



TANDEM PLUS NETWORK

Gender Equality Plan



2023 – 2026

Tandem Plus is a transnational network of public and private organisations, established in 2008, working on social inclusion, poverty reduction and the integration of vulnerable groups across Europe and beyond.

This Gender Equality Plan (GEP) sets out the Network's institutional commitment to gender equality, in line with the requirements of Horizon Europe and other EU-funded programmes.

Adopted by the Board of Directors of Tandem Plus

Publication: www.tandem-plus.eu | Coordination: Lille, France | Contact: tandemplus.coordinator@gmail.com



1. Introduction and Scope

Tandem Plus recognises gender equality as a core value and a condition for effective, inclusive and evidence-based work on social inclusion, migration and vulnerable-group integration. This Gender Equality Plan (GEP) formalises the Network's commitment to promoting equal opportunities between women, men and non-binary persons, and to preventing and addressing gender-based discrimination, bias and violence within its Secretariat, governing bodies and project activities.

This GEP applies to:

- The Tandem Plus Secretariat and coordination staff (based in Lille, France);
- The Board of Directors and General Assembly of the Network;
- Personnel and representatives of member organisations acting on behalf of Tandem Plus in joint projects and consortium activities;
- Researchers, trainers, consultants and other collaborators engaged by the Network for project implementation, studies, and training/teaching content.

The GEP is a living document, reviewed annually and updated at least once during its four-year cycle (2026–2029) to reflect monitoring results, new legal obligations and lessons learned from implementation.

2. Dedicated Resources

Tandem Plus commits the human resources and gender expertise necessary to implement, monitor and update this GEP effectively:

- A Gender Equality Focal Point (GEFP) is appointed within the Secretariat, with responsibility for day-to-day implementation, staff support, and liaison with the Board of Directors on gender-related matters.
- A Gender Equality Working Group is established, composed of the GEFP and at least two representatives of member organisations (aiming for balanced geographic and gender representation), meeting at least twice per year.
- The Board of Directors formally endorses the GEP and reviews its implementation annually as a standing agenda item of the General Assembly.
- Where budget allows within projects, external gender expertise (consultants, trainers, academic partners) is engaged to support indicator development, training design and monitoring.
- Time allocation for GEP-related tasks (data collection, training coordination, reporting) is explicitly recognised in the workplans of the staff involved.

3. Data Collection and Monitoring

Tandem Plus commits to systematic, sex/gender-disaggregated data collection to monitor progress and inform decision-making:

- Personnel data -recruitment applications, staff composition, contract types, seniority levels, and participation in governing bodies (Board of Directors, General Assembly) are collected and reported disaggregated by gender.
- Where Tandem Plus or its members deliver training, mentoring or educational activities (e.g. within EU-funded projects), participant/'student' data on enrolment, completion and outcomes is collected disaggregated by gender.
- An annual Gender Equality Monitoring Report is prepared by the GEFP, presenting indicators such as: gender balance in leadership and staff; gender pay considerations where applicable; participation in training; uptake of work-life balance measures; and any reported incidents related to gender-based violence or harassment (in anonymised, aggregate form).
- Data is collected and processed in compliance with GDPR, on a voluntary and anonymised/pseudonymised basis wherever possible.

Core monitoring indicators

- % of women / men / other in the Board of Directors and General Assembly
- % of women / men / other among project coordinators and work-package leaders within Tandem Plus-led activities
- Number of staff/decision-makers trained annually on gender equality and unconscious bias
- Number and nature of work-life balance measures used (parental leave, flexible working, remote work)

4. Training and Awareness Raising

Tandem Plus will build the capacity of staff, Board members and project partners to recognise and counter gender bias:

Target	Responsible	Timeline
Annual refresher awareness-raising session on gender equality, inclusive language and unconscious bias for all staff and decision-makers	GEFP	Annually, Q1
Gender-awareness briefing integrated into kick-off meetings of new Tandem Plus-coordinated projects, for partner organisations	Project coordinators	At each project kick-off

5. Work-Life Balance and Organisational Culture

Objective: to foster an organisational culture that supports the reconciliation of professional and personal life for all staff, regardless of gender or caregiving responsibilities.

Target	Responsible	Timeline
Formalise flexible-working and remote-work options in a written internal policy accessible to all staff	Board of Directors	By end of 2026

Target	Responsible	Timeline
Ensure meetings (internal and General Assembly) are scheduled within core working hours (9:00–17:00) wherever feasible, accounting for time-zone/travel constraints of member organisations	Board of Directors	Ongoing from 2023
Guarantee parental and caregiving leave in line with, or exceeding, French/host-country legal minimums for all staff	Board of Directors	In force from 2023

6. Gender Balance in Leadership and Decision-Making

Objective: to achieve and sustain balanced gender representation in the Network's governing and decision-making bodies.

Target	Responsible	Timeline
Achieve a minimum of 40% representation of the under-represented gender on the Board of Directors	General Assembly	By 2023
Actively encourage member organisations to nominate gender-balanced delegations to the General Assembly	Board of Directors	Ongoing from 2023
Ensure gender-balanced representation among project coordinators and work-package leaders in Tandem Plus-led project proposals	Board of Directors / Project leads	Ongoing, monitored annually
Include gender balance as an explicit criterion when forming project consortia and working groups	Board of Directors	Ongoing from 2023

7. Gender Equality in Recruitment and Career Progression

Objective: to ensure fair, transparent and bias-free recruitment, selection and career-development processes.

Target	Responsible	Timeline
Use gender-neutral job advertisements and structured, criteria-based interview processes for all Secretariat and project recruitment	Board of Directors / GEFP	From 2023
Include at least one gender-balanced or mixed-gender panel in recruitment and selection processes where feasible	Board of Directors	From 2023
Ensure transparent, published criteria for career progression, role assignment and remuneration within the Secretariat	Board of Directors	By end of 2023
Monitor and report annually on gender balance of applicants, shortlisted candidates and appointments	Board of Directors / GEFP	Annually

8. Integration of the Gender Dimension into Research, Projects and Teaching/Training Content

Objective: to systematically integrate sex and gender analysis into the design, implementation and evaluation of Tandem Plus's research, projects and training/educational activities, in line with Horizon Europe requirements.

Target	Responsible	Timeline
Include a mandatory gender-analysis section in the design of all new Tandem Plus-coordinated project proposals (data collection methods, indicators, target-group analysis)	Project coordinators / GEFP	From 2026, all new proposals
Ensure training/educational materials developed within projects use inclusive language and address gender-specific barriers of target groups (e.g. migrants, refugees, NEETs, women entrepreneurs)	Project teams	Ongoing
Where relevant, disaggregate project results, evaluation data and impact indicators by gender	Project coordinators	Ongoing, from 2023
Provide guidance/checklist to member organisations on integrating the gender dimension into project content and dissemination materials	Board of Directors / GEFP	Developed by 2027

9. Measures Against Gender-Based Violence, Including Sexual Harassment

Tandem Plus adopts a zero-tolerance approach to gender-based violence, sexual harassment and any form of gender-related discrimination or intimidation within the Network, its Secretariat, project consortia and events.

Target	Responsible	Timeline
Adopt and publish a formal Anti-Harassment and Anti-Gender-Based-Violence Policy, including definitions, reporting channels and sanctions	Board of Directors	By end of 2026
Establish a confidential reporting channel (designated contact person(s), independent of direct line management) for staff, Board members and project participants	Board of Directors / GEFP	By end of 2023
Communicate the policy and reporting channel to all staff, Board members, member organisations and project partners	Board of Directors	Ongoing from 2023
Include anti-harassment provisions and codes of conduct in agreements with project partners and at Network events (e.g. General Assembly, transnational meetings)	Board of Directors	From 2023

10. Monitoring, Reporting and Review

Implementation of this GEP is monitored on a continuous basis and reported through the following mechanism:

- The Gender Equality Focal Point prepares an Annual Gender Equality Monitoring Report, based on the indicators listed in Section 3.
- The report is reviewed and discussed by the Board of Directors and presented to the General Assembly.
- A public summary of progress against targets is published annually on www.tandem-plus.eu.
- The GEP is formally reviewed and, where necessary, revised at least once within its four-year validity period (2023–2026), or earlier if triggered by monitoring results, changes in EU requirements, or feedback from staff and member organisations.



11. Approval

This Gender Equality Plan was adopted by the Board of Directors of Tandem Plus and is published on the Network's official website (www.tandem-plus.eu) in accordance with Horizon Europe eligibility requirements.

Adopted by: Board of Directors, Tandem Plus Network

Date of adoption: 16/11/2023

Next scheduled review: 2026



Réseau Européen Tandem Plus
265 Rue du Mal Assis
59000 Lille, France
Tél: +33 393 887 9882
email: tandemplus.coordinator@gmail.com