

SDU's process plan for GEP implementation

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Introduction

SDU's Gender Equality Plan (GEP), supplemented with the process plan, provides the framework for SDU's equality work and ensures systematicity, coordination, direction and ongoing support and qualification of the initiatives that take place in the organization.

SDU's GEP is realised in a fixed annual cycle, which frames the involved activities and administrative procedures, and ensures systematic, ongoing follow-up and monitoring, in turn ensuring comprehensive quality assurance of SDU's equality initiatives.

This process plan for GEP implementation describes the GEP's annual cycle and process, including the steps in preparing the annual GE Status Report (2-pager) and the public GEP Monitoring Report for the EU, as well as involved actors, responsibility, and tasks.

List of Abbreviations:

AL	SDU Analytics
CF	Critical Friend
CLiU	SDU's central Gender Equality Committee
GE	Gender Equality
GEP	Gender Equality Plan
GET	Gender & Equality Team
GR	SDU Graphic Center
HoD	Head of Department
HoU	Head of Units
IGAB	International Gender Advisory Board
LLiU	SDU's local Gender Equality Committees (faculty/administration level)
RO	Rector's Office
UD	University Director

GEP Process Plan - actors, responsibility, and tasks in relation to SDU's GEP implementation

There are a number of responsible actors in SDU's GEP implementation – their responsibility and tasks are described in the following yearly cycle:

	GET	CLiU	LLiU	RO	AL	GR	HoD/HoD	DEAN/UD
JANUARY								
Every four till five years the Executive Board defines GE Target areas at SDU level.								X
Faculty/central administration management are responsible for defining GE target areas at the respective faculty/central administration level. They are also responsible for ensuring that target areas are implemented as agreed in the strategic development contract for SDU 2022-2026 with the Ministry of Science and Higher Education.								X
HoD/HoU decides on minimum 1 GE activity to be implemented according to the faculty/central administration target areas. Activities on this level are locally anchored and decided according to the needs of the department/unit and are the central part of the GEP implementation and agreed in the strategic development contract 2022-2026 with the Ministry of Science and Higher Education.							X	
GET supports activities at faculty, department, and unit level on a continuous basis throughout the year according to the strategic development contract for SDU 2022-2026 with the Ministry of Science and Higher Education.	X							

LLiU provides support and collaborates with HoD/HoU, faculty and central administration management in their GE work.			X				X	X
RO asks faculties about planned GE activities for the given year according to the strategic development contract 2022-2026 with the Ministry of Science and Higher Education.				X				X

GET writes the public GEP Monitoring Report to be approved by the Executive Board (every two years).	X							
Deans / UD is responsible for initiating the preparation of the GE Status Report (2-pager) in collaboration with LLiU. HoD/HoU provides input based on their local GE initiatives.			X				X	X
FEBRUARY								
GET coordinates dates for Critical Friend (CF) visit by CLIU and GET to Faculty /central administration Management.	X							
MARCH								
LLiU sends GE Status Reports (2-pager) to GET.			X					
SDU Analytics updates Gender Statistics.					X			
GET compiles GE Status Report (2-pager).	X							
CLIU discusses the GE Status Report (2-pager) and the public GEP Monitoring Report (every two years).		X						
IGAB visit (somewhere between March-May). GET facilitates the annual IGAB visit (Masterclass for GE Committees, status meeting with the Executive Board every second year and status meetings with GET).	X	X	X	X			X	X

APRIL								
SDU's Executive Board discusses and approves of SDU's public GEP Monitoring Report (every two years).				X				X
GET coordinates layout with SDU's Graphic Center of the public approved GEP Monitoring Report and uploads on SDU.dk.	X					X		
MAY								
JUNE								
Odd years TEK, HUM and FO management sends out material to be used for the Critical Friend visit by CLiU members and GET in August.								X

	GET	CLiU	LLiU	RO	AL	GR	HoD/HoD	DEAN/UD
Even years NAT, SUND and SAMF management sends out material to be used for the Critical Friend visit by CLiU members and GET in August.								X
GET and RO decides on dates for IGAB visit (every second year meeting with the Executive Board).	X			X				
JULY								
AUGUST								
Odd years Critical Friend visit to TEK, HUM and FO. Deans / UD invite and host the meetings.	X	X	X					X
Even years Critical Friend visit to NAT, SUND and SAMF. Deans invite and host the meetings.	X	X	X					X
SEPTEMBER								
OCTOBER								
RO asks faculties about conducted GE activities for the given year according to the strategic development contract 2022-2026 with the Ministry of Science and Higher Education.				X				X
NOVEMBER								

GET and CLiU decide on a date when each faculty and the central administration send their annual GE Status Report (2-pager) to GET.	X	X						
GET informs LLiU regarding the process for the annual GE status Report (2-pager).	X		X					
LLiU ensures that the GE Status Report (2-pager) is discussed by faculty/central administration management including addressing data.			X					X
GET and CLiU determine the plan for 'Critical Friend'-visits to the respective faculties/central administration for the coming year.	X	X						
DECEMBER								

Template: GE Status Report (2-pager)

The GE Status Reports (2-pager) is an internal document, which serves as inspiration for the local gender equality committees. It reports on the local gender equality initiatives and status at faculty, department, central administration and unit levels.

The GE Status Report (2-pager) follows the same three section structure described in the table below.

Template for GE Status Report (2-pager)	
A. Follow-up on activities and plans from last year	Section A contains a follow-up on the previous GE Status Report regarding activities, communication, policies, strategies etc. This section also includes remarks and recommendations from the 'Critical Friend'-visits by the Central GE Committee.
B. Strategic analysis of the opportunities and challenges	Section B contains strategic analysis of the collected GEP implementation activities and initiatives at faculty/administration level. In the choice of type of analysis, an option is a SWOT-analysis, where strengths, weaknesses, opportunities and threats as they relate to SDU and faculty/administration are systematically assessed. If you wish to employ a different analytical model (SCORE, NOISE etc.), you are of course free to do so. The section focuses on general aspects, in the organization, in the outside world, and in the wider societal and vocational contexts. The section addresses internal as well as external conditions. Your Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis should address general in-house aspects of the work at the department(s) and faculty, but can also include wider societal, cultural and market-related contexts relevant to you.
C. Action plan – short and long term	Section C lists short- and long-term themes, goals and actions. <i>What</i> is expected as continued or new focal areas, what new measures will be developed or implemented? Are there any current measures to be changed, discontinued, or continued? <i>How</i> is the plan being executed? What actions and activities are planned for the coming year (short run), and which plans are part of a longer-run focus over several years? <i>Who</i> is involved in the activities and actions, both currently and any expected or necessary additional persons or units in the coming year(s).

Critical Friend Visit

Critical Friend

A critical friend is "a person (or group) of trust, who supports another's learning through critical questions, data and an outsider's perspective".

Critical Friend Visit

Every year, representatives from CLiU and GET meet with faculty/central administration management (faculties: the respective Dean and Head of Departments and central administration: University Director and Head of Units) and local GE Committees (LLiU) in the capacity as a 'Critical Friend' to discuss and assess their GEP implementation activities and discuss issues in relation to their GEP implementation (NAT, SUND, SAMF in even years, TEK, HUM and FO in odd years). These evaluation meetings are the backbone of the follow-up of SDU's GEP implementation activities.

Hosting

The Dean of each respective faculty and University Director as head of the central administration will host their respective evaluation meetings. In dialogue with each LLiU, they will identify specific issues for discussion at the meeting. It is the individual Head of Departments/Units, who present their activities at the meeting.

The Dean of each respective faculty and University Director as head of the central administration are also responsible for the practicalities of the visit, including catering and inviting participants. They also ensure that representatives from CLiU and GET are sent background material on which they can provide sparring and feedback at the meeting. The material that could be useful to send here is, for example, the GE Action Plan, GE Status Report (2-pager), and any in-depth questions that one wishes to have discussed. Material must be sent at least 14 days before the meeting.

Participation

The Dean and Head of Departments/the University Director and Head of Units, representatives from the CLiU and GET as well as representatives from the respective local gender equality committee are the primary participants. The visiting critical friends from CLiU should not be from the main area being visited.