

EQUALITY PLAN

Staatliches Institut für Musikforschung PK

for the period

from July 1st, 2020 to June 30th, 2024

(Statistical information: as of June 30th, 2020)



**Staatliches Institut für
Musikforschung**
Preußischer Kulturbesitz

1.1) Preamble

The third equality plan of the Staatliche Institut für Musikforschung (State Institute for Music Research, SIM) with Museum for Musical Instruments describes the situation of female employees in comparison to male employees. It contains goals and measures to eliminate underrepresentation in individual areas and to improve the compatibility of family and work for all employees.

1.2) Introduction

As an institution of the Stiftung Preußischer Kulturbesitz (Prussian Cultural Heritage Foundation, SPK), the SIM acts on the basis of the General Equal Treatment Act (AGG) of 2006/2013, the “Guidelines for Good Scientific Practice” of 1998/2019, the Research-Oriented Equal Opportunity Standards of the Deutsche Forschungsgemeinschaft (DFG) of 2008/2017 and the Federal Equal Opportunities Act (BGleG). This law on equality between women and men in the federal administration and in the federal courts of 2001/2015 serves to ensure equality between women and men and to eliminate existing and prevent future discrimination based on gender. According to the law, women are supported in order to reduce existing disadvantages and eliminate direct gender discrimination. The aim of the law is also to improve the compatibility of family and employment for women and men.

The BGleG obliges all institutions of the SPK to draw up an equal opportunities plan. The equality plan must describe the situation of female employees in comparison to the situation of male employees and evaluate the previous promotion of women in the individual areas. Annual statistical surveys are intended to identify and question differences in the comparison of the proportions of women and men in applications, hiring, career advancement and further training. The annual reporting date for gender equality statistics is June 30th, with which the department must collect data for the period from July 1st of the previous year to June 30th of the reporting year. As a result, measures to implement necessary personnel and organisational improvements must be developed within the framework of concrete targets and a timetable in order to increase the proportion of women in areas in which women are underrepresented.

The equal opportunities plan is drawn up by the department with the participation of the equal opportunities officer and the local staff council for a period of four years. After two years, a review will take place by the end of 2023 at the latest, during which the equality plan will have to be adapted to current developments. In this adjustment, the reasons and additional measures must be included in particular, if it becomes apparent that the objectives of the equality plan cannot otherwise be achieved or cannot be achieved within the stipulated time periods. If the objectives of the equality plan cannot be implemented, the reasons must be explained in the next equality plan and communicated to the President of the SPK as a higher office.

The equality plan is intended to be an essential instrument of personnel planning – especially personnel development – for the equality of women and men. In particular, employees with supervisory and management functions as well as those involved in human resources administration are obliged to implement it.

The path to complete equality between women and men is based on the willingness of everyone involved to adopt the goals of the Federal Equal Opportunities Act and to enact them in everyday working life. The objectives formulated below and their implementation within the framework of this equality plan form the basis of constant change and progress for a vibrant culture of equality.

gez. Dr. Thomas Ertelt
Direktor des SIMPK

gez. Gleichstellungsbeauftragte
der kleineren Einrichtungen
der Stiftung Preußischer Kulturbesitz

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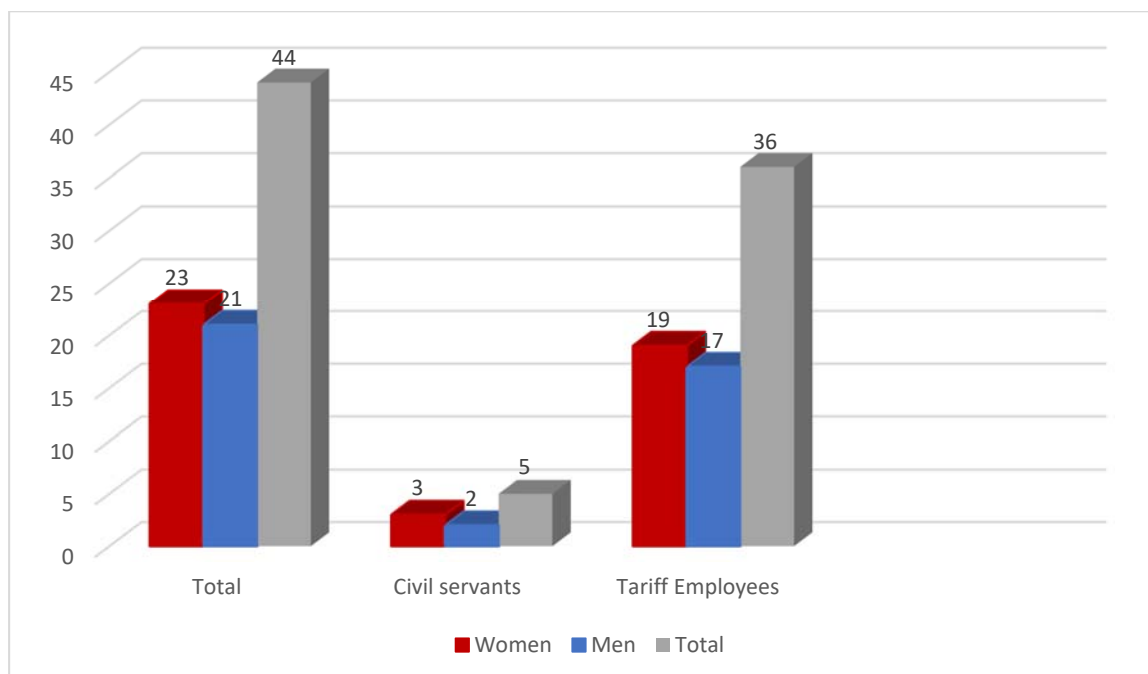
1. Actual state analysis

1.1) Overall overview of the number of employees at the Institute for Music Research as of June 30th, 2020, divided into:

a) Civil servants and tariff employees

b) women and men

Employees	Women	Men	Total	Proportion of women	Underrepresentation
Total	23	21	44	52,27	no
Civil servants	3	2	5	60,00 %	no
Tariff Employees	19	17	36	52,78 %	no
Institute Assistants	1	1	2	50,00 %	no
Employees with fixed term jobs		1	1	0,00 %	yes



This means that women are represented at least up to the desired target of 50% both in terms of the total number of employees at the SIM and in terms of the type of employment relationship. In almost all areas the proportion of women is over 50%.

In addition, three scientific institute assistants (in further training) regularly work for a fixed-term period of two years, which are not taken into account below. Also not taken into account are two internship positions for the restoration workshop and the recording studio, which can each be filled for a limited period of up to three years if the applicant situation allows it.

1.2) Overview divided by career and comparable tariff level

Career and various equivalent tariff level	Women	Men	Total	Proportion of women	Underrepresentation
Higher service	3	9	12	25,00%	yes
Higher intermediate service	10	4	14	71,43%	no
Intermediate service	8	6	14	57,14%	no
Ordinary service	1		1	100,00%	no

There is still an underrepresentation of women in the senior civil service.

1.3) Overview of the filling of positions and positions by women and men broken down by civil servants:

Career	Salary group	Women	Men	Proportion of women	Underrepresentation
Higher service	Total	1,00	1,00	50,00 %	No
	A 16		1,00	0,00 %	Yes
	A 15	1,00		100,00 %	No
Higher intermediate service	Total	1,00	1,00	50,00 %	No
	A 12		1,00	0,00 %	Yes
	A 11				*)
	A 10	1,00		100,00 %	No
Intermediate service	Total	1,00		100,00 %	No
	A 8	1,00		100,00 %	No

*) The position is used differently by collective bargaining employees (E 10/E 11).

and tariff employees:

Higher service	Total	2,00	8,00	20,00 %	Yes
	E 14	2,00	4,00	33,33 %	Yes
	E 13		4,00	0,00 %	Yes
Higher intermediate service	Total	9,00	3,00	75,00 %	No
	E12	2,00	1,00	66,67 %	No
	E 11	1,00	1,00	50,00 %	No
	E 10	0,00	1,00	0,00 %	Yes
	E 9 b	6,00		100,00 %	No

Intermediate service	Total	7,00	6,00	53,85 %	No
	E 9 a	1,00	1,00	50,00 %	No
	E 8	3,00	1,00	75,00 %	No
	E 7		1,00	0,00 %	Yes
	E 6	1,00	3,00	25,00 %	Yes
	E 5	2,00		100,00 %	No
	E 9 a	1,00	1,00	50,00 %	No
Ordinary service	Total	1,00	0,00	100%	No
	E 3	1,00		100%	No

No women form a majority in higher intermediate, intermediate and ordinary service careers. In higher service, the proportion of women is below the required minimum limit of 50%.

1.4) Overview of the filling of positions and positions with women and men in management positions

Management positions	Women	Men	Proportion of women	Underrepresentation
Higher service	1,00	3,00	25,00 %	Yes
Directorate SIM (Head of department II)		1,00	0,00 %	Yes
Directorate MIM (Head of department I)	1,00		100,00 %	No
Head of division department II		1,00	0,00%	Yes
Head of division department III		1,00	0,00%	Yes
Higher intermediate service	0,00	21,00	0,00 %	Yes
Administration manager		1,00	0,00 %	Yes
Head of restoration workshop		1,00	0,00 %	Yes
Total	1,00	5,00	16,67 %	Yes

Overall, women are underrepresented in SIM management positions as of the reporting date.

1.5) Women and men with part-time employment

Career and various equivalent tariff level	Women	Men	Total	Proportion of women
Higher service	2	4	6	33,33 %
Higher intermediate service	8	3	11	72,73 %
Intermediate service	3	3	6	50,00 %
Ordinary service				

Part-time employees	Women	Men	Total	Proportion of women
total	13	10	23	56,52 %
Civil service	1		1	100 %
Tariff employees	12	10	22	54,55 %

As of June 30th, 2020, 23 of 44 employees are employed part-time, including 13 women and 10 men. This means that 56.52% of part-time employees are women.

1.6) Family-related leaves and teleworking

Nine SIM employees have teleworking positions.

1.7) The age structure of the employees

	29 and younger	30 — 34	35 — 39	40 — 44	45 — 49	50 — 54	55 — 59	60 and older	total
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h.s..	female				1		1	1		3
	male.			2	1		3		3	9
	total			2	2		4	1	3	12

u. s.	female			1		3	2	1	3	10
	male.						1	1	2	4
	total			1		3	3	2	5	14

m. s.	female	1		1	2	1		3		8
	male.			2		2		2		6
	total	1		3	2	3		5		14

b. s.	female							1		1
	male.									
	total							1		1

Total view	29 and younger	30 — 34	35 — 39	40 - — 44	45 — 49	50 — 54	55 — 59	60 and older	total
female	1		2	3	4	3	6	3	22
male.			4	1	2	4	3	5	19
total	1		6	4	6	7	9	8	41

The number of people under fifty is 17 employees (10 women, 7 men; proportion of women = 58.82%). The number of people over fifty is 24 employees (12 women, 12 men; proportion of women = 50.00%).

There is one employee under the age of 30. The number of people under forty is 7 employees (3 women, 4 men = 17.50% of employees). The number of people over fifty is 24 employees (12 women, 12 men = 58.54% of employees).

2. Promotions, promotion opportunities, advancements, higher-level placements, and courses

No civil servants were promoted between July 1, 2016 and June 30, 2020. There were also no opportunities for promotion. Due to the age structure, there are unlikely to be any opportunities for promotion within the next few years. The institute's job structure does not offer civil servants any opportunity for advancement, as there are no entry-level positions for intermediate service in higher intermediate service. Furthermore, in higher intermediate service, civil servants are employed only in library and administrative services, while in higher service, there are only positions available for musicologists.

During the reporting period, offers were advertised for employee courses and basic administrative courses for federal employees as well as further training to become an administrative specialist, although there was usually only one place available across the foundation. Due to the lack of applications, no reports were made from the SIM.

There is no automatic promotion associated with completing the above-mentioned training measures. During the reporting period, there was no official need for targeted support or the entry requirements were not met. Despite the lack of possible applications, it is the department's declared intention to use all existing qualification measures in the interests of the employees and the company and to examine whether any preferential consideration of women may be necessary.

3. Participation in training events from July 1, 2019 to June 30, 2020

Service class group	Full-time employees			Part-time employees		
	Women	Men	Proportion of women	Women	Men	Proportion of women
Civil Service						
Higher service						
Higher intermediate service		3	0,00 %			
Intermediate service	5		100,00 %			
Total	5	3	63,00 %			
Tariff employees						
E 13 – E 15					1	0,00 %
E 9 - E 12				2		100,00 %
E 1 - E 8	5	5	50,00 %	2	2	50,00 %
Total	5	5	50,00 %	4	3	57,00 %
A total of	10	8	56,00 %	4	3	57,00 %

Overall, more women took part in further training than men in all career groups.

4. Perspective planning

Unfortunately, compared to the status of the last equality plan, women are still too poorly represented in management positions at the SIM. Although one of three scientific departments, the Museum for Musical Instruments, is headed by a woman, the proportion of women in management positions unfortunately does not even come close to their proportion of the total number of employees.

Furthermore, particularly in the senior service sector, it will be important in upcoming job filling procedures to monitor the existing imbalance, especially when considering the distribution of positions, and to prioritize, within legal constraints, the hiring of women in full-time employment when their qualifications are approximately equal. This will make it possible to achieve a balanced ratio in the medium term.

In other cases in which it is foreseeable that the retirement age will be reached in the near future, or in cases in which it is well known that an early retirement is desired, these are all areas in which women – in terms of career – are not underrepresented, but rather form the clear majority of employees.

The SIM is committed to the goals and measures formulated in the equal opportunities plan for the main administration of the SPK as of June 30th, 2009, which have been largely adopted in the following section, modified with its own formulations and priorities and adapted to local circumstances.

5. Goals and measures

5.1) Introduction

It is essential for the implementation of equality between women and men to create awareness of this issue among all those involved. It is important to create or maintain a working atmosphere in which equality between women and men is accepted as a matter of course. Creating such a working atmosphere is the duty of all employees, but managers have a special responsibility for this.

5.2) Position of the equal opportunities officer

As part of the administration, the equal opportunities officer supports the department management to which she is directly assigned. She will be released from other official obligations to the extent that this is necessary to fulfill her duties. She must not be hindered in fulfilling her tasks or disadvantaged in her further professional development.

The equal opportunities officer is responsible for promoting and monitoring the implementation of the Federal Equal Opportunities Act and the Employee Protection Act. She must be

involved immediately and comprehensively in all personnel, organisational and social measures of the department.

It is the job of the equal opportunities officer to draw the attention of superiors to existing problems. She also has an important advisory function for all employees on gender-specific issues, especially for employees with family responsibilities.

5.3) Raising awareness among managers about the issue of equality

Managers should also take their special role into account when it comes to equality by influencing their employees.

This includes:

- Motivating women to contribute their experiences and skills
- Promoting the partnership between women and men in the workplace.

Complaints about incidents of sexual harassment must be taken by the respective manager as seriously as any other complaint and appropriate action must be taken quickly. In order to clarify relevant issues, an open discussion with those affected is necessary, which can also be requested by the equal opportunities officer.

It is crucial that all employees work together to create a working atmosphere that prevents such incidents from the outset, if possible.

Further measures can be found in the catalogue in the appendix (see point 6).

5.4) Eliminate the underrepresentation of women

5.4.1) Job advertisements

The equal opportunities officer is informed about job advertisements at an early stage and is involved in the decision-making process. Participation always takes place before the job advertisement is published in order to give the equal opportunities officer the opportunity to comment.

The job advertisements must always appeal to both genders and, if official interests permit, must offer part-time employment. It is important to ensure that linguistic equal treatment is guaranteed. Women must be given preferential consideration if they are equally qualified in areas where there is underrepresentation.

Employees on leave should be made aware of suitable job offers from the SPK so that they are not put in a worse position in terms of their opportunities. This must be done especially when those on leave are expected to return.

5.4.2) Applications and recruitment

The selection committee for job interviews should have equal representation in order to appropriately represent the different perspectives of women and men. Deviations from this procedure must be recorded.

At least as many women as men must be invited to the selection interviews, provided there are a corresponding number of applications from women who meet the required qualifications.

When it comes to new hires and replacements, women must be given priority if they have the same suitability, ability and professional performance, as long as there is underrepresentation in the relevant area. In addition, it must be ensured that when filling positions, the opportunities of part-time employees are preserved and that there is no discrimination compared to full-time employees. Further measures can be found in the catalogue in the appendix (see point 6).

5.4.3) Improving the compatibility of family and work

Measures to balance family and work should continue to be examined within the scope of the service's possibilities and offered to employees – for example: the granting of part-time employment and leave of absence, or the provision of teleworking positions.

If possible, business meetings and events should be organized in such a way that part-time employees and employees with family responsibilities can also take part.

Part-time jobs should also be set up for management positions, as far as this is possible within the company.

Part-time employees and former furloughed workers should be given the same professional opportunities. Periods of family-related leave of absence and part-time work must not have a negative impact on applications and hiring. This also applies to certificates and official assessments as well as to the transfer of higher-level tasks.

In the case of part-time employment, the amount of work must be adjusted to the agreed reduction in working hours.

If part-time employees wish to return to full-time employment, the department should give them this opportunity as a priority within the scope of the position plan, while taking into account the legal framework. Further measures can be found in the catalogue in the appendix (see point 6).

5.5) Promoting further training and career advancement

In areas where women are underrepresented, women should be supported through appropriate further training and further education measures in order to prepare them to take on higher-level tasks and management functions if this can be expected to meet their needs.

According to the head office's presentation, those on leave can, if they can combine it with their private obligations, be offered substitute work in the office in order to maintain contact with the office. This also includes, for example, the offer of part-time employment.

Further measures can be found in the catalogue in the appendix (see point 6).

5.6) Preventing direct discrimination against women

When preparing official appraisals, there must be no discrimination based on gender or on the basis of family responsibilities. When making the assessment, managers must ensure that gender-specific differences do not lead to a poorer rating, especially due to different leadership styles. This applies equally to performance-related pay and performance bonuses for civil servants when determining performance.

Particular care must be taken to ensure that part-time work, leaves of absence and the fulfilment of family responsibilities do not have a detrimental effect.

6. Catalogue of measures

<i>Field of action</i>	<i>Measures</i>	<i>Date</i>	<i>responsibility</i>
To 5.3. Raising the awareness of managers about the issue of equality	Managers should regularly take part in training on the topic of equality	<i>regularly</i>	Directorate/ Headquarters
To 5.4. Eliminate the underrepresentation of women 5.4.1. Job advertisement exercises	According to Section 8 of the Federal Equal Opportunities Act, women are to be specifically addressed by superiors for suitable positions in areas where there is under-representation and encouraged to apply for such positions.	<i>by requirement</i>	<i>Management</i>
To 5.4. Eliminate the underrepresentation of women 5.4.2. Applications and hiring	The selection committee for job interviews should have equal representation in order to appropriately represent the different perspectives of women and men. Deviations from this procedure must be recorded.	<i>by requirement</i>	<i>Headquarters/ Directorate</i>
	At least as many women as men must be invited to the selection interviews, provided that there are a sufficient number of applications from women who meet the required qualifications.	<i>by requirement</i>	<i>Headquarters/ Directorate/ Management</i>
	When it comes to new hires and replacements, women must be given priority if they have the same suitability, skills and professional performance, as long as there is under-representation in the relevant area. In addition, it must be ensured that the opportunities of part-time employees are preserved when filling positions and that no disadvantages compared to full-time employees occur.	<i>by requirement</i>	<i>Headquarters/ Directorate</i>
To 5.4. Eliminate the underrepresentation of women 5.4.3. In improving the compatibility of family and work, the SIM supports the proposal to set up a central company kindergarten run by the SPK at the Cultural Forum, which also offers the opportunity to use it to	The SIM supports the proposal to set up a central company kindergarten run by the SPK at the Cultural Forum, which also offers the possibility of using it to bridge short-term child-care shortages.	<i>promptly</i>	<i>Headquarters</i>
	The office has a parent-child room. Such a room is intended to make it possible for employees to bring their child to the institute in the event of short-term care shortages and to look after their child and carry out their duties in a room that has been prepared accordingly and adapted to	<i>completed</i>	<i>Directorate/ Administration, local staff advisor, Equal Opportunities Officer</i>

bridge short-term childcare shortages.	the needs, in order to avoid or at least reduce periods of absence.		
To 5.4. Eliminate the underrepresentation of women 5.4.3. Improving the compatibility of family and career	The employees are comprehensively informed by the head office about the possibilities of making working relationships more flexible and their effects when fulfilling family responsibilities and about the corresponding collective bargaining and legal provisions (e.g. the possibility of part-time employment and leave of absence), if necessary, also in personal conversations	<i>By requirement</i>	<i>Headquarters</i>
	According to the head office, those on leave should be invited to a consultation in good time before their leave of absence expires, in which they will be informed about their employment options after their leave of absence (§ 14, 3 BglG). To this end, the human resources department should send a letter to the relevant superiors, drawing attention to the return of the person on leave in a timely manner and inviting them to a corresponding consultation.	<i>By requirement</i>	<i>Headquarters</i>
To 5.5. Promotion of further training and professional advancement	According to the head office's presentation, further training and qualification measures must be increasingly offered to part-time employees and employees with family responsibilities. To this end, new training methods should be developed. In addition, offers of workplace-related training measures should be expanded and the individual situation of employees and their needs should be taken more into account.		<i>Headquarters</i>
	A number of measures should be taken for those on leave to make it easier for them to return to working life. This includes, for example, the regular sending of information material about possible training courses. The queries for planned in-house events should contain wording that enables and ensures the inclusion of those on leave. In addition, targeted training offers should be sent to those on leave so that the necessary further training measures can be carried out as early as possible to help shape their return to work	<i>regularly</i>	training officer/ Directorate

To 5.5. Promotion of further training and professional advancement	These measures should be planned as close as possible to the expected return to working life. The time spent on this is then working time and should be able to be compensated for at a later date. If necessary training events are participated in during the leave of absence, and childcare costs arise, the head office believes that these could be covered by the department.	<i>regularly</i>	<i>Directorate</i>
	As soon as the SIM has connected to the foundation's intranet, it should be checked whether those on leave can be granted access in order to receive important information on an ongoing basis (e.g. about training courses and other events).	<i>promptly</i>	<i>Dep. III SIMPK</i>
	According to the head office, interested employees can be given temporary tasks on a temporary basis (e.g. in the event of vacation absence or long-term illness) so that they can qualify for other positions and expand and demonstrate their knowledge and skills. In any case, they should be informed about relevant offers and opportunities from the department in order to have the opportunity to gain experience. This is especially true in areas where women are underrepresented.	<i>regularly</i>	<i>Headquarters/ Directorate</i>