

Max Planck Institute for the History of Science
Gender Equality Plan for the Period 2018–2020

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A Message from the Board of Directors

Since it was founded in 1994, the Max Planck Institute for the History of Science (MPIWG) has promoted equality of opportunity as one of the foundational principles for the work, life, and career development of our researchers and non-research staff. Precisely because the MPIWG is dedicated to investigating the historical, cultural, and social conditions of science, it has a special responsibility to nurture the careers of its own employees both female and male, assure the compatibility of work and family life, and combat discrimination of every kind.

For all these reasons, it is a great pleasure for us to present this Gender Equality Plan, which accords with efforts by the Max Planck Society as a whole to guarantee equal opportunities for all. Many challenges, as yet unknown, may still lie before us, but we remain committed to the goal of ensuring that every employee and every researcher—regardless of their origin, their gender, or their age—receives a fair chance to develop their own talents and pursue a career in scholarship or their chosen field of work. Likewise, a person’s family situation must not restrict their career opportunities.

Although complete equality will always remain an ideal, working for equality of opportunity means recognizing the cultural and social factors that produce inequality of opportunity, and developing and implementing measures to redress those differences. As such, equality of opportunity is a continuing process. We therefore see this document not as a finished task, but as one of many steps on the path to an equitable and family-friendly working environment.

Jürgen Renn
(Managing Director)
September 2018

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Preamble

The MPIWG aspires to support all its employees irrespective of gender, nationality, religion, disability, age, cultural origin, and sexual identity. To reach that goal, we need to produce conditions that nurture the careers of employees and enable the reconciliation of professional and family life. This applies to every position at the MPIWG. Children are an integral part of everyday life at the MPIWG; they are cared for by their parents or others within particular frameworks. By improving equality of opportunity at the MPIWG, we enhance our profile as an attractive employer and research institution.

This Gender Equality Plan is based on the German Act on Equality between Women and Men (BGleIG), the Joint Science Conference's implementation agreement on equal opportunities, and the Max Planck Society's Central Works Agreement in combination with the Code of Conduct adopted in January 2018: "Protection against Sexualized Discrimination, Harassment, and Violence." That Code of Conduct notes:

The Max Planck Society encourages the maxim of a non-discriminatory culture in which the variety and diversity of employees are seen as an opportunity and in which all are met with equal respect and shown the same esteem. Neither ethnic origin, descent nor other categories of origin nor sex, gender nor sexual orientation, religion nor world-view, disability nor age may lead to personal or professional disadvantages and influence the opportunities of an individual's access to the organization or to promotion and qualification within the organization.

About This Gender Equality Plan

One important instrument for implementing measures to improve equality of opportunity is the creation of a gender equality plan. The plan serves as a guide for all those involved and to document our work.

The present Gender Equality Plan is the product of collaboration between the Board of Directors, the Head of Administration, the Research Coordinator, and the Gender Equality Officers.

By implementing relevant measures, the MPIWG hopes to continue attracting highly qualified personnel and to increase the job satisfaction of employees. As well as protection from discrimination and the equal treatment of women and men in the workplace, the goals of this

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Gender Equality Plan include improving the compatibility of family and paid employment for women and men.

This Gender Equality Plan is the first issued by the MPIWG. It will be published on our homepage and intranet. It is valid until the end of 2020; after that, an updated gender equality plan will be produced that takes into account any changes in requirements.

Current Situation

On November 29, 2017, the MPIWG had a total of 132 employees and 74 student assistants (guests are not included in these figures).

The charts on the following pages show:

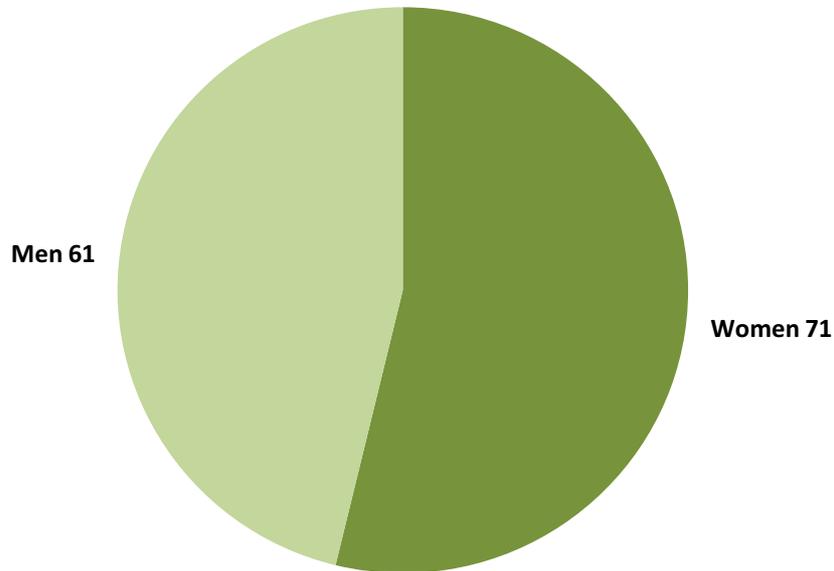
Employees at the MPIWG

1. Women/men (excl. guests and student assistants)—71/61
2. Women/men (excl. guests and student assistants) on parental leave, holding grants, part-time, full-time
3. Women/men (excl. guests and student assistants) fixed-term/permanent contracts
4. Student assistants, women/men—47/27
5. Qualification levels among research employees, based on staffing plan 2018
6. Salary grades of all employees on the TVöD scale, based on staffing plan 2018

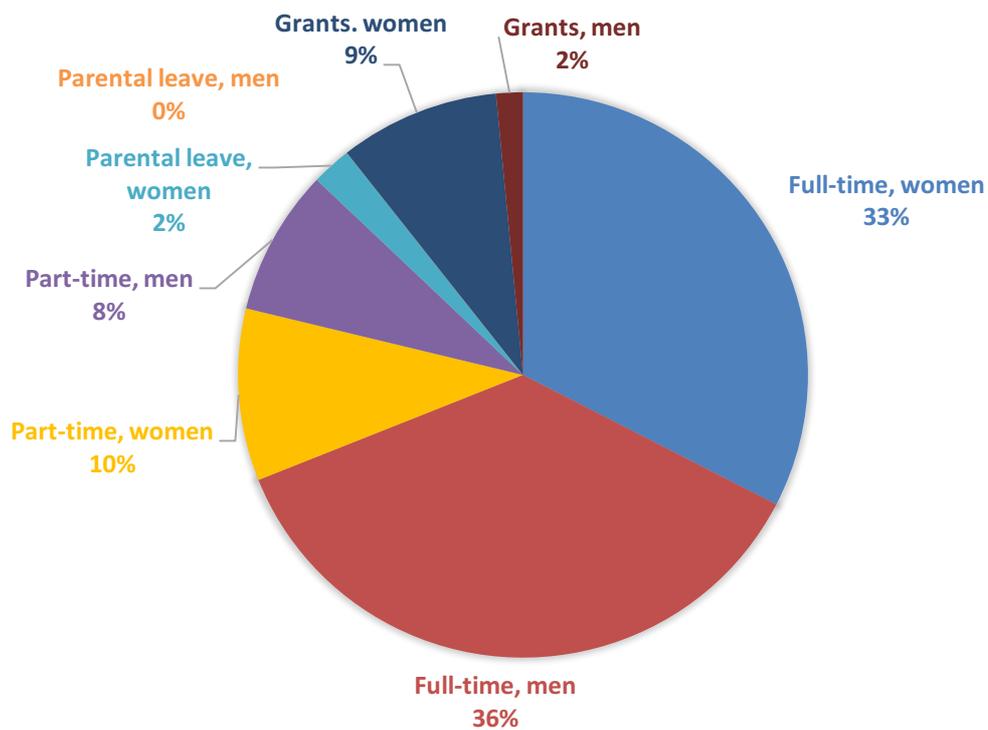
The staffing structure is thus approximately in balance as regards gender, a situation that we would like to maintain as the best precondition for equality of opportunity. When filling new positions at any level, this balance must be taken into account.

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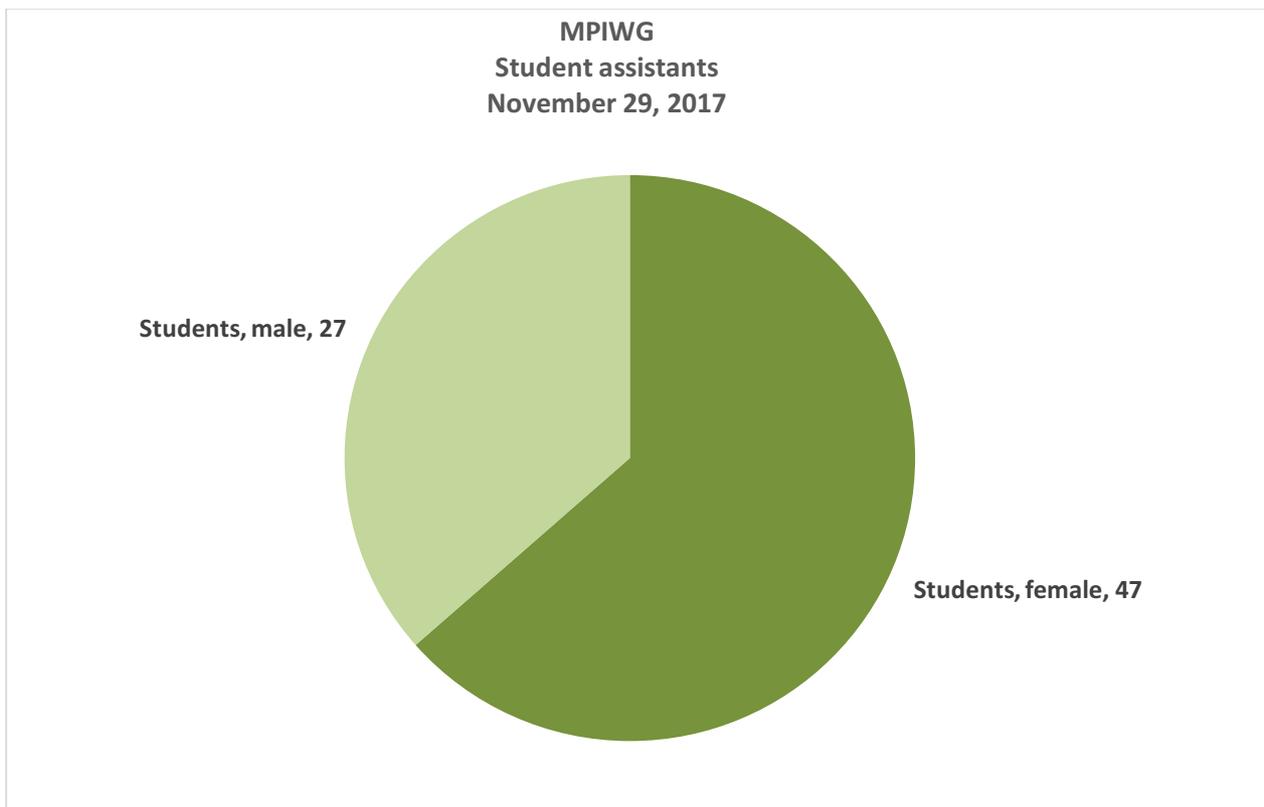
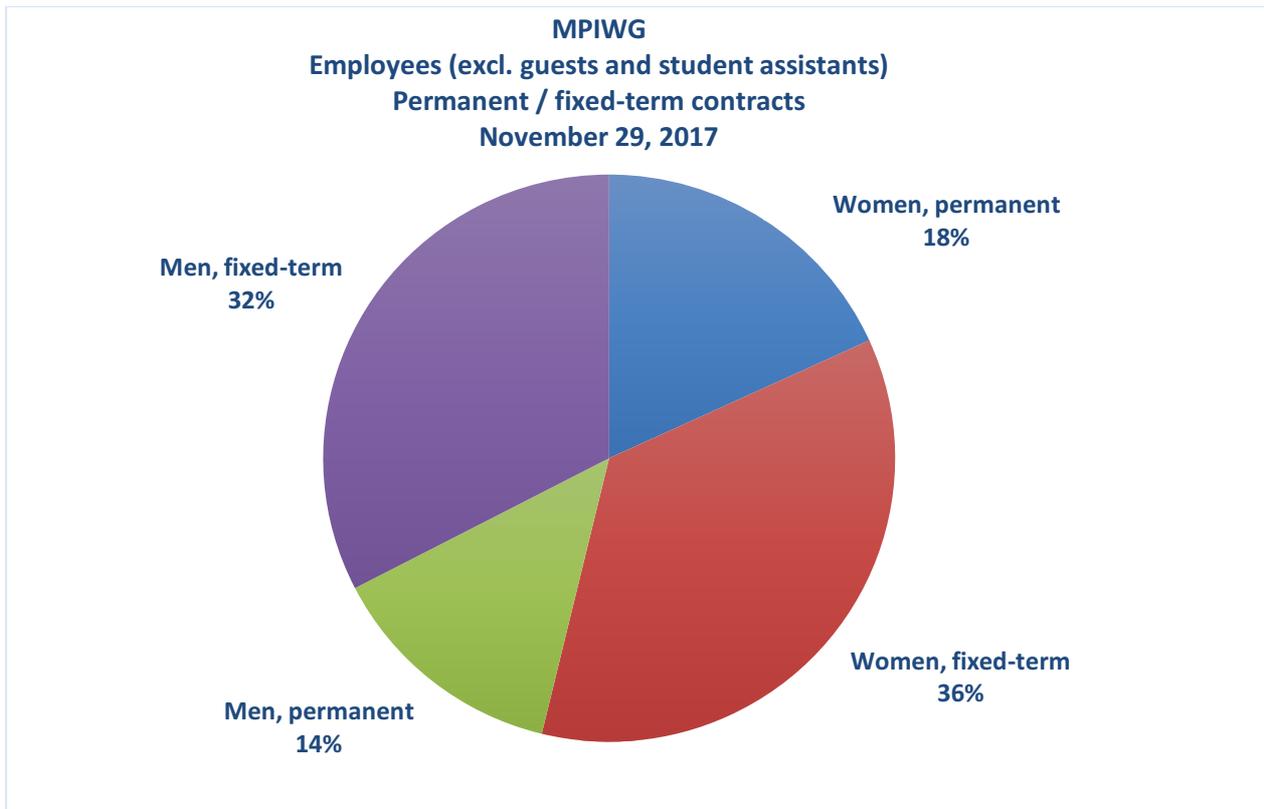
MPIWG
Employees (excl. guests and student assistants)
November 29, 2017



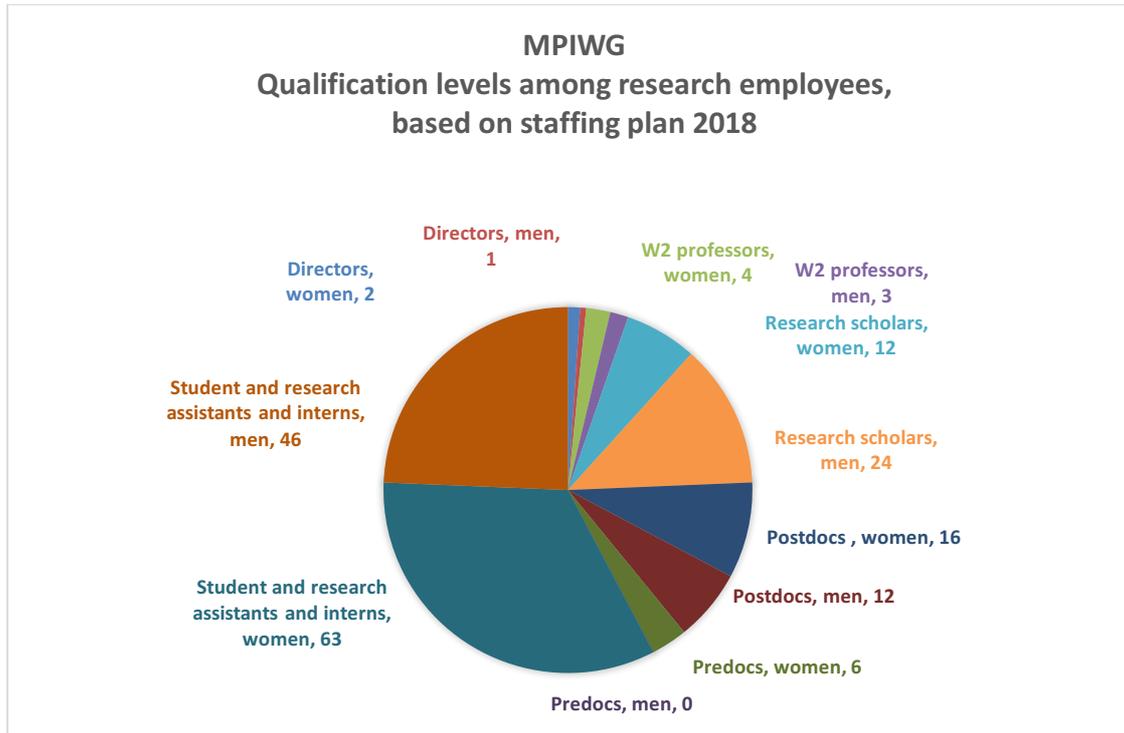
MPIWG
Employees (excl. guests and student assistants)
Contract type



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**MPIWG
Salary grades of all employees on the TVöD scale,
based on staffing plan 2018**

Salary grade Percentage of women

E15	44.44
E14	33.33
E13	58.62
E12	100.00
E11	0.00
E10	50.00
E9b	73.33
E9a	83.33
E8	50.00
E7	0.00
E6	0.00
E5	0.00
E4	0.00
E3	0.00
Trainees	50.00

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Objectives and Measures

1. Positive attitude to gender parity and diversity
2. Equal opportunities and a balanced gender ratio
3. Reconciliation of work and family life
4. Successful career development
5. Transparent structures, incl. a gender equality budget with its own cost center
6. Visibility of gender equality work

1. Positive attitude to gender parity and diversity

The MPIWG's ethos is marked by dialogue between people of differing origins and cultures. To further enhance this positive attitude to diversity and gender parity, external speakers are invited to talk on the topic once a year. The events are organized in cooperation with other Max Planck Institutes in Berlin and Potsdam, and are open to all employees.

Person responsible:	Research Coordinator
Timing:	Once a year
Target group:	All employees
Evaluation:	Research Coordinator and Gender Equality Officers

2. Equal opportunities and a balanced gender ratio

The following measures have been agreed in order to maintain a balanced gender distribution:

Advertisements for vacant positions use gender-neutral language; the applications are handled through the MPIWG's own online applications portal, for which the Gender Equality Officers and the Disabilities Officer have reading access in every job advertisement process. The Gender Equality Officers are able to follow all appointment procedures and evaluate them with respect to fairness. The Executive Assistant informs the Gender Equality Officers of any new job advertisement; the department offices automatically inform the Gender Equality Officers of the gender statistics of the applications, and the personnel department informs them of the results of the selection process. To achieve this, new routines are being established in the offices of all departments and groups.

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When drawing up the program for the Institute’s Colloquium, care is taken to invite approximately the same number of female and male speakers. We are all aware of the invited speakers’ impact as role models.

The student and research assistants can elect their own gender equality representatives (one female and one male).

Person responsible:	Managing Director and/or Head of Administration, Research Coordinator
Timing:	Already implemented in part; otherwise, starting immediately
Target group:	Applicants and employees
Evaluation:	Annual gender equality report to the MPG by the Gender Equality Officers

3. Reconciliation of work and family life

The MPIWG offers targeted support for employees at particular stages in their life. It has signed contracts with daycare providers that, within limits, guarantee childcare places for MPIWG employees and guests. For assistance in matters of work–life balance, MPIWG employees can turn to the company “pme Familienservice.” This company helps to source appropriate childcare, offers services for family members requiring care or assistance, and can advise on problems and in crisis situations. In addition, the following arrangements promote the reconciliation of work and family life:

- a) MPIWG employees can arrange parental leave or part-time work for family reasons.
- b) In individual cases, researchers and non-research employees may work from home as agreed with their line manager.
- c) Wherever possible, regular MPIWG events are scheduled at family-friendly times: not before 9 a.m. and not after 4:30 p.m.
- d) As a rule, and based on a weekly rotation, one of the family offices (currently Room 141 and Room 214 in the Main Building and one room in the Villa) is reserved for parents with children between 3 p.m. and 6 p.m. The rotation plan is drawn up by the Gender Equality Officers.
- e) Family offices will also be established in the buildings at Boltzmannstrasse 16 and 18.
- f) When planning conferences and workshops, the organizers will ask about childcare requirements in advance and if relevant offer childcare at the MPIWG.

Person responsible:	Board of Directors or Managing Director
Timing:	Starting September 1, 2018
Target group:	All employees
Evaluation:	Gender Equality Officers

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4. Successful career development

At least once a year, the Department Directors or Research Group Leaders offer researchers advice and support in planning their career. In addition, the Research Coordinator sets up regular internal seminars on organizing work, applications, presentations, job talks, organizing conferences, and publication. Training opportunities for non-research staff are coordinated by the Head of Administration in agreement with the MPIWG's Professional Development Representative.

The MPIWG is a member of the Max Planck Society's Career Steps Network.

Person responsible:	Department/group leaders and Research Coordinator
Timing:	Already in place
Target group:	Predocctoral and postdoctoral fellows
Evaluation:	Direct feedback and documentation

5. Transparent structures

The colloquia and meetings of all research groups and departments are noted in the internal calendar.

Information on job advertisements is passed on to the Works Council, the Disabilities Officer, and the Gender Equality Officers. The outcomes of the selection process, along with the relevant gender statistics, are automatically passed on to the Gender Equality Officers.

A separate cost center, with a budget to be decided, will be established for the duties of the Gender Equality Officers.

Person responsible:	Research Coordinator, Head of Administration, secretaries' offices
Timing:	Starting September 1, 2018
Target group:	All employees
Evaluation:	At the annual general meeting (Betriebsversammlung)

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6. Visibility of gender equality work

The MPIWG has a public website (in German and English) on gender equality. This is designed and maintained independently by the Gender Equality Officers with the help of the Web Editing team.

The Gender Equality Officers report on their work during the annual general meeting (Betriebsversammlung).

In order to reinforce the exchange of information between the Gender Equality Officers, the Board of Directors, and the Assessors at board meetings, the Gender Equality Officers receive the agenda of each board meeting in advance and are invited to the meeting as required, but at least twice a year. They are obligated to maintain confidentiality on any information they obtain from the agenda and by participating in discussion of particular agenda points.

Person responsible:	Head of Cooperation and Communication, Gender Equality Officers, Board of Directors
Timing:	Already in place / Starting September 1, 2018
Target group:	The public, all employees, Gender Equality Officers
Evaluation:	Annual evaluation at the board meetings with the Gender Equality Officers

Evaluation Procedure

Each measure is individually monitored and evaluated as set out above. At the end of the planning period, the Gender Equality Plan as a whole will be evaluated with regard to its effectiveness and success in achieving its objectives. The results will be circulated internally and also sent to the Central Gender Equality Officer of the Max Planck Society. A summary of the results will be published in the MPIWG Research Report.

When the new Gender Equality Plan is drawn up, it will incorporate the results of the evaluation in order to address the needs of MPIWG employees even better than before.