

ERAC 1205/17

NOTE

From: ERAC Secretariat
To: ERAC delegations

Subject: Mandate of the Standing Working Group on *Gender in Research and Innovation* of the European Research Area and Innovation Committee (ERAC)

Delegations will find annexed to this Note the Mandate of the Standing Working Group on *Gender in Research and Innovation* of the European Research Area and Innovation Committee (ERAC) as adopted by written procedure.

MANDATE
OF THE STANDING WORKING GROUP ON
GENDER IN RESEARCH AND INNOVATION
OF THE EUROPEAN RESEARCH AREA AND INNOVATION COMMITTEE (ERAC)

1. The overall objective of the Standing Working Group on Gender in Research and Innovation¹ (hereafter referred to as the Standing Working Group) is to advise the Council and the European Commission on policies and initiatives on gender equality in Research and Innovation (R&I), for the benefit of scientists, research institutions, universities, businesses and society at large. Gender equality in R&I is pursued through institutional changes in research organisations and underpinned by the following objectives:
 - Gender equality and equal opportunities in research careers
 - Gender balance in leadership and decision-making positions
 - Integration of the gender dimension in research and innovation content and programmes

Main activities

2. The Standing Working Group shall advise and support the European Commission and the Council in implementing and monitoring the ERA priority 4, the ERA Roadmap 2015-2020, gender equality in Horizon 2020 and the Council Conclusions on “Advancing gender equality in the ERA” of 1st December 2015. The Standing Working Group shall closely cooperate with the Commission services and other ERA-related groups with the aim of developing recommendations to ERAC.

¹ Formerly known as the Helsinki Group on Gender in Research and Innovation.

3. In particular, the group shall, inter alia:
 - 3.1 Provide support to address policy challenges related to gender in R&I, including developing guidance to facilitate the implementation of guiding targets for gender balance in decision-making bodies and for professors;
 - 3.2 Promote mutual learning regarding gender equality policies / strategies and recommend good practices to effectively implement and assess the ERA national action plans or strategies;
 - 3.3 Facilitate joint transnational activities, to be implemented with appropriate means;
 - 3.4 Develop joint guidelines on a gender perspective for international cooperation in STI;
 - 3.5 Advise and contribute to the elaboration of indicators to monitor and assess policies and initiatives on gender equality in R&I;
 - 3.6 Facilitate the regular collection of sex-disaggregated data for the She Figures and, where possible, of gender indicators in the field of R&I, in collaboration with national statistical offices;
 - 3.7 Liaise with H2020 National Contact Points (NCPs), national and European stakeholders and raise awareness on all matters relating to gender in R&I and support training as needed.

Organisation

4. The Standing Working Group shall meet twice a year and if necessary, up to four times. The meetings will normally be held in Brussels.
5. The Standing Working Group shall be attended by, where appropriate, up to two representatives at an appropriate level and competence from each Member State, country associated to the EU Framework Programme (hereinafter referred to as Associated Countries) and the European Commission.

6. The Standing Working Group may invite representatives of Associated Countries to participate in its meetings as observers.
7. The Chair (and Vice-Chair if applicable) of the Standing Working Group shall be elected from among the representatives of Member States on the Group by a majority of its component Members for a period of three years. In so doing, they shall have due regard to gender balance and other aspects of diversity.
8. Delegates of Member States and Associated Countries are present in the Standing Working Group as formal representatives of their country, not as individual experts, and should ensure appropriate co-ordination with national representatives in other ERA-related groups.
9. The Secretariat for the Standing Working Group is provided by the General Secretariat of the Council.
10. The primary role of the Secretariat is to assist the group in its operation. In particular, it assists the Chair in the preparation, conduct and follow-up of meetings, including the circulation of provisional agendas and of related documents, and the drafting of summary conclusions of meetings.
11. The Commission shall support the work of this group within the remit of its competence.
12. The Standing Working Group may set up sub-groups to deal with questions relevant to its mandate. These must have a clear purpose and objective and be of limited duration.
13. In agreement with the ERAC Steering Board, the Standing Working Group shall draw up rules of procedure that are coherent with those of the other ERA-related Groups. The requirement for coherence in rules of procedure does not include voting rules, which are solely a matter for the Standing Working Group.

ERA coordination

14. The Standing Working Group shall develop its own Work Programme, draw up its agenda, carry out its activities and produce its deliverables according to its mandate and the ERA Roadmap. The relevant aspects of the draft work programme, including the timing of work, the scheduling of meetings and the planning of communication with the Council, shall be discussed within the ERAC Steering Board and comments by the ERAC Steering Board shall be taken into account. The Chair of the Standing Working Group shall ensure the substance of these discussions is systematically reported back to the group.
15. To ensure overall coherence among the ERA-related Groups and to avoid gaps or duplication in the coverage of ERA priorities, the Standing Working Group's work programme shall be discussed within the ERAC Steering Board and a report of these discussions presented to ERAC before the adoption of the work programme by the Group. Within this framework, the Standing Working Group takes sole responsibility for the content of the advice it provides.
16. The Chair of the Standing Working Group will serve on the ERAC Steering Board along with the Chairs of the other ERA-related groups.
17. The Standing Working Group mandate shall be assessed when necessary, but at least every three years, by ERAC in line with ERAC's agreed procedure for this exercise, and recommendations shall be made to the Council on whether the mandate needs to be revised or repealed in order to reflect progress in the implementation or updates of ERA Priorities.

Reporting

18. The Standing Working Group shall submit a concise annual report to ERAC, providing a timely strategic and operational overview of research and innovation issues that are relevant to the development of the ERA Priority 4 for which it is responsible and on the impact of its activities on the achievement of that Priority.

This shall be provided in good time for ERAC to prepare its own annual report to the Council. It shall also ensure more generally, through the Steering Board or otherwise, that other ERA-related groups are aware of developments in its area that are relevant to the wider work of ERA.
