NHMRC Survey on Gender Equality Policy Requirements for Administering Institutions

With the release of NHMRC’s *Gender Equality Strategy 2018–2021*, it is timely that NHMRC again reviews how Administering Institutions (AIs) are meeting the seven gender equality requirements in the [*NHMRC Administering Institution Policy*](https://nhmrc.gov.au/about-us/publications/administering-institutions-policy).

To avoid overly burdening AIs, NHMRC has streamlined the process for this review and responses will be submitted via a short online survey. Please note:

* NHMRC recognises that some AIs are members of [Science in Australia Gender Equity](https://www.sciencegenderequity.org.au/) (SAGE) and have/will be applying for the [Athena SWAN Bronze Institutional Award](http://www.sciencegenderequity.org.au/athena-swan-awards/). Membership of SAGE as well as the application for and receipt of a Bronze Award will be considered as part of NHMRC’s assessment of relevant AIs’ gender equality policies.
* If your institution reports annually to the Australian Government [Workplace Gender Equality Agency](https://www.wgea.gov.au/) (WGEA) (non-public sector employers with 100 or more staff) on gender equality matters and is a WGEA [Employer of Choice for Gender Equality](https://www.wgea.gov.au/employer-choice-gender-equality/what-wgea-eocge-citation) citation holder, NHMRC will use these programs to inform our assessment of your AI’s gender equality policies.
* If your institution does not report to WGEA, the survey will ask whether your institution is currently meeting the seven gender equality policy requirements and for you to provide a description about how they are or are not being met. You can also upload documentation or include URLs to support your responses.

At the end of the survey, all AIs have the opportunity to provide any further comments or supporting documentation (either by uploading or including URLs). Please specify the relevant sections of the document(s) and how they relate to the requirements.

To assist AIs in completing this survey, NHMRC has provided the survey questions in this Word document. However, please note that the survey responses will only be accepted through the submission of the online survey.

Instructions for completing the online survey are also provided in this document, after the survey questions (p. 8).

**Questions for all AIs:**

**Question 1**

NHMRC is considering making reference on our website to AIs that are members of [Science in Australia Gender Equity](https://www.sciencegenderequity.org.au) (SAGE), including those that are applying for or have received the SAGE [Athena SWAN Bronze Institutional Award](http://www.sciencegenderequity.org.au/athena-swan-awards/). Would your institution support this initiative?

*Yes / No / Not applicable – my institution is not a member of SAGE*

**Question 2**

Did your institution submit a compliant 2017-2018 annual report to the Australian Government [Workplace Gender Equality Agency (WGEA)](https://www.wgea.gov.au/report)?

*Yes / No*

**Questions for AIs that report to WGEA:**

**Question 3**

NHMRC is considering publishing on our website a list of AIs that have submitted compliant annual reports to [WGEA](https://www.wgea.gov.au/report). Would your institution agree to be part of this list?

*Yes / No*

**Question 4**

Is your institution a current WGEA [Employer of Choice for Gender Equality citation](https://www.wgea.gov.au/employer-choice-gender-equality/what-wgea-eocge-citation) holder?

*Yes / No*

**Question 5**

NHMRC is considering publishing a list of AIs that hold an [Employer of Choice for Gender Equality citation](https://www.wgea.gov.au/employer-choice-gender-equality/what-wgea-eocge-citation) on NHMRC’s website. Would your institution support this initiative?

*Yes / No*

***<Questions 6-7 are not applicable>***

**Question 8**

Are there any comments or further information that you would like to provide?

*Yes / No*

**Question 9 *<if answered yes to Q8>***

Please provide any further comments and/or supporting documentation below. If any documents or URLs are provided, please specify the relevant section(s) and how they relate to the seven gender equality requirements in Appendix C of the [*NHMRC Administering Institution Policy*](https://nhmrc.gov.au/about-us/publications/administering-institutions-policy). No character limit, text box will expand for longer answers. PDF, Word and Excel formats preferred.

**Declaration**

I declare that the information provided in this survey is true and accurate to the best of my knowledge and I confirm that all necessary internal approvals have been obtained prior to submission.

*Confirm declaration and provide your name in lieu of signature, position, email address and the name of your institution.*

***<End of survey questions for AIs that report to WGEA>***

**Questions for AIs that do not report to WGEA:**

***<Questions 3-5 are not applicable>***

**Question 6**

Please indicate why your institution did not submit a compliant 2017-2018 annual report to [WGEA](https://www.wgea.gov.au/report). (select from the following options)

*My institution is a public sector employer.*

*My institution is a non-public sector employer with less than 100 employees.*

*Other - please provide comments and/or upload documentation. If you are not compliant with the Workplace Gender Equality Act 2012 please contact WGEA to register to report next year at* [*www.wgea.gov.au*](http://www.wgea.gov.au)*. No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

**Question 7**

Have the seven gender equality requirements in Appendix C of the [*NHMRC Administering Institution Policy*](https://nhmrc.gov.au/about-us/publications/administering-institutions-policy) been adopted in your institution’s policies? Please complete 7.1 – 7.7 below.

1. An institutional strategy that addresses the underrepresentation of women in senior positons in relevant strategic/corporate plans. This strategy should be reviewed frequently to ensure that it is effective and relevant.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. Mentoring and skills training strategies that promote and seek to increase women’s participation.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. The provision of parental/maternity leave and carers leave, as well as transitional support to encourage return to work.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. Working arrangements that cater for individuals with caring responsibilities.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. Remuneration equity between men and women with the same responsibilities.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. Employment strategies that encourage the recruitment, retention and progression of women in health and medical research.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

1. Strategies to address the need for the provision of support for childcare.

*Yes – it has been fully adopted.*

*Working towards / partly adopted.*

*No – it has not been adopted.*

*Describe how your institution has or has not adopted the requirement.*

*You can also upload or provide a URL to any supporting documentation*

*(please specify the relevant section(s) and how they relate to the requirement). No character limit, text box will expand for longer answers.* *PDF, Word and Excel formats preferred.*

**Question 8**

Are there any comments or further information that you would like to provide?

*Yes / No*

**Question 9 *<if answered yes to Q8>***

Please provide any further comments and/or supporting documentation below. If any documents or URLs are provided, please specify the relevant section(s) and how they relate to the seven gender equality requirements in Appendix C of the [*NHMRC Administering Institution Policy*](https://nhmrc.gov.au/about-us/publications/administering-institutions-policy). No character limit, text box will expand for longer answers. PDF, Word and Excel formats preferred.

**Declaration**

I declare that the information provided in this survey is true and accurate to the best of my knowledge and I confirm that all necessary internal approvals have been obtained prior to submission.

*Confirm declaration and provide your name in lieu of signature, position, email address and the name of your institution.*

***<End of survey questions for AIs that do not report to WGEA>***

**Instructions for completing the online survey:**

* The online survey questions have been provided in this Word document. You can use this to draft answers to the questions and seek relevant approvals. However, your survey responses will only be accepted through the submission of the online survey.
* **Once in the online survey, you will not be able to go back and review responses to previous questions.**
* **Clicking on the ‘First’ button will delete your previous responses and take you back to the first question.**
* The survey can be completed in multiple sittings. To save your responses, ensure that cookies are enabled in your web browser. Then click on the ‘Save and come back later…’ button and input an email address. You will be emailed a link to come back to the last question that you answered.
* Once you have submitted the survey, you will be emailed a PDF copy of your responses.
* If you have any technical issues or queries about the survey content, please contact NHMRC at WiHS@nhmrc.gov.au or (02) 6217 9372.

All responses will be treated in line with[NHMRC’s Privacy Policy](https://nhmrc.gov.au/nhmrc-privacy-policy). Privacy information about the survey platform (Citizen Space) is available on the [Department of Health’s website](https://consultations.health.gov.au/privacy_policy/).

**We ask that all AIs please complete this survey by 11.59PM (AEDT), Friday 1 March 2019.**