

ADVANCING SCIENCE



**GENDER  
EQUALITY PLAN  
FIZ KARLSRUHE**

June 2024



## Preamble

FIZ Karlsruhe – Leibniz Institute for Information Infrastructure is one of the leading providers of scientific information and services and a member of the [Leibniz Association](#). Our core task is to provide science and industry with professional research and patent information and to develop innovative information infrastructures, for example with a focus on research data management, knowledge graphs and digital platforms. To this end, we conduct our own research, co-operate with renowned universities and research associations and are internationally and interdisciplinarily networked. FIZ Karlsruhe is a non-profit organization and one of the largest non-academic institutions of its kind.

FIZ Karlsruhe has been committed to the issue of gender equality since the late 1990s. Since 1999, an Equal Opportunities Officer has been available as a contact person, who is elected at regular intervals. In addition, FIZ Karlsruhe was managed by a woman from 2003 to 2023.

**"We are committed to equal opportunities and actively support the further development of our employees as well as work-life balance and safe working environments."**

**Excerpt from FIZ Karlsruhe's mission statement**

**FIZ Karlsruhe is expressly committed to its goal of promoting equal opportunities at all levels.**

# Equal opportunities and equality at FIZ Karlsruhe

## 1. Objectives of the equality plan

Equal opportunities are anchored in FIZ Karlsruhe's mission statement<sup>1</sup> as a value and a central claim in our daily work. Measures for gender equality have been actively implemented for many years. As more than 50 percent of our staff are female, it has always been an important task for FIZ Karlsruhe to represent and promote the interests of women. By equality, we mean all measures to equalize the living conditions of male and female employees as well as employees with a different gender identity.

## 2. Anchoring at management level

Maintaining and promoting equality is an overarching task of the management and executives. In addition, all employees of FIZ Karlsruhe are required to comply with the equal opportunities regulations. If employees have any questions about equality, they can contact an elected Equal Opportunities Officer, who will clarify these at management level.

## 3. Equal Opportunities Officer

An Equal Opportunities Officer is elected by the female employees every four years. The Equal Opportunities Officer is actively involved in all equal opportunities issues and is informed and consulted accordingly. She is represented in the Equal Opportunities and Diversity Working Group (AKCD), through which the Equal Opportunities Officers of the Leibniz Association institutions meet and exchange information on a regular basis. In carrying out her duties, the Equal Opportunities Officer takes into account the [Guidelines for the Work of Equal Opportunities Officers in the Leibniz Association](#)<sup>2</sup>. –

The last election of Equal Opportunities Officers took place in November 2023 in accordance with the rules of procedure for the election of Equal Opportunities Officers at FIZ Karlsruhe. Female employees in the companies in Eggenstein-Leopoldshafen and Berlin were eligible to vote. The elected Equal Opportunities Officer and her deputy were appointed by the President & CEO on December 1, 2023.

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1 <https://www.fiz-karlsruhe.de/sites/default/files/FIZ/Dokumente/Broschueren/fiz-leitbild-broschuere-en-20240404.pdf>

2 <https://www.leibniz-gemeinschaft.de/en/about-us/equal-opportunities-and-gender-equality>

One task of the new Equal Opportunities Officer will be to intensify internal public relations work and to expand the presentation on the intranet.

#### 4. List of staff (as at December 21, 2023; updated annually)

##### 4.1 Staff

The following table summarizes the total number of staff at FIZ Karlsruhe:

Staff	Persons	of which women	Share of women
President & CEO	1	1	100 %
Professors	2	1	50 %
Other scientific research personnel	39	16	41 %
Scientific support and administrative staff	256	148	58 %
Total staff	298	166	56 %

The following table shows the proportion of part-time employees and employees with a fixed-term employment contract:

Staff	Persons	of which women	Share of women
Part-time employment	92	71	77 %
Fixed-term employment	59	31	53 %

## 4.2 Executives

On December 31, 2023, FIZ Karlsruhe employed 25 people in management positions, eleven of whom were women and 14 men. This corresponds to a high level of gender equality, with 44 % of managers being female; the average for Leibniz Association institutions was 33 %. The managers were distributed across the management levels as follows:

Level	Executives	of which women	Share of women
President & CEO	1	1	100 %
Vice Presidents	7	2	29 %
Heads of departments and teams	17	8	47 %
<b>Total</b>	<b>25</b>	<b>11</b>	<b>44 %</b>

## 4.3 Committees

There are three main bodies at FIZ Karlsruhe: the Shareholders' Meeting, the Supervisory Board and the Scientific Advisory Board.

The **shareholders' meeting** is made up of the federal government, the state of Baden- Württemberg (host state) and the following six scientific societies and professional associations:

- Max Planck Society for the Advancement of Science,
- Fraunhofer Gesellschaft zur Förderung der angewandten Forschung e. V.,
- German Physical Society e. V.,
- VDI Association of German Engineers,
- Gesellschaft für Informatik e. V. and
- German Mathematical Society e. V.

The President & CEO participates in the meetings of the Shareholders' Meeting.

A representative of FIZ Karlsruhe's staff is a member of the **Supervisory Board**. The last election of a staff representative on the Supervisory Board took place in 2023; one man was elected. In addition, two further representatives of FIZ Karlsruhe attend the meetings of the Supervisory Board, i.e., the President & CEO and one member of the Works Council.

The meetings of the **Scientific Advisory Board** are attended by FIZ Karlsruhe's President & CEO and the responsible Vice Presidents, i. e., two women and five men.

Below is an overview of the representatives of the Supervisory Board and the Scientific Advisory Board:

Committees	Members	Of which women	Share of women
Supervisory Board	10	4	40 %
Scientific Advisory Board	10	4	40 %
<b>Total</b>	<b>20</b>	<b>8</b>	<b>40 %</b>

## 5. External certificates

### 5.1 Audit berufundfamilie and TOTAL E-Quality

FIZ Karlsruhe is actively committed to equal opportunities for men and women and supports the work-life balance. FIZ Karlsruhe was awarded the certificate "audit berufundfamilie" for the first time in 2016, and received the certificate again in 2019, thanks to the successful implementation of measures for equal opportunities. The current certificate was awarded in 2023, authorizing FIZ Karlsruhe to use the certificate for a further three years. The certificate is awarded to companies and institutions that anchor and implement a family- and life-phase-friendly HR policy as a value in their strategy. A key aspect is that the different personal life plans of employees are taken into account. The declared aim is to reconcile work, family and private life. During the auditing process, the status quo is first recorded in order to subsequently develop a company-specific strategy and to agree on its implementation in specific fields of action and measures.

In the years prior to this, FIZ Karlsruhe was awarded the TOTAL E-QUALITY award three times in 2001, 2004 and 2010 for improving equal opportunities for women and men in the workplace. The award was presented by TOTAL E-QUALITY Deutschland e. V. for exemplary behavior in terms of personnel management geared towards equal opportunities; TOTAL E-QUALITY stands for Total Quality Management (TQM), supplemented by the gender component (Equality).

## 5.2 Evaluation of FIZ Karlsruhe by the Leibniz Association

The active promotion of equal opportunities is one of the items assessed in the external evaluations carried out by the Senate of the Leibniz Association every seven years. Among other things, the measures for implementing the Leibniz gender equality standards are assessed and documented and published in the evaluation report. The next evaluation will take place in autumn 2024.

## 6. Measures to achieve the equality goals

The measures promoting equality are set out in various documents, including this equality plan. The following key items and measures are currently valid:

- The equal opportunities policy is based on the Equal Opportunities Implementation Agreement (AV-Glei)<sup>3</sup> to the agreement of the Joint Science Conference (GWK) on equal opportunities for women and men in joint research funding.
- As a member of the Leibniz Association, we have been implementing the DFG's "Research-oriented Equality Standards"<sup>4</sup> and the cascade model based on them, as well as the Leibniz Gender Equality Standards<sup>5</sup> with its guidelines and procedures<sup>6</sup>, very successfully since their introduction. The Leibniz Gender Equality Standards define principles of working culture with the aim of creating fair framework conditions and promoting and supporting women and men.

Increasing the proportion of women in science and research is a research policy goal of the update of the Pact for Research and Innovation for the years 2021 to 2030 (PFI IV) adopted by the federal and state governments in 2019. By setting target quotas according to an organization-specific cascade model, an instrument was created that makes the achievement of this goal binding, concrete, realistic and verifiable.

The cascade model is now a tried and tested instrument for formulating targets for achieving gender equality at all relevant career levels in science. The cascade model follows the basic idea that the target figure for the proportion of women at a higher career level is based on the proportion of women at a lower career level.

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3 [https://www.gwk-bonn.de/fileadmin/Redaktion/Dokumente/Papers/AV\\_Glei.pdf](https://www.gwk-bonn.de/fileadmin/Redaktion/Dokumente/Papers/AV_Glei.pdf) (available in German only)

4 <https://www.dfg.de/resource/blob/172904/158b7851ecef918bd02753044b9ddf9/studie-gleichstellungsstandards-data.pdf> (available in German only)

5 <https://www.leibniz-gemeinschaft.de/en/about-us/whats-new/media-center/publications/translate-to-english-leibniz-gleichstellungsstandards>

6 <https://www.leibniz-gemeinschaft.de/en/about-us/equal-opportunities-and-gender-equality/guidelines-and-processes>



In order to realize the cascade model, FIZ Karlsruhe has determined specific target quotas for all career levels, both in terms of pay grades and management levels. These target quotas are realistic, but at the same time ambitious. Particular attention has been paid to the development of the proportion of women in academic management positions.

Below are the target quotas for the year 2025 in accordance with the cascade model of the DFG's research-oriented gender equality standards and the current status on December 31, 2023:

Cascade model	on Dec 31, 2023	to be achieved by Dec 31, 2025
Target quotas by management level		
President & CEO	100 %	50 %
Vice Presidents	33 %	50 %
Heads of departments and teams	40 %	41 %

Cascade model	on Dec 31, 2023	to be achieved by Dec 31, 2025
Target quotas by pay group		
AT/W	67 %	50 %
15Ü/15	27 %	40 %
14	27 %	33 %
13/12	48 %	50 %

When filling vacancies and promoting young scientists, FIZ Karlsruhe pays attention to gender parity.

Flexibility in working hours through models for flexible working hours, mobile working and family-friendly meeting times have been common practice for years. For further work after the end of the strict coronavirus measures, a general works agreement was concluded in 2022.

This agreement on mobile working (Future Work) enables employees to work outside of FIZ Karlsruhe's premises in Eggenstein-Leopoldshafen and Berlin. For employees, this means significantly greater flexibility and a better work-life balance.

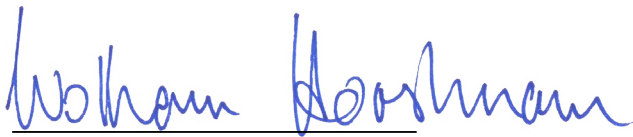
FIZ Karlsruhe supports employees in finding individual solutions to reconcile work and family life and to care for family members in the event of illness and/or old age.

FIZ Karlsruhe uses a specially compiled guideline on gender-sensitive language<sup>7</sup> which, among other things, provides a checklist for gender-sensitive texts with binding formulation aids. It applies to all FIZ Karlsruhe publications, official correspondence and internal communication.

## **7. Reporting obligation and updating**

The management and equal opportunities officer of FIZ Karlsruhe have drawn up this gender equality plan, which is regularly updated and maintained.

Eggenstein-Leopoldshafen, August 08, 2024



Prof. Dr. Wolfram Horstmann  
President & CEO

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<sup>7</sup> <https://www.fiz-karlsruhe.de/sites/default/files/FIZ/Dokumente/Broschueren/fiz-leitfaden-gendergerechte-sprache.pdf> (available in German only)