Gender Equality Plan

2026-2030

Empowering education through innovation, inclusion and evidence-informed practice

PARAGON-eduTech | Greece

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Organisation: PARAGON-eduTech

Legal form: Civil non-profit company (AMKE), Greece

Original adoption date: 1 April 2026

Current public edition: 19 September 2026

Review cycle: Annual review; full renewal no later than 31 December 2030

Horizon Europe alignment. This Plan addresses the four mandatory process requirements for a Gender Equality Plan and the five recommended thematic areas used in the Horizon Europe eligibility framework.

1. Institutional commitment and purpose

PARAGON-eduTech is committed to equality, dignity, inclusion and non-discrimination in its governance, employment practices, research and innovation activities, educational work, partnerships, events and public communication. This Gender Equality Plan provides a proportionate framework for a small civil non-profit research and education organisation while meeting the requirements applicable to Horizon Europe research organisations.

The Plan has four purposes:

- prevent discrimination and remove structural, cultural and procedural barriers to equal participation;
- embed gender equality and, where relevant, intersectional analysis into organisational decision-making, research, innovation and educational content;
- set measurable actions, responsibilities, monitoring arrangements and accountability; and
- maintain a safe organisational culture in which gender-based violence, sexual harassment, bullying and retaliation are not tolerated.

Scope. This Plan applies to PARAGON-eduTech's executive and governing functions, employees, researchers, educators, project staff, interns and volunteers. Relevant provisions also apply to external experts, contractors, partners and participants when they work under PARAGON-eduTech's responsibility or take part in PARAGON-eduTech-led activities.

Principles. Implementation follows equal treatment, proportionality, confidentiality, data minimisation, accessibility, intersectionality, transparency, due process and non-retaliation. Measures are adapted to the organisation's size and operating model without reducing the substance of these commitments.

2. Governance, responsibility and dedicated resources

Overall accountability rests with the Executive Director. Day-to-day coordination is assigned to a designated GEP Coordinator, supported by the Executive Team and by staff responsible for project management, communication and safeguarding functions as relevant.

Role	Core responsibility	Minimum commitment
Executive Director	Adopts the GEP, provides oversight, approves corrective action and the annual review.	Formal annual review and decisions as required.
GEP Coordinator	Coordinates implementation, data collection, action tracking, reporting, training and review.	At least 24 dedicated staff-hours per calendar year, with additional time as required.
Executive Team / project leads	Integrate GEP requirements into recruitment, projects, events, research content and team management.	Implementation within ordinary management and project duties.
Equality & Safeguarding Contact	Provides a confidential first point of contact for concerns and supports referral and response procedures.	Availability throughout the year; role reviewed annually.
External expertise, where needed	Provides specialist advice, mediation, training, legal or safeguarding support when internal expertise is insufficient.	Resources approved as needed and recorded in implementation files.

Dedicated resources. PARAGON-eduTech commits protected staff time for GEP coordination and monitoring, access to appropriate gender-equality expertise, and reasonable operational resources for training, accessible communication, data monitoring and external support where required. Resource needs are reviewed annually and recorded through management decisions or implementation notes.

3. Data collection, monitoring and reporting

The GEP is evidence-based. PARAGON-eduTech will maintain sex/gender-disaggregated organisational data to the extent lawful, necessary and proportionate, and will use the findings to identify imbalances, review objectives and determine corrective measures. Individuals will be offered a "prefer not to say" option where appropriate, and personal data will be handled in accordance with applicable data-protection requirements.

Monitoring will cover, where data exist and disclosure is safe:

- overall personnel and project-team composition by sex/gender and role category;
- representation in leadership, management and decision-making roles;
- recruitment: applicants, shortlisted candidates and appointments by sex/gender, where collection is lawful and proportionate;
- career progression, role changes and access to professional development;
- participation in gender-equality and unconscious-bias training;
- participation and speaking or leadership roles in major organisational events and project activities;
- research and innovation projects screened for the relevance of sex/gender and intersectional dimensions; and
- anonymised safeguarding or harassment concerns and resolution status, without publishing identifiable case information.

Reporting cycle. The GEP Coordinator will prepare an internal monitoring review every year. A concise public progress update may be issued where meaningful data can be reported without identifying individuals. Where the organisation's small size creates a re-identification risk, quantitative cells will be suppressed or aggregated and progress will be reported narratively. The full GEP is reviewed annually and revised where monitoring, organisational change or legal/programme requirements justify it.

Internal baseline record. The following indicators are maintained internally and updated annually. They are not necessarily published where small numbers could identify individuals.

Indicator	Women / female	Men / male	Other / prefer not to say / not collected
Personnel / regular staff	Internal record	Internal record	Internal record
Executive / decision-making roles	Internal record	Internal record	Internal record
Researchers / project staff	Internal record	Internal record	Internal record
New appointments in reporting year	Internal record	Internal record	Internal record
GEP training participants	Internal record	Internal record	Internal record

4. Awareness, training and capacity building

PARAGON-eduTech will maintain an annual gender-equality awareness and capacity-building programme. Training will be proportionate to roles and may be delivered internally, through recognised open resources, or by qualified external experts.

Action	Target group	Target / indicator	Frequency
GEP induction and rights/responsibilities briefing	All staff and project personnel	All new staff receive information within three months of joining.	On induction / onboarding
Gender equality and unconscious-bias training	Staff and decision-makers	At least one annual session; target ≥80% staff participation and 100% of decision-makers at least once every two years.	Annual
Gender dimension in R&I / educational content	Researchers, educators and project leads	Relevant project teams receive guidance before design or content milestones.	At least annually and project-specific
Harassment prevention and response awareness	All staff and relevant project personnel	Reporting routes and non-retaliation principles communicated to all personnel.	Annual reminder + induction

5. Work-life balance and organisational culture

Objective: sustain an organisational culture in which caring responsibilities, flexible work needs and personal circumstances do not create avoidable disadvantage, while maintaining project and operational obligations.

Measure	Indicator / target	Timing	Responsibility
Use flexible or hybrid working arrangements where role and project requirements allow; document exceptions consistently.	Availability of flexible arrangements communicated to all personnel; barriers raised are reviewed annually.	Ongoing	Executive Team / line managers
Schedule core meetings and training, where practicable, within reasonable working hours and with advance notice.	Meeting practices reviewed annually; avoid systematic disadvantage to carers or part-time staff.	Ongoing	Project leads / meeting organisers
Promote a culture that respects leave, caregiving responsibilities and boundaries outside agreed working time.	Annual staff pulse includes a work-life and culture item; issues trigger corrective discussion.	Annual	GEP Coordinator / Executive Team

Measure	Indicator / target	Timing	Responsibility
Use inclusive and non-stereotypical language and imagery in internal and external communication.	Major institutional and project communication is subject to inclusive-language review.	Ongoing	Communication lead / project leads

6. Gender balance in leadership and decision-making

Objective: ensure equal opportunity to participate in leadership, representation, advisory and decision-making roles, while respecting merit, competence and the constraints of a small organisation.

Measure	Indicator / target	Timing	Responsibility
Monitor gender composition of leadership, executive, project-lead and decision-making roles.	Annual disaggregated review completed; imbalances documented and considered in succession and assignment decisions.	Annual	GEP Coordinator / Executive Director
Seek balanced representation in committees, panels, project teams and public-facing roles where PARAGON-eduTech controls appointments.	For groups of five or more, use 40% as a practical balance benchmark where the available talent pool makes this feasible; material exceptions are recorded.	Ongoing	Executive Director / project leads
Create transparent opportunities for staff to lead tasks, outputs, events and proposals.	Leadership opportunities communicated openly; participation reviewed annually by gender.	Ongoing	Executive Team / project leads

7. Recruitment and career progression

Objective: reduce bias in recruitment, assignment of responsibilities, professional development and progression.

Measure	Indicator / target	Timing	Responsibility
Use gender-neutral and inclusive vacancy or project-role language and clearly stated selection criteria.	All new calls and vacancies reviewed against an inclusive-language checklist.	From current edition	Hiring manager / GEP Coordinator
Use structured, documented selection based on predefined criteria and, where feasible, mixed-gender assessment panels.	Formal recruitment decisions retain selection criteria and a decision record; panel composition is monitored.	Ongoing	Executive Director / hiring manager
Monitor access to training, conference participation, leadership opportunities and professional development.	Annual review by gender; unexplained recurring imbalances trigger corrective action.	Annual	GEP Coordinator / project leads

Measure	Indicator / target	Timing	Responsibility
Provide reasonable accommodation and avoid discriminatory assumptions related to pregnancy, parenthood, caregiving, age, disability, gender identity or other protected characteristics.	Zero tolerance for discriminatory selection or progression criteria.	Ongoing	Executive Director / hiring manager

8. Gender dimension in research, innovation and educational content

Objective: ensure that sex/gender and relevant intersectional dimensions are considered in research, innovation, educational design, digital content, AI-supported work and evaluation whenever they are scientifically or socially relevant.

Measure	Indicator / target	Timing	Responsibility
Apply a gender-relevance screening question to new R&I proposals and substantial research or educational activities.	New R&I proposals/projects documented as relevant, not relevant, or requiring further review.	At design stage	Director of R&D / project leads
Where relevant, integrate sex/gender and intersecting variables into research questions, sampling, data collection, analysis and reporting.	Relevant projects document the integration approach in methodology and reporting.	Project-specific	Research / project leads
Review educational, digital, civic-tech, gamified and AI-supported content for representation, stereotypes, accessibility and potential gender bias.	Major learning/content packages developed by PARAGON-eduTech undergo documented content review before release.	Before release	Content lead / project lead
Use inclusive participation and dissemination practices in events, panels, stakeholder engagement and communication.	Speaker and participant diversity considered for major events; avoidable imbalances addressed where feasible.	Ongoing	WP / event leads / communication lead

9. Gender-based violence, sexual harassment and safeguarding

PARAGON-eduTech applies zero tolerance to gender-based violence, sexual harassment, sexual misconduct, stalking, bullying or other gender-related intimidation in the workplace, online environments, travel, conferences, training, research or project activities under its responsibility. Retaliation against a person who raises a concern in good faith or participates in a review is prohibited.

Reporting and response principles:

- at least one confidential internal Equality & Safeguarding Contact and an alternative contact are designated and communicated internally;

- concerns may be raised informally for advice or formally for action; urgent safety risks are escalated immediately;
- complaints are handled promptly, impartially and on a need-to-know basis, with fair treatment of all parties;
- where internal independence cannot be assured, external expert, mediation, legal or safeguarding support may be used;
- appropriate interim protective measures may be adopted while a matter is reviewed;
- records are minimised, secured and retained only as necessary; and
- nothing in the internal process prevents a person from contacting competent public authorities, emergency services or external support services.

Measure	Indicator / target	Timing	Responsibility
Maintain and communicate a confidential internal reporting route.	Reporting route and current contacts are communicated internally to all personnel and updated when roles change.	Ongoing; annual reminder	Executive Director / Safeguarding Contact
Provide preventive awareness on harassment, consent, professional conduct and non-retaliation.	At least one awareness activity each year.	Annual	GEP Coordinator
Track cases only in anonymised or aggregate monitoring form.	Annual monitoring confirms number and status of cases without identifying individuals.	Annual	Safeguarding Contact / Executive Director

10. Implementation roadmap and measurable targets

Implementation is continuous. The milestones below apply to the current public edition and subsequent annual review cycles.

Milestone	Timing	Evidence retained	Accountable role
Maintain the signed GEP as a public institutional document.	Continuous	Signed PDF and public webpage link	Executive Director / GEP Coordinator
Maintain written designation of the GEP Coordinator and Equality & Safeguarding contacts.	Reviewed annually	Internal designation / communication record	Executive Director
Maintain the confidential personnel baseline and monitoring register.	Updated annually	Baseline table / monitoring file	GEP Coordinator
Deliver staff and decision-maker awareness and training.	At least annually	Agenda/materials and attendance record	GEP Coordinator
Use gender-relevance screening in project and proposal workflows.	At design stage	Completed screening records	Director of R&D / project leads

Milestone	Timing	Evidence retained	Accountable role
Complete annual GEP implementation review.	Annually	Monitoring report and management review note	GEP Coordinator / Executive Director
Prepare successor GEP or formal extension decision.	By Q4 2030	New plan or formal extension decision	Executive Director / GEP Coordinator

11. Documentation and evidence of implementation

PARAGON-eduTech maintains a proportionate implementation file so that the commitments in this Plan can be demonstrated if requested by a funding authority or auditor. Evidence may include:

- the signed and dated GEP and proof of public publication;
- formal adoption or management approval records, where applicable;
- designation of the GEP Coordinator and safeguarding contacts;
- annual sex/gender-disaggregated monitoring tables and review notes;
- training plans, materials, invitations and attendance records;
- inclusive recruitment templates/checklists and anonymised selection records;
- gender-relevance screening records for R&I proposals/projects;
- content-review or inclusive-language checklists for learning and digital materials;
- records of resource allocation, external expertise or relevant management decisions; and
- anonymised safeguarding case logs and evidence of preventive communication, where applicable.

12. Publication, communication, privacy and review

The signed GEP is published on PARAGON-eduTech's public website and communicated to personnel and relevant project teams. Public versions contain only institutional contact channels. Personal email addresses, telephone numbers, home or registered-office details, and the names of confidential safeguarding contacts are not published unless there is a clear operational reason and consent to do so.

Current reporting and safeguarding contacts are communicated internally. Public enquiries may be made through PARAGON-eduTech's normal institutional channels available on its website.

This Plan is reviewed annually and may be amended earlier where monitoring identifies material gaps, the organisation changes substantially, or Horizon Europe or applicable legal requirements change. Material amendments are formally approved and communicated.

Annex 1. Horizon Europe alignment

The table below maps the Horizon Europe Gender Equality Plan eligibility elements to the relevant sections of this document.

Horizon Europe GEP element	Evidence in this Plan
Public formal document signed/adopted by top management	Cover, document control, Section 12 and Formal adoption page
Dedicated resources and expertise	Section 2
Sex/gender-disaggregated data collection and monitoring	Section 3 and Section 10

Horizon Europe GEP element	Evidence in this Plan
Training and awareness raising for staff and decision-makers	Section 4
Work-life balance and organisational culture	Section 5
Gender balance in leadership and decision-making	Section 6
Gender equality in recruitment and career progression	Section 7
Gender dimension in research and/or educational content	Section 8
Measures against gender-based violence, including sexual harassment	Section 9

Policy and guidance basis

This Plan has been prepared with reference to the European Commission and European Research Executive Agency guidance on the Horizon Europe Gender Equality Plan eligibility criterion.

- European Commission: Gender equality in research and innovation
- European Research Executive Agency: Gender in EU research and innovation
- European Commission: Horizon Europe GEP frequently asked questions

Formal adoption

PARAGON-eduTech adopted this Gender Equality Plan on 1 April 2026 as its institutional framework for gender equality. The Plan is a living document, subject to continuous implementation, monitoring and periodic review. This current public edition incorporates revisions made during implementation and was formally approved and signed on 19 September 2026.

Adopted by: PARAGON-eduTech

Name: Georgia Dimitrakopoulou

Position: Executive Director

Original adoption date: 1 April 2026

Current public edition approved and signed: 19 September 2026

Signature:

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