

Razvojni Centar ARGONET

GENDER EQUALITY PLAN (GEP) PLAN RODNE RAVNOPRAVNOSTI

EU-Grade Compact Institutional Model

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Approved by: Mile Gluvacevic, President

Signature: Mile Gluvacevic

Executive summary

RC ARGONET commits to gender equality, inclusion, non-discrimination, and a safe working environment. This Gender Equality Plan (GEP) is a compact institutional model aligned with Horizon Europe expectations: public availability, dedicated resources, gender-disaggregated data collection/monitoring, staff training, and measurable actions across key thematic areas.

Given our small team and expert-matrix delivery model, we prioritize lean governance, clear procedures, audit-ready evidence, and project-level gender mainstreaming. This GEP applies to all staff, long-term contractors, and anyone representing RC ARGONET in projects and events.

1. Scope, definitions, and principles

Scope. This GEP applies to: (i) the Assembly, President, and all governing bodies; (ii) staff and interns; (iii) long-term experts/consultants contracted for delivery; and (iv) volunteers where relevant. Project consortia partners are encouraged to align with equivalent standards within their organizations.

Principles. Equality, equity, and inclusion; zero tolerance of discrimination, harassment, and retaliation; confidentiality in complaints; fair and transparent recruitment and advancement; work-life balance; and integration of the gender dimension in project design, delivery, monitoring, and communications.

Intersectional lens. Where feasible, we consider how gender interacts with age, rural/urban context, disability, ethnicity, socio-economic status, and other factors to shape unequal outcomes.

2. Governance structure and responsibilities

The following governance and roles ensure implementation and accountability:

- **Assembly oversight.** Receives annual GEP report and endorses major updates.
- **President (Accountable).** Overall responsibility for implementation, resourcing, and sanctioning in cases of misconduct.
- **Gender Equality Focal Point (GEFP).** Designated staff member (or contracted expert) with minimum 0.1 FTE equivalent. Coordinates actions, data, training, and reporting.
- **Gender Equality Committee (GEC).** Three members (President, GEFP, one staff/Coordinator or external advisor). Meets quarterly. Reviews indicators, risks, and corrective actions.
- **Project Coordinators.** Apply gender mainstreaming in proposals and delivery (gender analysis, sex-disaggregated data, inclusive participation, safeguarding).
- **Administration/Finance.** Maintains secure records (training attendance, staff data, complaints log) consistent with data protection rules.

3. Dedicated resources

RC ARGONET allocates the following minimum resources:

- GEFP time allocation: minimum 0.1 FTE equivalent (or documented monthly hours for small teams).
- GEC meetings: quarterly (minimum 4 per year) with minutes and action points.
- Training budget: minimum EUR 300/year (or equivalent in project overheads) for modules and facilitation.
- Data & reporting: secure storage for datasets and evidence (attendance lists, agendas, evaluation forms, recruitment records, incident logs).
- External expertise: on-demand support for specialized trainings (harassment prevention, inclusive facilitation, gender in project design).

4. Baseline and data collection

Because RC ARGONET is a small organization, percentage changes can be volatile. We track both absolute numbers and percentages, and interpret trends over multiple years.

4.1 Minimum gender-disaggregated dataset (collected annually)

- Headcount by role category (governance, staff, coordinators, long-term contractors) and contract type.
- Recruitment pipeline (when applicable): applicants, shortlist, hired.
- Participation in trainings (by gender and role).
- Leadership/decision-making participation (Assembly, committees, project steering roles).
- Project-level participation of beneficiaries/participants (sex-disaggregated where applicable and ethical).
- Incidents/complaints: number, category, time to closure, outcomes (anonymized).

4.2 Baseline snapshot (2026)

Indicator	Baseline (2026)	Target (2028)	Frequency	Owner
Programme Coordinators (F/M)	1F / 3M (25% F)	≥40% underrepresented gender	Annual	GEFP
Staff headcount (F/M)	4 total: 2F / 2M (50% F)	Reported annually	Annual	Admin/GEFP
Training completion	2026: 75% (9/12 people: 3/4 staff + 6/8 long-term contractors)	≥90% annually	Annual	GEFP
Projects with gender assessment	EU proposals: 100% (2/2) All projects: 60% (3/5)	100% EU proposals; ≥80% projects	Project + annual	Project Coordinators
Complaint mechanism	Operational (informal + formal channels) 2026: 1 informal case, resolved in 14 days; 0 formal cases	Two-channel + timelines + log	Annual	President/GEFP

5. Objectives and measures (2026–2028)

RC ARGONET implements measures across five thematic areas aligned with Horizon Europe expectations: work-life balance and organizational culture; gender balance in leadership and decision-making; gender equality in recruitment and career progression; integration of the gender dimension in projects; and measures against gender-based violence and sexual harassment.

5.1 Work-life balance and inclusive organizational culture

- Flexible work arrangements where feasible (flex hours, remote work).
- Fair distribution of travel/fieldwork (consider care responsibilities).
- Inclusive language and gender-sensitive facilitation in meetings and events.
- Return-to-work arrangements after family-related leave.

5.2 Gender balance in leadership and decision-making

- Aim for ≥40% representation of the underrepresented gender in committees/panels where feasible.
- Gender-balanced panels where possible; document mitigation if not feasible.
- Equal access to visibility (speaking roles, media, representation) and leadership development.

5.3 Recruitment, retention, and career development

- Gender-neutral job ads and selection criteria; avoid gendered language.
- Structured scoring and documented decisions for recruitment and consultant selection.
- Equal access to professional development and mentoring.
- Periodic remuneration fairness check as staffing scales grow.

5.4 Integration of the gender dimension in projects and services

- EU proposals include gender relevance assessment (Annex B) and sex-disaggregated indicators where relevant.
- Ethical collection of participation data to improve inclusion.
- Deliverables (training materials, tools, events) apply gender-sensitive design.
- Where relevant (e.g., digital tools), assess bias and unequal access (connectivity, literacy, rural constraints).

5.5 Measures against gender-based violence and sexual harassment

- Zero-tolerance and prohibition of retaliation.
- Two-channel reporting (informal/formal) with confidentiality and timelines (Section 7).
- Annual awareness session (respectful workplace, bystander basics, reporting pathways).
- Referral information for external support services when needed.

6. Implementation plan (action matrix)

Audit-ready action matrix: each action has an owner, timeline, KPI, and evidence.

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Action	Deliverable	Timeline	Owner	KPI / Target	Evidence / Budget
Appoint GEFP + establish GEC	Decision + ToR + calendar	Q1 2026	President	GEFP named; GEC meets 4x/yr	Decision, minutes / Internal
Secure GEP evidence folder	Folder structure + access rules	Q1 2026	Admin/GEFP	100% evidence stored	Folder index / Internal
Baseline dataset collection	Annual dataset v1	Q1 2026 then annual	GEFP	Dataset produced and approved	Dataset summary / Internal
Mandatory induction module	Induction checklist	Q2 2026 then ongoing	GEFP	100% new staff/contractors inducted	Signed checklist / Internal
Annual staff training	Training session + materials	Q3 2026 then annual	GEFP	≥90% completion annually	Agenda, attendance / ≥€200
Project gender checklist	Checklist integrated in RCA-PMP-006	Q2 2026	Coordinators	100% EU proposals include checklist	Proposal file / Internal
Indicator guidance	Template for sex-disaggregated indicators	Q2 2026	GEFP	Applied in ≥80% projects with participants	Logframe annex / Internal
Complaint mechanism upgrade	Informal+formal procedure + log	Q2 2026	President/GEFP	Ack ≤5 days; closure ≤30 days*	Procedure, log / Internal
Annual public GEP report	1–2 page report	Q4 2026 then annual	GEFP	Report published	Report PDF/link / Internal
Mid-term review	Targets + actions updated	Q4 2027	GEC	Corrective actions agreed	Minutes / Internal

*Where feasible; complex cases may require longer with documented justification.

7. Complaints and reporting mechanism

RC ARGONET provides safe, confidential channels to report discrimination, harassment, sexual harassment, or retaliation. This mechanism complements related internal policies (Anti-Fraud, Data Protection, Project Management).

7.1 Reporting channels

- Informal: speak with GEFP or President for advice/mediation (no written complaint required).
- Formal: submit a written complaint to GEFP or President (email or sealed letter).
- Alternative: if the complaint involves the President, report to the Assembly-designated contact person.
- Emergency/external: where safety is at risk, contact external support services and/or competent authorities.

7.2 Process and timelines

- Acknowledgement within 5 working days.
- Initial assessment and protective measures (if needed) within 10 working days.
- Investigation and decision normally within 30 calendar days (extend only with justified reasons).
- Outcome communicated with confidentiality preserved.
- Retaliation is prohibited; breaches trigger disciplinary/contractual actions.

7.3 Recordkeeping and confidentiality

An anonymized incident log is maintained for monitoring (type, timeline, resolution status). Personal data are processed on a need-to-know basis consistent with data protection requirements.

8. Monitoring, evaluation, and reporting

- Quarterly: GEC reviews indicator dashboard and open risks.
- Annually (Q4): publish a short GEP Progress Report (actions, updated indicators, lessons learned).
- Mid-term (end of 2027): adjust targets/actions if needed.
- End of 2028: evaluate outcomes and adopt the next 3-year GEP.

9. Communication and accessibility

This GEP is published on RC ARGONET channels and shared during onboarding and project kick-offs. Key procedures (training, recruitment, complaints) are summarized in internal templates.

10. Related internal documents

Implemented together with (latest versions):

- RCA-AFP-007 Anti-Fraud Policy (confidential reporting principles)
- RCA-PMP-006 Project Management Procedure (gender mainstreaming and safeguarding in delivery)
- RCA-DPP-004 Data Protection Policy (GDPR-aligned data handling)
- Safeguarding / Child Protection Policy (when working with minors or vulnerable groups)

Annex A. Indicator dashboard template (annual)

Complete annually and include in the GEP Progress Report.

Indicator	Definition	Baseline (2026)	2027	2028	Notes / Actions
Leadership representation	% underrepresented gender in leadership/committees	25% underrepresented gender			
Recruitment pipeline	Applicants/shortlist/hired by gender (where applicable)	1 hire: A=8 (3F/5M), S=4 (2F/2M), H=1F			
Training completion	% staff + long-term contractors trained annually	75% (9/12)			
Project gender assessment	% new proposals/projects with documented assessment	EU proposals 2/2; projects 3/5			
Participant inclusion	Sex-disaggregated participation (where ethical/relevant)	120 total (55F/65M)			
Incidents/resolution	Number and time to closure (anonymized)	1 informal; resolved 14 days			

Annex B. Gender relevance assessment (project checklist)

Use at proposal stage and at project inception.

- Is the project likely to affect women and men differently (roles, access, risks, benefits)?
- Are target groups/beneficiaries described with gender considerations (and other intersecting factors)?
- Are participation targets set (e.g., ≥40% underrepresented gender) where appropriate?
- Are indicators sex-disaggregated where relevant and ethical?
- Are activities designed to reduce barriers (timing, location, care duties, rural constraints, safety)?
- Are safeguarding and complaint channels communicated to participants?
- Do communications and visuals use inclusive language and avoid stereotypes?