

ACTION PLAN
for the Implementation of the Gender Policy and the
Gender Equality Plan (GEP)
of the State Enterprise
“National Institute for Development Infrastructure”

1. GENERAL PROVISIONS

1.1. This Action Plan has been developed to implement the Gender Policy and the Gender Equality Plan (GEP) of the State Enterprise “National Institute for Development Infrastructure” (hereinafter – **SE “NIDI”**) and constitutes a separate operational document defining specific actions, timelines, responsible units/persons, and performance indicators.

1.2. The Action Plan ensures the practical implementation of the principles of gender equality, non-discrimination, and inclusiveness, and complies with the mandatory requirements of the European Commission for Gender Equality Plans under the **Horizon Europe** program.

2. PURPOSE OF THE ACTION PLAN

2.1. The purpose of the Action Plan is to:

- integrate the Gender Policy of the **SE “NIDI”** across all areas of activity of Enterprise;
- ensure a systematic approach to gender equality;
- fulfil the **Horizon Europe** criteria related to public availability, resources, data collection, and monitoring;
- strengthen the institutional capacity of the **SE “NIDI”** as a research and public institution.

3. PRINCIPLES FOR IMPLEMENTATION OF THE ACTION PLAN

3.1. The implementation of the Action Plan is based on the following principles:

- legality and compliance with the legislation of Ukraine;
- institutional responsibility;
- transparency and accountability;
- integration of the gender approach into governance and projects;
- regular monitoring and continuous improvement.

4. ACTION PLAN

№	Strategic Area	Action	Responsible Units / Persons	Performance Indicators (KPIs)	Timeline
1	Governance and Resources	Appointment of a Gender Equality Coordinator by order of the Institute's Head	Management	Official order issued	Q1
2	Governance and Resources	Establishment of an inter-departmental working group for GEP implementation	GEP Coordinator	Working group established	Q1
3	Human Resources Policy	Collection and analysis of gender-disaggregated data on staff	HR Unit, GEP Coordinator	Analytical report	Annually
4	Human Resources Policy	Analysis of gender balance in managerial and expert positions	HR Unit, Heads of Units	Share of women and men in management	Annually
5	Remuneration	Analysis of potential gender pay gap	HR Unit, Finance Unit	Analytical note	Annually
6	Projects and Research	Integration of the gender dimension into project proposals and terms of reference	Project Managers	Share of projects with a gender component	Ongoing
7	Projects and Research	Collection of gender-disaggregated data within projects	Project Managers	Data included in reports	Ongoing
8	Working Conditions	Introduction of flexible forms of work organization in line with legislation	Heads of Units	Internal decisions / orders	As needed
9	Prevention of Discrimination	Development and implementation of procedures for submitting and reviewing complaints	GEP Coordinator, Legal Unit	Procedure approved	Q2
10	Training and Development	Delivery of gender equality training for staff	GEP Coordinator, HR Unit	Number of trainings / participants	Annually
11	Communications	Publication of the Gender Policy and GEP on the Institute's website	Communications Unit	Documents published	Before signing the Grant Agreement
12	Monitoring and Reporting	Preparation of the annual GEP implementation report	GEP Coordinator	Report prepared and submitted	Annually

5. MONITORING AND REPORTING

5.1. Monitoring of the implementation of the Action Plan is carried out by the Gender Equality Coordinator in cooperation with the responsible units.

5.2. The monitoring results are summarized in an annual report submitted to the Institute's management and used to update the Gender Policy and the GEP.

6. REVIEW AND UPDATE OF THE ACTION PLAN

6.1. The Action Plan:
is reviewed annually;
is updated based on monitoring results;
is adjusted in accordance with changes in the legislation of Ukraine and the requirements of the European Union.

7. FINAL PROVISIONS

This Action Plan enters into force on the date of its approval by an order of the Director of the **State Enterprise “National Institute for Development Infrastructure”** and is mandatory for implementation by all structural units of the SE “NIDI”.
