

## Arava Institute: Gender Equality Action Plan (July 2025– June 2026)

### 1. Governance & Oversight

- Gender Equality Committee (GEC): Led by the Deputy Director, and includes the HR Manager, Academic Department staff representative, Sexual Harassment Prevention Officer, Compliance officer, and MEL Expert
- Mandate: Develop, implement, monitor, and revise the Action Plan annually.

### 2. Data Collection & Monitoring

- Bi-annual Data Collection (June & December):
  - Disaggregated data by gender, age, nationality, religion, disability
  - Applied to: staff, students, contractors, alumni, beneficiaries
  - Surveys for data collection will leave questions of personal identity optional
- Reporting:
  - Internal digital format for reporting twice/year to Board of Directors, Executive Committee, staff, and students
  - Public-facing summary report on website by March of each year
  - All reporting will be on aggregate data only

### 3. Training & Awareness

- Annual Training Cycle (Every November):
  - Mandatory sessions led by an external professional for all staff (including researchers and faculty) and Board of Directors on:
    - Gender equality
    - Diversity and inclusion
    - Unconscious bias
  - Mandatory student session led by Campus Life team at start of each semester
- Trainings for oversight committee to build further gender equality expertise in-house

### 4. Annual Targets (2025–2026)

Area	Target	Activities
Equality Assessment	Establish baseline information	Implement a full assessment to be completed by end Q4 2025, both quantitative data and qualitative surveying
Work-Life Balance & Culture	Examine policy regarding hybrid work, flex-time, and parental leave for staff	Survey staff regarding existing policy by end Q4 2025
Leadership & Decision-Making	Minimum 40% representation of women in leadership	Committee composition review by end Q4 2025
Recruitment & Career Progression	Ensure gender-diverse shortlists for all new hires	Require inclusive language in all job postings Aim for multi-lingual job postings
Research &	Set appropriate targets	Targets set by end Q1 2026

Area	Target	Activities
Teaching	based on assessment information	Short research guidance document developed by MEL expert with oversight committee by end Q2 2026
Trainings	Annual trainings for staff, student and Board	Students – each semester Staff and Board – annual gender equality training per # above by end Q4 2025 Oversight committee training by end Q4
Targets	Based on baseline	Set renewed targets for all areas by end Q1 2026

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#### 5. Communication & Dissemination

- Approval: Reviewed and signed annually by Executive Committee
- Visibility:
  - Uploaded to Institute's website
  - Summary shared at staff meeting annually
  - Digital format made available to staff and students

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#### 6. Monitoring & Evaluation

- Mid-Year Review (July): Internal review of progress and early adjustments
- Annual Review (January): Report presented to Executive Committee, Board of Directors, and published publicly
- Indicators Tracked:
  - Gender balance ratios
  - Participation rates in trainings
  - Policy changes and uptake
  - Feedback surveys on work-life balance, inclusivity climate (once a year)

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#### 7. Resource Considerations

- Use internal expertise for trainings and coordination, especially Institute's community dialogue expert
- Utilize open-source or EU-funded tools (e.g., GEAR tool by EIGE) to build further gender equality expertise in-house
- Committee meets quarterly
- Implementation costs covered through existing administrative budgets in 2025 and additional budgets for trainings from 2026

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*Prepared by: Gender Equality Committee, Finalized for approval, 28 September 2025*

*Approved by: Executive Committee, 29 September 2025*

*Next Review: July 2026*