



LATVIAN INSTITUTE
OF INTERNATIONAL AFFAIRS

Association reg. No. 50008005351, 21 Pils street, Riga, Latvia, LV-1050, liia@liia.lv, www.liia.lv

Latvian Institute of International Affairs

Gender Equality Plan (GEP)

Published on: 28.09.2023

Signed by: Dr Karlis Bukovskis, Director at the Latvian Institute of International Affairs

The Latvian Institute of International Affairs (LIIA) is committed to promoting gender equality within our organization. We recognize that gender equality is not only a fundamental human right but also essential for achieving our mission effectively and fostering an inclusive, diverse, and equitable workplace.

This Gender Equality Plan (GEP) outlines our commitment to gender equality and sets clear goals and actions to achieve it. It is a formal document available on our institution's website, signed by our top management, and actively communicated within the organization.



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1. Measures of the Gender Equality Plan

The LIIA Gender Equality Plan aligns with the following EU content areas:

- Work-Life Balance and Organizational Culture
- Gender Balance in Leadership and Decision-Making
- Gender Equality in Recruitment and Career Progression
- Integrating the Gender Dimensions into Research and Teaching Content
- Measures Against Gender-Based Violence, Including Sexual Harassment

Latvian Institute of International Affairs (LIIA) Gender Equality Plan (GEP) aims (A) are:

- A1: Improve Organizational Culture and Safety
- A2: Increase Women Faculty in Underrepresented Research Areas
- A3: Ensure Gender Balance in Decision-Making
- A4: Support Young Women Scientists and Provide Dual Career Information
- A5: Enhance Work-Life Balance
- A6: Foster an All-Gender Inclusive Organization
- A7: Provide Support in Conflict Situations

2. Commitment to Gender Equality

By implementing this Gender Equality Plan, LIIA commits to creating a more inclusive, diverse, and equitable workplace where all individuals have the opportunity to thrive regardless of their gender. We will regularly review and update this plan to ensure its effectiveness in promoting gender equality.

LIIA will conduct ongoing awareness-raising and training activities on gender equality. These activities will encompass unconscious gender bias training for staff and decision-makers, as well as communication activities and gender equality training tailored to specific topics or groups.

Work-Life Balance and Organizational Culture, LIIA will promote an open and inclusive working environment by implementing policies that support work-life balance, such as parental leave policies, flexible working arrangements, and support for caring responsibilities. We will also strive to enhance the visibility of women within our organization and externally, ensuring their contributions are properly valued.

Gender Balance in Leadership and Decision-Making, LIIA is committed to increasing the representation of women in leadership and decision-making positions. We will provide targeted gender training for decision-makers, adapt selection and appointment processes to promote gender balance, consider gender quotas, and enhance transparency in committee memberships.

Gender Equality in Recruitment and Career Progression, we will critically review our selection procedures to identify and address biases that may hinder women's career development. This includes establishing recruitment codes of conduct, involving



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gender equality officers in recruitment and promotion committees, identifying women in underrepresented fields, and implementing organization-wide workload planning models.

Integration of the Gender Dimension into Research and Teaching Content, LIIA will incorporate sex and gender analysis into our research and educational outputs. We will prioritize research that incorporates the gender dimension, develop methodologies for sex and gender analysis, and provide support and capacity-building for researchers to integrate these dimensions effectively.

Measures Against Gender-Based Violence, Including Sexual Harassment, LIIA will establish clear institutional policies on sexual harassment and other forms of gender-based violence. These policies will outline expected behavior, reporting mechanisms, investigation procedures, and sanctions. We will provide information and support to victims and witnesses and work to create a culture of zero tolerance toward sexual harassment and violence.

3. Overview of the LIIA Gender Equality Plan

In this section, we outline the aims and corresponding measures that the Latvian Institute of International Affairs (LIIA) commits to implementing between 2023 and 2026 to promote gender equality. In this section we list all aims and sub aims ("A") as well as the corresponding measures ("M").

A1 - Improve Organizational Culture and Safety

A1.1 - Assess Organizational Culture

M1.1 Collect feedback and assess how LIIA employees perceive the organizational culture. This survey will consider various diversity dimensions, including follow-up actions.

A1.2 - Collect Feedback from Departing Scientists

M1.2 Collect feedback from departing scientists through a standardized feedback form and provide opportunities for confidential discussions (up to 6 months after leaving LIIA) to address any issues structurally.

A1.3 - Ensure Fair Workload Distribution

M1.3 Monitor the workload in administrative duties of (assistant) experts, considering different diversity dimensions such as gender, parental status, and seniority, with follow-up actions.

A1.4 - Promote Gender-Sensitive work.

M1.4 Include an option for employees to provide feedback on the gender dimension in their work.

A2 - Increase Women in Underrepresented Research Areas



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M2.1 Establish a system allowing PhDs and postdocs to recommend external women scientists for Programme positions at LIIA.

A3 - Ensure Gender Balance in Decision-Making

A3.1 - Promote Women Representation in Decision-Making Bodies

M3.2 Establish recommended gender ratios for each respective faculty committee to ensure gender balance.

A4 - Support Young Women Scientists and Provide Dual Career Information

M4.1 Establish a time-limited, structured mentoring program for women facing challenges in academia.

A4.2 - Support Scientists Moving to LIIA

M4.2 Make dual career information accessible to young scientists considering relocating to join LIIA.

A5 - Enhance Work-Life Balance

A5.1 - Broaden Leadership Models for Work-Life Balance

M5.1 Evaluate new leadership models within LIIA's administration to accommodate work-life balance.

A5.2 - Review Flextime Agreement

M5.2 Evaluate the current flextime agreement to ensure it accommodates work-life balance effectively.

A5.3 - Support Return to Work after (Parental) Leave

M5.3 Establish an onboarding program to facilitate the transition back to work after a (parental) leave.

A5.4 - Support Fathers with Childcare Responsibilities

M5.4 Actively engage with employees who are becoming fathers and provide support.

A5.5 - Promote Shared Parental Leave

M5.5 Include a section for fathers in the LIIA parent guide to encourage shared parental leave.

A6 - Foster an All-Gender Inclusive Organization

A6.1 - Attract All Genders to LIIA

M6.1 Make LIIA an attractive organization for all genders to apply to.

A6.2 - Ensure Fair Recruitment Processes

M6.2 Conduct an audit of all LIIA recruiting processes to ensure fairness.



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A6.3 - Create an Inclusive Environment

M6.3a Provide the option to assign the third gender in LIIA databases.

M6.3b Ensure gender-neutral language in all LIIA communications.

M6.3c Provide at least one gender-neutral bathroom per building.

A6.4 - Incorporate the Gender Dimension in Research

M6.5a Provide information on the relevance of the gender/diversity dimension in research, including examples.

M6.5b Offer a module on Good Research Practices for young scientists that includes Research Ethics & Integrity and the relevance of the gender/diversity dimension in research.

A7 - Provide Support in Conflict Situations

M7.1 Establish support for various types of conflicts, including sexual harassment.

* For inquiries or additional information about our Gender Equality Plan, please contact: +37129629269

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