**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\*

Availability of supports/resources

Awareness raising/Communication

Creation of structures

Data gathering and analysis

Positive action/policy

Training

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

**First part**

1. **Problem (evidence)**
2. **Aims/objectives:** What is its aim/objective? What are the expected outcomes/impact? Has this action been developed as part of a systemic, wider process/strategy? If so, please provide further details
3. **Resources:** Resources/skills/incentives required
4. **Brief outcomes:** Describe the outputs (e.g. numbers of people participating in the action etc) and outcomes (what did the action do?)

**Second Part**

1. **Implementation:** Description of the action: Target group, what this action entails, describe the implementation process (what, how, who)
2. **Long term outcomes/impact:** 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). What are the short term and medium to long term changes (impact) achieved as a consequence of the action(s) implemented?
3. **Challenges/Resistance:** Challenges /Resistance towards implementation
4. **Coping strategies**
5. **Evaluation:** Please provide any tools used for the evaluation (E.g. feedback forms, questionnaires, interview guides etc)
6. **Tips/strategies-Lessons learnt:** What we learnt and how this information can be transferred to other RPOs?
7. **Reflection – what would you do differently?**
8. **Unintended consequences**

\* The information provided in the questions marked with an asterisk are mandatory.