**PLOTINA Template for GEP measures**

1. Action name\*:
2. Organisation name\*:
3. Organisation type\*

 Higher education institution

 Research centre/institute

1. Organisation size (number of workers)\*:
2. Number of people participating in the action\*:
3. Action level of implementation\*

 Institutional

 Faculty/School

 Department

1. Type of action\*

 Training

 Type 2 (to be defined)

 Type 3 (to be defined)

 Type 4 (to be defined)

 Other:

1. Key area improved by the action\*

 The governance bodies, key actors and decision-makers

 Recruitment, career progression and retention

 Work and personal life integration

 Researchers and research: gender equality and sex and gender perspective

 Integration of sex and gender dimension in teaching curricula

1. Broad objective(s)
2. What data has triggered the following action?
3. What is its aim/objective? What are the expected outcomes/impact?\*
* Is this action linked with other actions which aim towards the same objective? Please state which ones. Have these actions been developed as part of a systemic, wider process/strategy? If so, please provide further details.

**IMPLEMENTATION**

1. Description of the action
	* Target group
	* What does this action entail?
	* Describe the Implementation Process (What, how, who)\*
2. Resources/skills/incentives required
3. Challenges/Resistance

|  |  |
| --- | --- |
| Challenges /Resistance towards implementation | Coping strategies |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Communication
	* What channels are used for communication of the action? To whom they are addressed and why?
	* How is this action communicated/framed?

**RESULTS**

1. Achievement of the results of the action – the output
	* Describe the outputs (e.g. numbers of people participating in the action etc) and outcomes (what did the action do?)\*
	* Has it contributed to the expected result/output?\*
	* How do you rate the results compared to the objective: fully achieved, partially achieved, not achieved (and explain why)**\***
2. Evaluation - outcomes and impacts (individual/collective, short/medium/long)
	* What are the short term and medium to long term changes (impact) achieved as a consequence of the action(s) implemented?
	* Please provide any tools used for the evaluation (E.g. feedback forms, questionnaires, interview guides etc):

**What we learnt and how this information can be transferred to other RPOs?**

1. Tips/strategies/guides /checklists (operating standards)
2. Reflection – what would you do differently? What could you improve in light of the evaluation of the action? What would you do next time?

\* The information provided in the questions marked with an asterisk will be displayed on the web