



DECISION OF FORTH BOARD OF DIRECTORS

MINUTES NO. 547/44-6/18.11.2024

Meeting Location: FORTH premises, Rethymnon, Time 10:30

BoD members present: N. Tavernarakis, I. Vondas, I. Gentekakis, Th. Ioannidis, M. Klapa, V. Ntziachristos, Ch. Makridakis, D. Plexousakis, A-Ch. Charlaftis, K. Hatzigiannakis and S. Christoforidis.

BoD Members Present by Electronic Means: P. Deloukas and V. Charmandaris

BoD Members Absent: None

Min. Dev. Representative Present: El. Maraki.

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After the required quorum was established, the Board proceeded to discuss the items on the agenda.

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ITEM 3: ADMINISTRATIVE - MANAGEMENT ISSUES

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B. Internal Regulation of the Gender Equality and Anti-Discrimination Committee (GEAC) of FORTH

Mrs. M. Klapa, researchers and SOS(EAE) representative, member of BoD to whom the floor is given, presents the final version of the **Internal Regulation of the Gender Equality and Anti-Discrimination Committee (GEAC) of FORTH** (Annex 3/2).

The BoD, after interactive discussion, decides and approves the **Internal Regulation of the Gender Equality and Anti-Discrimination Committee (GEAC) of FORTH** as submitted during the present session of the Board.

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Exact transcript

The FORTH BoD President

V. Charmandaris

[e-signature copy below]



FOUNDATION FOR
RESEARCH AND
TECHNOLOGY,
HELLAS
VASILEIOS
CHARMANDARIS
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04/Apr/2025 11:06 EEST

**INTERNAL REGULATION OF PRINCIPLES AND OPERATION OF THE GENDER EQUALITY AND
ANTI-DISCRIMINATION COMMITTEE (GEADC) FORTH**

CHAPTER A

FORTH DESCRIPTION – GEADC ESTABLISHMENT HISTORY

Article 1

Brief description of the Institution

1. The Foundation for Research and Technology (FORTH) was founded in 1987 and is one of the largest Research Centers (RCs) in the country (Greece). It is interregional and interdisciplinary with 10 Institutes and 3 structures in 8 cities in Greece, with international recognition and highly skilled staff. The research directions of FORTH Institutes concern various cutting-edge scientific areas, such as: Laser Science and Photonics, Micro/Nano-electronics, Advanced Materials, Molecular Biology and Genetics, Biotechnology, Precision Medicine, Systems Biology, Genetics, Genomics, Bioinformatics, Informatics, Robotics, Telecommunications, Applied and Computational Mathematics, Chemical Engineering, Energy, Environment, Humanities, Astrophysics and Astronomy. FORTH collaborates closely with other Academic and Research institutions in Greece and abroad. It participates and contributes to the education and training of young scientists. It contributes to Regional Development in the geographical areas where it operates, contributing to the planning and implementation of Smart Specialization in Greece.

2. The Research Institutes and Special Structures of FORTH are (cities of operation in parentheses):

- Institute of Electronic Structure & Lasers (IESL) (Heraklion)
- Institute of Molecular Biology & Biotechnology (IMBB) (Heraklion)
- Institute of Computer Science (ICS) (Heraklion)
- Institute of Computational Mathematics (IACM) (Heraklion)
- Institute of Mediterranean Studies (IMS) (Rethymnon)
- Institute of Chemical Engineering Sciences (ICEHT) (Patras)
- Institute of Astrophysics (IA) (Heraklion)
- Institute of Geoenergy (IG) (Chania)
- Institute of Biomedical Research (BRI) (Ioannina)
- Hellenic Institute of Human Genomics (Athens, established August 2022)
- The Science & Technology Park of Crete (STEP-C) (Heraklion)
- The PRAXI Network (Athens, Heraklion, Thessaloniki, Patras, Volos, Ioannina, Chania)
- The Crete University Press (CUP) (Heraklion, Athens)
- The Skinakas Observatory (in collaboration with the University of Crete)

The headquarters and Central Administration of the Foundation are located in Heraklion, Crete

Article 2

Brief History of the Establishment of the Gender Equality and Anti-Discrimination Committee (GEADC)

1. By the FORTH Board of Directors (BoD) decision with minutes number 380/27-6/20.07.2018, a working group was initially appointed with the aim of developing policy on gender equality issues. The Working Group consisted of Messrs./Mmes. I. Talianidis, K. Kiki — Papadakis, A-Ch. Charlaftis, Eir. Fountoulakis and V. Nikolettou. The responsibilities of this group were to update the Action Plan to modern standards on gender equality issues and to monitor its implementation.

2. Subsequently, by FORTH BoD decision numbered 446/32-6/22.02.2021, it was decided to establish an expanded Gender Equality Committee (GEC) with the participation of regular and alternate members from all FORTH Institutes and Central Administration/Structures (CA), as follows:

Institute	Regular Member	Alternate Member
IESL	Kiriaki Chrissopoulou	Stavros Pissadakis
IMBB	Athanassia Papoutsi	Anastasios Pavlopoulos
ICS	Irene Foundoulaki	Magda Chatzaki
IACM	Ioannis Pantazis	Zinovia Mitraka
IMS	Konstantina Georgiadi	Nikolaos Potamianos
ICEHT	Maria Klapa	Theophilos Ioannidis
IA	Ioannis Antoniadis	Vasiliki Pavlidou
IPR	Spyridon Bellas	Emmanouil Stamatakis
CA	Georgina Kaklamani	Kallia Tzika

At its first meeting, the Committee decided to be represented by Dr. M. Klapa with Dr. G. Kaklamani as Alternate Representative.

3. Following the re-establishment of the Institute of Biomedical Sciences (BRI) in Ioannina, some changes in the Representatives of individual Institutes and the transfer of staff to positions outside FORTH, the GEADC composition in November 2024 is:

Institute	Regular Member	Alternate Member
IESL	Kiriaki Chrissopoulou	Stavros Pissadakis
IMBB	Athanassia Papoutsi	Anastasios Pavlopoulos
ICS	Magda Chatzaki	Irene Fountoulaki
IACM	Ioannis Pantazis	Zinovia Mitraka
IMS	Konstantina Georgiadi	Nikolaos Potamianos
ICEHT	Maria Klapa	Vasileios Drakopoulos
IA	Iosif Papadakis	Vasiliki Pavlidou
IG	Spyridon Bellas	Emmanouil Stamatakis
BRI	Maria Georgiadou	Charalambos Kalogeropoulos
CA	Georgina Kaklamani	

With the passage of Law 5019/2023 (Government Gazette A 27 - 14.02.2023), which establishes the relevant Committees in the country's Research Centers, according to the

model of the corresponding Law applicable to HEIs (Greek: AEI), the Gender Equality Committee (GEC) FORTH was renamed to Gender Equality and Anti-Discrimination Committee (GEADC) FORTH.

CHAPTER B

ESTABLISHMENT – GEADC GOVERNING BODIES

Article 3

Establishment - Mission

1. The Gender Equality and Anti-Discrimination Committee (GEADC) of the Foundation for Research and Technology Hellas (FORTH) is established and operates in accordance with the provisions of Article 58 of Law 5019/2023, as an advisory body to the Foundation and its management bodies. The Committee's mission is to promote gender equality and fight against discrimination based on gender, racial or ethnic origin, religion or beliefs, health/disability status, age or sexual orientation at all operational levels and in all processes and activities of FORTH. The Committee contributes to the prevention and handling of all types of discrimination and to the prevention and handling of gender-based discrimination, as well as any (other) kind of discrimination and to the prevention and handling of sexual harassment, as well as all types of discrimination and to the prevention and handling of sexual harassment and any type of harassing behavior within the Foundation.

2. GEADC operation contributes to the excellence of the Foundation, as it aims to achieve a working environment that promotes inclusion and zero tolerance for any form of discrimination or harassment of the Foundation members due to gender, racial or ethnic origin, religion, beliefs, health/disability status, age or sexual orientation, so that all Foundation processes are based on meritocratic criteria.

Article 4

Composition - Service Term

1. GEADC consists of nine (9) regular members with their alternates. GEADC members come from the staff of the Foundation (Article 18 of Law 4310/2014). GEADC composition is determined by a decision of the FORTH Board of Directors, taking into account the following parameters:

a. Four (4) of the members – and their alternates – must be Researchers or Special Operation Scientists (SOS) or Collaborating Faculty Members (CFM) of the Foundation of A', B' or C' Grade. At least three (3) of the members of this category must be Researchers or SOS of the Foundation.

b. Four (4) of the members – and their alternates – must be members of the scientific-technical or administrative staff of the Foundation, including fixed-term (contract) employees.

c. One (1) member – and its alternate – must be a postdoctoral fellow or doctoral candidate.

The composition of the Committee must ensure, as possible, the representation of all FORTH Institutes and the equal representation of genders.

By Committee decision, member(s) of FORTH group(s) - community(ies) not represented among the members of GEADC, (e.g. undergraduate or graduate students carrying out their degree/diploma thesis work at FORTH or students/researchers on internship, from abroad, etc.) may be invited to attend all or special meetings as an observer(s) without voting right.

2. GEADC members are selected as follows:

a. The FORTH BoD prepares and publishes on the Foundation's website a call for expression of interest for filling the positions (of GEADC Committee) no later than three (3) months before the end of the service term of its (GEADC) members. The call specifies the exact number of GEADC members. The candidacies and the necessary supporting documents are submitted to FORTH by the interested parties electronically.

b. The necessary supporting documents should include a CV of the applicant, describing any experience/expertise in issues of equality and combating discrimination and service in relevant committees, and a short (1-2 paragraphs) letter of intent describing the applicant's interest in participating in GEADC.

c. FORTH BoD evaluates the candidacies and decides on GEADC composition. The BoD decision considers:

i. Which Institutes, CA and Structures of the Foundation the candidates belong to, to ensure the relevant representation in accordance with par. 1 of this article

ii. (Preferably) the experience, previous participation of the candidates, in their capacity as regular members by priority, or alternate members, with a service term of three (3) consecutive years minimum, in respective Committee(s) on Gender Equality and Combating Discrimination and/or experience/expertise in equality issues.

iii. The candidate has not been convicted or is not under investigation for issues of discriminatory treatment and/or any form of harassment based on gender, racial or ethnic origin, religion, beliefs, health /disability status, age or sexual orientation.

3. GEADC is established by decision of the FORTH BoD. The President and Vice-President of the Committee are determined by a vote of the members of the Committee at its first meeting after its formation as a body.

4. Each GEADC member must know the principles of equality, defined by the European Union, international regulatory documents and Greek legislation, and (must) not have been convicted or be under investigation for issues of discriminatory treatment and/or any form of harassment based on gender, racial or ethnic origin, religion, beliefs, health/disability state, age or sexual orientation.

5. The service term of GEADC members is three years and may be renewed only (1) time (once).

6. a. If a GEADC member is absent or impeded, he/she shall be replaced by his/her alternate member. If GEADC President is absent or impeded, he/she shall be replaced by the Vice President.

b. If a GEADC member resigns, ceases to exist or his service term ceases in any other way, he/she shall be replaced for the remainder of his/her service term by his/her alternate member. If GEADC President ceases to exist or resigns, the alternate member of the President shall replace the President for the remainder of his/her service term only as a regular GEADC

Member. Regular members of GEADC, in its new composition, shall decide on a new President of the Committee at the next Committee meeting following the ceasing to exist (status) or resignation of the President, which shall be convened by the Vice President. Until the appointment of the new President, the Vice President shall exercise his/her duties.

c. If, for the position of paragraph 1c of this article, the alternate member also resigns, ceases to exist or its service term ceases in any other way, the positions of regular and alternate member shall be re-announced by FORTH BoD in accordance with paragraph 2 of this article, with service term until the end of the service term of the current Committee.

d. GEADC shall continue to be in force for its current term up to the number of five (5) members. If the total number of GEADC members is reduced to a smaller number, the service term of the Committee expires and FORTH BoD must immediately publish a call for expression of interest for all members of the Committee, in accordance with paragraph 2 of this article.

7. GEADC President is responsible for the operation of the Committee, convenes the meetings and represents the Committee before FORTH's BoD, and wherever else is needed.

8. The Vice-President performs the duties of the President in the event of the latter's impediment. He/she may also be asked by the President to perform additional duties, such as overseeing part of the (meeting) agenda.

Article 5

Incompatibilities - Conflict of interest

1. The status of FORTH GEADC member is incompatible with the status of: President or member of FORTH BoD, or member of the FORTH Legal Service, or GEADC member of another Foundation in the country.

2. A GEADC member has meeting participation impediment in every case in which a conflict of interest may arise according to the applicable law provisions, notably in the case of direct involvement in gender discrimination and/or violence issues being discussed in the Committee. A conflict of interest also arises when a GEADC member has an interest (personal, financial or other), which may affect, or appears to affect, the impartial and objective execution of its duties. Any possible advantage in favour of himself/herself or his/her spouse or a first-degree relative is regarded as such (a conflict of interest). In the event of such an impediment regarding a matter under discussion or investigation by the Committee, the GEADC member shall immediately inform the President, who shall arrange for his/her (the member's) replacement by his/her alternate. The member in question shall leave the meeting(s) before the start of the discussion. All statements, or any other similar matter that may affect the impartiality of the member, shall be noted in the minutes of the meeting(s).

Article 6

Confidentiality obligation

1. GEADC members and any (FORTH) member who performs support work for the Committee, are obliged to maintain absolute confidentiality regarding any information that comes to their knowledge during the execution of their duties and shall submit the relevant signed confidentiality declaration before taking up those duties. The declarations are maintained in the GEADC archive. The obligation of confidentiality also applies to any external expert, invited to provide advice/support regarding information managed by the Committee.

2. Disclosure, in any manner, of confidential information or personal data that is accessible to the above individuals due to their duties is not permitted.

3. The obligation of confidentiality extends to the content of deliberations between GEADC members, which are necessary for the evaluation of procedures, documents, complaints, throughout the entire period (needed) for making a final decision and afterwards during its monitoring.

CHAPTER C

GEADC RESPONSIBILITIES

Article 7

1. The Gender Equality and Anti-Discrimination Committee has the following responsibilities:

a) prepares action plans for the promotion and assurance of substantive equality and the fight against discrimination and social exclusion in the research, educational and administrative processes of FORTH and prepares an annual report, which is submitted to FORTH BoD,

b) recommends to appropriate bodies measures on promoting equality and combating discrimination and exclusion, addressing sexual harassment and any kind of harassing behavior,

c) monitors the implementation progress of the above measures and their results and recommends their amendment, revision or supplementation,

d) provides updates and training to members of the research community (of FORTH) on issues related to gender equality and fighting all kinds of discrimination and exclusion, addressing sexual harassment and any kind of harassing behavior,

e) promotes the implementation of seminars and lectures and supports the participation of the Foundation in research activities focusing on the study of gender, the fight against discrimination and exclusion, the handling of sexual harassment and any kind of harassing behavior in the research sector, as well as on the need to integrate gender specificities in the design and implementation of research, in the promotion of innovation and in the formation of an inclusive research and working environment in institutions of research and technology,

f) promotes implementation of studies and research on issues related to its (field of) responsibilities,

g) contributes to the development of mechanisms for accepting, recording and managing reports and complaints for incidents of discriminatory treatment, exclusion, or sexual harassment or harassment due to gender, racial or ethnic origin, religion, beliefs, health/disability status, age or sexual orientation, and provides to or requests from the Foundation's BoD special assistance to victims of discrimination, exclusion, sexual harassment and harassing behavior, when they report discriminatory treatment or harassment.

CHAPTER D

GEADC OPERATION AND DECISIONS

Article 8

GEADC Operation

1. GEADC meets regularly one (1) time (once) per month and extraordinarily whenever requested by its President.
2. The GEADC President is responsible for the proper operation of the Committee and convenes and chairs its meetings.
3. GEADC is in quorum when at least five (5) of its members are present, including its President or Vice-President.
4. In the event that a regular Committee cannot participate (in a meeting), its alternate member must be notified.
5. GEADC members are not entitled to remuneration or other compensation for their participation in its meetings.
6. To facilitate its work, GEADC may cooperate with GEADC Network of Research Centers/Independent Research Institutes and (the GEADC Network of) Universities and any other competent authority, on matters related to its responsibilities.
7. GEADC decisions are preferably taken by consensus. If it is not possible to achieve consensus, the decisions are made by the majority of the members present. In the event of a tie, the vote of the President prevails.
8. Voting is open, except in cases of decisions concerning the impediments of Committee members, in which case it is secret.
9. GEADC meetings may be held remotely by electronic means.

Article 9

Discussion and evaluation of GEADC working methods

1. The President may periodically set a meeting dedicated to the discussion and evaluation of the ways and methods of work of the Committee. During this (meeting), members are encouraged to express concerns and propose ways to improve the work of the Committee.
2. Meetings may also be held upon request of the GEADC members.
3. Invited external experts or GEADC members of other institutions of the country or other special scientists from the country (Greece) or abroad may participate in the meetings.

CHAPTER E

OTHER PROVISIONS

Article 10

Record keeping - Secretariat

1. The Committee shall keep an electronic record of the following documents:
 - a) The CVs of the Committee members.
 - b) Minutes of meetings and (meeting) agendas.
 - c) Original data collected for equality indicators by the Central Administration, the Institutes and Structures of FORTH.
 - d) The original responses to the Questionnaire distributed to FORTH members at regular intervals.
 - e) Processed data - statistical results from analyses of c) and d).
2. The collection, processing and file keeping of personal data is carried out in accordance with the applicable legislation on the protection of individuals from the processing of their personal data, the personal data protection policy approved by the FORTH BoD, decisions, instructions, of the FORTH Data Protection Officer and/or the national Personal Data Protection Authority and with emphasis on the security principles of personal data processing and storage systems.
3. The original files of category d of Paragraph 1 of this article are maintained for five (5) years after their entry into the GEADC file or three (3) years after the publication of the processed results, whichever is later, at which time they are destroyed as specified in Article 11 of this Regulation.
4. The files are kept electronically, in a secure manner and the storage conditions must guarantee the protection of confidentiality. The members of GEADC Secretariat, if appointed, must keep and handle all information and documents managed by GEADC as confidential, with particular emphasis on category 1d data, and must not disclose the information or documents to third parties.
5. GEADC is provided by FORTH with appropriate premises and modern and appropriate IT equipment for the management of all information produced by the Committee. Relevant costs are borne by FORTH budget.

Article 11

Destruction of records

1. After the expiration of the period specified above in article 10, the following shall be destroyed, following a relevant decision by the Committee:
 - The original responses to the Questionnaire that the Committee distributes to FORTH members at regular intervals.
2. The destruction of digital files is governed by the provisions of Presidential Decree 25/2014 (Government Gazette 44/A/25.02.2014) "Electronic Archive and Digitization of Documents", article 11 'Clearance and Destruction of Printed and Electronic Documents'.

3. The following shall not be destroyed and shall be retained:

- The CVs of the members of the Committee.
- The minutes and agendas of the meetings
- Original data collected for equality indicators by the Central Administration, Institutes and Structures of FORTH.
- Processed data - statistical results for equality indicators.

4. Finally, a destruction protocol is maintained and for this reason GEADC forms a Records Destruction Committee.

Article 12

Review and amendment of Regulation articles

1. This internal Regulation will be reviewed in two (2) years from its first application.
2. Before this period, the proposed changes are approved, following a recommendation by GEADC, by the FORTH BoD, provided that they have the support of 2/3 of its (GEADC) members.