



HTA Austria
Austrian Institute for
Health Technology Assessment
GmbH

Gender Equality Plan (GEP)

Gender Equality Plan

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1 HTA Austria - Austrian Institute for Health Technology Assessment (AIHTA) GmbH

The HTA Austria - Austrian Institute for Health Technology Assessment (AIHTA) GmbH (company with limited liability) started in March 2020 - as the successor institution of LBI-HTA. AIHTA pursues - as stated in the company's contract - the purpose of conducting research and development projects (see §459e ASVG/ General Social Security Act). The aim is to provide unbiased, transparent and comprehensible, interdisciplinary scientific support to the administration of the Austrian health care system. The research activities are carried out without the intention of making a profit; the company pursues exclusively and directly non-profit purposes.

The AIHTA works with an annual budget of € 1,360,000 and is financed by eleven shareholders: 42% each from funds of the Federation of Austrian Social Insurance Institutions (DVSV) as well as the health fund of the nine federal states (€ 571,200 each) and 16% (€ 217,600) from funds of the Federal Ministry of Labour, Social Affairs, Health and Consumer Protection (BMSGK). 81% of the resources are available for shareholder-defined projects, 19% may be used for self-defined research. Approximately, further € 130,000 in third-party funding is raised annually (EU-projects). The HTA Austria - Austrian Institute for Health Technology Assessment (AIHTA) GmbH works with (about)

- 19 employees – 16.8 full-time equivalents (2022)
- of these, 14 employees (74%) are researchers, 14 (74%) are female.

2 Work-life balance and organisational culture

The concept of life phase-oriented working time models considers the different life phases of employees. The primary factors are the duration and location of working hours. As an employer, the AIHTA strives to improve the balance between private and family life for greater equal opportunities and increased job attractiveness for qualified applicants. Particularly in the field of science, we assume that greater time sovereignty leads to heightened performance and innovation capacity, as well as to employee satisfaction.

The following models are already in use at AIHTA:

- Part-time
- Parental leave and parallel part-time employment
- Educational leave, part-time
- Working from home up to 50% of normal working hours, irrespective of career level, for some employees up to 100%
- Flexible working hours framework
- By Austrian employment law 10 leave days in the case a child is sick can be taken.

For team meetings, it is recommended to schedule family-friendly time slots or to offer them in hybrid form (both face-to-face and via meeting software). Various tools (e.g.: Zoom) are available for holding video conferences. Employees on leave are included in essential department information and are invited to events.

Table 1: Workforce working full-time, by gender, as of November 2022

Age of staff	Total n of staff	Working full time	N of females	Working full time
60+	1	1	1	1
50-59	5	3	4	2
40-49	1	0	1	0
30-39	9	8	6	5
20-29	3	2	2	1

3 Language use in reports

The use of gender-appropriate wording is intended to ensure the inclusion and visibility of all genders, but also to ensure good text comprehension and accessibility when using voice output software.

The AIHTA proceeds as follows:

1. For written communication in German, use of the star (*) for gender-inclusive personal designations.
 - a. der*die Mitarbeiter*in, ein*e Mitarbeiter*in, seine*ihre Mitarbeit
 - b. der*die Forscher*in, ein*e Forscher*in, seine*ihre Forschung
2. If required, use gender-neutral participle forms.
 - a) Employee (Mitarbeitende)
 - b) Researchers (Forschende)

We avoid general clauses such as "masculine terms should be read as including both men and women".

4 Gender balance in leadership and decision-making

AIHTA collects data on gender and gender equality promotion annually.

Table 2: Gender balance in leadership and decision-making

AIHTA Staff member	2020	2021	2022
Proportion of women in management positions (n=2)	100%	100%	100%
Proportion of women in controlling positions (n=1)	100%	100%	100%
Proportion of women in senior research positions/ supervision of research programmes (n=4)	100%	75%	75%
Proportion of women in administrative/secretariat position (n=2)	50%	50%	50%
Proportion of women in research staff (n=10)	60%	60%	60%
Scientific Advisory Boards (SAB)			
Proportion of women in SAB (n=5)	60%	60%	60%

*Calculated as proportion of women in respective category

Currently females are over-represented in all positions except administrative functions. The aim is to monitor the proportions and set activities if the proportion of females in leadership positions is falling below 50%. This goal is to be achieved mainly by improving working and career conditions for women, as detailed in the individual chapters of this Gender Equality Plan. The AIHTA salary scheme is oriented on the collective agreement for non-university research institutes (though a full-time contract at the AIHTA relates to 37,5 hours/ week vs. 38,5 hours/ week in the collective agreement for non-university research).

5 Gender equality in recruitment and career progression

AIHTA takes gender aspects into account in job advertisements and recruitment to ensure the greatest possible fairness and freedom from discrimination, as well as to avoid gender bias. In job advertisements, we take care to use gender-neutral language (see above). New staff members are accompanied during their first year by a senior researcher.

Professional training is offered to all staff-members and can be attended during the work time:

- media training
- scientific writing
- advanced training in methodology
- training of individual skills

Individual feedback conversations are led by the senior management after each project and individual development plans are compiled. The managers actively motivate females in career development to overcome typical barriers for women entering leadership positions (e.g., lack of confidence despite qualification). 100% of employees with degrees lower than PhD can use one day per week for their advanced academic development (PhD, Dr. Master).

6 Integration of the gender dimension into research and teaching content

Gender and diversity aspects are taken into consideration in any research or other types of activities at the AIHTA: Quantitative data and other results are presented in a gender-disaggregated form (males/females/other) if such information is available. Otherwise gaps in gender-specific data are pointed out. In case the AIHTA organises events such as symposiums, we pay attention to gender-equality in selecting speakers or panellists. The management team encourages staff to increase their awareness regarding possible discrimination based on gender (or other forms of discrimination) by sharing own observations/ experiences (e.g. ratio of male/female speakers in external events) with the team and stimulating open discussions about them.

IMPRESSUM

Media owner and publisher:

HTA Austria – Austrian Institute for Health Technology Assessment GmbH

Garnisongasse 7/Top 20 | 1090 Vienna – Austria

<https://www.aihta.at/>

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