recent years. Throughout Germany the proportion of women in technical professions is only 13.8% (as of September 2018, source: [https://statistik.arbeitsagentur.de/Statistischer-Content/Arbeitsmarktberichte/Berufe/generische-Publikationen/Broschuere-MINT.pdf](https://statistik.arbeitsagentur.de/Statistischer-Content/Arbeitsmarktberichte/Berufe/generische-Publikationen/Broschuere-MINT.pdf)). However, even the comparatively high female share in technical professions at the MPS still leaves potential for improvement.

a. Engineers
Fig. 8 shows the proportion of female engineers at various salary levels. The majority of female engineers are at the same salary level as the majority of the male engineers. At the lower salary levels E11 and E12 the female engineers are visibly under-represented, at the highest salary level E14 they are not represented at all. With regard to the low number of female engineers, however, these statistics are not very descriptive. Serious gender-specific problems cannot be derived reliably from this.

![Fig. 8: Proportions among the engineers at various career levels](image)
b. Technicians

Fig. 9 shows the corresponding situation among the technicians. A gender-specific difference in the allocation to the various salary levels cannot be observed.

![Fig. 9: Proportions among the technicians at the various salary levels](image)

Others (Administration, Secretaries, etc.)

Fig. 10 shows that the female employees are less represented at the salary levels above E11. However, as the employment numbers are rather low at these salary levels, the statistics are not very descriptive. As men are less represented at salary levels E4-E11, we will ensure that gender is not an issue also when hiring for administrative positions.

![Fig. 10: Proportions among the employees at the various salary levels](image)

Part-Time Employment and Parental Leave

It is noteworthy that the proportion of women among the part-time employees is about 80%, compared to a proportion of women of only 30% among all employees. On the one hand, this shows
that primarily women still seem to be responsible for childcare. On the other hand, it shows that the Institute promotes the reconciliation of career and family life by enabling part-time employment.

Fig. 11: working-time models with corresponding proportions of women

Fig. 12 shows that 13 employees were on parental leave on 1 November 2017, 8 of which were women. By now, fortunately men as well as women take up on this opportunity for reconciling work and family life. On a nationwide average only about 35% of all parents on parental leave are men, so that the MPS is slightly above this average. However, there is still an imbalance between the periods of parental leave for men and women. While the majority of men usually take only two to three months of parental leave, women mostly take about 13 months of parental leave (source: Statistisches Bundesamt, statistics of 2017). The numbers at the MPS correspond to this nationwide average.

Fig. 12: Numbers of men and women on parental leave

2. Summary
In summary, the proportions of men and women in scientific and technical professions at the Institute are comparable to or better than the German average. The low proportion of tenured female scientists remains a general problem, which needs to be solved. Also in other scientific and technical areas there is potential for improvement, particularly regarding engineers.
E. Work on Gender Equality at the MPS

The gender equality officers are a key element of the practical application of the principles, policies, and objectives of gender equality. Their concepts for gender equality work, the frameworks of their activities, as well as implemented and planned activities are presented in the following section.

3. Equal Opportunities for All Employees

At the MPS, the topic of equality is not considered a “women’s business” only. This is why the gender equality officers advise all Institute employees who

- have difficulties reconciling work and family life,
- need information and help concerning equal opportunities,
- need support with asserting their rights,
- are interested in gender equality politics and want to get involved,
- want to establish contact to mentoring networks,
- experience discrimination.

4. Visibility of Gender Equality Work

A dedicated website and an info-board were set up to keep all employees informed about the activities of the gender equality officers.

The website [https://www.mps.mpg.de/equal-opportunities](https://www.mps.mpg.de/equal-opportunities) contains detailed information on possibilities for reconciling career and family life, as well as on career planning, and mentoring programmes. Additionally, leaflets and requests e.g. regarding the reimbursement of childcare costs can be found. All contents are available in English and German.

On the info-board in the central foyer, the employees will find notifications for events and seminars, information on holiday activities for schoolchildren, and a wide selection of flyers and handouts on a range of different topics.

5. Budget

A budget of 7,000 € was granted to the gender equality office from the Institute's budget for the year 2018. This budget is used for paying the travel and training costs for the gender equality officers, workshops and seminars for the employees, as well as costs for relevant literature and informative materials.

After expenses of about 1,000 € in the year 2016 and of about 2,500 € in the year 2017, the budget was significantly increased for the year 2018, to be able to offer more workshops and seminars for the employees.
6. Activities

Already Implemented

a. Gender-Neutral Rest Room

The goal was to provide a rest room for transgender employees and persons with non-binary gender. There are several such persons in different working areas at our Institute. This goal was achieved at the beginning of March 2018. One of the accessible rest rooms in a central location was re-labelled to address all genders and is now labelled “WC genderneutral und barrierefrei” (gender-neutral and accessible).

b. Workshop on Self-Presentation for Scientists

Crucial to scientists’ work is presenting their research projects and results. However, they often lack self-confidence in such stressful situations. This is why ten participants got the chance to acquire techniques for improving their self-confidence during a one-day workshop at the beginning of March 2018. They also learned how to

- reflect on their behavioural patterns,
- develop their own movements and authentic gestures,
- improve awareness of their public reception,
- reduce stage-fright to an advantageous level.

The workshop was attended with great interest; the participants were able to visibly reduce their nervousness and stage-fright for subsequent presentations.

Costs: 1.650 €

c. Meeting on International Women’s Day

Every year, the gender equality officers invite all female employees for a get-together to discuss current events and general topics on gender equality. Additionally, short talks are given and questions are answered. Numerous female employees take part in these meetings with great interest.
Currently Planned

a. Workshop for Self-Assertion and Self-Defence
Women are often physically inferior in dangerous situations and are easily pushed into the role of the victim. They become victims of physical violence, but increasingly also of psychological violence. In co-operation with the department for crime prevention of the Göttingen Police, there is the plan to offer workshops for self-defence at the MPS. The employees will learn techniques for identifying dangerous situations well in advance, and for withdrawing themselves from physical and psychological violence. Since female as well as male employees were interested in this topic, there will be two different workshops, one for women only, one for men only. The gender segregation is in this case based on the different training approaches for men and women.

Objective: Improve self-confidence and alertness
Time range: Autumn/Winter 2018. Regular workshops, e.g. annually
Costs: first workshop free of charge, as the training by the police is part of the official measures for crime prevention. 700 € for each following workshop
Responsible: Gender equality officers

b. Childcare during School Holidays
Each year during the school holidays, the gender equality officers would like to offer activities for schoolchildren in co-operation with the German Primate Center and other research institutes in Göttingen. 10 pupils will get the chance to participate in the one-week programme “Natur erleben und erforschen” (“experiencing and exploring nature”). The activities in this programme are directed to different subject areas each year, e.g. waters, meadows, forest, etc.

Objective: Easing the load on employees by offering reliable childcare during the long summer break
Time range: Planning already in first quarter of each year
Costs: borne by parents
Responsible: Gender equality officers
F. Fields of Action, Objectives, and Measures

1. Field of Action: Recruiting Qualified Female Researchers and Engineers

At our Institute, women are under-represented in scientific and technical areas. After having advertised a position, still too few applications from women are received. This can only be improved by raising the attractiveness of new positions so that they particularly appeal to qualified female applicants. This may be done, for example, by explicitly highlighting the advantages that our Institute has to offer (e.g. childcare facilities, seminars, etc.).

Objective: Raise attractiveness of available positions at the MPS

Time Period: Continuous

Responsible: Supervisors, hiring committee, gender equality officers

Measures

a. Komm-mach-MINT (Go MINT)

“More and more girls and women acquire excellent qualifications for technical and scientific professions during their academic career. They are an important potential for the increasing number of knowledge-intensive jobs in Germany. The proportion of women in apprenticeships and degree courses in MINT is, however, far too low”. (translation from German)

(Excerpt from the Memorandum of the National Pact for Women in MINT-Careers)

This is where "Go MINT" starts: established in 2008 on an initiative of the Federal Ministry for Education and Research, this Pact combines the know-how from politicians, economists, scientists, social partners and media, with the aim of changing the image of MINT professions (Mathematics, Informatics, Natural sciences, Technics; also known as STEM). The intention is to inspire young women to choose scientific or technical degree courses and to gain university graduates for careers in economy and science.

The Max Planck Society is already supporting this aim with a wide range of activities and initiatives, for example, “open door” days on which visitors get the possibility to take part in performing experiments. At the MPS, these events are the bi-annual “Night of Science” and – especially for pupils – the annual “Future Day”.

Further information: https://www.komm-mach-mint.de/Komm-mach-MINT/English-Information
b. Participation in the MPG Voluntary Obligation
The proportion of women among newly hired scientists and newly appointed directors in the MPG is to be increased by 1% in each year 2017-2020.
Our Institute employs three female independent research group leaders and will continuously support female scientists in leadership positions.
Further information: https://www.mpg.de/7999136/women-science

c. Programme for the Promotion of Excellent Female Scientists in Leadership Positions
The Minerva Programme was updated in 2014 to hire more women in managerial positions at a faster pace. Regarding equipment, the Minerva Groups have been adjusted to the level of the internationally renowned open-topic Max Planck Research Groups, and the tendering procedures have been combined.
Thus, it is now possible to apply for this programme upon one’s own initiative. Holders of a position now also have the possibility to apply for two consecutive two-year extensions for their group, beyond the initial funding period of five years.
The scientific staff at the MPS intend to encourage more and more in-house candidates to apply for a Minerva-group with the MPS as the host institution. This will happen by highlighting this opportunity in the relevant newsletters at the time of the corresponding call, and by directly approaching the suitable candidates. The prospect of a future application for a Minerva-group that will be supported by the Institute may help in hiring highly qualified female postdocs, who are still at the beginning of their careers.
Further information: https://www.mpg.de/minerva-programme

d. Minerva Fast Track
This competitive pilot project gives excellent female scientists, who are within the first two years of the postdoc stage, the opportunity of a long-term career plan. In order to obtain a Minerva Fast Track position, suitable candidates will have to have their name put forward by a scientific member of the Max Planck Society, who agrees to act as a mentor. In Phase I, each year two selected female scientists will receive a TVöD post as well as funding for material and staff for a maximum of three years. In phase II, Minerva Fast Track Fellows may apply for open-topic Max Planck Research groups and will be given special consideration in the preliminary selection procedure.
The scientific staff will suggest suitable, highly qualified female PhD graduates at the MPS for this programme. Highlighting this opportunity will help in hiring excellent female postdocs, who apply to the MPS directly after graduating.
Further information: https://www.mpg.de/career/max-planck-research-groups
e. Lise Meitner Excellence Programme
From 2018, up to ten Max Planck Research Groups for exceptionally qualified female scientists are to be advertised per year. After a multi-stage competitive selection process, fully furnished research groups are established, which are centrally funded for their complete duration of 5 years. Every new female scientist in the Lise Meitner Excellence Programme will receive the offer to take part in the tenure track process, which will lead to a permanent W2 post with group equipment. For this programme, the scientific staff will increasingly identify suitable candidates and encourage them to apply for a Lise Meitner group with the MPS as host institution. Further information: https://www.mpg.de/lise-meitner-excellence-programme

f. AcademiaNet
The Max Planck Society is a partner organisation of AcademiaNet. This online portal provides a database with about 2500 profiles of excellent female scientists of all research fields, mostly from German-speaking and European areas, but also beyond. The platform helps to identify suitable female scientists e.g. for scientific committees or leadership positions, as well as to search for female speakers for conferences, or expert advisors. We would like to increase the proportion of excellent female scientists speaking at Institute events and seminars, and use AcademiaNet correspondingly. Further information: http://www.academia-net.org/

2. Field of Action: Retaining Qualified Female Employees in Research for the Long Term

A common problem in the field of science is that highly qualified female scientists abandon the paths of research significantly earlier than their male colleagues do. This problem is not very pronounced but certainly present at the MPS, as can be seen from the data in Fig. 5. This is a significant loss of talent and value for the MPS and for the scientific community.

Objective: Increase the knowledge about availability of mentoring programmes and offer special workshops for female scientists

Time Period: Continuous

Responsible: Supervisors, gender equality officers
Measures

a. Sign Up! Careerbuilding for Female Postdocs
This programme aims to support female postdocs and scientific staff in their career development, and to prepare them for managerial assignments in modern academic life. The programme includes three seminar modules; each scheduled for several days and spread over a period of eight months. The directors at the MPS will suggest suitable candidates in their postdoc phase. Interested female scientists may direct requests for this to their supervisors. Every year, up to 18 female participants are selected across the country. Currently, one female postdoc is participating in this programme, who has agreed to report about her experiences to spark other female postdocs’ interest.
Further information: https://www.eaf-berlin.de/en/project/careerbuildung-programm-max-planck-gesellschaft/ or contact the gender equality officers.

b. Minerva FemmeNet Mentoring-Network for Female Scientists
The Max Planck Society established this mentoring and networking programme to offer support for their female scientists at all career levels. The corresponding newsletter provides useful information from a wide range of topics. Interested female scientists of the MPS can become part of this network. The deputy gender equality officer at the MPS also participates in this programme and highly appreciates its value. She would like to encourage all young female scientists explicitly to take part.
Further information: http://www.minerva-femmenet.mpg.de/

c. Elisabeth-Schiemann-Kolleg
Within this programme, scientific members of the Max Planck Society foster the careers of excellent female scientists after their postdoc phase, helping them to succeed on their way to an appointment as a tenured professor or as a director of a research institution. The current place and status of employment are not relevant; however, already tenured female scientists are excluded from the programme. Currently two female scientists of our Institute are fellows in this programme, who agreed to report about their experiences to interested young female scientists.
Further information: https://www.mpg.de/8009591/Elisabeth-Schiemann-Kolleg or contact the gender equality officers.
3. Field of Action: Increasing the Proportion of Tenured Female Scientists

Among the tenured scientists at the MPS, the proportion of women is below 10% and has not significantly risen over the past years, while the proportion of women among postdocs and untenured scientists is between 25% and 30%. As outlined in Section D, the low proportion of women is mainly based on historical events. It should be possible to increase the proportion of women step-by-step. With about 30 tenured scientists (including directors), on average there should be one vacancy per year. If only one third of these vacancies was filled with female scientists, we would be able to increase the proportion of women by 1% per year, on long-term average.

**Objective:** Increasing the proportion of women among tenured scientists  
**Time Period:** Continuous  
**Responsible:** Hiring committees

**Measure**

In the years 2018 to 2022, six positions for tenured scientists will become vacant. However, four of these tenure positions (in the solar department) cannot be newly filled in the coming years due to the age of the responsible director (these positions can only be filled after the appointment of a new director). The other two positions are in the planetary department and in central service. In order to reach the above-mentioned objective, one of these positions would have to be filled with a female scientist. When hiring for the position in the central service, the hiring committee will focus especially on excellent female applicants. Hiring an employee for the future vacancy in the planetary department will be in the responsibility of the newly appointed director. The other directors will highlight the importance of this hiring process to the new director with respect to the objectives of this Gender Equality Policy.

4. Field of Action: Improving Work / Family Life Balance

The availability of childcare is an important factor for balancing work and family life. The employees still indicate the need for improvement in short- and long-term childcare. In this subject area, the advice of the gender equality officers is required most frequently, especially regarding maternity leave, parental leave, and available places in Kindergartens or nurseries. Work / family life balance is a major issue for men and women, so that respective measures have to be directed equally to men and women.

**Objective:** Meet information requirements, further improve family friendliness  
**Time Period:** Continuous  
**Responsible:** Administration, gender equality officers
Measures

a. Audit berufundfamilie (work and family) of the Max Planck Society
The audit berufundfamilie complies with a catalogue of criteria that employers may use to develop their company policy in a family-friendly manner. The audit takes place every three years and the Max Planck Society was awarded a corresponding certificate in the years 2006, 2009, 2012, and 2016. Also in 2018, the MPG was certified by the audit until 2021, and is obliged to report to the berufundfamilie Service GmbH every three years.
In the current voluntary obligation of the MPG, there is the plan to include the topic of work / family life balance in seminars on staff management, and to consider it correspondingly during performance and/or status reviews.
Further information: https://berufundfamilie.de/english-info

b. Maternity Protection in the Lab
It is an objective of the Max Planck Society to enable pregnant and breastfeeding employees to carry on their work without harming the unborn life, the pregnant woman, or the breastfeeding mother. For this purpose, a group consisting of the Institute management, the safety expert, the occupational physician, a member of the workers’ council, the officer for environment and safety, and the gender equality officer will work on the best solutions together with the employee. These solutions may involve relocating the employee’s workspace or limiting their tasks.

c. Parent-Child-Offices (“Baby-Offices”)
At the Institute, there are three parent-child-offices for employees who have to bring their child to work due to sickness or the cancellation of childcare. These offices were designed especially to meet the needs of a baby, and are equipped with a changing table, a baby crib, and some toys. In addition, there are some toys for toddlers up to an age of 3 years. The assignment of these offices is under the administration of the gender equality officers.

d. Places in the Childcare Facility at the MPS
There are 11 places for children of our employees at the day care “Kosmos Kids” which is located within the Institute building. Children from the age of 8 months up to the age of 6 years may visit this day care. The facility is administered by the Montessori Verein e.V. and is open from 8:00 to 17:00, Mondays to Fridays. The costs are shared between the parents and the MPS. Due to the great demand by Institute employees, there is currently a discussion between the MPG and the day care administration about an expansion of the facility.
e. Co-operation with pme Familienservice
The Max Planck Society is contractual partner of the pme Familienservice GmbH, a service provider that supports employees in balancing work and family life. The company advises employees on childcare options for children aged 0-14 years, emergency childcare, and elderly care. The consultation service and childcare arrangement service are free of charge for employees of the MPG; however, they have to bear the costs for the actual childcare.
Further information: https://www.familienservice.de/web/pme-assistance/kinderbetreuung (in German)

Financial Support

a. Childcare during Business Travel
Employees of the MPG have the possibility to obtain a financial subsidy for the childcare costs that arise due to a business trip. Further information on this and corresponding request forms can be found on the website of the gender equality office.

b. Christiane Nüsslein-Volhard Foundation
The Foundation for the Promotion of Science and Research supports talented young women with children to enable them to have the freedom and mobility required to further advance in their scientific careers. It is specifically aimed at graduate students and postdoctoral fellows of all nationalities, who carry out research at a German university or institution, as well as all postdocs who acquired their doctoral degree at a German university and continue their research abroad.
Further information: http://www.cnv-stiftung.de/en/goals/

c. Subsidy for Infant Childcare
The pilot project of the MPG was started in July 2017: “Successful Research at Max Planck – also with a Baby”. Thanks to the Max Planck Foundation, the MPG is able to subsidise childcare costs for infants aged 3 to 36 months. The target group are Postdocs with TVöD contracts and PhD students with funding contracts. The parents choose the kind of childcare and will be reimbursed 50% of the costs after presenting the necessary evidence (e.g. a receipt or invoice). The maximum amount an individual may be reimbursed is 400 € per month for a maximum of 10 months. This pilot project is initially limited until June 2019.
Further information on this and corresponding requests can be found on the website of the gender equality office.
5. Field of Action: Structural Integration of Gender Equality

In order to improve gender equality further at our Institute, we have to define precise regulations to which all employees abide.

**Objective:** Define consistent guidelines and establish them as general standards

**Time Period:** Continuous

**Responsible:** Directors, administration, gender equality officers

**Measures**

**a. Highlighting Gender Equality in the Hiring Guidelines**

The role of the gender equality officers in hiring processes is clearly defined in the Institute-specific Hiring Guidelines. However, there are still some cases in which the gender equality officers are only contacted for giving their agreement to hiring of a specific person. At that moment, the job advertisement has already been published and the job interviews have already taken place without the advice/presence of the gender equality officers. Therefore, the goal is to make the employees aware of, and comply with, the requirement to include the gender equality officers in hiring processes. The Institute management will also point this out in a dedicated e-mail to all employees who may be involved in hiring processes. Further, this topic will be addressed at the next staff assembly.

**b. Gender-Appropriate Wording in all Areas**

With regard to gender sensibility, it is extremely important to use gender-appropriate wording in publications, job advertisements, and everyday language use. This is rather uncomplicated in the English language, as there are rarely any special male or female forms of professional titles, for example. In the German language, however, finding the correct wording is far more complex and there is a variety of possibilities of how to include both binary genders (such as Wissenschaftler*innen, Ingenieur_innen, and others). Therefore, there is the temptation to omit gender-appropriate language completely for reasons of simplicity and legibility. In future, we have to ensure that all official (German) texts are written in a gender-appropriate language. Especially job advertisements should be phrased in such a neutral way that they address all genders.

**c. Girls' Day, respectively, Future Day**

The MPS takes part in the nationwide Girls’ Day. At our Institute, this day is organized as “Future Day” for boys and girls, as there were numerous complaints by parents, why this day should be for girls only. In 2018, 32 boys and only 14 girls attended the Future Day at the Institute. It was reported that the girls often held back and stayed in the background within the mixed groups. By correspondingly re-organizing the application process, there will be an equal number of available places for both boys and girls. There has been the proposal to separate the students into female and male groups. In this case, offering identical activities for both groups is extremely important.
G. Evaluation Procedure

Progress regarding the above measures - especially regarding the proportion of women in the various occupation groups - will be tracked regularly, and presented to the relevant committees at the Institute (Works Council, Advisory Board to the Directors).

The complete Gender Equality Policy will be reviewed in the middle of the year 2020 and reassessed with respect to the achievement of the set objectives, so that a first comprehensive update may be realized by the end of 2020. The result of this evaluation will be distributed internally and will be communicated to the Central Gender Equality Officer of the MPG.

For the preparation of the subsequent Gender Equality Policy for the years 2021-2024, we will take these evaluation results into account and use the corresponding empirical values for continuously supporting the employees of the MPS in the best possible way.