



**STATE INSTITUTION
“ZAITSEV V.T. INSTITUTE OF GENERAL AND EMERGENCY SURGERY
OF THE NATIONAL ACADEMY OF MEDICAL SCIENCES OF UKRAINE”**

APPROVED

by Order № 169 of the Acting Director of
the State Institution “Zaitsev V.T. of general
and emergency surgery
Of the national academy of medical
sciences of Ukraine”
dated August “12” 2026

GENDER EQUALITY PLAN

2026–2030

Kharkiv, 2026

1. Introduction

The State Institution “Zaitsev V.T. Institute of General and Emergency Surgery of the National Academy of Medical Sciences of Ukraine” (hereinafter – the Institute) carries out clinical, scientific and organisational activities in the field of surgery and related medical research. The Institute employs medical doctors, researchers, nurses, technical and administrative staff. The quality of this work depends on professional competence, cooperation and equal treatment of employees.

This Gender Equality Plan has been prepared as an internal institutional document for 2026–2030. It describes the measures that the Institute intends to use to maintain equal opportunities for women and men, prevent discrimination and harassment, and support fair access to professional and research opportunities.

The Plan is also intended to meet the applicable Gender Equality Plan requirements for participation in Horizon Europe. It should therefore be read together with the Institute's internal regulations and the applicable legislation of Ukraine.

2. Current situation at the Institute

The Institute will use its existing personnel and administrative records as the basis for the initial assessment. The purpose of the assessment is not to create separate reporting solely for the GEP, but to use information that is already available to the administration and to identify areas where additional attention may be useful.

The following baseline information will be completed after approval of the Plan. The figures should be taken from the Institute's records and updated annually.

Indicator	Baseline 2026	Source / responsible unit
Total employees – women	417	Personnel records / HR
Total employees – men	139	Personnel records / HR
Researchers and scientific staff – women	32	Personnel records / relevant unit
Researchers and scientific staff – men	22	Personnel records / relevant unit
Management and decision-making bodies – women	3	Personnel records / administration
Management and decision-making bodies – men	3	Personnel records / administration
Participation in professional training – women	_____	Training records
Participation in professional training – men	_____	Training records

The baseline will be used as a reference for annual monitoring. Where a particular indicator is not relevant to the Institute or reliable data are not available, this will be noted in the monitoring report rather than replaced with an estimated figure.

3. Principles

- professional competence and qualifications are the main criteria for employment, promotion and participation in research;
- women and men should have equal access to professional development, research activities and decision-making opportunities;
- discrimination, sexual harassment and other forms of unacceptable behaviour are not tolerated;
- issues concerning employees are handled with appropriate confidentiality and respect for personal data;
- measures under this Plan should be realistic and consistent with the Institute's clinical and scientific workload.

4. Responsibilities

The Director is responsible for the overall implementation of the Plan. The person responsible for coordination of the GEP will be appointed by internal order.

GEP Coordinator:

Name: _____ Oleksii KRAVTSOV _____

Position: _____ Acting Deputy Director for Scientific Work _____

E-mail: _____ iznh.grants@gmail.com _____

The Human Resources function, heads of structural units and the scientific administration provide information and participate in implementation within their normal responsibilities. If specific expertise is needed, the Institute may invite an external specialist.

5. Main areas of work

5.1 Work-life balance and organisational culture

The Institute will continue to support a respectful working environment and will consider, where practical, measures that help employees combine professional and family responsibilities.

Existing arrangements concerning leave, working schedules and return to work will be taken into account when reviewing the situation.

5.2 Gender balance in leadership and decision-making

The Institute will monitor the participation of women and men in management positions, councils, committees and working groups.

Appointments will continue to be based on professional qualifications and the needs of the Institute. Where an imbalance is identified, the Institute will consider whether the selection process provides a sufficiently broad pool of qualified candidates.

5.3 Recruitment and career progression

Recruitment and promotion should be based on qualifications, experience and professional results.

The wording of vacancy announcements and internal procedures will be reviewed when necessary to avoid unnecessary gender stereotypes.

Access to professional training, conferences, research projects and other development opportunities should be provided on an equal basis.

5.4 Gender dimension in research and training

For research topics where sex or gender can affect the research question, study population, outcomes or interpretation, researchers will be encouraged to take these aspects into account.

This is particularly relevant where clinical differences between women and men may influence the results of medical research.

The Institute will make relevant guidance available to researchers and may include this topic in scientific seminars or training.

5.5 Prevention of harassment and gender-based violence

The Institute does not tolerate sexual harassment, gender-based harassment or gender-based violence.

Employees should know where they can seek advice or report unacceptable behaviour.

Reports will be handled in accordance with Ukrainian legislation and internal procedures, with due attention to confidentiality and protection from retaliation.

6. Measures for 2026–2030

Measure	Responsible	Timing	How progress will be checked
Approve and publish the GEP	Director / GEP Coordinator	2026	Order, published document and web link
Complete the initial personnel baseline	HR / administration	2026	Baseline table completed from institutional records
Review gender representation in management and committees	HR / GEP Coordinator	Annually	Included in annual monitoring
Review recruitment and promotion procedures where needed	HR / management	2026–2027 and thereafter	Internal review note / updated procedure
Monitor access to training, conferences and research activities	Heads of units	Annually	Participation reviewed using available records
Provide awareness training for staff and decision-makers	GEP Coordinator / HR	At least annually	Programme and attendance records
Make reporting channels for harassment known to staff	Management / HR	2026 and ongoing	Internal information available
Provide guidance on sex/gender considerations in	Scientific administration	2026–2027	Guidance or seminar provided

Measure	Responsible	Timing	How progress will be checked
relevant research			
Prepare a short annual GEP implementation report	GEP Coordinator	Annually	Report submitted to Director
Review the Plan at mid-term	Director / working group	2028	Review recorded and changes made if necessary
Prepare final review and next plan	Director / working group	2030	Final report and proposal for next period

7. Resources

The Plan will be implemented using the Institute's existing organisational structure and, where necessary, available budgetary resources. The Institute will designate staff responsible for the work and will provide time for monitoring and training within normal administrative arrangements. External expertise may be used when specialised knowledge is required.

8. Data collection and monitoring

Monitoring will be carried out at least once a year. The main information will be based on sex-disaggregated personnel data and participation data that the Institute can reasonably obtain from its records.

The annual review will consider: staff composition; representation in management and decision-making bodies; participation in professional development and research activities; training carried out under the Plan; and measures taken to prevent discrimination and harassment.

The results will be summarised in an internal report to the Director. Personal data will not be published as part of the GEP monitoring.

9. Training and awareness

At least once a year, the Institute will organise or include in existing staff training activities information on equal treatment, unconscious gender bias, prevention of sexual harassment and the responsibilities of managers and employees. Training may be provided by Institute staff or invited specialists.

10. Publication and records

The approved GEP will be published on the Institute's official website in a place accessible to employees and external partners. The Institute will retain the approved version, the order of adoption and records showing implementation of the Plan.

11. Review of the Plan

The Plan covers the period 2026–2030. Its implementation will be reviewed annually. A more detailed mid-term review will be carried out in 2028. The Plan may be amended earlier if there are changes in legislation, institutional structure, Horizon Europe requirements or if monitoring identifies a need for adjustment.

12. Approval

Director of the Institute: _____

Name: _____

Order No.: _____ Date: _____

References

European Commission / European Research Executive Agency. Gender equality in research and innovation.

European Commission. Horizon Europe guidance on Gender Equality Plans.

European Institute for Gender Equality (EIGE). Gender Equality in Academia and Research (GEAR).