

Rules of Procedure of the Working Group on Non-Discrimination

Preamble

The Working Group deals, according to § 67 of the Rules of Procedure of the Austrian Academy of Sciences (ÖAW), with all issues and matters of ÖAW within the meaning of § 7 of the Equal Treatment Act relating to the equal treatment of women and men, the promotion of women and equal treatment without distinction of ethnicity, religion or ideology, age or sexual orientation.

The Working Group will be supported in the performance of its tasks by representatives of the employer in ÖAW and the information required for discharge of its tasks will be provided in the framework of legislation.

Composition

The Working Group will be set up in accordance with the provisions of the Rules of Procedure of ÖAW (§§ 67 and 68).

The proposal to elect additional members is possible at any time by simple majority of all members of the Working Group. To propose the recall of members, a two-thirds majority of all members of the Working Group is required.

The Working Group will elect a chairperson and a deputy chairperson from amongst its members. The chairperson is to be elected by secret ballot for a term of four years. The Equal Treatment Officers are barred from eligibility for election as chairperson.

Where personnel agendas or labour law measures are concerned, the directors of the administrative offices for personnel management or for legal affairs may be invited to the meetings as information respondents.

Rights and obligations of the members of the Working Group

Participation in the Working Group is to be considered as an important contribution in fulfilment of work obligations in the sphere of administration and is to be counted as part of their working time and to be made possible during working hours. The supervisors must take special account of the inconveniences stemming from this when distributing official duties.

The members of the Working Group who are in a position of employment or equivalent with ÖAW are entitled to fulfil their obligations in equal treatment matters at their workplace and to use the facilities available to the workplace for this purpose.

Regular participation in training courses, advanced training and information events is to be made possible for members of the Working Group.

The members of the Working Group are not bound by any instructions or mandates when exercising their functions. They may not be obstructed, when exercising their authority, or be disadvantaged in their professional advancement due to these activities.

The members of the Working Group are subject to an obligation to silence.

Tasks of the Working Group

- a. Elaboration of proposals and consultation in all basic matters of equal treatment and the promotion of women;
- b. Elaboration of possible targets and recommendations in the form of a plan of promotion for every performance agreement period on the basis of personnel statistics;
- c. Support for equal treatment officers;
- d. Annual production of a report to the Presiding Committee as well as of a gender audit.

The Working Group is to be informed of personnel related measures and to be included in decision making. The nature and scope of this information and its inclusion is set forth in the Rules of Procedure of ÖAW (§ 67, paragraphs 2-4).

In addition to that, the Working Group has the right to nominate up to two experts in evaluation procedures of academic employees of ÖAW.

If, in connection with personnel matters, in particular when making appointments with management functions, commissions or deliberative bodies are set up or hearings are held, a representative of the Working Group is to be invited to participate with a consultative vote.

Meetings

The Working Group is to meet once in every quarter. In case of need, further meetings may be convened by the chairperson.

Decisions and recommendations

A majority of all members will be required for all decisions of the Working Group. Decision making by remote polling is allowed. On the basis of the decisions, recommendations are to be developed which are to be forwarded the ÖAW's respective bodies (see above).

Public relations

The Working Group provides information about its tasks, activities and consultation programmes as well as contact options on its website.

Resources

(1) Budget

In connection with budget planning for each performance agreement period, the Working Group will draw up an application in regard to the need of budgetary resources. The budget to be provided to the Working Group must be structured by ÖAW in such a way that the Group can perform its tasks.

(2) Office for equal treatment issues

The Working Group must in any case be provided with a room with appropriate technical infrastructure and where confidential deliberations can take place as well as a position (employment extent: at least 50%) to meet the requirements of the office of the Working Group.

When filling this position, the Working Group has a right of proposal. The Working Group will produce the job description for the new position to be created. The incumbent will only be bound by the instructions and decisions of the Working Group as far as support for the Working Group is concerned.

The office for equal treatment's tasks will include:

- a. Substantive and administrative support for the Working Group, in particular
 - The provision of documents for filling new positions,
 - Taking minutes and management of archives,
 - Taking care of the Working Group's website,
 - Consultation in childcare matters
- b. Management of the Working Group's budget,
- c. Organising events on the subject of equal treatment and promotion of women,
- d. Public relations on issues of equal treatment and promotion of women,
- e. Production and publication of the annual gender audit.

Equal treatment officers

Under § 68 of the ÖAW Rules of Procedure, the equal treatment officers must deal with all matters relating to equal treatment according to § 67 of the ÖAW Rules of Procedure.

The equal treatment officers receive enquiries, requests, complaints and suggestions from employees in the section they represent, deal with them or pass them on. This possibility is to be made known in an appropriate manner among the employees of ÖAW (hiring documents, website, etc.).

The equal treatment officer is present (without a vote) in evaluation commissions. The equal treatment officer must inform the Presiding Committee in cases of suspected breaches of the equal treatment principle and may request to have the evaluation procedure suspended until a procedure conforming with the principle of equal treatment is guaranteed.

The equal treatment officers and their deputies must be employed in an institution belonging to ÖAW which lies within their scope of representation.

The Working Group proposes three equal treatment officers and their deputies for the entire ÖAW. The sections to be represented are, taking regional distribution of the research institutions into account, to be divided up into:

1. Vienna and Lower Austria,
2. Styria (Carinthia and Burgenland),
3. Upper Austria, Salzburg, Tyrol (Vorarlberg).

A joint consultation of all equal treatment officers and their deputies must be held at least once a year. The equal treatment officers are members of the Working Group for Equal Treatment Issues and participate in the meetings of the Working Group.

Linkup with other institutions for equal treatment

The Working Group is in charge of networking with working groups of universities, with the incumbents of positions for equal treatment issues in the federal ministries as well as with other domestic and foreign institutions working in the field of promotion of women or equal treatment.