Gender STI

Guidelines for STI institutions towards diversity balance in the decision-making process at international STI activities

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Why these recommendations?

This document was developed in the context of the Gender STI project, co-financed by the European Commission's Horizon 2020 program. Gender STI aims to contribute to the integration of the gender perspective in science, technology and innovation (STI) dialogues between Europe and third countries. This document focuses on one of the project key areas which is gender balance in decision-making.

To find out more about Gender STI please visit the project website: https://www.gender-sti.org/

Framework

Women are underrepresented in decision-making processes and positions in areas such as politics, STI advisory groups and businesses; and men continue to dominate the STI field as well as the most powerful positions in society. There is a resistance towards gender-sensitivity issues in masculine contexts. Moreover, in some countries, there is no awareness of the under-representation of people with gender diversity in certain fields and therefore no specific measures are suggested to remedy the situation. Decision makers still don't see attention to the gap and gender perspective is not considered in the whole decision making process.

On the other hand, decision makers' candidate selection processes often don't comply with transparency and diversity. Biases[1] exist in the recruitment procedure and also in the career progression.

This is a persisting challenge. Interventions have been made to improve quantitative equality but inclusiveness is more difficult to solve. It was thought that by putting women in some places it was already done, but we must act further.

This prototype intends to provide STI institutions with guidance towards a more diversity balance in the decision-making process, based on the barriers that currently exist at all stages of the decision-making process, including the setting up of new leadership positions in STI institutions.

The final objective is to generate an organisation cultural change that allows the effective mainstreaming of gender equality in all areas and actions of the institutions. Effective cultural and organisational change towards gender equality requires the integration of gender equality in the organisation's structures, including in the composition of decision-making bodies. This implies not only ensuring equal representation of women and men, but also promoting awareness among their members of the importance of gender equality in institutional governance as well as the need to gradually transform the organisation to enable diversity balance in the decision-making process at international STI activities.

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1. https://www.undp.org/publications/global-report-gender-equality-public-administration.

Target audience

The guidelines presented in this report are aimed at the following specific target groups:

- **STI decision makers**: This group includes key stakeholders at Ministries of Foreign Affairs, funding agencies and Research Funding Organisations (RFOs), international cooperation agencies, ministries of science and technology, etc, involved in international STI dialogues.
- **Scientific and research community**: The scientific and research community involves research and scientific organizations, universities, Research Performing Organisations (RPOs) and Research and Technology Organisations (RTOs), including researchers in funded projects and initiatives. These organizations are key actors in acquiring gender equality.

The intended recipients include 1) the **gender units/ equality committees**, 2) the **human resources departments**, and 3) **advisor groups** involved in the negotiation and implementation of international dialogues and agreements at the mentioned institutions.

Guidelines

Phase 1: Engagement and setting up of new leadership positions in STI institutions

This phase includes recommendations regarding the engagement and setting up of new leadership positions in STI institutions linked to STI international cooperation activities. To achieve gender balance, it is crucial to include gender sensitivity in a transversal way across the process, which begins with the preparation of an inclusive announcement to attract leadership profiles for positions, followed by the evaluation process for the selection of the candidates, until the constitution of the decision-making body.

- *Rationale:* It is necessary an active commitment to parity in the new positions and the renewal of institutional positions in the management team. The institution will benefit by obtaining different and valuable perspectives and experiences from the diverse profiles that could be applied in international cooperation actions.

Recommended actions:

1. **Prepare an inclusive announcement:** The first step towards providing equal opportunities to all individuals and building a diverse and equitable team, is the announcement for the position.

   ○ Use gender-neutral language to ensure it is welcoming to candidates of all gender identities. Avoid terms or phrases that imply a preference for a particular gender. For example, instead of saying "seeking a strong and decisive leader," you can say "seeking a leader with strong leadership skills and determination". Also, it can be checked if the words used are associated with male or female traits. There are useful online tools for this, such as "Gender Decoder" http://gender-decoder.katmatfield.com/

   ○ Steer clear of gender-stereotyped descriptions of leadership roles. Instead of focusing on characteristics traditionally associated with a specific gender, highlight relevant skills, competencies, and experiences for the position.

   ○ Encourage individuals of all genders to apply for the position. You can do this by using phrases like "qualified individuals of all genders are encouraged to apply" or "we encourage candidates from diverse backgrounds to apply."

   ○ Highlight the organization's values and inclusive culture in the advertisement. Mention the organization's commitment to gender equality and diversity, as well as the policies implemented to support these principles (i.e. flexible working or other enabling practices, zero-tolerance approach to harassment).

   ○ Before posting the advertisement, make sure to review it with a gender-focused approach. Consider if there are any words or phrases that may exclude or discourage potential female candidates. Seek opinions from diverse individuals within your organization to gain different perspectives.

2. **Inform diverse candidates:** Identify gender diverse candidates and use a variety of communication channels to make sure they receive the announcement.

   ○ Share the announcement through platforms, groups, or organizations that focus on promoting opportunities for underrepresented genders. This can include professional

associations, diversity-focused job boards, LGBTQ+ organizations, or women's empowerment networks.

○ Highlight inclusivity in your communication. Explain that your organization values diversity and is committed to providing an inclusive workplace through efforts like mentorship programs, employee resource groups, diversity training initiatives, testimonials or success stories of gender diverse employees, etc.

○ When designing your application process, ensure that it accommodates individuals of all gender identities. Instead of binary gender options, provide an open field or checkboxes that allow candidates to self-identify their gender, alternative formats for interviews or assessments if needed.

3. **Define gender indicators for the evaluation criteria:** In order to carry out a gender-equal candidate assessment, both quantitative and qualitative gender indicators should be included. Providing clear evaluation criteria and guidelines for committee members to follow will ensure a standardized and objective evaluation process that focuses on job-related qualifications and avoids bias.

   Quantitative Indicators:

   ○ Track the gender breakdown of applicants, shortlisted candidates, and those selected for interviews. This data can help identify any potential biases or discrepancies.

   ○ Analyze the gender diversity of the overall applicant pool to ensure a diverse range of candidates are being attracted and considered.

   ○ Calculate the success rates of candidates at different stages of the selection process (e.g., application, interview, offer acceptance) based on gender.

   ○ Evaluate the retention rates of employees hired through the selection process, disaggregated by gender.

   Qualitative Indicators:

   ○ Educate the hiring team on unconscious bias and empathy. This helps mitigate potential gender bias during candidate evaluation.

   ○ Implement structured interview processes where all candidates are asked the same set of job-related questions. This reduces the chances of bias and ensures a fair evaluation.

   ○ Focus on assessing candidates' competencies and abilities directly related to the job requirements. Use standardized criteria to evaluate candidates minimizing bias.

   ○ Use clear evaluation rubrics that outline the criteria and scoring system for candidate assessment. Ensure the rubrics are gender-neutral and based on objective factors to avoid subjectivity.

   ○ Include diverse interview panels with representation from different genders and backgrounds. This allows for multiple perspectives.

   ○ Gather anonymous feedback from candidates on their experience during the selection process.

4. **Ensure a balanced evaluation committee for candidates:** Besides gender-balance in the evaluation committee for promoting diversity and inclusion, other dimensions of diversity should be considered such as race, ethnicity, age, and more.

   ○ Start by identifying potential evaluators from various backgrounds and levels within your organization, considering their expertise, experience, and perspectives.

   ○ Assess the existing composition of your evaluation committee in terms of gender representation. Identify any gender imbalances or underrepresentation.

   ○ Actively encourage and invite individuals from underrepresented genders to participate in the evaluation committee.

   ○ Educate your hiring team on inclusive practices and unconscious bias.

   ○ Regularly review the committee's composition and evaluate the selection outcomes. If any biases are identified, take corrective actions to address them, such as adjusting committee membership or providing additional training.

   ○ To maintain diversity and prevent groupthink, consider periodically rotating committee members.

   ○ If necessary, consider involving external experts or consultants who specialize in diversity and inclusion to provide guidance and support throughout the evaluation process.

5. **Make sure the candidate selection process is transparent:** This will foster trust, provide equal opportunities, and enhance the overall candidate experience throughout the selection process.

   ○ Clearly outline the position requirements and qualifications in the announcement. Specify the essential skills, experience, and qualifications necessary for the position. This transparency helps candidates understand the expectations and ensures a fair assessment of their suitability for the role.

   ○ Provide clear and detailed information about the selection process to all candidates (steps involved, evaluation criteria, expected timelines, etc). This information can be shared through job postings, application portals, or direct communication with candidates.

   ○ Share estimated timelines for each stage of the selection process. Inform candidates about when they can expect to hear back at different stages, such as after submitting an application, after interviews, or when a final decision will be made. Regularly update candidates on the progress of their application, even if it's just to confirm that their application is being reviewed.

   ○ Establish a channel for candidates to ask questions or seek clarification about the selection process. Promptly respond to inquiries and provide necessary information.

   ○ Clearly communicate the selection process and criteria to all evaluators. This transparency helps foster accountability and ensures fairness in the decision-making process.

   ○ If feasible, consider offering feedback to candidates who have been interviewed but were not selected for the position. This feedback can help candidates understand areas for improvement and contribute to their professional growth.

○ Communicate how the candidates' personal data will be handled and assure them of confidentiality throughout the process. Ensure compliance with data protection regulations and maintain the privacy of candidate information.

6. **Constitute the decision making body as much as possible gender-balanced:** Guarantee that the members have diversity of trajectories and gender.

○ Assess the existing composition of the decision-making body to identify any imbalances in terms of trajectories and gender representation. This evaluation will help you understand the starting point and identify areas for improvement.

○ Ensure that the selection criteria consider a range of trajectories and expertise to accommodate diverse perspectives.

○ Collaborate with organizations that focus on promoting diversity and inclusion. Partnering with these organizations can help identify candidates and provide guidance on creating an inclusive decision-making body.

7. **Train selected candidates on gender/diversity issues:** Educating a recently selected candidate for a decision-making body is important to ensure they have the knowledge and skills to contribute effectively to the organization's diversity and inclusion efforts.

○ Provide a comprehensive orientation and onboarding process to familiarize the candidate with the organization's values, policies, and commitment to gender and diversity issues. This can include reviewing relevant documents, such as diversity and inclusion policies, and introducing them to key stakeholders and resources.

○ Share case studies and examples of gender and diversity initiatives that have been successful within your organization. This helps the candidate understand practical applications of diversity principles and provides inspiration for their own contributions.

○ Connect the candidate with individuals within the organization who have expertise in gender and diversity issues. Encourage them to seek mentorship or guidance from them.

○ Encourage the candidate to attend conferences, seminars, or workshops focused on gender and diversity. This exposure to external perspectives and expertise can broaden their knowledge and help them stay informed about current trends and best practices.

○ Provide the candidate with relevant resource materials, such as reports, research papers, articles, and books, that cover gender and diversity topics. This allows them to continue their learning independently and explore specific areas of interest.

○ Maintain an open line of communication with the candidate and provide ongoing support and constructive feedback. Encourage them to ask questions, seek clarification, and share their insights or challenges related to gender and diversity issues.

○ Offer specialized training sessions on gender and diversity topics. These sessions can cover concepts such as unconscious bias at decision-making levels, intersectionality, gender equality, LGBTQ+ inclusion, and cultural sensitivity. Consider bringing in external trainers or experts in the field to provide a broader perspective. Suggested themes for training are:

- ■ Related to international cooperation agreements: how to negotiate international agreements with gender mainstreaming, how to involve gender experts/units in the process of negotiation, and how to establish gender clauses in agreements.

- ■ Related to international cooperation dialogues: how to be prepared to participate in international STI dialogues taking care of the speaking time, and communication skills to be able to include gender mainstreaming.

8. **Identify role models in decision making positions in the institutions and make them visible:** STEM lacks Gender diverse role models, but having and feeling connected to them is a huge motivator for women to enter STI. These role models can help young women better to identify themselves with STEM and create a sense of belonging for them. By promoting gender diverse role models in decision-making positions, you inspire others, challenge gender stereotypes, and foster a culture of inclusivity within your institution.

   ○ Start by assessing the current composition of decision-making positions within the institution. Identify individuals who represent gender diversity and are already in influential roles.

   ○ Create a recognition program that specifically highlights gender diverse role models in decision-making positions. This program can include awards, featured profiles, or dedicated events to showcase and celebrate the achievements of these individuals.

   ○ Share the success stories and achievements of gender diverse role models through various communication channels such as internal newsletters, websites, social media platforms, or organizational events. Highlight their professional accomplishments, leadership qualities, and contributions to the institution.

   ○ Arrange panel discussions or speaking engagements where gender diverse role models can share their experiences, insights, and perspectives with the wider institution.

   ○ Encourage gender diverse role models to participate in mentoring programs or networks within the institution.

Phase 2: Decision making process

This phase includes recommendations supporting more gender sensitivity and mainstreaming in the process to implement main responsibilities of the decision makers in international STI activities.

- *Rationale:* On one hand, more women in decision-making positions does not necessarily mean more gender-sensitive STI agreements and dialogues. On the other hand, unfortunately, not much is known about whether the international agreements and dialogues include gender equality when they are being negotiated and implemented. There is a need for capacity building of the actors leading the process to reach an agreement and to participate in STI international dialogues. In this regard, International STI activities that take into account gender equality play an important role as they can foster the inclusion of women in important research worldwide, help create long-term career pathways for them, encourage women to take on leadership positions, and spur research questions on the gender dimension in R&I content.

Recommended actions:

1. **Revise the way of negotiating and processing the information related to gender aspects in STI international activities.**
   - Include gender equality in the negotiation of agreements as part of the scientific integrity principles of international collaboration and a key condition for full use of the existing potential in leadership, scientific knowledge, and creative innovation.
   - Negotiate clear gender clauses to ensure that gender mainstreaming is included on the agreements and documents.
   - Explicitly expose the principle of diversity; for example, to prioritize the intersectional variables, like class, caste, religion, region, race, ethnicity, age, etc.
   - Suggest specific measures to eliminate the gender gap in sex ratio, nutrition, health, literacy and education, economic participation, participation in decision-making areas including politics, entrepreneurship, leadership, etc.
   - Assist the creation of affirmative policies based on good data and raise awareness through clear policy guidelines.
2. **Establish a gender committee with gender experts** to advise and work with the decision-makers.
   - They should look at the agreements as well as the policy background documents (Concept note, Agenda, Roadmap/ Action Plan, Policy briefs, Declarations, etc).
   - This committee should assume, among other functions, those of monitoring and report on issues related to gender equality in the international activities, providing advice to management, ensure synergies among the agreement and the policy documents with the internal GEP, providing guidance on the completeness and coherence of actions on gender issues within the regulatory frameworks of reference, and liaising between the agreements and policy documents' working groups and the decision makers or management team.
3. **Include gender budgeting when negotiating** for example an STI programme (i.e scholarships, joint calls, grants, etc)
   - Include administrative procedures structured to address gender inequality and integrate gender equality into the planning and budgeting processes.

- ○ Incorporate a gender perspective at all levels of the budgetary process, and restructuring revenues and expenditures in order to promote gender equality.
- ○ Ensure political will and political leadership as key enabling factors for gender budgeting as well as the high-level commitment of institutions.
- ○ Reflect on which research or research fields are prioritized in the funding budget and which disciplines or fields women do research in.
- ○ Include the analysis of budgets and policies from a gender perspective; link gender budgeting to overall gender equality objectives; restructure budgets and amend policies; integrate gender perspectives throughout the budget cycle; monitor and evaluate achievements; participate in the budget process; track financial allocations and combine gender budgeting with impact assessments.

4. **Map the activities of the STI institution.**
   - ○ Have an overview of possible activities and targets in place for gender-fair.
   - ○ Identify which activities might contain gender inequality traps.

5. **Build capacity for the elaboration of STI agreements and international programmes with gender sensitive approach in STI.**
   - ○ Train decision makers on how to develop, implement, monitor, evaluate, and improve STI activities with gender mainstreaming.
   - ○ Include education, technical assistance, design workshops, and sharing of experience across countries.
   - ○ Visualize success cases of gender-sensitive STI implementation activities such as agreements and programmes.

6. **Design inclusive STI Programs.**
   - ○ Include gender activities when a program or grant is designed and analyze all data for a redesign of the grant program after a call is finished.
   - ○ Think about the objectives of the relevant call from a gender perspective.
   - ○ Collect statistical information on an annual basis: proportions of women and men among applicants and grantees, proportions of women and men on evaluation panels and among evaluators.
   - ○ Always include gender statistics and gender targets of the institution launching program.
   - ○ Aim for more gender balance when selecting the evaluation panels: quota could be introduced and make efforts to create a more diverse panel composition. Raising the awareness of reviewers and/or panel members and chairs about the formal policies in place and how to put them into practice in a gender-sensitive manner.
   - ○ In panel meetings for the assessment process for example, include a clear list of criteria to be discussed. Furthermore, enhancing the assessment process could be achieved by establishing a consistent presence of gender equality monitors. These monitors could be either external gender specialists or internal personnel who have received specialized training in the subject.

7. **Incorporate awareness-raising activities and training for decision-makers** to enable them to detect the gender relevance on the research and specific areas. Provide dedicated gender-sensitive support structures for the decision-makers.

8. **Use gender-sensitive language and images when participating or organizing STI international activities** and remark the commitment of the institution to promoting gender equality.

9. **Set up a clear monitoring strategy.**
    ○ Analyze all collected data regarding STI activities.
    ○ Apply indicators such as the number of participants in training programmes or budget spent on specific measures.
    ○ Check on a short-term basis whether gender objectives are met or adaptations need to be implemented.
    ○ Include intersectionality in the monitoring system.
    ○ Verify if all objectives were met and where adaptations for a next STI International activity are needed.
    ○ Include an annual report and monitor on the implementation of decisions that include a gender approach as well as a synthesis report on progress in integrating a gender perspective into constituted body processes.

10. **Identify gender objectives on each action of the decision-making process:** There should be a reference to gender mainstreaming, with a clear guideline of how we will do it by incorporating gender equality goals from the beginning of the formulation of actions.

Phase 3: Auto evaluation and follow up

This stage is an auto evaluation that addresses the result of the previous phases, reaching conclusions for improving the future decision making process. By closely observing the decision-making processes, this monitoring approach aims to ensure that all voices are heard and that decisions reflect a comprehensive understanding of the diverse perspectives and needs within the organization.

- *Rationale:* In contexts where gender and diversity aspects are not given due attention, there exists a risk of perpetuating systemic biases and perpetuating inequalities. The monitoring mechanism acts as a proactive measure to prevent such biases from taking hold and to rectify any instances where they may emerge. This is particularly important in fostering an environment that values and respects all individuals, regardless of their gender, background, or characteristics.

Recommended actions:

1. **Monitor systematically gender balance in the way of working:** Analysis of speaking times during decision making plenaries and meetings, in order to balance the length of both men and women's interventions. While the composition of delegations is an important indication of gender-based participation in conferences and negotiations, such data only reveal who is in the room. They do not provide a more detailed understanding of active participation. The analysis of speaking times enhances understanding of gender-based participation in conferences and negotiations.

   ○ Analyze the speaking time, with speakers differentiated by gender, age and role in the meeting, including comparison with data for previous years. E.g. data to be collected:

      ■ Number of male speakers / Number of female speakers.

      ■ % speaking time of men / % speaking time of women.

      ■ By Age and gender.

      ■ Change in number of women since last year.

   ○ Include facilitation as a tool to guarantee that the speaking-time is balanced. The facilitators plan, guide and manage a group event to meet its goals.

2. **Provide training and tools for the gender units of the institutions so that they can intervene if needed:** Empowering the gender units within institutions with comprehensive training and effective tools serves as a proactive approach to ensure their readiness to intervene whenever necessary. By equipping these units with specialized knowledge and resources, we enhance their capacity to address and rectify gender-related issues that may arise within the organization. The training component encompasses a range of critical areas, including but not limited to:

   ○ Gender Awareness and Sensitivity: Offering training that deepens understanding of gender dynamics, biases, and the importance of inclusivity helps gender units recognize potential concerns and address them in a constructive manner.

   ○ Conflict Resolution and Communication: Providing skills in effective communication and conflict resolution enables gender units to engage with stakeholders, decision-makers, and affected individuals in a way that fosters understanding and drives positive change.

○ Policy Analysis and Advocacy: Equipping the units with the ability to analyze institutional policies through a gender lens enables them to advocate for necessary changes and improvements, ensuring that gender considerations are fully integrated.

○ Data Collection and Analysis: Training in collecting and analyzing gender-disaggregated data allows units to identify trends, disparities, and areas that require intervention, enabling evidence-based decision-making.

○ Legal and Ethical Frameworks: Familiarizing the gender units with relevant legal and ethical frameworks equips them to navigate complex issues and advocate for gender-responsive actions in alignment with established guidelines.

Alongside training, providing gender units with specialized tools enhances their effectiveness in intervening when needed. These tools could include:

○ Gender Impact Assessment Templates: Tools for conducting gender impact assessments facilitate a systematic review of policies, programs, and projects to gauge their potential effects on gender equality.

○ Best Practice Guidelines: Compiled resources and guidelines from reputable sources offer gender units a reference point for implementing evidence-based interventions.

○ Reporting Mechanisms: Establishing clear reporting channels and protocols ensures that gender units can easily communicate concerns and recommendations to higher authorities or decision-making bodies.

○ Advocacy Materials: Equipping gender units with advocacy materials, such as well-researched reports and compelling communication materials, strengthens their ability to drive change within the organization.

○ Training Modules: Developing resources for ongoing capacity-building, such as online modules or workshops, allows gender units to continually enhance their skills and stay updated on emerging trends

3. **Regularly assess the composition and effectiveness of the decision-making body in achieving diversity goals.**

   ○ Identify any barriers or challenges that hinder diversity and address them proactively.

4. **Carry out interviews with all the actors involved in the decision-making process to gather their experience.** These interviews provide a platform for stakeholders to voice their observations, concerns, and suggestions, fostering a culture of open dialogue and mutual learning. The firsthand narratives collected can illuminate both successful practices and areas that require improvement, forming a basis for evidence-based decision-making.

5. **Reflex about ways to improve the decision-making process in your institution and implement the new recommendations.**

6. **Share the most relevant results with the STI community:** This is a crucial step in maximizing the impact and relevance of the research. By sharing these results, we contribute to the collective knowledge base and facilitate a dynamic exchange of insights within the broader STI ecosystem. A multi-faceted dissemination strategy may include:

○ Publishing research papers in reputable peer-reviewed journals to ensure academic rigor and accessibility.

○ Presenting findings at conferences, workshops, and seminars to engage directly with peers and stakeholders.

○ Creating concise and engaging summaries, infographics, or videos that distill key findings for wider audiences.

○ Collaborating with industry associations, governmental bodies, and non-governmental organizations to bridge research with practical applications.

○ Utilizing online platforms, repositories, and databases to ensure easy access and long-term availability of the research outcomes.

7. **Developing communities of practice and other networks for sharing approaches and experiences:** The development of communities of practice and other networks fosters a culture of collaboration, mutual learning, and shared progress. By harnessing the collective wisdom and experiences of diverse stakeholders, these networks become powerful engines for innovation, resilience, and sustained advancement. Such networks focusing on the gender perspective in STI can bring positive impacts:

○ Collective Expertise: These communities bring together a diverse array of experts, scholars, policymakers, practitioners, and advocates who share a common interest in integrating a gender lens into STI. The collective expertise pooled from different sectors and backgrounds enriches the quality and depth of discussions.

○ Addressing Gender Disparities: Through shared experiences and lessons learned, network members can collaboratively tackle gender disparities prevalent in STI fields. By identifying and addressing barriers, biases, and challenges, these networks pave the way for a more equitable and inclusive STI ecosystem.

○ Fostering Innovation: Exchange of innovative ideas and approaches within these networks encourages the development of gender-responsive solutions. The cross-fertilization of insights stimulates innovative thinking that can lead to groundbreaking advancements in research, policies, and practices.

○ Empowering Stakeholders: Communities of practice and networks provide a space for empowerment and capacity-building. Members can gain new skills, knowledge, and perspectives, enhancing their ability to contribute effectively to gender-inclusive STI initiatives.

○ Dissemination of Best Practices: Successful strategies, initiatives, and projects can be shared, refined, and scaled within these networks. This dissemination accelerates the adoption of best practices and amplifies their impact, ultimately contributing to broader systemic change.

Checklist for gender mainstreaming at international STI activities

By embracing gender mainstreaming, we can unlock the full potential of STI for the betterment of all, fostering innovation, promoting equity, and driving sustainable development on a global scale. This checklist has been meticulously crafted to guide STI decision makers, the scientific and research community in incorporating a gender-sensitive lens into every facet of international STI activities.

How to use: Mark with and "X" all the levels at which gender mainstreaming is being achieved in your institution.

AGREEMENTS	
Level of agreement	
Bilateral Agreement	
Multilateral Agreement	
Memorandum of Understanding (Incl. an updated version of an agreement/ revision)	
STI implementation activities/ Joint actions / Joint program (e.g., call for proposals, rules for participation, evaluation criteria, etc.)	
AREAS	
Focus areas where gender aspects are addressed	
Advice/recommendations on implementing gender equality	
Advice/recommendations on implementing gender diversity/ intersectionality	
Gender balance in governance bodies	
STI objectives/priorities (e.g., strengthen research excellence, increase the number of women researchers in STI activities, etc.)	
Evaluation criteria for STI programs/ projects	
Monitoring of STI programs/projects	
Calls for proposals/applications	
Rules for participation	
Impact of project results	
Science communication/ raise awareness	
Contribution to Sustainable Development Goals	

Gender dimension in research content	
INTERNATIONAL POLICY DIALOGUE ON STI	
Policy Dialogue Level (Interactions among stakeholders)	
Preparatory meetings/ Support Processes (technical representatives)	
Regional Policy Dialogue (e.g. EU-CELAC) (high level representatives)	
National Policy Dialogue (between countries) (high level representatives)	
Policy dialogue instruments and tools	
Background documentation (study reports)	
Concept note (include background, rationale, objectives, methodology, expected participants)	
Agenda	
Set of recommendations	
Roadmap/ Action Plan	
Policy briefs (prepared to capture and communicate key messages)	
Declaration	
Evaluation reports from policy dialogue	