

Plan for Gender balance- GenderAct Matematisk institutt

Development area	Action	Action description	Goal	Project responsible	Deadline (evt. checked)
Networking	PhD day	(National ?) PhD day with presentations by PhD students	Build network. Training for presentation of scientific results in a more informal setting.	Leader, Forskerutdanning PhD representant	Once a year / every second year
Networking	Support for abroad stay	Information to all PhD students	Stimulate PhD students to go abroad and build international network	Head of Department Head of Administration Leader, Forskerutanning Supervisor	Onboarding Mid-way evaluation Appraisal interview
Networking	Common lunch for female scientific staff and students	Informal lunch for female staff. Establish an informal arena where one can talk openly about challenges and possibilities.	Better working environment	Head of Department Head of Administration A local koordinator	Once a semester
Recruitment	Quality assurance of position announcements	Gender neutral formulation of all position announcements	Achieve better gender balance	Head of Department Reseach group (for permanent research positions) Project leader (for phd and postdoc)	Announcement of new position
Recruitment	Search committee	The search committee has mandate to search for qualified female applicants and invite them to apply for the position	Achieve better gender balance	Head of Department	Announcement of new scientific positions

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Recruitment	Background for the requirement for a new position	Make a long-term strategic plan. Evaluate possibilities for TMS, tenure-track position and similar	Better opportunities to achieve a diverse staff with good professional and human diversity	Research group Department leader group	Several years before retirement
Promotion	Facilitate the process for career progression	Discuss career plans tasks that facilitate CV-building	Better working environment, build an inclusive community	Head of Department	Appraisal interview
Assessment committee	Exception of female committee member/ leader	Assessment committees should have a female representant. Apply rather for external female committee members (at least, they get paid for it!). If not possible, explore possibility of exception.	Avoid overloading female employees on non-meritorious tasks	Head of Department Supervisor (for ph.d. assessment committees)	In conjunction with all assessment committees
Assessment committee	Training on implicit bias	Train assessment committees on implicit bias and how to be aware of it	Diverse staff with good academic and human diversity	Head of Department HR	In conjunction with all assessment committees Trial lecture and interview
Culture	Contribute to the database of profiles of women in mathematics	Invite to publish interview on WiMN.no (Women in Mathematics in Norway)	Show opportunities for an academic career	Head of Department Local WiMN coordinator	ongoing
Culture	Arrangement 12. May (International day for women in mathematics)	Collaborate with the WiMN network to organize an event on 12 May	Better working environment, build an inclusive community	Local WiMN coordinator	12. May

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Culture	Permanent post/ groupwork in connection with the HSE meeting	Presentation and/or group work on gender- balance related topics	Better working environment, build an inclusive community	Department leader group	Department HSE meeting (usually fall)
Recruitment	Career day at UiB	Two PhD students (of different gender) and study-executive officer (studieveileder) represent the department at the career day. Presentation of different PhD profiles	Motivate bachelor students to choose a career path in mathematics	Head of Department Study executive officer Recruitment committee	Follows faculty plans
Communication	Check that content published on departmental web site and other communication is gender balanced	Both genders should be represented in pictures of employees and students, as well as news and other communication	Balanced recruitment	Head of Department Web-responsible Content producers	Ongoing
Project application	Strive to include a female project manager/ work package manager where MI is the leader or has a significant participation	Projects where MI is the host or has a significant contribution must ensure that there is a good gender balance in the management of projects/ work packages	minimize the accumulated disadvantages / increase meritorious tasks Diverse staff with good professional and human	Project leader Research group leader Head of Administration Head of Department	Ongoing
Scientific conferences	Strive for gender balance among conference keynote speakers	At scientific conferences organized or with significant representation by the organizers from MI, efforts must be made to have a better gender balance among keynote speakers	minimize the accumulated disadvantages / increase meritorious tasks	Project leader Research group leader Head of Administration Head of Department	Ongoing

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Scientific conferences	The scientific committee should include female members	Prefer use of women mathematicians in the scientific organization, rather than local practical organization	minimize the accumulated disadvantages / increase meritorious tasks	Prosjektleder / forskningsgruppeleder Adm.sjef Instituttleder	Ongoing
Inclusion	Translate the handling plan to both languages (norwegian/english)		Inclusive working environment Communication	Head of Department Leading group	