

Gender Equality Plan


2021 – 2025

Statistical material and contents actualized annually, 8.7.2021


Berlin, 02. August 2021

Helmholtz-Zentrum Berlin für Materialien und Energie
Hahn-Meitner-Platz 1
14109 Berlin

The Management



Prof. Dr. Jan Lüning



Prof. Dr. Bernd Rech



Thomas Frederking

Contents

Preamble	3
Analysis of the current situation	4
Women's quotas in individual staff categories	
Wages	
Temporary contracts and permanent positions	
Part-time and full-time employment	
Personnel measures	
Scientific staff	
Women in management bodies and leadership positions	
Goals	10
Measures for improving equal opportunities and work-life balance	12
Resources and organisation	
Recruitment	
Appointments to professorships	
Pay grades	
Mentoring and promotional programmes	
Family leave	
Training	
Dealing with discrimination and sexualized violence	
Gender-inclusive language	
Improving work-life balance within the organisation	
Childcare and family service	
Certification as family-friendly employer	

Preamble

The Helmholtz-Zentrum Berlin für Materialien und Energie (HZB) considers equal opportunities independent of gender, and the improvement of work-life balance to be priority management tasks.

The HZB's scientific programme is mainly based in physics, chemistry and materials science. In these fields women are underrepresented at all career stages, as well as in the scientific support infrastructure. For this reason, HZB has implemented a variety of measures to improve both equal opportunities and work-life balance.

Below we describe the current situation and goals for gender equality, as well as measures to reach these goals and to improve the compatibility of work and family life.

The HZB is jointly funded by the German Federal Ministry for Education and Research (BMBF) and the State of Berlin. Its legal framework for gender equality consists of the "Ausführungsvereinbarung Gleichstellung" (AV-Glei = equal opportunity implementation agreement) of the Joint Science Conference of the German Federation and the Federal States (GWK). With the BMBF, HZB has drawn up an agreement based on the AV-Glei, which this gender equality plan complements.

Analysis of the current situation

Women's quotas in the individual staff categories

The first chart shows the women's quotas in each of the staff categories at HZB since 2009: for the scientific staff (with 551 members the biggest group in the centre), for the science support staff (236 members) and for the administration and infrastructure staff (396 members). The total women's quota in the entire HZB is shown as well.

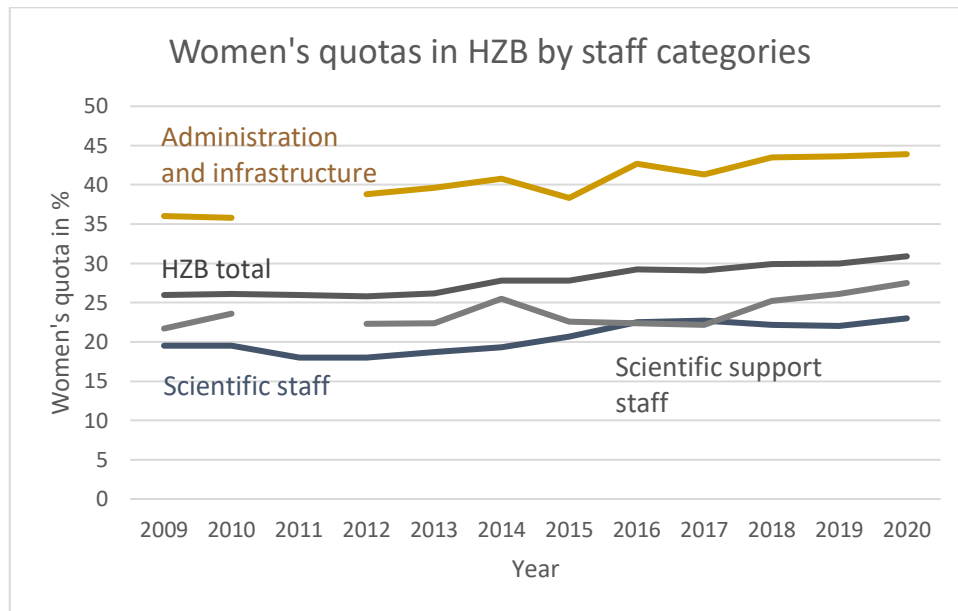


Chart 1: women's quotas in each of the staff categories in HZB since 2009

The natural-scientific/technical orientation of the centre can be seen in the current women's quotas for the scientific staff (23%) and for the science support staff (27.5%; numbers as of 30 September 2020).

In all staff groups there is a slight upward trend. The increase of the scientific staff group numbers mirrors the changes in the quota of women graduates (for more details see the section on scientific staff below).

Salaries

Chart 2 shows bar charts for the salary grades E2-E15Ü (according to the federal public service pay scale, TVöD) and professorial pay grades W1-W3/C4 with the respective numbers of men and women. The resulting women's quotas in each wage group are indicated by the yellow line. If women were represented equally in all pay grades, the women's quota would have to be 31% throughout (equivalent to the 31% quota with regard to the total number of employees).

In fact, higher women's quotas can be found in the payment categories up to E9 (categories for administrative staff). In payment category E12 (mainly senior science-supporting staff) women are under-represented. The categories from E13 upwards are dominated by scientific staff, with an overall women's quota of 23%, which is found for instance in categories E13 (mainly doctoral candidates and postdocs) and E15 (mainly scientific team leaders and heads of departments). In payment category E14 (senior scientists on permanent contracts) women

are under-represented. Only one woman is currently in the E15Ü grade (mainly leaders of Joint Research Groups with universities), and there is only one man with the junior professor pay grade W1 (see also Table 3, GWK cascade).

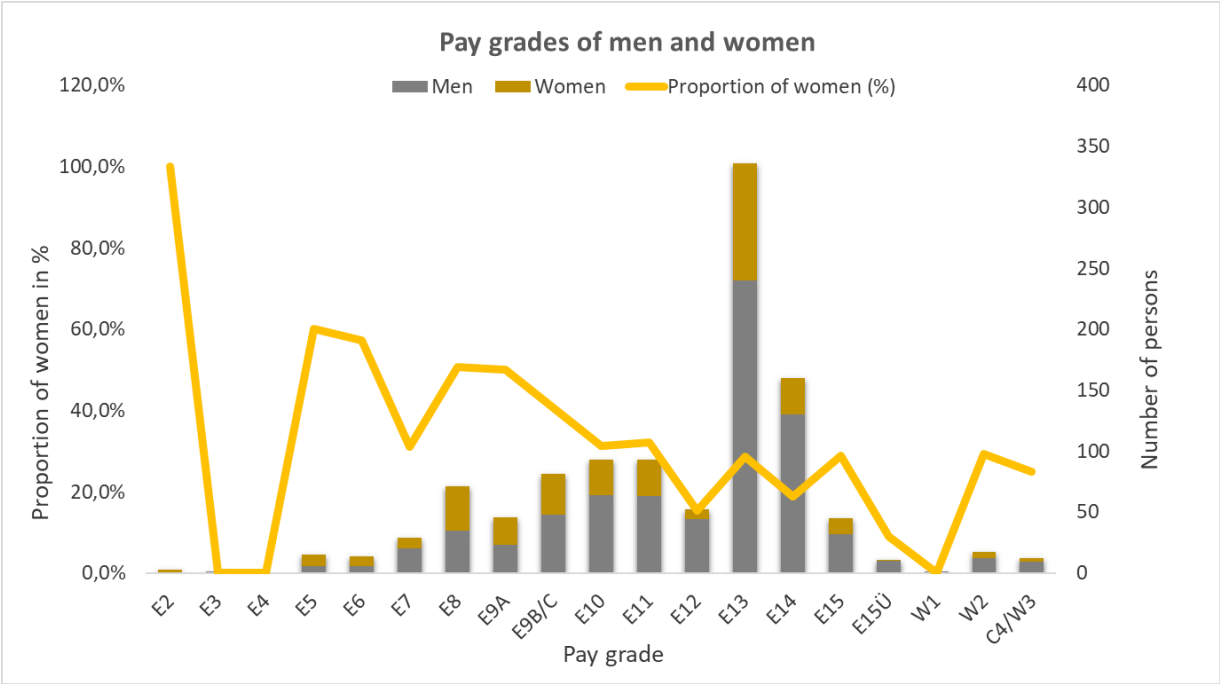


Chart 2: Number of men and women as well as women's quotas in each pay grade (HZB staff database, 31.12.2020)

Temporary contracts and permanent positions

Chart 3 shows how men and women in temporary and permanent employment are represented in different staff groups (without doctoral candidates and apprentices). By far the highest number of temporary contracts can be found in the scientific staff group, as expected due to the high number of postdoc positions. In fact, the majority of female scientists is employed on temporary contracts (53%, an improvement over 58% in 2019) rather than permanent ones (47%). The proportion of male scientists with a permanent contract is significantly higher (56%), which also tallies with the age structure of the permanent employees in this group.

Part-time and full-time employment

When examining the full-time versus part-time employment numbers in the various staff groups (chart 4), it becomes evident that part-time employment plays a bigger role mainly for female employees in administration. In total, part-time employment is more commonly found with women (approx. 23.8% of female employees) than with men (approx. 8.3% of male employees). For scientific personnel 10.8% of the women and 7.9 % of the men are employed part-time.

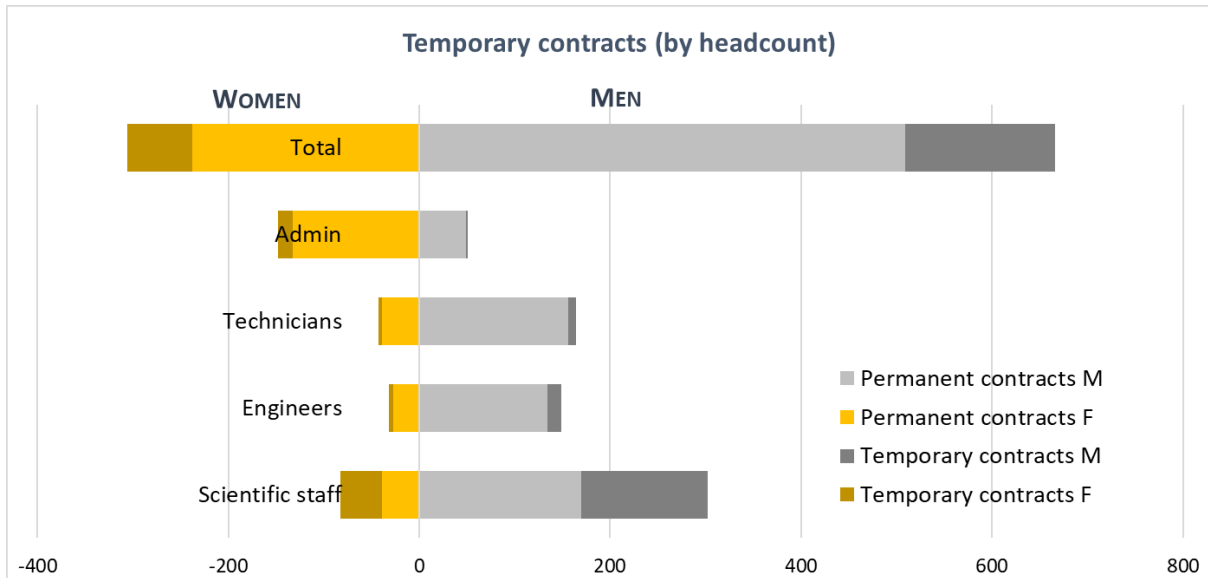


Chart 3: Temporary contracts and permanent positions for different staff groups (HZB staff database, 31.12.2020)

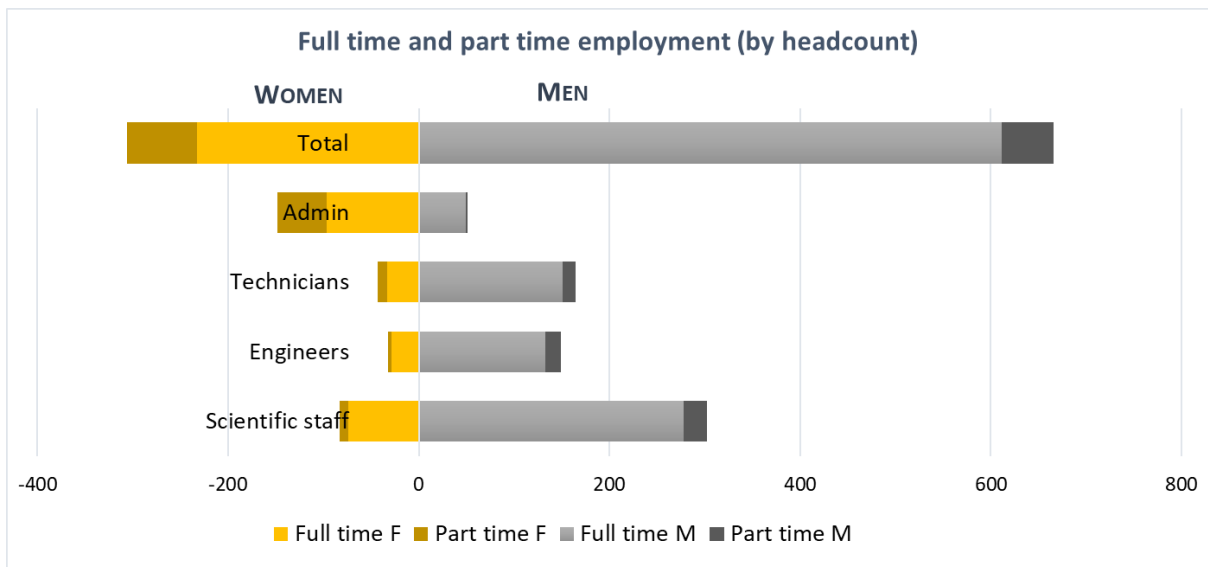


Chart 4: Full-time and part-time employment for different staff groups (HZB staff database, 31.12.2020)

Personnel measures

Table 1 shows the women's quotas for various staff measures like hirings, the conversion of temporary contracts into permanent ones, etc. Shaded lines give the total numbers for *all* staff groups; unshaded lines show the numbers for scientific staff alone (doctoral candidates, post-docs and other scientific staff members). Student assistants are not included, as their numbers fluctuate frequently and they often sign new contracts or have their contracts renewed. In the measures for all staff groups, women are represented to an average or above average extent.

Looking at the scientific staff only, the women's quotas are considerably lower. The women's quota in the scientific staff is currently 23%. For new recruitments, the quota improved compared to 2019 (see chart 5), for temporary contract conversions, however, women are still

represented in rather smaller numbers. While six scientific staff members received a higher pay grade in 2020, no woman was amongst them. It has to be taken into consideration, though, that the absolute numbers are quite low, and thus statistical fluctuations from year to year can be strong.

Personnel measure	Men	Women	Total	Women's quota
New recruitments	128	72	200	36.0%
scientific staff alone (without students)	51	24	75	32.0%
Contract extensions	204	90	294	30.6%
scientific staff alone (without students)	112	82	30	26.8%
Conversion to permanent contracts	21	13	34	38.2%
scientific staff alone (without students)	10	3	13	23.1%
Pay grade raises	18	13	31	41.9%
scientific staff alone (without students)	6	0	6	0.0%

Table 1: Men and women in several personnel measures (HZB staff database for 2020)

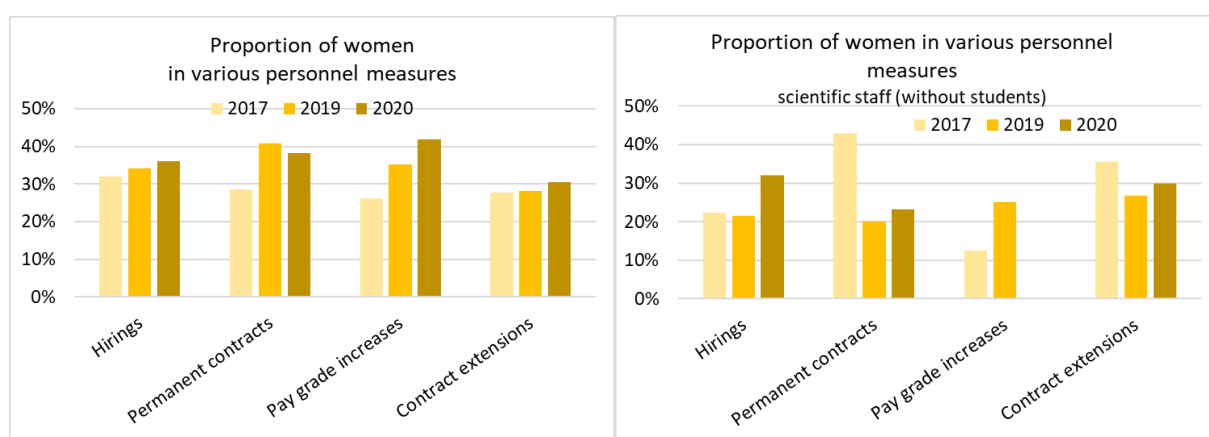


Chart 5: Trends in the women's quota in various personnel measures, on the left for all staff groups, on the right for scientific staff only, without students (HZB staff database)

Scientific staff

The scientific staff of the HZB consists of approximately 70% physics graduates (with the female graduate's quota in the field being 22.5%), and to a lower extent chemistry (45.5%) and engineering science graduates (26.2%; all numbers based on the German Destatis data for 2019). Based on these numbers the expected women's quota for scientific at HZB currently is 26.2%. It has to be taken into account that the corresponding women's quotas for graduates in the years 1990 and 2000 were 11,2% and 15,4% respectively, so that in the corresponding age group of current scientific employees the women's quota is expected to be lower.

Table 2 shows the number of women in various pay grades from mainly PhDs and postdocs in E13, to senior scientists (E14), scientific group leaders (E15) and professorial pay grades (from W1 for junior professorships to W3 for faculty chairs). Chart 6 show the corresponding proportions of men and women in the pay grades, which roughly correspond to scientific career stages. The data show some fluctuations due to small statistical sample numbers, for instance for the junior professorships. The relatively low women's quota of 13% for senior scientists in E14 roughly matches the age structure in this group. Many of the female scientists in this group graduated in the 90ies, when the proportion of women graduates in Germany was significantly lower than today. While women are underrepresented at all career stages, there is no

systematic divergence for more senior positions: Apart from the W1 and E14 levels, the women's quotas essentially equal the female graduates' quotas, or slightly exceed them.

Pay grade	Scientific staff total	Women	Proportion of women
W3/C4	11	3	27%
W2/C3	17	5	29%
W1	1	0	0%
E 15 Ü TVöD/TV-L, ATB, S (B2, B3)	10	1	10%
E15 TVöD/TV-L	22	5	23%
E14 TVöD/TV-L	123	16	13%
E13 TVöD/TV-L	302	81	27%
Total	486	111	23 %
Among the total: PhD students	103	28	27,2 %
Among the total: postdocs	56	16	28,6 %

Table 2: Women in various pay grades (as of 31.12.2020, numbers for Paktbericht)

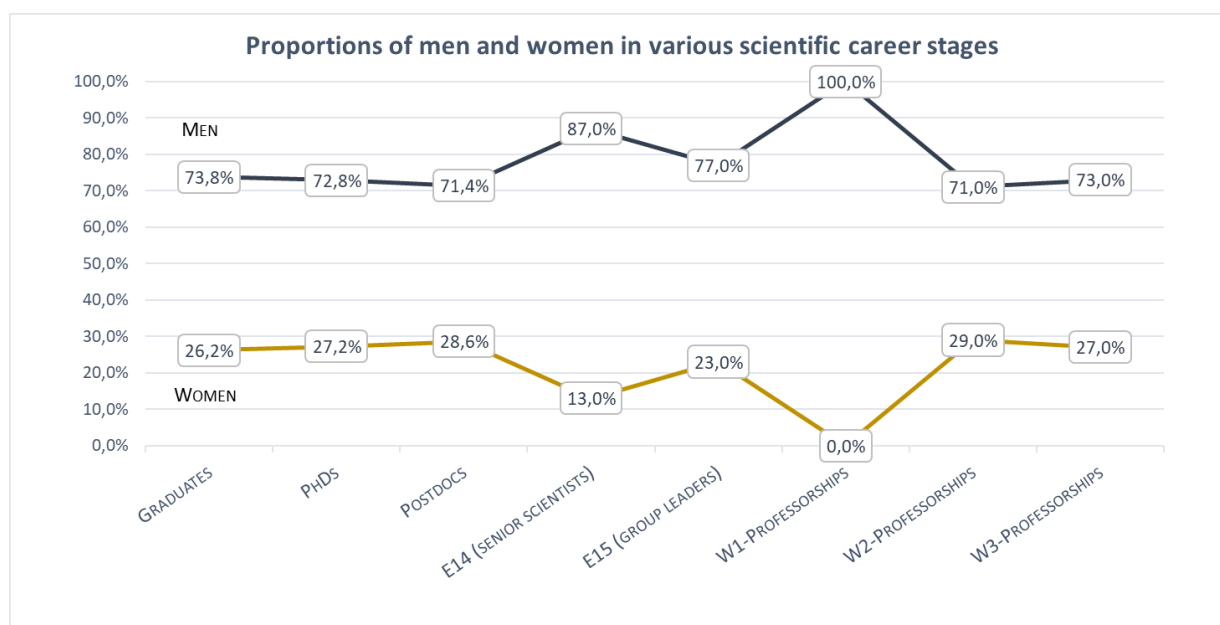


Chart 6: Proportion of men and women in various scientific career stages (as of 31.12.2020, numbers for Paktbericht)

At the professorial stages W1 to W3 the women's quotas amount to nearly 30%. Relative to the graduate numbers, with the HZB mainly as a physics institute, this is quite high, especially as the proportion of women in all professorships in mathematics and natural sciences in 2018 in Germany was 19.3%, and 15.1% for W3 faculty chairs alone ("Materialien der GWK", Issue 69; see chart 7). However, in many groups the absolute numbers are quite small, so that individual persons leaving HZB or moving into another grade can lead to strong fluctuations.

Women in professorships in mathematics and natural sciences
in Germany and in the HZB

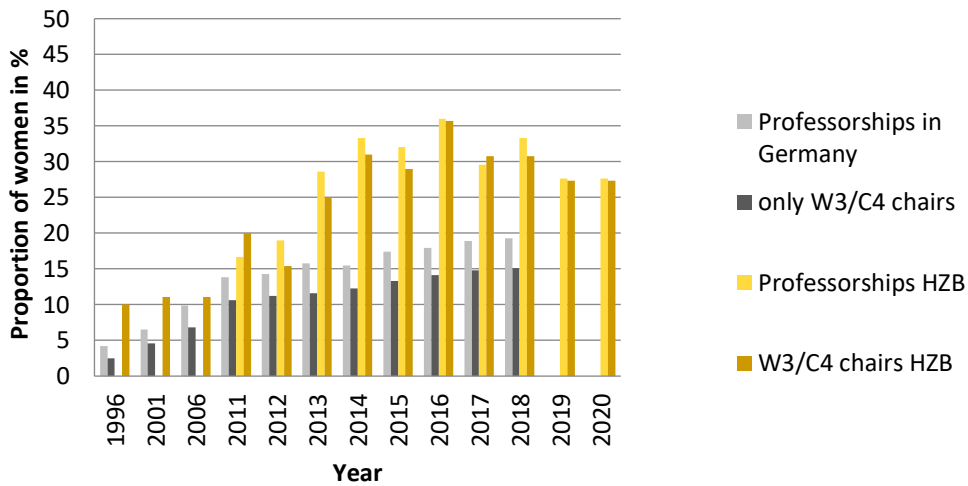


Chart 7: Proportion of women in professorships in mathematics and natural sciences in Germany and in the HZB (“Materialien der GWK”, Issue 69)

Women in management bodies and leadership positions

Apart from the Board of Directors, which at present consists of three men, HZB’s main management or advisory bodies have women’s quotas of 33% or more (see Table 3).

Besides, in the HZB administration two of three heads of department (“Personnel and Social Matters” and “Finances and Accounting”), as well as the head of the Administration are women. The departments “Proton Therapy”, “User Coordination”, “Manufacturing”, “Internal Services” and four of seven “Management Staff” departments are also run by women. Of 40 scientific leadership positions (professorial chairs, heads of departments and team leaders), 12 are held by women, which corresponds to a quota of 30% (see GWK Table).

	Number of persons	Women	Proportion of women
Supervisory Board	9	4	44%
Scientific-Technical Council (WTR)	24	8	33%
Scientific Advisory Council (SAC)	16	7	44%

Table 3: Proportion of women in management or advisory bodies (July 2021)

Goals

The underrepresentation of women is particularly pronounced among the scientific staff at HZB. As this underrepresentation of women in science can be found in all German research alliances, the Joint Science Conference of the German Federation and Federal States (GWK) decided in 2011 to implement target quotas, according to a cascade system based on the female graduate quotas of the respective scientific fields of the research institution.

For this reason, since 2012 all Helmholtz report the women's quotas in the scientific staff by management levels as well as by payment grades, as part of the annual pact reporting, and set themselves target quotas for the respective pact period.

The current target quotas of the HZB until 2025 can be found in Table 4. They are calculated based on the expected fluctuation and the anticipated women's quota for filling vacancies.

As described above, the base value of the cascade is the female graduates' quota in the HZB's combination of research subjects (physics/chemistry/engineering sciences) which is currently at 26.2%. Except for the E14 and E15 positions, the targets and the women's quota of replacements is higher than this base value.

Payment category 14 essentially consists of permanent scientific staff, with a correspondingly high average age and low fluctuation. This means that improvements can only be achieved slowly, and with the help of targeted conversions of temporary contracts into permanent ones. At the same time, women leave this payment category when they are promoted into junior professorships and head of department positions. The situation in payment category 15 is similar.

	Women's quota - changes						Women's quota - derivation of target 2025						Target 31.12.2025				
	Actual value 31.12.2019			Actual value 31.12.2020			Expected 31.12.2025			Prognosis 2020 - 2025							
	Number of persons	Women	Quota of women (%)	Number of persons	Women	Quota of women (%)	Number of persons	Women	Quota of women (%)	Persons leaving	New personnel			Target quota of women (%)			
									Total	of those Women	Filling existing position	Additional positions	All open positions (existing and new)	of those to be filled with women	Quota of women new personnel		
Management	2	0	0%	2	0	0%	2	0	0%	0	0	0	0	0	0%	0%	
First tier	2	0	0%	2	0	0%	2	0	0%	0	0	0	0	0	0%	0%	
Second tier	11	4	36%	9	3	33%	11	4	33%	3	1	0	3	3	33,3%	36%	
Third tier	24	3	13%	29	6	21%	35	11	21%	6	1	1	16	17	9	52,9%	31%
Scientific and junior research group leaders	12	4	33%	12	4	33%	7	2	33%	10	4	0	5	5	40,0%	29%	
W3/C4	11	3	27%	11	3	27%	14	4	27%	1	0	0	4	4	25,0%	29%	
W2/C3	16	5	31%	17	5	29%	23	9	29%	1	1	0	8	8	62,5%	39%	
W1	2	0	0%	1	0	0%	2	1	0%	2	0	0	2	2	50,0%	50%	
E 15 Ü TVöD/TV-L, ATB, S (B2, B3)	9	0	0%	10	1	10%	7	2	10%	5	0	0	3	3	66,7%	29%	
E15 TVöD/TV-L	22	5	23%	22	5	23%	22	5	23%	10	3	10	0	10	30,0%	23%	
E14 TVöD/TV-L	124	15	12%	123	16	13%	124	22	13%	33	3	33	0	33	30,3%	18%	
E13 TVöD/TV-L	288	71	25%	302	81	27%	288	71	27%	141	43	141	0	141	30,5%	25%	

Table 4: GWK-Cascade with the proportions of women for scientific staff and targets for 2025, numbers for Paktbericht

Measures for improving equal opportunities and work-life balance

Resources and organization

The equal opportunities commissioner (Dr. Esther Dudzik) and her three deputies are formally attached to the Administrative Management. Ms. Dudzik has a 25% exemption from her other job duties. The equal opportunities office is supported by a 50% part-time secretary. The equal opportunities commissioner resp. her deputies are involved in administrative processes like recruitments, conversions of temporary contracts, the allocation of bonus payments, and in professorial appointments. The commissioner is a member of selection boards for management positions and a guest participant in the Supervisory Board meetings.

The “Office for Work and Life” (OWL), provides information for employees about HZB’s family-friendly measures, allocates nursery places, provides information on regulations concerning pregnancy and parental leave, and on the family service. The OWL is part of the personnel department and is staffed with 0.5 FTE. In 2020, the expenses for family-friendly measures amounted to 59.271.68 EUR (mainly for nursery places and the family service).

Recruitment

All recruitment procedures are monitored by the equal opportunities commissioner or one of her deputies. They have access to all job applications, they have to be informed before interview invitations are sent out, they can invited additional candidates, and they have to agree to the hiring. At present, as part of an ongoing diversity audit, a guideline for an equal opportunities hiring procedure is being worked out.

To counteract the relatively low numbers of female applicants, the HZB tries to improve its attractiveness as an employer with a layout for job advertisements that emphasizes the benefits that HZB has to offer, in terms of a high quality and international working environment, an attractive human resources development programme and a range of work-life balance measures. Positions from pay grade E9 upwards must be advertised externally.

Appointments to professorships

Women must be proportionally represented in professorial appointment committees, selection boards and when nominating reviewers.

Potential female applicants are specifically approached by talent scouting, and encouraged to apply to advertised positions or to recruitment programmes by the Helmholtz Association, for example the “Helmholtz Distinguished Professorship” recruitment initiative, the programme to promote the first term appointment of excellent women scientists (W2/W3) or the Helmholtz Young Investigator Group call. As of 2021, however, due to budget cuts in the Helmholtz Initiative and Networking Fund, the W2/W3 first term appointment programme has been discontinued and the number of funded Helmholtz Young Investigator Groups reduced to nine.

The Helmholtz programme for the “Promotion of first term appointments of excellent women scientists (W2/W3)” used to support new W2/W3 positions for women scientists financially for five years. Through this programme HZB has co-financed three W2 professorships for women.

A fourth female scientist was recruited in 2020 and is currently setting up her own department in HZB, her appointment to a professorship at a Berlin university is under way.

The “Helmholtz Distinguished Professorship” pursues the goal of specifically recruiting excellent scientists (male and female) for the Helmholtz Association from abroad. This initiative helped to attract three women to W3 chairs for the HZB.

Moreover, two female junior professors, two female W2 professors and two female research group leaders were recruited with additional junior research group funding by Helmholtz, the BMBF and the VW foundation.

Pay grades

The payment classifications of female scientists are checked regularly and adapted if necessary. For more transparency, a catalogue with criteria for the pay grading of scientific staff was worked out, in accordance with the terms used at HZB.

Mentoring and promotional programmes

The Helmholtz mentoring programme *Helmholtz Advance* – originally, a qualification programme for women only, which was opened for men in 2018 – is aimed at postdocs as well as administrative and infrastructure staff facing career choices. In 2020 it accepted two men and two women from HZB. Due to budget cuts in the Initiative and Networking Fund of the Helmholtz Association, however, the programme has been discontinued in 2021.

The Helmholtz Academy offers training courses for prospective (scientific) managerial staff. In 2020, one woman and four men were sent to the academy.

Family-related absences

Beyond the regulations defined in the German law on temporary contracts in science (Wissenschaftszeitvertragsgesetz, WissZeitVG), HZB offers female scientists on temporary contracts an extension to compensate for times when health and safety regulations keep them from working in laboratories during pregnancy. This type of extension as well as extensions based on the WissZeitVG are financed via the equal opportunities cost centre, if there is no other source of funding.

Training

Training courses on leadership in science for junior executives are on offer annually, as well as specific trainings for PhD supervisors and courses for managerial staff at the Helmholtz Academy, which include the subjects “Equal Opportunities” and “Work-life balance”. Unconscious bias trainings are planned within the context of the current diversity audit.

Dealing with discrimination and sexualized violence

There are various contact points to help deal with sexualized violence, among them the equal opportunities commissioner and the works council as well as other persons of trust. A guideline on how to deal with mobbing, discrimination and sexual harassment is currently being prepared and should be completed in autumn 2021.

Gender-inclusive language

HZB has a new guideline on gender-inclusive language, which also regulates how to address non-binary people.

Improving work-life balance within the organisation

An agreement with the works council on teleworking was negotiated in 2014. It was supplemented by an additional regulation on mobile working in March 2017. In view of the experiences with remote working during the corona crisis, the regulation on mobile working has now been revised. In the new version, mobile working is allowed for up to three days a week (as far as work permits and as agreed with the superior).

A flexible working time regulation with automatic time recording allows individual working hours for employees (as far as work permits) with a flexitime account where up to 117 hours can be accumulated. Employees are entitled to take at least one day off per month using flexitime.

If possible, there should be no major events, meetings and conferences during school holidays. Additionally, heads of departments are encouraged to consider the interests of employees with school-age children when planning staff vacations.

A family-friendly time corridor for meetings between 09:00 am and 4:00 pm has been agreed upon (and is marked in the central calendar).

Childcare and family service

HZB employees can use the services of the benefit@work family service, which offers counselling and agency services free of charge. In 2020, there were 43 inquiries from HZB employees, covering childcare, care of family members and various forms of counselling, as well as lectures on related subjects.

In Adlershof, there are currently fourteen places in a nursery on the WISTA campus available to HZB staff that are in high demand.

Holiday care programme: HZB employees can enroll their children in the one-week Helmholtz holiday camp. Due to the Corona pandemic, the camp had to be cancelled in 2020.

Additional childcare costs caused by business trips can be claimed in the travel expense statement.

During big events like conferences or user meetings HZB offers childcare, if required.

Certification as family-friendly employer

Since 2011, HZB has undergone certification by the audit “berufundfamilie” and has received the long-term certificate as family-friendly employer. For the next three years, HZB has agreed a plan of action, e.g. to review the regulations on working from home, trainings in digital competence and guidelines for managerial staff on work-life balance. The plan also includes specific offers for different life phases and generations, provisions for mental health and promoting the exchange of colleagues from different areas of work.