

GENDER REPORT

2016



UNIVERSITY
OF FERRARA
- EX LABORE FRUCTUS -



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OF FERRARA
- EX LABORE FRUCTUS -

In the future since day one.

2016 Gender Report

To develop the **2016 Gender Report**, a **Scientific Committee** was created, comprising:

- Giorgio Zauli - Rector
- Cristiana Fioravanti - Delegate for Disabilities
- Silvia Borelli - Chair of the Equality Counsel
- Cinzia Mancini - Chair of the Single Guaranteeing Committee
- Emidia Vagnoni - Full professor at the Department of Economics and Management
- Alberto Domenicali - Economic-Financial Manager
- Chiara Oppi - PhD student at the Sant'Anna School of Advanced Studies in Pisa

and a **Control Group** composed by:

- Lucia Manzalini - Administrative Department Manager and Gender Report referee
- Cinzia Nani - Responsible for the Programming and Control Office
- Maria Assunta Raisa - Programming and Control Office
- Monica Campana - Responsible for Evaluation, Anti-Corruption, Transparency
- Roberta Pancaldi - University Regulations Coordination and Inclusion Policies
- Ilaria Fazi - Responsible for the External Communications and Social Media Office
- Maria Chiara Pozzovio - Studies and consultancy Office
- Silvia Tassinari - Budget Office
- Claudia Spirito - Student in Law



International Day against Homotransphobia, May 17th, 2017 - UniFe Archive

Table of contents

I. Presentation	9
II. Methodology	11
III. Equal Opportunities Bodies	13
IV. Positive Action Plan	27
V. The initiatives realised in 2014/2016	29
VI. Resources for Equal Opportunities	45
VII. Conclusion	51
VIII. Appendix	55

I. Presentation

Here we are at the sixth edition of the Gender Report of the University of Ferrara. Six years ago, our University, the first in Italy, decided to adopt what I consider to be an extraordinary tool to offer the university community - and not only - reflections on the different impact of our actions on women and men.

Six years of commitment mean that we have long been in the convinced perspective that equal opportunities are an integral and every day part of our daily work. Right now, just recently, the Circular 25 of the Ministry of Economy and Finance has been published, setting out the guidelines for the preparation of the Geneva Financial Statements and stating that the experimentation on the State Gender Report of 2016 requires, among other things, an analysis of the impact on gender of the main fiscal policy measures and the production of relevant indicators to observe the gender dimension in the policies of administrative staff and in the economic and social phenomena.

This publication allows, first, to analyse and evaluate gender policies in the study, research and work within our University. As you scroll through the pages, there are so many initiatives and concrete actions adopted by UniFe; I will mention here just a few of the many initiatives promoted, such as teleworking and smart working, the project aimed at facilitating access and attendance in kindergartens and nursery schools to the children of the University's staff and student community and summer camps.

The analysis of what has been done and the recognition of criticality guarantees the possibility of improving the use of resources with greater equity and efficiency for the benefit of people working or studying in our university. Here, therefore, the Gender Report becomes an indispensable point of reference for us to pursue objective and real equality between the members of our community through equal opportunities, equality and well-being strategies. I firmly believe that these policies are not only a means of protecting the condition of women, but they are indispensable to the overall improvement of organizational efficiency and quality of services. Numerous studies show that Italy is still at low levels in the rankings that concern man-woman equality. The Gender Report must become a governance tool for all Institutions, enabling it to check priorities and areas of intervention by enabling greater efficiency and efficiency of public spending and allocation of resources. This publication is the result of a passionate job that has involved many people. My personal thanks go to each of them.

Giorgio Zauli
Rector



Prof. Giorgio Zauli - UniFe Archive

II. Methodology

STATUTE OF THE UNIVERSITY

The Board of Directors performs the following functions:

[...]

S) approving the gender report; (Article 16, paragraph 2).

The **2016 Gender Report** (henceforth **2016 GR**) is primarily geared towards reporting the results obtained by the University of Ferrara in relation to the Positive Action Plan adopted at the end of the three-year programming period 2014/16.

Specifically, in this edition of the three-year period, it was meant to verify the correspondence between what was planned during the three-year planning and the results obtained in terms of the activities carried out, the resources employed, the subjects involved. When possible, an analysis was also carried out in relation to the type of possible equitable impact produced by policies in support of equal opportunities in order to plan effective positive actions for the next three years.

Starting from the critical elements, but also from the strengths emerging from the analysis conducted through this important monitoring tool, which has become permanent in Ferrara University, the goal is to identify the areas of improvement on which to build future programs and new positive action plans.

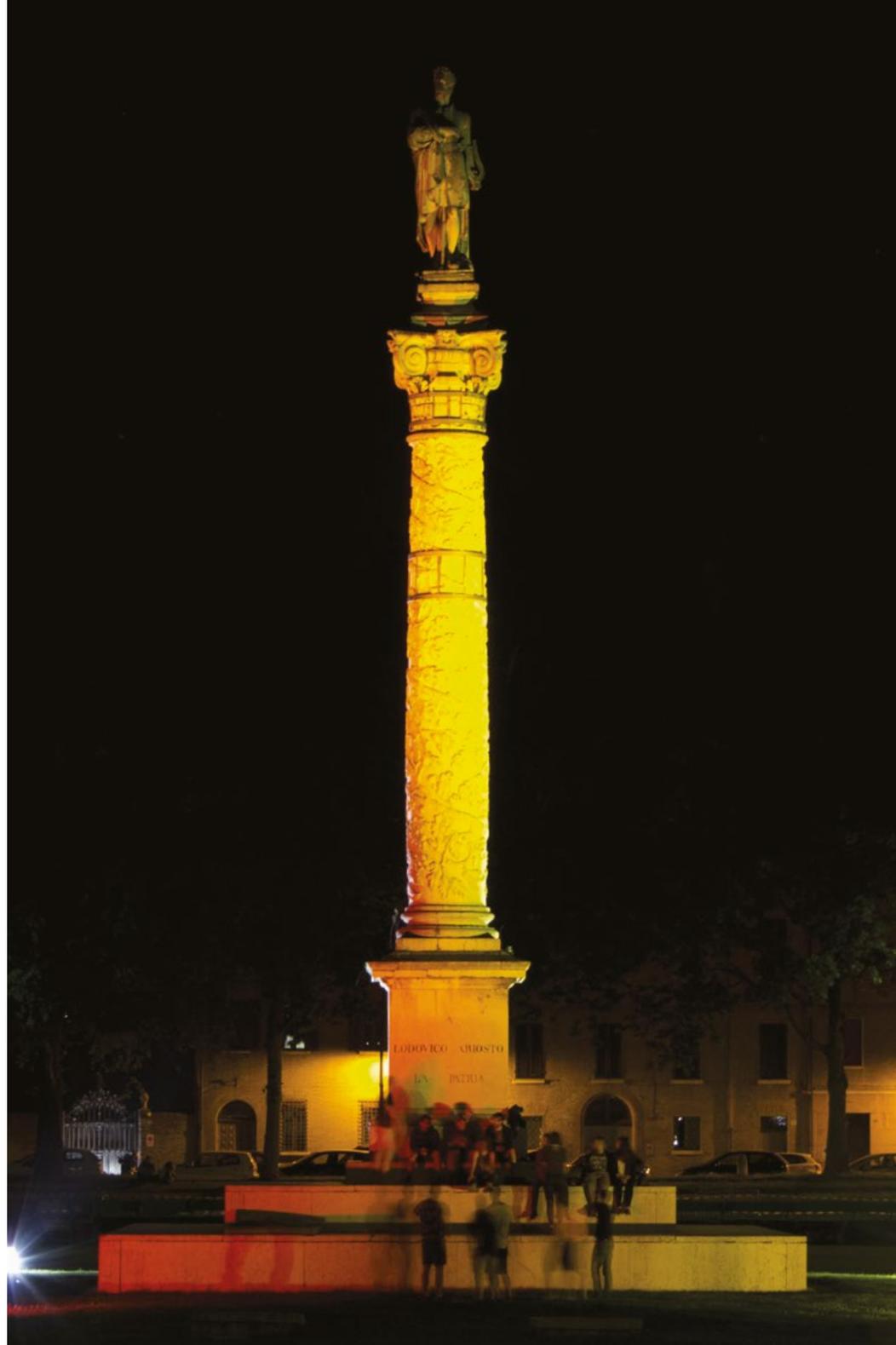
This edition is also divided in a section dedicated to the description of the bodies active in the University to promote gender equality and equal opportunities, a section related to the presentation of the 2014/2016 Positive Action Plan of the University of Ferrara and a Section describing future developments in line with the new 2017/19 Positive Action Plan.

To develop the 2016 GR, a **Scientific Committee** was created, comprising:

- Giorgio Zauli - Rector
- Cristiana Fioravanti - Delegate for Disabilities
- Silvia Borelli - Chair of the Equal Opportunities Committee
- Cinzia Mancini - Chair of the C.U.G.
- Emidia Vagnoni - Full professor at the Department of Economics and Management
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- Maria Chiara Pozzovio - Studies and consultancy Office



Piazza Ariostea (Ferrara) - UniFe Archive

- Silvia Tassinari - Budget Office
- Claudia Spirito - Student in Law

All our thanks to the University of Ferrara administrative staff for its willingness and collaboration in providing data. Our thanks also go to Gabriella Catalini for revising the 2016 GR's English version.

If anyone has any suggestions, comments, ideas on the GR, please write to us at: bilancio_genere@unife.it

Enjoy your read!

III. Equal Opportunities Bodies

ITALIAN CONSTITUTION

Article 3

All citizens have equal social dignity and are equal before the law, without distinction of sex, race, language, religion, political opinion, personal and social conditions.

It is the duty of the Republic to remove those obstacles of economic and social nature which constrain the freedom and equality of citizens, preventing the full development of the human person and the effective participation of all workers in the political, economic and social organization of the country.

CHARTER OF FUNDAMENTAL RIGHTS OF EUROPEAN UNION

Article 20 - Equality before the law

Everyone is equal before the law.

Article 21 - Non-discrimination

Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited.

Within the scope of application of the Treaty establishing the European Community and of the Treaty on European Union, and without prejudice to the special provisions of those Treaties, any discrimination on grounds of nationality shall be prohibited.

Article 23 - Equality between men and women

Equality between men and women must be ensured in all areas, including employment, work and pay.

The principle of equality shall not prevent the maintenance or adoption of measures providing for specific advantages in favour of the under-represented sex.

STATUTE OF THE UNIVERSITY OF FERRARA

Article 3, paragraph 2

The University pursues its objectives while respecting the dignity of the human person, pluralism of ideas and transparency of information and procedures. The University protects the freedom of ideas and the expression of political, trade union and religious freedoms; it guarantees the necessary conditions to express and freely communicate their ideas to all the staff and students.



Department of Chemical and Pharmaceutical Sciences - UniFe Archive

Article 5 - Equal Opportunities and non discrimination

1. *The University establishes and promotes appropriate structures and initiatives for the implementation of the constitutional principles of equal opportunities and non-discrimination, as well as for enhancing differences in work and study.*
2. *The University ensures respect for the constitutional principle of equal opportunities for men and women in access to public offices, promotes the equal representation of each gender in the appointment of the members of each body of the University and the balanced presence of genres also in elective Organs.*
3. *In drafting the papers, the University uses the Italian language in the awareness, respect and valorisation of gender differences.*

Article 7 - Quality of University life

1. *The University promotes the quality of University life for its community, with particular regard to: working and studying conditions, health and safety at work, physical, mental and social well-being in carrying out activities, reconciling life and work life, full inclusion of people with disabilities, overcoming any barrier, supporting cultural, sports and recreational activities.*

At the University of Ferrara, actions aimed at promoting equality between and equal opportunities for both women and men are promoted and realized by:

- the Rector's Deputy for equal opportunities (Until March 10th, 2016);
- the Equality Counsel (henceforth EC)¹;
- the Single Guaranteeing Committee (henceforth SGC);
- the Rector's Deputy for Disabilities (starting March 11th, 2016).

The initiatives promoted by and information related to the Rector's Deputy, the EC and the SGC are available at:

<http://www.unife.it/progetto/equality-and-diversity/english-version>

The Rector's Deputy for equal opportunities

Since 1998, a Rector's Deputy for equal opportunities has been operating within the University of Ferrara. Until now, the office has been awarded to a woman. The Rector's Deputies for equal opportunities within the University of Ferrara have been:

Cristiana Fioravanti, from October 24th, 2013 to March 10th, 2016 (D.R. 1481 of November 2nd, 2015) and 2013/2015 (D.R. 1212 of October 24th, 2013)
Chiara Scapoli, 2010/2013 (D.R. 1280 of October 19th, 2010) and 2007/2010 (D.R. 1662 of November 28th, 2007)
Simonetta Baldi, 2004/2007 (D.R. 97 of January 25th, 2005), and 2001/2004 (D.R. 447 of February 8th, 2002) and 1998/2001 (D.R. 93 of November 22nd, 2000).

NOMINATION AND MANDATE The Rector, by his own decision in November 2015, appointed, as Rector's Deputy for Equal Opportunities, Organizational Wellbeing, Student Relations and Disabilities, Professor Cristiana Fioravanti, extending her previous assignment also to disability.

FUNCTIONS The Deputy, representing the Rector, takes care of the preliminary investigation and discussion of policies towards the pursuit of goals and programs related to equal opportunities, previously approved by the governing bodies.

BUDGET Within the delegation, apart from the disability policy for which the funding is governed by Law no. 17/99, there is no dedicated budget, but specific projects are funded.

In September 2016, as a result of the renunciation of the proxy for Equal Opportunities of Prof. Fioravanti, the Rector, by his own decision, no. 1362/2016, delegated the monitoring of activities related to Strategic Area no. 9 "Equality, Equal Opportunity and Wellbeing for those Studying and Working in UniFe", included in the three-year Strategic Plan 2016-2017/2019 of the University, to the Presidents of the Equality Counsel and the Single Guaranteeing Committee.

Equality Counsel (EC)**STATUTE OF THE UNIVERSITY OF FERRARA****Article 27 - Equality Counsel**

1. *The Equality Counsel promotes initiatives for the implementation of equal opportunities and valuing differences, under current Italian and EU law, it monitors compliance with the principle of non-discrimination and provides support for victims of violations and abuses of power.*
2. *The Counsel is composed of members, on equal footing, identified among the teaching, technical and administrative staff, and the students.*

¹ Although art. 21 of L. 183/2010 (which amended Art. 57 of D. Lgs. 165/2001 above) provides for the establishment of a single committee, the University of Ferrara also chose to keep the Equal Opportunities Committee (now called Equality Counsel) alive, next to the SGC. The presence of the two bodies allows a full representation of all the components present in the University.

3. *The definition, composition and functioning of the Counsel shall be established by regulations.*

4. *The Council, on the first meeting, shall elect its President, who shall convene it at least once every six months.*

The **Equality Counsel** is a tripartite Organ, where teaching staff (including research fellows), technical and administrative staff and students (both graduate and post-graduate) participate, on an equal footing .

NOMINATION AND MANDATE

The different members of the Equality Counsel are thus appointed:

- 4 representatives of the teaching staff are selected by the Academic Senate, on the basis of the evaluation of cover letters and curricula, bearing appropriate experiences in the field of equal opportunities and of combating discriminations;
- 4 representatives of the technical and administrative staff are appointed by the Council of the administrative staff, based on the evaluation of the cover letter and curriculum, bearing adequate experience in the context of equal opportunities and of combating discriminations;
- 4 student representatives are appointed by the Student Council among students, PhD students, and students of Medical Studies, also external to the Council.

The representatives of the teaching staff and the technical and administrative staff hold office for four years, while the student representatives remain in office for two years.

The EC currently in office was appointed by D.R. 1372/2013, and is composed of 11 women (Silvia Borelli, Monica Campana, Koko Fa-Lom Touglo, Melissa Sindy Godínez de León, Maria Gabriella Marchetti, Chiara Oppi, Roberta Pancaldi, Roberta Russo, Alice Salinardi, Chiara Scapoli, Claudia Spirito) and one man (Vincenzo Riso).

FUNCTIONS

The EC promotes, along with the SGC, initiatives for the implementation of equal opportunities and valuing differences, it monitors compliance with the principle of non-discrimination and provides support for victims of violations and abuses of power.

BUDGET

Every year the EC will present, along with the SGC, a request for the funds necessary to carry out its activities. In 2016, € 9,000.00 were allocated for conference and seminar organization. Moreover, from 2014, a small percentage of revenues from third party activities has been used for the realization of equal opportunities projects, determined as follows:

- Year 2014: € 1,013.50
- Year 2015: € 1,846.96
- Year 2016: € 2,339.54

The Single Guaranteeing Committee (SGC)

LEGISLATIVE DECREE NO. 165/2001

Article 57 paragraphs 01-04

Public administrations constitute within one hundred twenty days from the date of entry into force of this provision and without new or increased charges for public finances, "the Single Guaranteeing Committee for equal opportunities, the enhancement of the welfare of those who work and against discrimination, "which replaces unifying skills in a single body the committees for equal opportunities and the joint committees on bullying, constituted pursuant to collective bargaining, which assumes all the functions provided by the law, by collective agreements relating the staff of the government or by other provisions.

The Single Guaranteeing Committee for equal opportunities , the enhancement of the welfare of those who work against discrimination and has an equal composition and is made up of a member appointed by each of the most representative trade union at the level of administration and of an equal number of representatives administration in order to ensure the overall equal representation of both genres. The President of the Committee shall be appointed by the sole administration. The Single Guaranteeing Committee, within the public administration, has the task of advising, consulting and auditing and it works in collaboration with the National Counselor of equality. Contributes to enhancing the productivity of public employment, improving the efficiency of the services connected

to the guarantee of a work environment characterized by the respect for the principles of equal opportunity, of organizational well-being and the contrast of all forms of discrimination and moral or psychic violence for workers.

The operating procedures of the Single Guaranteeing Committee are regulated by the guidelines contained in a directive issued jointly by the Department of Public Service and the Department for Equal Opportunities of the Presidency of the Council of Ministers within ninety days from the date of entry into force of this disposal.

The failure to establish the Committee's sole warranty entails responsibility of managers in charge of personnel management, in order to evaluate the achievement of these objectives.

STATUTE OF THE UNIVERSITY OF FERRARA

Article 28 - Single Guaranteeing Committee

1. *The Single Guaranteeing Committee for Equal Opportunities, the promotion of the well-being of workers and of discrimination shall assume all the functions provided for by law, collective agreements on public administration staff or other provisions.*

2. *The Committee shall have the tasks of advising and monitoring the implementation of equal opportunities and respect for the dignity of the person in the workplace; Vigilant against any form of discrimination and contributes to the realization of organizational well-being.*

3. The members are appointed, in the respect of parity and gender equality, within the technical-administrative staff.

4. The Committee's constitution, functioning and competences are governed by a special regulation approved by the Board of Directors, following the favourable opinion of the Academic Senate.

5. The Committee shall co-operate with the Equality Counsel in the implementation of equal opportunities policies.

NOMINATION AND MANDATE Only technical and administrative staff are present within the SGC, as required by law. The SGC consists of: a designated member from each of the representative trade unions in accordance with legislative decree 165/2001 (hereinafter T.U.R.) and an equal number of representatives from the Administration.

For each component, a substitute is also appointed.

The representatives of the Administration are designated by the Director of the Administration on the basis of the evaluation of curricula showing adequate experience in the field of equal opportunities and/or counteracting harassment, and the contrasting of discriminations. The trade unions, in their assessment, should preferably follow the same criteria.

The Committee is appointed by the Director of Administration and the members shall remain in office four years, renewable just once.

The current SGC consists of:

Administrative component:

- members (Cinzia Mancini - President, Cinzia Buzzoni, Riccardo Raneri);
- substitutes (Daniele Busi, Federica Danesi, Lucia Manzalini, Gianluca Rizzati).

The Unions:

- members (Gloriano Bigli, Giacomo Ciriago, Elettra Mantovani);
- substitutes (Massimo Galvani, Umberto Tessari, Beatrice Zucchi).

FUNCTIONS The SGC, along with the EC, aims at achieving the following objectives:

1. ensuring gender equality and equal opportunities, strengthening the protection of workers;
2. ensuring the absence of any form of moral or psychological violence and discrimination, both direct and indirect, related to gender, age, sexual orientation, race, ethnic origin, disability, religion and language;
3. contributing to the optimizing of the productivity of public employment, improving the efficiency of work performance, also by the creation of a work environment characterized by its stance against of any form of discrimination.

BUDGET Every year the SGC, together with the EC, will present a request for funds for implementing its activities. As already mentioned, in 2016, € 9,000.00 were allocated for conferences and seminars organization. Moreover, since 2014, a small percentage of revenues from third party activities has been used for realization of equal opportunities projects, determined as follows:

- Year 2014: € 1,013.50
- Year 2015: € 1,846.96
- Year 2016: € 2,339.54

In order to better carry out their projects, the EC and SGC have formed **working groups**, composed of people from both committees and additional University personnel, selected on the basis of the necessary experience and knowledge required to pursue the project.

In 2014/2016, following the adoption of the 2014/2016 PAP (see. Chapter 4), the following working groups were established:

Project TRAINING composed by: Silvia Borelli, Federica Danesi, Omar Paolucci, Chiara Scapoli, Beatrice Zucchi.

Project WELLBEING AT WORK, composed by: Stefano Bonnini, Cinzia Buzzoni, Monica Campana, Giacomo Ciriago, Cinzia Mancini, Lucia Manzalini, Riccardo Raneri, Gianluca Rizzati, Alice Salinardi, Umberto Tessari.

Project HARMONIZATION AND SERVICES, composed by: Alessia Alberti, Gloriano Bigli, Silvia Borelli, Lucia Braghiroli, Daniele Busi, Federica Danesi, Cristiana Fioravanti, Elettra Mantovani, Maria Giovanna Marega, Claudia Palandri, Roberta Pancaldi, Federica Righetti, Alice Salinardi.

Project DISABILITY AND FRAGILITY composed by: Gloriano Bigli, Maddalena Coccagna, Cinzia Mancini, Maria Giovanna Marega, Claudia Palandri.

Project FIGHTING DISCRIMINATION composed by: Cristiana Fioravanti, Massimo Galvani, Manuel Meo, Riccardo Raneri, Gianluca Rizzati.

Project GENDER LANGUAGE, composed by Silvia Borelli, Cinzia Buzzoni, Cinzia Mancini, Lucia Manzalini, Omar Paolucci, Maria Chiara Pozzovio, Gianluca Rizzati, Maria Grazia Campantico, Iliana Fazi, Claudia Spirito, Michela Capris.

Project EVALUATION AND IMPROVEMENT OF THE ACCESSIBILITY AND USABILITY OF UNIVERSITY STRUCTURES, composed by: Cristiana Fioravanti, Maria Chiara Campana, Marisa Agnoletto, Ivana Fogagnolo, Elena Bellettini, Andrea Binder, Roberta Pancaldi, Simone Tracchi, Maria Elena Ghedini, Cinzia Mancini, Maria Gabriella Marchetti, Andrea Baraldi, Gabriella Catarrasi.

Other bodies

To ensure a work and study environment that respects the principles of equal opportunities and non-discrimination, the following Organs also operate in the University of Ferrara:

- the Ethical Committee;
- the Workplace Wellbeing Board;
- the Confidential Counsellor;
- the Antidiscrimination Helpdesk.

Offices

- the Office of Development and organizational Wellbeing;
- the Coordination of inclusion strategies Office².

The Ethical Committee

STATUTE OF THE UNIVERSITY OF FERRARA

Article 6 - Code of Ethics

1. *The University adopts the Code of Ethics of the University Community.*
2. *The Code of Ethics, in accordance with the core values of the University community, promotes the recognition and respect of individual rights and the acceptance of duties and responsibilities vis-à-vis the institution of belonging; The Code of Ethics describes the rules of conduct within the community.*
3. *The Code of Ethics is intended to avoid any form of discrimination and abuse, as well as to regulate cases of conflict of interest or inherent in intellectual property.*
4. *The Code of Ethics is approved by the Academic Senate, with an absolute majority of its members, following a favourable opinion of the Board of Directors.*

FUNCTIONS The **Ethical Committee** of the University is the Organ responsible for the observance of the guiding principles and rules of the **Code of Ethics** of the University of Ferrara. The Code of Ethics of UniFe, was approved, as required by Article 2 paragraph 4 of Law no. 240/2010, in July 2011. The Code of Ethics defines the rules that should govern the conduct of all those who take part in the University's activities.

The **Ethical Committee**:

- provides consulting, investigation and monitoring on the implementation of and compliance with the rules of the Code of Ethics and of its practices of interpretation;
- operates on non-anonymous reports or on its own initiative;
- encourages, where possible, the amicable resolution of disputes;

- informs the bodies involved about violations of the Code of Ethics;
- annually submits a report, which provides the Academic Senate with account of the issues raised and decisions taken;
- submits proposals for the revision or integration of the Code of Ethics to the competent Organs.

NOMINATION AND MANDATE

The Ethical Committee is composed by three representatives of the academic staff, a representative of the technical and administrative staff, and a representative of the students. The representatives of the academic staff and technical-administrative staff are appointed on the basis of the evaluation of curricula certifying their competence to carry out the functions of the Committee, and shall hold office for three years.

In order to facilitate access to the Ethical Committee, a form has been prepared with which UniFe students and staff may apply to the Committee for an opinion on the implementing of the Code of Ethics, or check whether there is an infringement of the Code.

The Workplace Wellbeing Board

FUNCTIONS

The Workplace Wellbeing Board was highlighted in 2011 by the Code of Conduct of the **University of Ferrara** for the protection of the dignity of the person, for the prevention and combating of mobbing, sexual and moral harassment, in Article 11, the definition of a technical table in order to improve and guarantee psychophysical well-being and psychological serenity in the workplace to all persons working or studying at the University.

In 2015, by incorporating the Code of Conduct into the Code of Ethics of the University of Ferrara, Article 19 provided for it: "The Administration, using the Single Guaranteeing Committee and the Equality Counsel, in order to improve and guarantee to all persons working or studying at the University, psycho-physical, work and organizational well-being can define technical intervention tables in the subject and to set up a listening desk to which people who feel they are destined for behaving badly to their dignity can turn".

NOMINATION AND MANDATE

By Rector's Decree no. 1766/2016 of 25th November 2016 the decision was taken to reconstitute the Board with the following composition:

- the President of the Equality Counsel or her/his delegate;
- the President of the Single Guaranteeing Committee or her/his delegate;
- the Rector's Deputy for disabilities;
- the Head of the department for health and safety at work or her/his delegate;
- six representatives of the workers for safety;
- a member of the Student Guaranteeing Committee;
- the Director of the Department of Workplace Medicine;
- a Doctor of the Department of Workplace Medicine;
- the Confidential Councillor;
- the Head of the Legal Department;
- the Head of the Wellbeing at work office;
- a student representative.

² At the time of writing this document, the Office's name, as a result of internal reorganization, had been changed into University Correction, Equal Opportunities and Disability.

During the three-year period 2014/16, the Board was mainly concerned with the project on workplace wellness designed by the Rector's Deputy for equal opportunities.

The establishment and operation of the Board also influenced the drafting of the new Statute of University issued in October 2016, providing for a specific article entitled "Quality of University life" which reads: *"The University promotes the quality of University life for its community, with particular regard to: work and study conditions, health and safety at work, physical, mental and social well-being in the conduct of activities, reconciliation of working and living times, full inclusion of people with disability, overcoming any kind of barrier, supporting cultural, sports and recreational activities."*

In the 2017/2019 PAP, one of the actions under Objective 2 - Promotion of occupational well-being - is the maintenance and development of the Workplace Wellbeing Board with the aim of identifying the elements that favour/hinder the well-being of those who work and study at the University. In particular, the is the plan of carrying out investigations and further studies on the results of surveys, to study intervention strategies with regard to the criticalities and situations of malaise which may have been identified and to develop proposals for positive actions or further investigations to look into various aspects related to work stress.

The Confidential Counselor

NOMINATION AND MANDATE

The **Confidential Counselor** is a professional, external to the University, selected by public tender, who may be addressed by UniFe workers who believe they are victims of bullying, instances of abuse, arbitrary discrimination, abuse of power, sexual or moral harassment or marginalization in the workplace.

FUNCTIONS

The Confidential Counselor, at the request of the worker concerned, takes charge of the case in order to seek a positive, timely and decisive resolution of the matter. For this purpose, always with the consent of the person concerned, the Counselor can hear the person allegedly guilty of misconduct, acquire testimonies, contact the managers of the relevant departments and promote joint meetings with the parties involved.

The Confidential Counselor also promotes, in agreement with the University's SGC and the EC, prevention and information/training activities relatively to all matters contrasting wellbeing in the workplace with particular attention to the training of supervisors and managers of the various structures, who will then disseminate a culture of respect for human dignity within the workplace.

From 1st April 2014 to 31st March 2015, Dr. Stella Lazzarini worked as Confidential Counselor. During that period, the turnout at the counter of the Counselor was extremely limited; a total of 2 men and 5 women turned to Doctor Lazzarini for professional guidance. For this reason the service was not renewed.

Given the low turnout, and since it emerged, from the annual report of the Counselor and the 2014 organizational welfare questionnaire, that in UniFe "in general there is a good working climate without particular discrimina-

tion or low respect among colleagues", in the 2015/2016 biennium the SGC and the EC decided to experiment the organization of specific focuses, at the request of the staff, using a psychologist, as foreseen by Art. 19 of the Code of Ethics.

During 2015, thanks to the information, training and consulting activities, focus was kept on several fronts, with particular attention to fragile workers, and workers included in the various working groups.

Specifically, attention was paid to and support given to some groups, for better management of relationships, tasks and priorities, in which people in difficulty were present.

Given the previous activities that allowed for greater cultural/organizational maturity, since 2016, work was started on a groundbreaking, complex, both cultural/social and operational/relational, integration into work organizations of people with disabilities.

Since July, instances of meeting and of sharing experiences with the University staff involved by promoting a conference, during which the *"And now, who can I tell?"* helpdesk, which was not funded by the University in 2017, was presented.

From the end of 2016 to the beginning of 2017 a cycle of training was launched, with the theme of people with disabilities, promoting both a greater legislative and relational knowledge of the subject.

The Antidiscrimination Helpdesk

The opening of a **Antidiscrimination Helpdesk** is part of the actions initiated by the University of Ferrara to support equal opportunities, and to spread a culture of non-discrimination, non-violence and inclusiveness. This action arises from the undersigning, by the University of Ferrara, together with the Province of Ferrara, the Municipality of Ferrara and many other local associations, of the **inter-institutional Memorandum of Understanding "definition of actions and intervention strategies in the field of discrimination based on gender identity and sexual orientation"**.

NOMINATION AND MANDATE

The Antidiscrimination helpdesk is operated by a professional selected by public tender, who can be addressed by all UniFe students who believe they are victims of discrimination or acts of violence/bullying/exclusion/harassment relating to gender, to gender identity and sexual orientation, or any other form of discrimination.

FUNCTIONS

The professional, at the request of the student concerned, provides psychological listening and counseling in order to assess the situation and provide guidance and psychological support.

The Desk also promotes, in agreement with the SGC and the EC of the University of Ferrara, prevention, information and training relatively to all the phenomena of discrimination, violence and exclusion within the context of the University and study activities, by supporting awareness-raising actions on the issues.

From 1st April 2014 to 31st March 2015, Dr. Chiara Baiamonte followed the Antidiscrimination helpdesk.

The Office of Organizational Development and Welfare

FUNCTIONS The **Office of Organizational Development and Welfare** is responsible for the management of internal and external training courses for technical-administrative staff.

It organizes the inward and outward mobility processes.

It manages incentivizing procedures related to the Addendum to the Collective Bargaining Agreement on evaluation, and the procedures for the identification - according to criteria provided by Article 79 of the National Collective Bargaining agreement in force - of the operating personnel entitled to aim for a better economic position in relation to the role within their own specific group:

- coordinates the procedures for the access to teleworking;
- deals with the annual process of analysing and evaluating the professional performance of the technical and administrative staff;
- recognizes existing skills in Technical and Administrative Staff and maps professional profiles.

From 1st March 2015 to 30th August 2016 the Office has cooperated with the **Single Guaranteeing Committee** and the **Equality Council** in implementing the Positive Action Plan for 2014/2016, and other activities promoting organizational well-being, in particular aiming to foster the development of a more attentive and functional organization to promote the employees' personal well-being, as well as to prevent discomfort actions.

NOMINATION AND MANDATE The Office of Development and Organizational Wellness consists of a manager and two assistants.

BUDGET In 2016, the budget allocated to the Office, for the training of administrative staff, amounted to € 55,107.00 of which € 10,000.00 for training on transparency and anti-corruption and € 14,750.00 aimed at training on safety at work.

The Coordination of inclusion strategies Office

NOMINATION AND MANDATE From 1st September 2016 UniFe has established the **Coordination of inclusion strategies**, an office within the General Directorate.

FUNCTIONS The functions are:

- planning, implementation and dissemination of the Positive Action Plan (PAP), in agreement with the Equality Counsel and the Single Guaranteeing Committee;
- planning, implementation and dissemination of the Disability Action Plan (PAD) in agreement with the Rector's Deputy for disability;
- planning and promoting initiatives to remove gender inequalities, disability, ethnicity, sexual orientation, age and religion in the study and work environment;
- planning of interventions for the promotion of the quality of university life for those who work and study at the University, also by using transversal pilot projects which directly manage relationships with the structures involved from time to time;
- identifying access to national and international research funding on equal opportunities and disability;
- monitoring of Strategic Area 9 - Equality, equal opportunity and wellbeing for those studying and working in UniFe - of the Strategic Plan of the University for 2016-2017/2019;
- gathering of regulations, administrative acts and legal requirements.



Graduate Diploma in Ferrara School of Economics and Management, March 2016 - UniFe Archive

IV. Positive Action Plan

CODE OF EQUAL OPPORTUNITIES BETWEEN MEN AND WOMEN (D. LGS. 198/2006)

Article 48

Positive actions, consisting of measures aiming at removing obstacles that impede the realization of equal opportunities, are designed within the jurisdiction of the state to encourage the employment of women and to realize the substantive equality between men and women in the workplace” (Article 42, paragraph 1).

“[...] Government authorities, including autonomous ones, together with provinces, municipalities and other non-economic public entities, [...] prepare positive action plans designed to ensure, within their own sphere, the removal of obstacles that in fact prevent the full realisation of equal employment opportunities and in the labor market between men and women. These plans, in order to promote the inclusion of women in sectors and professional levels where they are underrepresented, in accordance with Article 42, paragraph 2, letter d), facilitate the rebalancing of the presence of women in activities and hierarchical positions in those instances where there is a gap between genres that is no less than two-thirds. To do this, both in case of employment and promotion, compared with similar qualifications and professional expertise among candidates of different sexes, if the choice falls on a male candidate it is to be accompanied by an express and adequate provision of the grounds. . The plans referred to in this article last three years.

In November 2013, the Rector’s Deputy for equal opportunities, the SGC and the EC submitted a proposal for the **Positive Action Plan** for 2014/2016 (hereafter 2014/2016 PAP) to the Rector. The proposal was approved by the Academic Senate and the Board of Directors in February 2014. The 2014/2016 PAP pursued the following objectives:

1. Information, education and raising awareness, to strengthen a culture of equality and equal opportunities;
2. Harmonisation of life, work and study schedules;
3. Promotion of wellbeing at work;
4. Creation of the Unife Equality & Diversity web-site;
5. Monitoring and support of research projects aimed at promoting equal opportunities;
6. Full integration between students, teachers and administrative staff from European or non-European countries;
7. Fighting against discrimination;
8. Promotion of initiatives aimed at ensuring an equal participation of men and women within the Organs of the university.



V. The initiatives realised in 2014/2016

In the following pages the main initiatives promoted by the University of Ferrara in 2014/2016 are described. The actions are grouped together under eight headings:

1. Information, education and awareness to strengthen a culture of equality and equal opportunities;
2. Reconciliation of life, work and study schedules;
3. Promotion of wellbeing at work;
4. Creation of the UniFe Equality & Diversity web-site;
5. Monitoring and support of research projects aimed at promoting equal opportunities;
6. Full integration between students, teachers and administrative staff from European or non-European countries;
7. Fighting against discrimination;
8. Promotion of initiatives aimed at ensuring an equal participation of men and women within the Organs of the university.

The eight headings indicate the objectives laid down in the 2014/2016 three year Plan of Positive Actions (see chapter 4).

With reference to the above-mentioned objectives, an analysis of results and impact concerning gender, of policies implemented and recalled in the 2014/2016 PAP is herein proposed.

OBJECTIVE 1: INFORMATION, EDUCATION AND AWARENESS, TO STRENGTHEN A CULTURE OF EQUALITY AND EQUAL OPPORTUNITIES

1.1 Pluralism, diversity and identity: a multidisciplinary approach to knowledge - Interdepartmental seminars

Interdepartmental multidisciplinary seminars allow students to discover how pluralism can be declined in different subjects and to acquire the instruments to approach diversity in multiple scientific and social fields. Seminars are structured in 3 different but interconnected modules, of 2 credits each, for a total of 6 credits: each student can decide whether to attend the full course or just single modules. All attending students were given a certificate of participation. Those who took the final test, scheduled for each module, had the opportunity to obtain recognition of credits in their curriculum, based on the resolutions passed by individual bodies of their course of study.

For each objective, the measures that the University of Ferrara intended to adopt and promote were identified. The **Gender Report** was indicated as a means of monitoring the effective implementation of the 2014/2016 PAP.

The University also fully referred to the contents of the PAP within the 2014/2016 **three year Strategic Plan**, in the Strategic area "Human resources and administrative activities" - strategic objective n. 4 - empowerment of services and actions for people and for equal opportunities.

The objectives outlined in the 2014/2016 PAP were referred to in the preparing of its **Performance Plan for 2014/2016, 2015/2017 and 2016/2017 - Human resources objective**.

Also worthy of note is the Positive Action Plan for 2017/2019, prepared and approved at the joint session of 1st December, 2016, by the SGC and the EC, and approved on 21st December, 2016, by the Academic Senate and Board of Directors.

The 2017/2019 PAP, in line with the three-year Strategic Plan for 2016-17/2019, pursues the following objectives:

1. Reconciling life, work and study times;
2. Promotion of workplace well-being;
3. Digitizing Equal Opportunities Policies;
4. Promotion of initiatives aimed at ensuring equal representation of men and women within the Organs of the University;
5. Full integration of students, teaching and technical staff from European or non-European countries;
6. Combating discrimination;
7. Information, training and awareness-raising to enhance the culture of equality and equal opportunities;
8. Monitoring and promotion of research projects aimed at promoting equal opportunities.

It should also be noted that the University of Ferrara regularly participates in the monitoring launched by the **Directive of the Department of Public Service (adopted on May 23rd, 2007) "Measures for the implementation of equal rights and opportunities between men and women in public administration"**, by answering its questionnaire. This monitoring involves all administrations based on Legislative Decree 30/03/2001, n.165, Article 2, paragraph 2.

All surveys can be consulted at:

<http://www.unife.it/progetto/equality-and-diversity/english-version/documentation>

1.2 The Pink cloud

For the last few years, the University of Ferrara has been part of the socio-cultural initiative organized by Microsoft, in collaboration with the Department of Equal Opportunities, the University “La Sapienza” and with the support of international organizations such as ITU, UNESCO, UN Women, UNRIC and D value, which have always been involved in the enhancement of female talent. It is an important initiative aimed at bridging the gender gap in science, technology and research, encompassing a rich panorama of meetings and seminars, many of which expect a limited number of female student participants, dedicated to the development of technical and scientific skills and to a module focused on the job market.

1.3 Women, Politics, Institutions

In 2012 and 2013, the University of Ferrara organised two editions of the course **Women, Politics, Institutions**, approved and financed by the Equal Opportunities Department of the Presidency of the Council of Ministers.

The course was aimed at increasing the knowledge on Gender and Equal Opportunities, in particular in the field of the labour market, politics, public administration. The lessons focused on already enforced best practices and provided concrete solutions to promote Gender Equality.

In each edition of the course, 80 people attended the lessons, among which 10 experts on Gender Equality. The 5 best students had the opportunity to do an internship in a Regional, local or University Equal Opportunities Office.

1.4 Postgraduate degree: Protection, Rights and Protection of Minors

The Postgraduate degree - entailing distance learning and in-depth seminars, “**Protection, Rights and Protection of Minors**” was launched in the academic year 2013/14 and deals with topics closely related to the specificity of children’s evolutionary phase, with particular attention to situations of family dysfunction and/or compromised peer socialization. Its interdisciplinary aspect guarantees that those who enrol acquire skills and tools for evaluating evolutionary contexts and the significant relationships characterizing them, so that they will be able to make suitable repair work, both legal and therapeutic and educational. The Postgraduate degree, is structured on a common path after which the trainees can choose the curriculum they intend to follow, was also activated in 2016/2017. The branches are four: Juridical - Psychological - Social - Educational.

1.5 EduCARE in UniFe

The project “**EduCARE in UniFe**”, proposes a series of meetings dedicated to all parents who work and study at the University of Ferrara.

The meetings are held by experts in psychology, education and youth issues in order to present solutions to support the wonderful, albeit hard, work that is parenthood, tackling cross-cutting themes for children of different ages. During the meetings various issues are discussed in-depth: education, the importance of taking care, and the services offered to families in Ferrara.

1.6 SeniorCARE in UniFe

The Project “**SeniorCARE in UniFe**” proposes an informative meeting on the ASP Services dedicated to all those who work and study at the University of Ferrara.

The meeting aims to raise awareness of the services that the Center for Service to People of Ferrara - ASP (website available only in Italian, <http://www.aspfe.it/>) offers to the citizens of the municipalities of Ferrara, Masi Torello and Voghiera, in particular concerning the care of elderly people who find themselves in difficulty in the management of daily life, providing support to families who are unable to care for the elderly, dependant or partial dependant on their family.

1.7 Organic nutrition and Posture

The project “**Organic nutrition and Posture**” proposes a series of theoretical and practical lectures on nutrition and posture.

The event was held over the course of five evenings, each of which was directed by a member of the university teaching staff, that is Prof. Chiara Baiamonte, Prof. Orsetta Giolo, Prof. Paolo Veronesi, Prof.ssa Sandra Rossetti and Dr Maria Giulia Bernardini.

1.8 Unifestival

On the 25th, 26th and 27th of September 2015 the University of Ferrara presented its activities to the citizens. During the Festival, the Equal Opportunities Com-



Europe Day, May 8th, 2017 - Department of Architecture - UniFe Archive

mittees of the University organized four debates on the Gender Report, the Smart Working, the pink economy, and Museums and Equal opportunities. A documentary on the story of eight successful women was also projected.

1.9 Various seminars

In the period 2014/2016, UniFe organised several seminars to increase workers' competences and abilities, to improve the relationship between people working in the same office or structure, and to prevent or reduce conflicts on the workplace.

1.10 Participation of UniFe at the “Genre and Generations Conference, as Equality in Italian Universities”

On November 21st, 2016, the University of Ferrara participated in the Conference entitled “**Genre and Generations, as Equality in Italian Universities**”, organized by the Equal Opportunity Guarantee Committee, enhancing the well-being of those who work and against Discrimination of the University of Milan. The occasion was introduced by Roberta Russo's contribution describing all the good actions that have been carried out at the University of Ferrara in previous years, and presenting those included in the 2017/2019 PAP on inclusion policies. Large space was reserved to Lucia Manzalini's work, which illustrated her well-established experience at the Gender Report of University of Ferrara.

1.11 Newsletter

Information, Training and Sensitization to increase Equality Culture and Equal Opportunities.

The first issue of the **Equality&Diversity Newsletter** was published in July 2014. Every two/three months the Student and Academic Community of the University of Ferrara is informed about activities and events organized by Delegate of Rector for Equal Opportunities, by EC and by SGC, about Reference Legislation and information materials for equality, the fight against discrimination, equal opportunities and disability which are published into UNIGENDER Portal.

1.12 Facebook

Since 2015, we have been working on the constantly updated website and collector of all the initiatives launched over the years, the **Facebook** page (available only in Italian) <https://www.facebook.com/Equality-And-Diversity-UNIFE-577697215694194/>, to be able to reach the “social” user group, primarily composed by the student community. The Facebook page promotes the initiatives of the University Equality Bodies and shares content on issues of equality, equal opportunities and well-being by drawing on national and international news. The initiatives addressed to the students are shared in accordance with the InformaStudenti University channel. During the biennial management, social links with other organizations and organizations with which the equality bodies have collaborated for cross-cutting projects have been implemented: this action has allowed greater visibility both on the Facebook UniFe page and promoted initiatives.

1.13 Gender language

In 2016, the Rector of the University of Ferrara, with his measures, decided that in all the acts of the University, the Italian language should be used in the knowledge and respecting of, and enhancing the gender difference.

To this end, the Rector has assigned a working group consisting of staff from the SGC and EC and staff who asked to be able to participate in this project, with the task of drafting the “*Guidelines for Use of Gender in Administrative language in UniFe*” with validation by Prof. Laura Bafile of the University of Ferrara as well as by Prof. Giuliana Giusti of Ca' Foscari University of Venice, through the scientific contribution of both teachers.

OBJECTIVE 2: RECONCILIATION OF LIFE, WORK AND STUDY SCHEDULES

2.1 Teleworking

Since 2011, the University of Ferrara has been supporting **teleworking**, through which a worker can perform part of his/her activities at home, according to a plan that identifies the activities that can be carried out from home, without decreasing the functionality and the quality of the service provided. Therefore, the worker can better organize his/her family and professional tasks, without suffering any wage reduction.

In order to avoid isolating employees, a maximum of three teleworking days per week are allowed. The teleworking plan is agreed upon with the head of the office the employees refer to. The application for teleworking may be submitted by employees of the University of Ferrara working both full-time or part-time, who have completed at least one year of seniority

Up to 2015 the maximum number of “teleworkers” was prearranged; starting from 2016, it is possible to take part in a yearly tender that establishes the assignment criteria. In this way all requests can be accepted, up to budget depletion. Women, more than men, usually ask to work from home and, from the beginning of this opportunity, year after year, the number of requests have been increasing.

2.2 Smart working

Smart working is mainly focused on the goals, rather than physical presence; the location where the employee works is now irrelevant. Uncertainty of location is the big news of smart working as opposed to telework. Aided by new audio and video technology for data exchange, smart working needs a change of mentality on the part of employees and their managers, who have to get used to loosening daily relationship and supervision. Finally, smart working allows a saving of commuting hours, saving cost for the premises, and entails a significant benefit for the environment.

2.3 Kindergarten and preschool

Born in 2012, the “**kindergarten and preschool**” project aims at identifying measures to facilitate the admission to and the attendance at kindergarten and preschool by the children of UniFe employees and students.

In February 2015, the University renewed a convention for the years 2015/2016 with the Municipality of Ferrara, aimed at ensuring 10 additional places in kindergartens either owned by the municipality or indirectly managed, reserved to the children of the student community (including those attending post-graduate courses) and staff of the University (including research fellow and student doctors). The additional places were allocated, according to the criteria of access to the municipal educational services, to employees and students of UniFe who were excluded from municipal rankings, regardless of place of residence. In the renewal of the agreement new clauses were included, designed to ensure the continuity of teaching and the equitable treatment of children who have been assigned the additional places, by applying the same criteria and percentile points of boys and girls admitted to the Municipal Services of Education.

For reserved places, the University of Ferrara pays the municipality a contribution equal to the difference between the local cost incurred by the municipality and the costs owed by the user.

In parallel, the University of Ferrara, from the year 2014, has defined calls for the accreditation of private entities that organize activities such as Kindergartens and Nursery Schools, for the sons and the daughters of students (including those attending post-graduate courses) and University staff (including research fellows and student doctors) offering discounts of at least 10% on boarding costs.

In 2015, 2 nurseries and 4 kindergartens were accredited. In 2016, a redesign of accreditation calls was made to expand the number of adhering structures for the following school year.

2.4 Summer Camps

Since 2014, UniFe has signed a yearly agreement with the University Sport Centre of Ferrara to facilitate the access of workers’ and students’ children to the **summer camps** organised by the Centre. According to this agreement, the University Sport Centre applies discount on the fee for the summer camps and UniFe reimburses part of this fee to students and workers.

2.5 Children in the Office

The project “**Children in the Office**” has the aim of creating a day dedicated to the children of University employees. It aims to bring attention to the harmonisation of work and family, allowing the children to acquaint themselves with their parent’s workplace and to carry out recreational and educational activities therein. The initiative was promoted by the major Italian newspaper Corriere della Sera, and was granted the support of the Presidency of the Council of Ministers and of the national Family Policies Department.

In 2016 the University of Ferrara also participated to the initiative, involving different locations within the University, on Friday, 27th May.

To involve all family members of the family, in the 2016 edition, in addition to the sons and daughters, even close relatives and all the people close to the University staff were invited to participate in the initiative.

The topic of reflection and entertainment chosen by the University for the 2016 edition covered nutrition, sport and the well-being deriving from a healthy lifestyle and exercise, important from early life.

2.7 Guidebook for those working in the university and Welcome book

In 2014, the University of Ferrara has provided a “**Guidebook for people working in the University**” which illustrates the rights and duties of the University staff. The guidebook contains the principal information about the different aspects of the employment relationship, as well as indicating the legal regulation and the competent offices, in order allow an in-depth analysis and to identify a contact point for each topic. It is addressed to the teaching and technical-administrative personnel and to every person who works at the University of Ferrara. The guidebook can be consulted at the web address (only available in Italian): <http://www.unife.it/progetto/guida-lavoratori> linked to the portal UNIGENDER <http://www.unife.it/progetto/equality-and-diversity/english-version>.



Children in the Office 2016 - UniFe Archive

The “Guidebook for people working in the University” and the “Welcome book” was created by a workgroup composed by: Alessia Alberti, Gloriano Bighi, Lucia Braghieri, Daniele Busi, Maria Giovanna Marega, Claudia Palandri, Federica Righetti, Alice Salinardi, Oliva Villafranca.

2.8 Baby Pit Stoppers

In 2015, UniFe created, in its Departments, several rooms where parents can feed, clean or change their babies.

In September 2016, a survey was carried out on the facilities available to accommodate **baby pit stoppers** which encompassed:

- Department of Architecture
- Department of Economics and Management
- Department of Law
- Department of Law (detached branch in Rovigo)
- Department of Physics and Earth Sciences
- Department of Engineering
- Library of S. Maria delle Grazie
- Rectorate - S. Lucia
- Students Secretariats
- Services for Students - Scientific and Technological Pole

OBJECTIVE 3: PROMOTION OF WELLBEING AT WORK

3.1.1 Survey about wellbeing at work

Within Objective number 3 (Promotion of wellbeing at work) of the 2014/2016 Positive Action Plan, amongst other things, there is the distribution of a questionnaire whose objective is the recognition and measurement of the degree of wellbeing at work, which is associated to the assessment of **risk of stress at work**.

In order to optimize resources and the administration of the survey, a single questionnaire was developed by Professor Stefano Bonnini, associated professor of the Department of Economics and Management, having different objectives:

- evaluating the degree of at stress at work risk among the administrative staff;
- detecting employees’ opinions on the organisation of work and workplace environment;
- identifying possible actions to improve the working conditions of the administrative personnel.

The participation rate was very satisfactory, 423 people out of 550 were surveyed (77%). Among respondents, 69% were women and 30% men; these percentages reflect the composition of the population.

On 22nd July 2015, the results of the questionnaire were presented to the University Board. The report was also presented to the Evaluation Unit and inserted in the ANAC website and the analytical report concerning the results of the survey was published, according to the regulations in force, on the UniFe website, in its Administrative Transparency section.

In order to provide a fruitful and interactive sharing of information, on 21st and 23rd September, the results of the survey were presented to all the Technical and Administrative staff by the Rector’s deputy for Equal Opportunities and by Professor Stefano Bonnini, in the Rector’s presence. Those who were unable to attend had the opportunity to access the recording of the event via the link (only available in Italian): <http://www.unife.it/at/performance/benessere-organizzativo/indagine-2014/benessere-organizzativo-2014>

3.1.2 Survey about wellbeing at work - Teaching staff

Within Objective number 3 (Promotion of wellbeing at work) of the 2014/2016 Positive Action Plan, amongst other things, moreover, there is the distribution of a questionnaire whose objective is the recognition and measurement of the degree of wellbeing at work of Teaching staff and Unstructured staff working in the field of didactics and research.

In order to optimize resources and the administration of the survey, a single questionnaire was developed by Professor Stefano Bonnini, associated professor of the Department of Economics and Management and his team, having different objectives:

- to disclose the views of those who teach and carry out research in relation to the organization and the working environment;
- to identify, therefore, possible actions to improve the general conditions of public servants.



Agile Work - Reality, stereotypes, concrete and future experiences - May 23th, 2017 - UniFe Archive

The questionnaire results are being processed. The full report on the analysis of collected data will be illustrated on a special occasion and published on the UniFe website.

3.2 Training on Wellness at Work in UniFe

In 2013, the Equality Committees of the University organised a workshop for heads of offices or structures, in order to improve the relationship among their staff and to explain how their power to direct can be fairly exerted.

3.3 Convention for the Promotion amongst Employees and the University's Student Community, a civic sense regarding the donation of organs, tissues and cells

The University of Ferrara promoted in July 2014 an engaging agreement with ADMO - Emilia Romagna Bone Marrow Donor Associations and Ferrara Provincial Section, the AIDO - Italian Association of Tissue and Cell Organics - Provincial of Ferrara, the Enrico Foundation Zanotti of Ferrara and CUS Ferrara, with the aim of promoting, amongst the employees, students of the University of Ferrara, a civic sense fostering organ, tissue and cell donation.

OBJECTIVE 4: CREATION OF THE UNIFE EQUALITY & DIVERSITY WEB-SITE

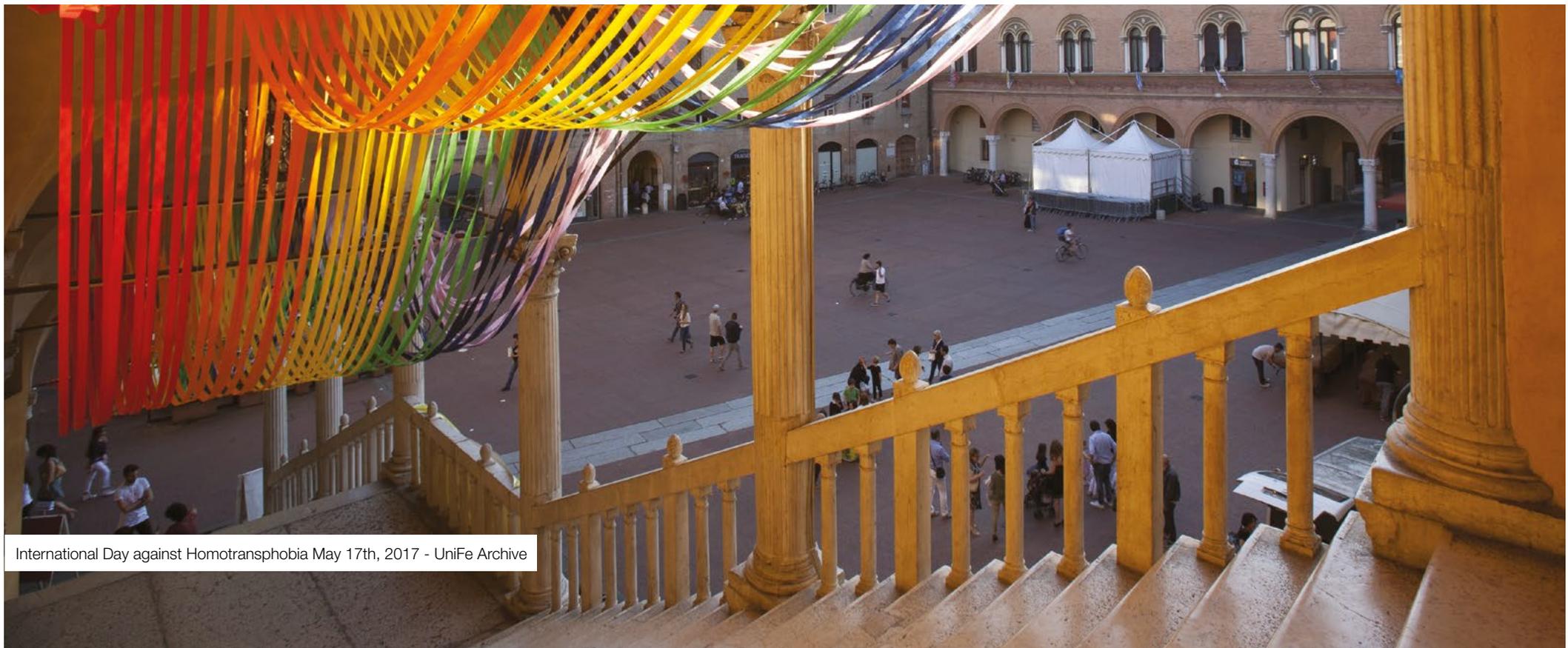
4.1 UNIGENDER - Site Web Equality & Diversity

The UNIGENDER Portal (<http://www.unife.it/progetto/equality-and-diversity/english-version>) was created in July 2014, using the C.M.S. Plone within the Portal of the University of Ferrara.

The target of the 2014/2015 Positive action plan was an information box based on activities and events, organized by the Rector's Delegate for Equal Opportunities, by the EC and by the SGC, on Reference Legislation and information materials for equality, fighting discrimination, equal opportunities and disability by Courses, Master Degrees and University Seminars and People who, tensely and with passion, give their time to Promotion Projects based on Substantial Equality.

The UNIGENDER Portal is composed of the following sections: Units, PO Activities (PAP), Accessibility and Disability Activities (PAD), Gender Balance, Network E&D - Protocols - Documents and Training.

It is constantly updated into Event and News Section and it is linked to the University's Facebook page and to the Equality&Diversity Youtube channel.



International Day against Homotransphobia May 17th, 2017 - UniFe Archive

OBJECTIVE 5: MONITORING AND SUPPORTING RESEARCH PROJECTS AIMED AT PROMOTING EQUAL OPPORTUNITIES

5.1 The Gender Report

Starting 2011, the University of Ferrara has decided to realize an annual reporting of gender dynamics among its components: students, teaching staff, technical and administrative staff.

Provided for in the Positive Action Plan, the **Gender Report** is the starting point in the definition of action plans and policies for promoting equal opportunities. The Gender Report is a permanent monitoring tool to measure the effective implementation and effectiveness of the planned actions and to identify the criticalities of the University in relation to the principle of equal opportunities, defining its main improvement actions.

In the 2014 Gender Report, thanks to the important collaboration with the Statistic Office of the Ministry for Education, Universities and Research, it was possible to compare data relative to the University of Ferrara with the corresponding national data.

The comparative analysis allowed checking UniFe's position within the context of Italian universities, better spotlighting which actions to promote equal opportunities are most required. The inclusion of the indicators used in the European report *She figures* then shows where the University is placed in the context of EU countries.

After a feasibility analysis conducted in this edition of the Gender Report, next year, the University of Ferrara intends to launch the project "Gender Report: the gender approach in the preparation of the University budget as a tool that integrates, influences and directs the economic planning and allocation of the University's resources", as outlined in the 2017/2019 PAP, prefiguring the elaboration of results indicators through the examination of the University's three-year budget for positive actions.

5.2 Project "Gender Report for Public Administration" (GeRPA)

The project "**Gender Report for Public Administration**" was implemented in 2015, following an agreement between the Department for Equal Opportunities of the Presidency of the Council of Ministers and the University of Ferrara.

The objective of the project was to enhance the diffusion of the Gender Report in Regional and Local governments, Universities and Subsidiaries of Public Administration in four Italian Regions: Calabria, Campania, Puglia and Sicily.

More in depth, the project aimed at incentivizing the representation of gender situation in the aforementioned public administrations, the identification of criticalities related to gender balance and the implementation of actions for improvement. To this aim, four templates for Gender Reports have been defined, based on the specific characteristics of the public administrations object of study.

The project was implemented over a period of six months. National and international literature was analysed and best practices identified and beneficiaries were interviewed to detect the most important features to be inserted in the models. Then, four different templates (one for each public administration considered, i.e. Regional and Local governments, Universities and Subsidiaries of Public Admin-

istration) were designed. Templates were presented at a national conference and disseminated to those involved.

5.3 Equal Opportunities Charter and Equality at Work

The **Equal Opportunities Charter** is a declaration that any private company or public administration can voluntarily sign in order to fight against discriminations in the workplace and to promote diversity in their work organisation.

The Charter was signed by UniFe during a ceremony in 2013, together with several local enterprises, the University-Hospital Enterprise, and the Regional Agency to support the right to study in Emilia Romagna.

OBJECTIVE 6: FULL INTEGRATION BETWEEN STUDENTS, TEACHERS AND ADMINISTRATIVE STAFF FROM EUROPEAN OR NON-EUROPEAN COUNTRIES

6.1 Agreement with the Fiscal Agency to promote the legality of the students' rents

In 2012, UniFe signed an agreement with the Regional Office of the National Fiscal Agency and the Municipality in order to create an office within the University where contracts for renting a house can be registered. Since then many students have easily registered their rent, fighting the wide spread practice of under the counter or unregulated rents.

In 2014, the agreement was emended to broaden the services offered by the office, in particular to provide a tax code to foreign students and researchers.

OBJECTIVE 7: FIGHTING AGAINST DISCRIMINATION

7.1 Double exam transcript resolution

The resolution on the double University sheet (libretto) was adopted in 2014 in order to protect the privacy of male and female students that have decided to change sex.

The procedure to change sex requires several years during which the student risks to be victim of abuses or embarrassments. Therefore, UniFe provides him/her a second identity (alias identity), i.e. UniFe allows the student to use a name different from the one on his/her identity card, during exams, seminars or other university activities. For this purpose, UniFe realises a new university card with the new name of the student and a new account that the student can use to communicate with his/her classmates or professors.

7.2 Free female defence courses

In 2014 UniFe organised, together with the University Sport Center, two free courses teaching female defence, reserved to female students and workers. During the courses, several experts clarified how a woman can defend herself in case of a male assault, how she should psychologically react and how she can sue the assaulter before a criminal court.

7.3 Interinstitutional Agreement against violence targeting women and minors

In 2014 UniFe signed, with the Local Office of the Ministry for Interior, the Province of Ferrara, the local Municipality, the Tribunal of Ferrara, the Tribunal for minors of the Emilia Romagna, and several local associations, an Interinstitutional Agreement to promote strategies to prevent and contrast violence targeting women and minors. The Agreement aims to analysis and monitor violence against women and minors; to develop actions to prevent and contrast this violence, through training, information and life-long learning; to elaborate common strategies to denounce violence and to assist its victims; to coordinate measures to support victims.

7.4 Agreement between UniFe and Prison Administration of Ferrara

On the 21st of December 2015, UniFe signed, with the Prison Administration of Ferrara, an Agreement to boost prisoners' enrolment at University and to eliminate obstacles to their university education. The Agreement allows prisoners to enrol at

university courses in the Department of Law, Economy, Humanity and Math. Moreover, the Agreement provides discounts on university taxes and support in finding texts and materials for studying.

7.5 Interinstitutional Agreement on actions and strategies against discrimination on the ground of sexual orientation and gender identity

Since 2012 the University of Ferrara has participated to the *Interinstitutional Agreement on actions and strategies against discrimination on the ground of sexual orientation and gender identity*.

The Agreement has been promoted by the Province and the Municipality of Ferrara. It has created a network of public institutions, associations and trade unions active against discrimination based on sexual orientation and gender identity. The network has programmed, realised and monitored several actions to fight discriminations against LGBT.

7.6 Participation in the campaign "HeForShe IMPACT 10x10x10" and in UN Women - Italian National Committee

In July 2016 UniFe participated in the campaign "HeForShe IMPACT 10x10x10" organised by United Nations Women - National Italian Committee. The campaign aims to involve Italian Universities in global actions to achieve equality among women and men. The campaign tries to boost the involvement of men and male students in the actions needed to remove the cultural and social obstacles that hinder an effective participation of women to the social and political life.

7.7 GenRe - Gender Report in Universities

A methodology to implement and assess gender equality plans.

In 2016 the University of Ferrara coordinated a project proposal submitted to the *H2020-GERI-2015-1*. The proposal aimed to build a **Gender Report Template** and a User Manual, which it then would use to support implementation and monitoring of Gender Equality Plans (GEPs) within European universities. The use of a common template based on a common set of indicators, a common range of information on gender equality bodies and GEPs, a common framework for the implemented group actions and a common methodology to assess the impact of the GEP and the actions implemented, would allow for a comparison between different universities at national and European levels. This comparison across countries would support the implementation of a GEP in universities that have not as yet adopted it, showing the results reached by universities that have already enforced a GEP, both in terms of gender equality and in terms of better performance. Notwithstanding the Commission's positive evaluation, the project was not financed due to funding shortage.

7.8 UniFe takes a stand and says no to Homotransphobia

On May 17th 2016 UniFe published a paper and web version of a manifesto to celebrate the International Day against Homotransphobia aligning itself with the Inter-



International Day against Homotransphobia May 17th, 2017 - UniFe Archive

VI. Resources for Equal Opportunities

As part of the policies for Equal Opportunities implemented by the University, represented in the Positive Action Plan for 2014/2016 and 2017/2019, the University of Ferrara demonstrated, via its forecast budget, a growing commitment to related initiatives. These are activities that underpin interventions primarily aimed at meeting the life and work-life balance of the staff and the University community in general, since many measures also concern the student component and non-tenured employees.

More specifically, the table below and the relevant chart show the scope of the university-funded interventions (i.e. sums made available by UniFe in the field of equal opportunities), which can be attributed specifically to:

- Furniture and furnishings: preparation of baby pit stop positions in University facilities and realization of the winter crèche facility
- Hardware and Office Machines: teleworking workstations and Remote Connections for Video Meeting, Videoconferencing
- Conveniences for services and facilities for students and scholarship holders: facilitation of public transport subscriptions for students and staff at the Cona (Ferrara) headquarters, at the University Hospital
- University publishing costs: costs relative to publishing the volume Gender Report
- Conferences, seminars and other events: seminar activities on equal opportunities policies directed at the university community
- Other Services: English translation of the volume Gender Report
- Utilities and fees: internet connections for teleworking personnel
- Personal care services: nursery conventions and summer camps for children of students, teachers and administrative staff
- Other refunds: reimburses energy consumption for teleworking personnel

It is considered useful to note that the figures below refer to 2015/2017, since the approval of the budgets by Academic Bodies of the University of Ferrara took place in 2014, 2015 and 2016. The decisions of the University Bodies formalized in the years 2014/2016, through the approval of the budget estimates, are in line with the reporting period of this edition of Gender Report.

institutional Protocol Agreement to oppose homophobia for “the definition of action and intervention strategies in matter of discrimination based on sexual orientation” according to the University. People who study and work in UniFe follow the slogan “*UniFe puts its face and says no to Homotransphobia*”: a way to express a clear position against the hidden and manifest homotransphobia that affects those who belong to the LGBT community or who are identified as homosexual and/or transsexual. On the same day, the campaign was withdrawn because a student opposed the use of her image to convey the message of inclusion, solidarity and non-discrimination, which are UniFe’s own goal and are promoted by the EC and the SGC.

7.9 VADEMECUM against gender violence

In 2013 UniFe created and disseminated a **Vademecum** (handbook) with information and suggestions to fight against gender violence. This Vademecum was translated in English, French, Russian, Chinese and Arabic.

In 2017 the Vademecum will be updated, with the collaboration of the local Police, by the working group created according to the Interinstitutional Agreement against violence targeting women and minors.

7.10 RAINBOW CO-ART

On March 11th, 2014, the University of Ferrara signed the RAINBOW CO-ART project entitled Rights Awareness in Bulldozing with a Open-minded World From/through/with Communities Art as Associate Partner. Project Coordinator is Middlesex University Higher Education Corporation.

OBJECTIVE 8: PROMOTION OF INITIATIVES AIMED AT ENSURING AN EQUAL PARTICIPATION OF MEN AND WOMEN WITHIN THE ORGANS OF THE UNIVERSITY

8.1 Resolution on Equal Representation in the Academic Bodies

In 2014 the Academic Senate of the University and the Administrative Board adopted a Resolution to enforce the equal participation of women and men to the Academic bodies. According to the Resolution, a clause that guarantees an equal representation of women and men in Academic bodies was inserted in each UniFe regulation.

This clause was then inserted in UniFe’s new Statute, adopted on the 30th of October, 2016 (Article 5, paragraph 2).

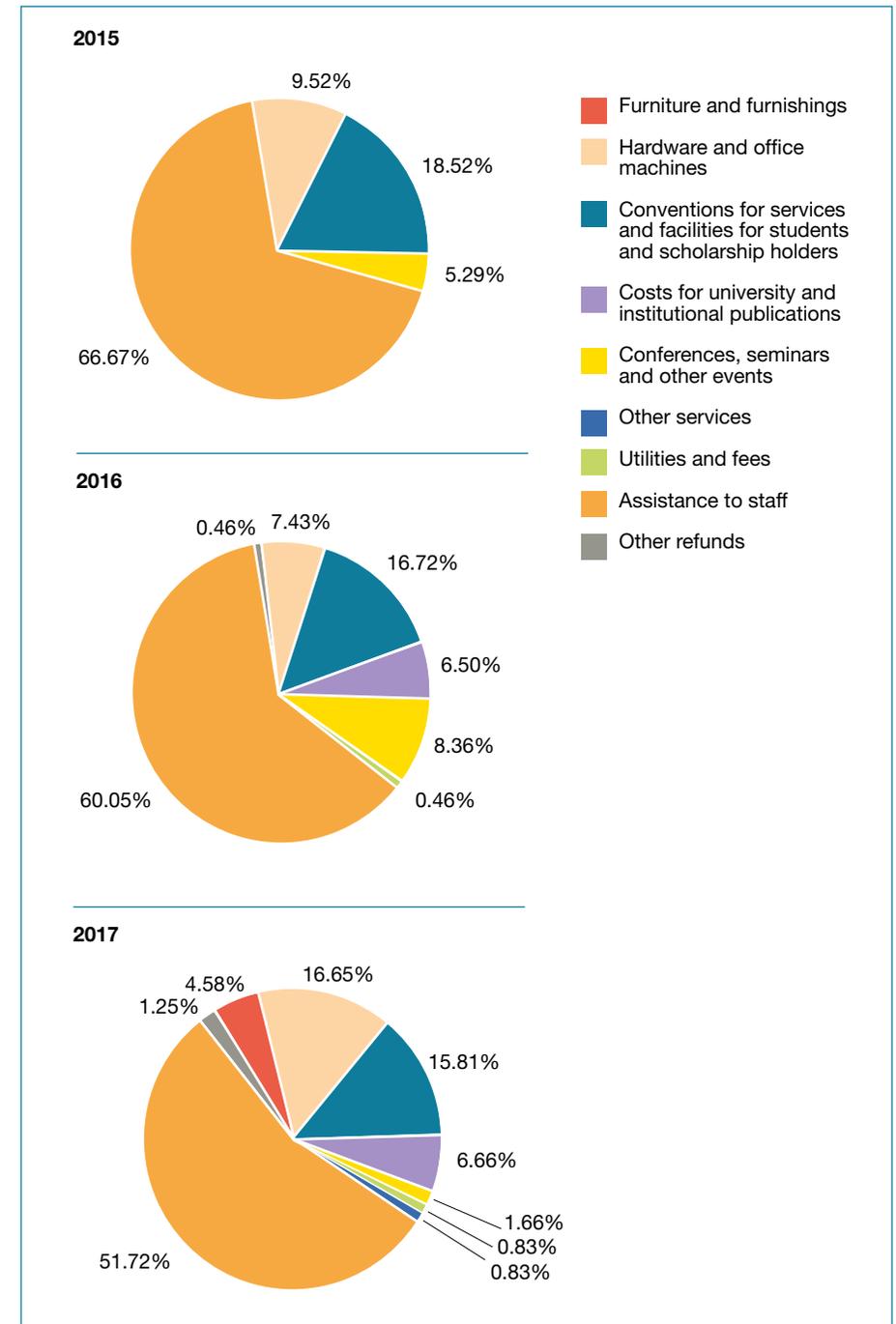
It is important to point out, finally, that for all the above mentioned objectives, working groups have been created and all the activities described in this section have been carried out successfully thanks to the work (free of charge) of both the members of the SGC and EC and the external colleagues who believe in these policies in favour of UniFe students and workers.

Table 6.1: Equitable-funded interventions, by type of expenditure, 2015/2017

Cost item	Year (Euro)		
	2015	2016	2017
Furniture and furnishings	0	0	5,500
Hardware and office machines	9,000	8,000	20,000
Conventions for services and facilities for students and scholarship holders	17,500	18,000	19,000
Costs for university and institutional publications	0	7,000	8,000
Conferences, seminars and other events	5,000	9,000	2,000
Other services	0	0	1,000
Utilities and fees	0	500	1,000
Assistance to staff	63,000	64,640	62,140
Other refunds	0	500	1,500
TOTAL	94,500	107,640	120,140

Source: Accounting Division UniFe

Figure 6.1: Percentage impact of the individual items of expenditure on the total of actions financed for equal opportunities, 2015/2017

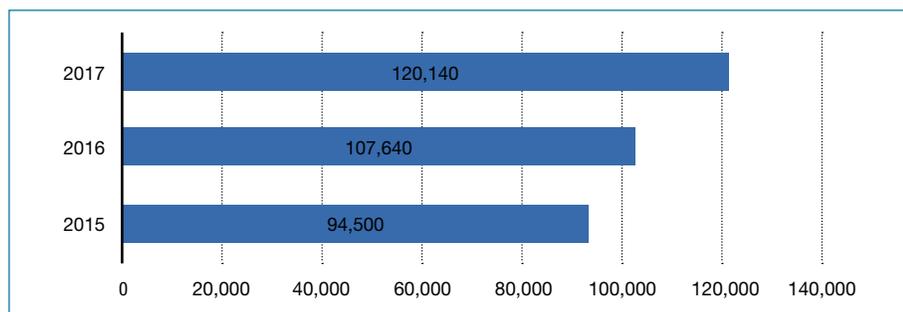


Source: Accounting Division UniFe



Biomedical Chemistry Pole - UniFe Archive

Figure 6.2: Total resources allocated to equal opportunities, 2015/2017 (in Euros)



Source: Accounting Division UniFe

As mentioned above, in 2015/2017, there has been a growing equity investment in equal opportunities ranging from € 94,500 in 2015 to € 107,640 in 2016 and € 120,140 in 2017. The above sums are, to a greater extent, (2015: 66.67%, 2016: 60.05%, 2017: 51.72%), service concessions and student allowances (2015: 18.52%; 2016: 16.72 %%; 2017: 15.81%), hardware and office machines (2015: 9.52%; 2016: 7.43%; 2017: 16.65%).

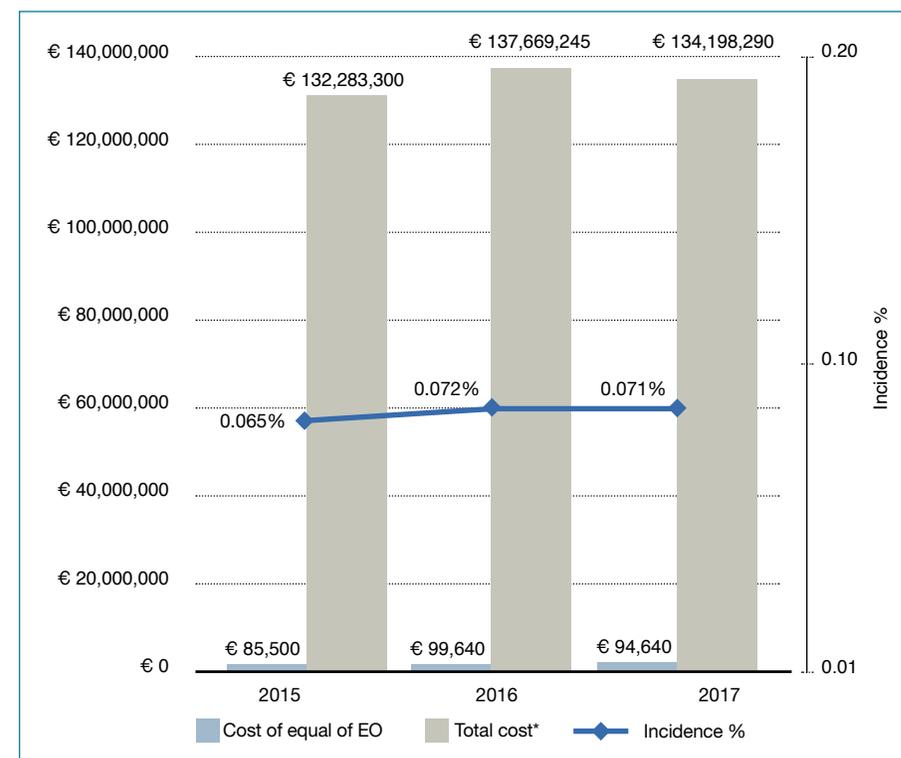
By analyzing the actual costs involved, it is possible to hypothesize an index that measures, for each reference year, the total cost incurred by the University for the purposes of equal opportunities compared to the total of the costs financed by the budget shown in the table and in the figure below.

Table 6.2: Total costs, costs for equal opportunities and percentage costs, 2015/2017

	Costs of equal opportunities	Total costs*	Incidence % costs equal opportunities on the total
2015	85,500.00	132,283,300.00	0.065%
2016	99,640.00	137,669,245.00	0.072%
2017	94,640.00	134,198,290.00	0.071%

Source: Accounting Division UniFe
* excluding internal transfers

Figure 6.3: Percentage of cost for equal opportunities (EO) percentage on total costs, 2015/2017



Source: Accounting Division UniFe
* excluding internal transfers

The percentage of costs incurred by UniFe for equal opportunities compared to the total costs in 2015/2017 is variable and shows a limited level of significance in terms of impact. (0.065% in 2015, 0.072% in 2016, 0.071% in 2017).

Continuing the cost analysis, it is also possible to identify the impact of equity investment in relation to the total investment in the category of goods, i.e. those assets that are used for several accounting years and thus expose their usefulness over time (For example, among the generic instrumental goods we can include office furnishings, personal computers, cars, instrumental equipment, equipment, tools etc ...).

VII. Conclusion

The Gender Report for a three-year period

The 2016 edition of the Gender Report was entirely devoted to monitoring the actions carried out under the Positive Action Plan for 2014/2016. This monitoring has provided, for UniFe, a step necessary for the adoption of the new Positive Action Plan (2017/2019 PAP), which was prepared and approved at the joint session on 1st December 2016 by the Equality Council and the Single Warranty Committee 'University and approved on 21st December 2016 by the Academic Senate and the Board of Directors, and fully integrated into the Strategic Plan of the University. The new planned measures are in continuity with what has already been achieved, trying to intervene on the critical elements found.

The monitoring of the 2014/2016 PAP shows that most of the actions implemented are directed to all people working and studying at UniFe. In planning and carrying out PAP measures, there has been a continuous effort to extend the audience, as demonstrated by training interventions directed not only to the students, but also to the teaching, technical and administrative staff of UniFe (this is the case with instances of interdepartmental seminars on Pluralism, Diversity and Identity, Women, Politics and Institutions, and the seminars listed in Chapter V, section 1.9 on female self-defence courses). UniFe-only measures are designed to address specific issues such as the Pink Cloud (reserved for students) and the resolution on the double-booklet (reserved for students who have embarked on a gender transition path). The integrated approach to the various factors that prevent actual equality within the University has allowed them to modulate positive actions in order to improve their effectiveness. Telework, for example, was thought to be, first, to help those who work and live with a disability; therefore, to facilitate the reconciliation between family commitments and non-domestic work; finally, to remedy the distance between the workplace and the home.

Therefore the grouping of positive actions within the 8 objectives of the 2014/2016 PAP risks dimming its transversality. The identification of specific goals is, however, necessary to clarify the tasks and the role of the Equality Bodies in the University. During the three-year period, the degree to which each objective was pursued was also monitored in order to assess the activation of any additional actions.

Another essential element was the communication and dissemination of the actions carried out. Thanks to Claudia Palandri's constant support, the Equality & Diversity portal and the Newsletter have been produced. Federica Danesi's commitment then created and animated the Facebook Equality & Diversity page. The EC and SGC components have also participated in numerous conferences and seminars to illustrate the measures implemented and planned (such as UniFestival and the Genre and Generations Conference, as a parity in Italian Universities).

The Rector's Deputy, the EC and SGC have also woven many relationships with public and private bodies in the territory. In this perspective, the Convention for the Use of Municipal and State subsidized crèches has been concluded with the City of Ferrara; with the collaboration of the Municipality of Ferrara and Neigh-

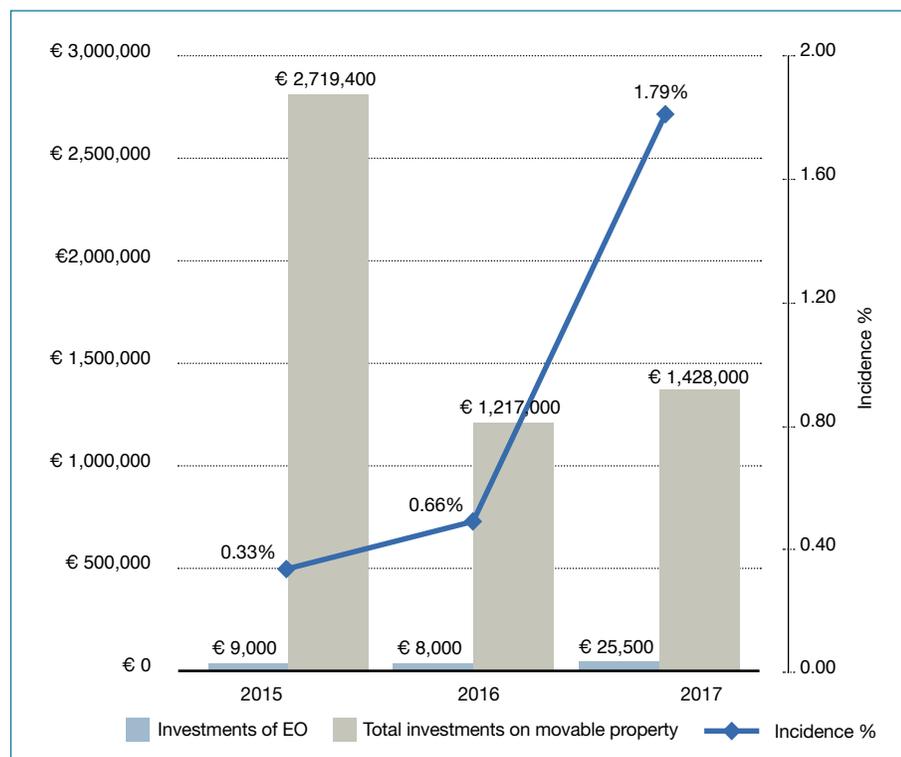
The following table and charts show, in percentage terms, the ratio between the total costs incurred by the investment fund for equal opportunities and the total amount of UniFe in the category of movable property. The data below shows a growing trend of percentage incidence from 0.33% in 2015 to 1.79% in 2017. Equity investments have gone from € 9,000 (2015) to € 25,000 (2017), recording a percentage increase of 1.46%.

Table 6.3: Incidence of equal opportunities investments on movable property investments, 2015/2017

	Equal opportunities investments	Total movable property Investments	Incidence % opportunities investments on total
2015	9,000.00	2,719,400.00	0.33%
2016	8,000.00	1,217,000.00	0.66%
2017	25,500.00	1,428,000.00	1.79%

Source: Accounting Division UniFe

Figure 6.4: Incidence of equal opportunities investments on movable property investments, 2015/2017



Source: Accounting Division UniFe

bouring Municipalities, of the AUSL (Local National Health Office) and of various associations active in the territory, the training sessions of EduCare and SeniorCare have been realized; the Association of Donor Bodies and Cells, the Enrico Zanotti Foundation and the University Sports Center, have signed a convention to promote organ donation with the University Sports Center, an agreement for Summer camps, and with TPER (Passenger Transport Emilia-Romagna of Bologna), an agreement for the purchase of personalized personal subscriptions has been signed; the Convention on the Promotion of Housing Tax Legality with the Revenue Agency has been implemented; the protocol against violence against women and children has also been signed, the protocol with the Ferrara House of Commons and the protocol against homophobia has been implemented; UniFe has also participated in the Day against homophobia, with its campaign UniFe takes a stand and says NO to man-transphobia; we participated to the 'Children in the office' initiative, promoted by the *Corriere della Sera* daily newspaper. .

In reporting the actions of the 2014/2016 PAP, the following have been highlighted: the genesis, the objectives and the content, the actors involved, the budget available, the difficulties encountered in the implementation, the achievements, the impact of Action on the recipients, and future developments. Where available, impact and result indicators have been presented, according to the directives prepared by Lucia Manzalini and Chiara Oppi, tireless referents of the University's Gender Report.

Among the critical issues there emerged the agreement with the Municipality of Ferrara for access to municipal and subsidized crèches. The difficulties encountered were, first of all, managerial, since the drafting of the Convention required a considerable commitment from the staff of the two administrations. The rules of the University's new Single Budget also provide for the allocation of considerable sums that, at the end of the year, if not used, will return to the general administration of the University, each year forcing the Equality bodies to renegotiate the allocation of resources. For the technical and administrative staff of the University, it is also easier to use the benefit fund which, being linked to collective negotiation, can not be used for students and teaching staff.

To resolve this situation, it has been preferable, for the time being, to launch calls for nursing and childcare accreditation, so that staff, students UniFe will receive a discount, well aware that such Measures are not enough, in particular for non tenured research staff.

Another critical finding is the analysis of workplace welfare. On the one hand, the results of the analysis conducted on the technical and administrative staff submitted to the University's governing bodies did not support the adoption of all necessary measures to improve the work environment. On the other hand, the low participation of teaching and research staff (including non tenured staff) has not allowed the provision of meaningful data to plan measures for their wellbeing.

Other criticisms have been found in the low participation of teaching staff and students to the Equality Bodies, with some important exceptions, such as the "Cinema and Identity" cinema debate, entirely organized by the student representation in the EC. In order to encourage the participation of the former, it is useful to intervene on the University Regulations governing teaching staff commitments as planned in the 2017/2019 PAP. Another measure already adopted is the resolution on equal representation in the bodies of the University, directed mainly to remedy the poor participation of teachers to the governing bodies of the University.

The 2016 GR highlights how, despite some criticalities, the results achieved are certainly remarkable. UniFe's commitment to promoting the true equality of people who study and work there has been recognized at national level by the awarding of the Project for Public Administration Project (Gerpa). The GR was then included among the three finest Italian best practices by the European Institute for Gender Equality. UniFe then participated in the campaign of the United Nations Women - National Committee of Italy "HeForShe IMPACT 10x10x10". In an effort to promote the dissemination of the GR, the GenRe project was presented under the Horizon 2020 research program which 10 European Universities and 2 Research Centers have joined.

The 2016 GR outlines the prospects for future actions to promote equality, in full compliance with what has already been achieved in 2014/2016. Here, we would like to emphasize the intention to integrate the GR into the general budget of the University, so as to monitor not only the resources devoted to equal opportunities within the framework of it, as outlined in Chapter VI Equality for Equal Opportunities, but also the gender impact of the resources employed by the University in carrying out its institutional activities.

Finally, Chapter VII shows the experiences of those who worked within the working groups to realize the many promotional measures of equality. Without them, the PAP would remain dead letter. Without them, UniFe would be a University where study and work conditions would be worse. Without them, UniFe would not be known for its Equality & Diversity policy.

We are grateful to all these people - whose names are listed in Chapter III Equality Bodies and Support Offices - and to the University, which has consistently supported our activities. Those who intend to engage in the equality policies of the University are invited to contact us and to propose ideas, suggestions and advice. Equality & Diversity exists because there are people for which equality is a fundamental principle, which must guide every activity of the University.

Cristiana Fioravanti - Delegate for Disabilities
 Silvia Borelli - Chair of the Equality Counsel
 Cinzia Mancini - Chair of the Single Guaranteeing Committee

VIII. Appendix

Acronyms and Abbreviations

ADMO	Bone Marrow Donor Association	ITU	International Telecommunication Union
AIDO	Italian Association of Tissue and Cell Organics	L.	Law
AMI	Mobility Agency of the Province of Ferrara	LGBT	Lesbian, Gay, Bisexual, and Transgender
ANAC	National Anti-Corruption Authority	MIUR	Italian Ministry for Education, Universities and Research
Art.	Article	PAD	Disability Action Plan
AS	Academic Senate	PAP	Positive Actions Plan
ASP	Public Human Services company	PhD	Doctor of Philosophy
CFU	University Credits	SGC	Single Guaranteeing Committee
CUN	National University Council	TUR	Representative Trade Unions
CUS	Centre University Sports	TPER	Passenger Transport Region of Emilia Romagna
D. lgs.	Legislative Decree	UNI-CPG	The Italian Association of Coordination Committees of Equality and Guarantee of Italian universities
D.R.	Rector's Decree	UniFe	University of Ferrara
E&D	Equality&Diversity	UN WOMEN	United Nations Entity for Gender Equality and the Empowerment of Women
EC	Equality Counsel	UN RIC	United Nations Regional Information Centre
EO	Equal Opportunity		
EOD	Equal Opportunity Department		
EU	European Union		
GEP	Gender Equality Plan		
GeRPA	Gender Report for Public Administration		
GR	Gender Report		
GRT	Gender Report Template		





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