

# Equal Opportunity Plan

Leibniz Institute for  
Tropospheric Research

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Leibniz Institute for  
Tropospheric Research



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## **Preamble**

The Equal Opportunity Plan is an essential instrument of personnel planning and development. Its goal is to promote and sustainably ensure equality for people of all genders at the Leibniz Institute for Tropospheric Research (TROPOS) and to counteract the underrepresentation<sup>1</sup> of women, particularly in the scientific sector. To this end, the Equal Opportunity Plan sets forth goals, establishes corresponding measures for all TROPOS employees, and reviews and adjusts these measures every four years as the plan is updated. The implementation of the Equal Opportunity Plan, as an overall concept, is a special obligation of the Institute's management. The Equal Opportunity Plan serves as a guiding principle for management and is applied in both personnel recruitment and development as well as in the design of working conditions and the institute's culture.

## **Fundamentals of Gender Equality Policy**

The Equal Opportunity Plan realizes the Implementation Agreement on Equality<sup>2</sup>, the Framework Recommendation on Gender Equality of women and men in the Institutes of the Leibniz Association, and Research-Oriented Gender Equality Standards of the DFG. It applies to all TROPOS employees, including those in third-party funded positions and scholarship holders.

## **Goals of the Equal Opportunity Plan**

TROPOS pursues the following overarching goals with the Equal Opportunity Plan:

- Promoting the equality of women and men at the Leibniz Institute for Tropospheric Research
- and
- Counteracting and eliminating the underrepresentation of women in the scientific sector

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<sup>1</sup> "Underrepresentation of women or men is given if the share of one gender in the employees in the individual grade, remuneration and salary groups as well as specializations (areas) is below 50% in each case. For the area of scientific and scientific-technical employees, women or men are considered underrepresented if their share falls below the share of the corresponding gender in the respective previous qualification level." (AV-Glei)

<sup>2</sup> Implementation Agreement to the GWK Agreement on Equality between Women and Men in Joint Research Funding (AV-Glei, as amended on April 22, 2016; BAnz No. 18a of February 4, 2009, p. 18)

## 1 Description of the situation of female employees

To assess the situation of female employees, the administration conducts an annual review and analysis of the workforce structure, which provides insight into the implementation and compliance with equal opportunity measures. The Equal Opportunity Representative and the Directorate receive this overview for their information.

The results of the assessment revealed the following distribution of positions across the individual qualification levels as of December 31, 2024, as shown in annex 1. In the following, the data related to the individual employment groups at TROPOS are evaluated and compared with the status at the time of the preparation of the last Equal Opportunity Plan of 2020.

TROPOS strives to balance the underrepresentation of women in scientific management positions and among scientific staff in the long term. In this context, the following forecast for personnel development at TROPOS should be taken into account.

### Institute and department

TROPOS consists of four research departments and the administrative office. By 2030, three new department head positions will be filled—in chemistry, remote sensing, and modeling—and a new institute director is also being sought.

### Research Staff <sup>3</sup>

Women account for 32.39% of TROPOS's total research staff (including PhD students) (2020: 32.35%). While the proportion of female researchers in the qualification phase is 42.81% (2020: 40.06%), it drops to 18.55% (2020: 23.33%) after the qualification phase. Of the budget-funded positions in the research sector (full-time equivalents, FTE), 17.5% (2020: 18.6%) are held by women, while 39.4% (2020: 40.7%) of third-party funded positions are held by female researchers. Of the 21.9 (2020: 20.9) permanent positions (full-time equivalents, FTE), 5.75 are held by women (26.3%; 2020: 20.67%). Among researchers in the qualification phase, there are 0.5 permanent positions, one of which is held by a woman. Female researchers are thus clearly underrepresented.

When considering the overall proportion of researchers employed at TROPOS, there is an imbalance in budget funding and permanent positions for women. A positive trend is evident (see in annex: Table A2). Action is needed, as women are significantly underrepresented, particularly among researchers with permanent positions. The following tables list the number and full-time equivalents of all employees, broken down by type of funding. The proportion of women is indicated separately in each case.

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<sup>3</sup> In accordance with the Wissenschaftszeitvertragsgesetz (German Act on Temporary Academic Contracts), the qualification phase is 6 years (without a doctorate) or 12 years (with a doctorate) after completion of studies. The qualification phase is extended by two years per child.

Table 1: Number of female employees in the research sector, as well as the proportion of full-time equivalents (FTE), broken down by institutional funding (staffing plan and annex) and third-party funding

| Persons                      | Total/<br>Female | Budget (FTE) |        | external Funding (FTE) |        | Female quota |
|------------------------------|------------------|--------------|--------|------------------------|--------|--------------|
|                              |                  | Total        | Female | Total                  | Female |              |
| <b>Scientist<sup>4</sup></b> | 49/13            | 24,21        | 3,05   | 13,52                  | 4,88   | 21,02        |
| <b>PostDocs</b>              | 40/14            | 2,90         | 1,15   | 30,23                  | 11,00  | 36,67        |
| <b>Doctoral candidates</b>   | 43/22            | 5,20         | 1,95   | 23,80                  | 12,50  | 49,83        |
| <b>Service Scientists</b>    | 8/1              | 2,75         | 0,00   | 6,30                   | 0,75   | 8,29         |
| <b>Total</b>                 | 140/50           | 35,06        | 6,15   | 74,85                  | 29,13  | 32,39        |

Table 2: Number of female employees in full-time equivalents broken down by qualification level, funding source, and permanent employment

|                            | External Fundings |        | Budget |        | Permanent Position |        |
|----------------------------|-------------------|--------|--------|--------|--------------------|--------|
|                            | 2020              | 2024   | 2020   | 2024   | 2020               | 2024   |
| <b>Scientists</b>          | 24,4%             | 33,61% | 16,0%  | 22,43% | 20,30%             | 26,29% |
| <b>PostDocs</b>            | 34,0%             | 36,39% | 11,0%  | 39,66% | 11,00%             | 0,00%  |
| <b>Doctoral candidates</b> | 50%               | 50,7%  | 0,0%   | 44,09% | 0,00%              | 0,00%  |

### Proportion of female Doctoral Candidates

TROPOS aims to stabilize the proportion of female doctoral students—which is relatively high for a science-oriented institute—at 50% in the medium term.

The proportion of female doctoral students at TROPOS stood at 50.7% at the end of 2024 (2020: 51%) and has thus remained nearly constant. This may already reflect the initial success of the new staff agreement on job postings, which requires that all open positions be publicly advertised before being filled.

### Proportion of women among PostDocs

The proportion of women among postdoctoral researchers (following their doctorates) at TROPOS has risen from 30% to 37% since the last gender Equal Opportunity Plan. Through targeted support for our own early-career researchers and the deliberate recruitment of external female experts, we aim to increase this proportion to at least 50% in the medium term.

### Personell Planning

Five new positions will become available by 2030. One of these is the position of Director at TROPOS. In addition, three department head positions and one research associate position in modeling will become available.

This could increase the proportion of women overall and in leadership positions.

<sup>4</sup> The term “researchers” refers here to research staff who have completed their training phase (see 4).

### Proportion of women among the infrastructure personnel

Women account for 55% of the total infrastructure workforce, including workshops and administration (2020: 52%). The breakdown by department is shown in Table 3. Women are underrepresented in the engineering department. Compared to the last Equal Opportunity Plan, the IT department has made significant progress; the proportion of women was 25% in 2020 and is now 42%.

When filling new positions in the infrastructure sector, the goal is to achieve a balanced gender ratio.

Table 3: Employees in the infrastructure sector

| Infrastructure staff           | Number |       | FTE   |       | Proportion of women |
|--------------------------------|--------|-------|-------|-------|---------------------|
|                                | Total  | Women | Total | Women |                     |
| <b>Total</b>                   | 53     | 30    | 47,56 | 26,26 | 55,21%              |
| <b>-thereof administration</b> | 12     | 10    | 10,69 | 8,69  | 81,27%              |
| <b>-thereof library</b>        | 1      | 1     | 1,00  | 1,00  | 100%                |
| <b>-thereof EDV</b>            | 6      | 3     | 3,83  | 1,63  | 42,48%              |
| <b>-thereof laboratory</b>     | 10     | 6     | 9,29  | 5,49  | 59,13%              |
| <b>-thereof technology</b>     | 21     | 8     | 19,75 | 7,45  | 37,72%              |
| <b>-thereof trainees</b>       | 3      | 2     | 3,00  | 2,00  | 66,67%              |

### Proportion of female employees according to duration of working time

Among full-time employees in the research and infrastructure sectors with weekly working hours of 39 or 40 hours, 40,63% are women; among employees with weekly working hours of 30 to 39 hours, 34,15% are women. Of the employees working 20 to 29 hours per week, 52,63% are women; this figure also includes doctoral candidates, who are typically employed for 26 or 30 hours per week. 27 men and 23 women work fewer than 20 hours per week; these are predominantly research assistants or student assistants.

Table 4: Overview of the proportion of female employees by working hours

| Weekly working hours              | Total | Women | Proportion of women |
|-----------------------------------|-------|-------|---------------------|
| <b>Full-time (39/40 h)</b>        | 96    | 39    | 40,63%              |
| <b>Near-full-time (30 – 39 h)</b> | 41    | 14    | 34,15%              |
| <b>Part-time (20 – 29 h)</b>      | 57    | 30    | 52,63%              |
| <b>&lt; 20 h</b>                  | 50    | 23    | 46,00%              |

### Regrouping/Change of employment relationship

Between September 2021 and December 2025, there were a total of 10 reclassifications, 4 of which involved women (40%).

Detailed summary tables on the topics covered in this chapter can be found in the appendix.

## 2 Ongoing gender equality measures

TROPOS's gender equality measures are designed to promote equal opportunities for all genders in the workplace. In particular, they are intended to

- reduce the underrepresentation of women in the scientific community and
- improve work-life balance for people of all genders.

TROPOS's gender equality measures are based on the Implementation Agreement on Equality, the Framework Recommendation on Gender Equality in the Institutes of the Leibniz Association, and the DFG's Research-Oriented Gender Equality Standards. In accordance with these standards, TROPOS agrees to the following catalog of measures.

### ***2.1 Implementation of the target agreement for the “berufundfamilie” audit***

TROPOS received the “berufundfamilie” audit certificate in May 2011 and underwent a re-audit in 2014. As part of this process, measures to promote work-life balance are continuously optimized.

On June 29, 2015, following a re-audit process, TROPOS was awarded the “berufundfamilie” audit certificate for the second time. During the subsequent consolidation phase, TROPOS continued to implement family-friendly measures in accordance with the target agreement in the audit and received its third certificate on June 27, 2018.

On December 10, 2020, the “berufundfamilie” audit certificate was confirmed following a successful dialogue process. In addition, TROPOS received special recognition for its long-standing, sustainable personnel policy that takes family and life stages into account; in 2020, the institute received the certificate with distinction. The certificate must be renewed every three years for quality assurance purposes. The most recent renewal took place in 2025, marking the fifth time the certificate has been awarded.

#### ***2.1.1 Working hours and framework conditions (Audit)***

To facilitate a good work-life balance, TROPOS places great importance on flexible working hours and work locations. Management, the Equal Opportunity Representatives, the project manager for the “berufundfamilie” audit, and the works council collaborate on the design and further development of relevant measures.

Work-life balance is a regular item on the agenda of the monthly staff meeting.

#### **Measures regarding working hours and framework conditions:**

- The company agreement on flexible working hours remains in effect. Working from home in Germany is available to all employees; the scope and conditions are agreed upon with the supervisor on a case-by-case basis
- Events (meetings, conferences, etc.) are typically offered and held in a hybrid format.

- Important appointments and events take place during core working hours.

### **2.1.2 Low-threshold communication and information channels regarding work-life balance (Audit)**

TROPOS organizes and optimizes information and communication channels regarding family-friendly offerings. Internal communication ensures that all employees can stay informed about current and future measures related to work, family, and personal life. Family-friendly offerings are regularly evaluated and further developed based on the results. TROPOS's family- and life-stage-friendly HR policy must also be visible in external communications.

#### **Measures regarding the workplace and work organization:**

- Internal communication:
  - o Update the "berufundfamilie" intranet page as needed
  - o Use and regularly update the "berufundfamilie" flyers
  - o Raise awareness of TROPOS contact persons: Communicate their responsibilities and ensure easy access for all employees
  - o Use annual staff meetings for communication
  - o For new employees:
    - Continue using the TROPOS welcome folder
    - Buddy system (under development)
    - Welcome event
  - o Continue providing information and communication on the topic of caring for family members; materials also available in English
  - o Employee survey on the topic of "berufundfamilie" 2025 (equality)
- external communication:
  - o Continued use of the "berufundfamilie" audit certification logo in internal and external communications (website, letterhead, job postings)
  - o Highlighting family-friendly policies and benefits during recruitment and in the application process

### **2.1.3 Workforce development ("berufundfamilie" Audit)**

Coordinated support measures enable employees to better balance their careers, professional development, and family/personal lives.

#### **Measures in the area of human resources development:**

- Annual performance reviews between supervisors and employees (company agreement and guidelines), with the topic of work-life balance being a part of these reviews

- Company agreement on the promotion of training and continuing education for employees at TROPOS, taking family concerns into account when planning and conducting training programs
- Opportunity for early-career female researchers to participate in the mentoring program offered by the Leibniz Association and the institute
- Workshops for early-career researchers on career paths
- Lectures and workshops on mental health
- Development and finalization of a company agreement for early-career researchers

Further measures are outlined in the target agreement for the “berufundfamilie” audit.

### **2.2 Working hours and leave of absence**

TROPOS offers its employees flexible working hours and the option to work from home. Details are set forth in the company agreement on flexible working hours.

- General support for requests to reduce working hours (part-time) or adjust working hours for family reasons (childcare, caring for relatives)
- Accommodation of individual preferences regarding the structure of part-time work, including the number of hours, start and end times, and work on specific weekdays, within the framework of legal and collective bargaining regulations
- Option to apply for flexible working hours that deviate from the company agreement on flexible working hours
- Enabling participation in staff meetings and internal institute events for part-time employees
- Internal institute events are held before 4:00 p.m. in the interest of all employees with caregiving responsibilities
- Offering a hybrid format for institute events, presentations, and meetings
- Leave of absence or part-time employment must not result in any disadvantage, e.g., with regard to probationary promotion, qualifications, and continuing education for those affected
- Job postings and internal information are also sent to employees on leave upon request

### **2.3 Re-entry**

If professional development activities (such as training to become a master craftsman/woman, a doctoral degree, a postdoctoral qualification, etc.) must be interrupted due to parental leave, part-time work, leave of absence, or prolonged illness, the institute must, upon request, consider whether funds can be provided to allow the continuation of the activity for up to two years. Here, the regulations of the ‘Wissenschaftszeitvertragsgesetz’ (German Act on Temporary Academic Contracts), which can lead to an entitlement to extended employment, must also be taken into account.

Where possible, fixed-term contracts are renewed on a binding basis for three months following family-related leaves of absence, within the scope of existing possibilities, through the respective departments/research groups; support for returning to work is offered.

### **2.4 Social interaction**

A collaborative attitude among all employees, a commitment to equal opportunity, and the prevention of discrimination in day-to-day interactions are a prerequisite for equality-work. In order to put this maxim of the Institute in writing and to create a basis for action for offers of help, the works agreement on social interaction was adopted by the management and works council in March 2021.

Sexual violence and harassment of any kind also entail professional consequences.

In accordance with the company agreement, all Institute members are called upon to contribute to fostering a work environment at all levels that is characterized by mutual respect, tolerance, and fairness in the workplace and enables employees to perform their work free from discrimination, bullying, and harassment of any kind. Should conflicts nevertheless arise, the company agreement provides contact persons and a clear two-step mediation strategy.

The following measures are being taken to raise awareness, prevent issues, and resolve conflicts:

- Announcement of the company agreement "On the subject of social conduct" to all employees as well as the transparent linking on the intranet
- Listing various contact persons on the intranet and providing information and counselling services for those affected by discrimination, harassment, and (sexual) violence
- Provision of informational resources for persons with supervisory, managerial, and training responsibilities
- Provision of a two-stage complaints procedure in the event of a conflict (see company agreement on social interaction) as well as a transparent summary on the intranet
- Psychosocial risk assessment using the digital COPSQ questionnaire (Copenhagen Psychosocial Questionnaire) every 3 - 4 years, as well as the implementation of necessary measures resulting from this by the institute's management

If required, the Equal Opportunity Representative also conducts surveys on the perception and suitability of the offers of the Equal Opportunity Office and on the general situation of employees with regard to equality and work-life balance.

## **3 Gender equality goals and measures**

An analysis of the current figures has shown that there is still room for improvement regarding the proportion of women in leadership positions and decision-making bodies, as well as among postdoctoral researchers. Therefore, the following goals have been established:

- Increase the proportion of women in leadership positions and decision-making bodies
- Increase the proportion of women in permanent employment contracts/budget positions
- Promoting the next of women
- Reviewing the appropriateness of the measures and taking into account changes in legal requirements or funding institutions

### ***3.1 Increase the proportion of women in internal and external decision-making bodies***

**Goal:**

- Women and men should be equally entitled to be involved in all internal activities of the institute

**Measure:**

- When appointing members to internal committees, selection and evaluation commissions, female scientists are nominated in proportions at least commensurate with their share of the academic staff; if an insufficient number of women willing to serve on these committees and commissions can be found, this must be documented in detail

Table 5: Current percentage of women on relevant internal and external committees and target percentage

| <b>Relevant internal committees:</b>  | <b>Number of Members</b> | <b>Thereof Women</b> | <b>Goal/Evaluation</b> |
|---------------------------------------|--------------------------|----------------------|------------------------|
| Collegium                             | 6                        | 4                    | Goal achieved          |
| Scientific Council                    | 16                       | 7                    | Goal achieved          |
| Works Council                         | 8                        | 3                    | 4                      |
| Representation of Doctoral Candidates | 3                        | 1                    | Goal achieved          |
| <b>Relevant external committees:</b>  |                          |                      |                        |
| Scientific Advisory Council           | 10                       | 5                    | Goal achieved          |
| General Meeting                       | 11                       | 2                    | 3                      |

### ***3.2. Increasing the proportion of women in the academic field***

The goals and measures aimed at increasing the proportion of women in the scientific field range from optimising hiring procedures to measures in personnel development. The aim is not only to increase the overall proportion of women but also to promote development measures for young female scientists toward leading positions and permanent positions for female scientists.

#### ***3.2.1 Increasing the proportion of women through targeted calls for applications and gender-sensitive appointment procedures***

**Goals:**

- Increasing the proportion of women in postdoctoral positions by targeted job postings from 37 % to 50 %
- Maintaining gender parity among doctoral students

**Measures:**

- The company agreement on job postings generally applies
- Drafting job postings that take into account the underrepresentation of women and specifically encourage them to apply
- Reviewing and updating the guidelines and templates for job postings included in the company agreement with regard to gender equality every two years (most recently in 2023)
- Public posting of job openings in accordance with the company agreement
- Inviting women to job interviews if they meet the minimum requirements in a hiring process
- The Equal Opportunity Representative or her deputy as a member of the selection committee during hiring processes (further details in the company agreement)
- Every two years, the staffing plan is submitted to the gender Equal Opportunity Representative to facilitate measures for individual appointments or structural measures to increase the proportion of women in consultation with the institute's management/administrative leadership
- Offering training on gender equality and unconscious gender-based biases for staff and decision-makers

***3.2.2 Increase the proportion of women in postdocs and permanent positions through targeted human resources development measures*****Goals:**

- Building a pool of qualified female staff through targeted and sustainable efforts to promote young talent, retain, and attract outstanding female researchers
- Increasing the proportion of women in postdoctoral positions from 37 % to 50 %
- Increasing the proportion of women in permanent positions from 33.33% to 35%
- Increasing the proportion of women in leadership positions (both in department and team leadership)
- Increasing the proportion of women in project management

**Measures to promote young researchers and career development:**

- During performance reviews, women are specifically informed about the Leibniz Competition/SAW or leadership opportunities in other early-career research groups; inclusion of this point in the guidelines for performance reviews and communication among senior researchers
- Regular training on academic writing for researchers led by an external trainer (e.g., <https://www.ral.uni-leipzig.de/qualifizierung/schreibwerkstatt/>), organized by the Equal Opportunity Representatives.
- Regular updates for female researchers on the activities of the Leibniz Mentoring Program for Female Scientists provided by the Equal Opportunity Representatives (newsletter, website, E-Mail)
- Internal mentoring at TROPOS, aimed at taking place every two years, organized by the Equal Opportunity Representatives to support and connect early-career researchers—particularly postdocs—and conducted by external providers

- Identification and communication of internal mentors for grant applications by the Equal Opportunity Representatives (newsletter or website)
- Annual information session on third-party funding applications for women, organized by the Equal Opportunity Representatives/Administrative Director
- Organization of workshops on third-party funding applications for women, conducted by external providers
- Provision of a list of databases and portals by the gender Equal Opportunity Representatives to increase the visibility of female researchers, communicated via the intranet

#### **Professional development opportunities:**

- Employees on leave or partial leave may participate in seminars, conferences, and professional development events organized by TROPOS
- Continuing education programs in accordance with the “Company Agreement on Continuing Education Support for TROPOS Employees” (e.g., foreign language courses, vocational training programs) that facilitate career advancement for employees—particularly those in lower pay grades—as well as the return to work for employees on leave, are supported by the institute within the scope of existing resources

### ***3.3 Infrastructure personnel***

The infrastructure staff at TROPOS includes laboratory technicians, technical staff in the Experimental Aerosol and Cloud Microphysics and Remote Sensing of Atmospheric Processes departments, as well as staff in administration, the EDP, the secretariats, the mechanical and electronic workshops, the construction department, and the glassblowing workshop.

In these areas, the goal is to maintain a 50% representation of women. All measures taken for the scientific sector and described in section 2 also apply to the infrastructure staff at TROPOS.

### ***3.4 Expansion of communication channels and gender-appropriate language***

#### **Goals:**

- Expansion of communication channels
- Linguistic equality of all genders and the use of gender-appropriate language

#### **Measures:**

- Establish regular reporting on gender equality efforts in the TROPOS newsletter by introducing a dedicated section/column
- Highlight the academic achievements (awards, external funding, etc.) of women in the TROPOS newsletter
- Provide a transparent overview of the new gender Equal Opportunity Plan, the associated company agreements, and the measures from the “berufundfamilie” audit on the intranet

- Revising the intranet page on the “berufundfamilie” audit to describe family- and life-stage-conscious HR policies across the action areas, providing employees with a clearer overview of the measures
- Linking relevant company agreements on flex time, performance reviews, job postings, and social interaction on the intranet page to ensure transparency regarding all measures in the gender Equal Opportunity Plan
- Regular surveys on the topics of equality and work-life balance, and on other topics as appropriate
- Acquisition and provision of books for the library on equality-related and related topics, accessible to all TROPOS employees
- Revision and promotion of the guidelines for gender-inclusive language at TROPOS: As a member of the Leibniz Association, TROPOS is committed to implementing § 2 Abs. 2 of the Implementation Agreement to the GWK Agreement on Gender Equality in Joint Research Funding (AVGlei) regarding gender-inclusive language and the design of its core documents: in all service instructions, service agreements, and publications such as annual reports, strategy papers, and marketing materials, on the homepage and all other online publications, in general correspondence, in all other publications, and in recruitment procedures

#### ***3.5. Promoting diversity at the institute***

##### **Goals:**

- Preserving, promoting, and highlighting diversity within TROPOS
- Integrating diversity-related issues and needs into day-to-day work at TROPOS as well as at the decision-making level

##### **Measures:**

- Survey on diversity needs at the institute to identify and support even less visible interests
- Networking among diversity advocates at the institute, for example through the Leibniz Association’s Diversity Conference
- Collaboration with various institutions and groups, such as social initiatives, to further develop and promote diversity awareness
- Offering workshops and similar informational events on diversity-specific topics through the institute
- Development and enforcement of a Code of Conduct
- Involvement of diversity stakeholders and diversity-related topics in decision-making bodies at TROPOS

### **4 Role of the Equal Opportunity Representative**

#### ***4.1 Participation***

The Equal Opportunity Representative participates in the implementation and further development of all equal opportunity measures listed in Section 3. The Institute's administration shall provide the Equal Opportunity Representative with prompt and comprehensive information necessary for the performance of her duties. The Equal Opportunity Representative has the right to take the initiative in all matters within the scope of her responsibilities.

The Equal Opportunity Representative is invited to and informed about all committees, particularly management and decision-making bodies, as a member.

Furthermore, the Equal Opportunity Representative is entitled to a student or research assistant to provide support. A budget is available for networking and professional development for the Equal Opportunity Representative, as well as for related materials (e.g., books).

The involvement of the Equal Opportunity Representative or her deputy in the recruitment and hiring process at TROPOS is formalized through a requirement for approval under the company agreement governing job postings:

- Job postings are submitted to the Equal Opportunity Representative prior to publication
- All application materials are submitted to the Equal Opportunity Representative along with a list of candidates selected for interviews
- The Equal Opportunity Representative is invited to all interviews
- The Equal Opportunity Representative signs all hiring notes, which contain all relevant information for the employment contract to be issued

#### ***4.2 Right of objection***

In the event of violations of the Equal Opportunities Plan, the Implementation Agreement on Equal Opportunities or the Framework Recommendation on Equal Opportunities for Women and Men in the Institutes of the Leibniz Association as well as the DFG's Research-Oriented Equal Opportunities Standards, the Equal Opportunity Representative has the right to file an objection with the TROPOS Institute Management. If the institute's management considers the objection to be unfounded, it must explain this to the Equal Opportunity Representative in writing.

#### ***4.3 Compensation of the Equal Opportunity Representative***

The office of the Equal Opportunity Representative is not an honorary position but an administrative one; therefore, the incumbent and her deputy are entitled to a compensation in the amount of 2 months FTE or the corresponding amount in € per year. A student or research

assistant will be hired to support the work on gender equality (approximately 10 hours per week).

The Equal Opportunity Representative and her deputy(ies) may participate in at least one training course related to gender equality per year. At least €1,000 per person per year is available for this purpose from the TROPOS gender equality budget.

The Equal Opportunity Representatives and the administrative director meet regularly, about once a month, to discuss current day-to-day business.

## **5 Monitoring the implementation of the Equal Opportunity Plan**

The Institute's management is responsible for implementing the equality goals and measures. The Equal Opportunity Representative shall be informed by the institute's management about matters relevant to equal opportunities at TROPOS and shall be supported in her work. Violations of the principle of equal treatment of women and men, in particular violations of the Equal Opportunity Plan, must be reported in writing by the Equal Opportunity Representative to the Directorate (see 4.2. Right of Objection).

The results of the regular review must be evaluated by the Executive Board in collaboration with the Equal Opportunity Representative. If gender equality deficits are identified, concrete guidelines must be developed and adopted.

The Equal Opportunity Plan is published on the TROPOS intranet for its entire term of validity. At the request of the Board of Trustees, the Directorate, in collaboration with the Equal Opportunity Representative, is required to prepare a report on the implementation of the Equal Opportunity Plan.

## **6 Entry into force, duration**

The Equal Opportunity Plan shall enter into force on May 1, 2026 and valid for four years.

Leipzig, 1st May, 2026

Prof. A. Macke  
Directorate

Dr. Birgit Wehner  
Equal Opportunity Representative

**Annex**

Table A1: Staff situation at TROPOS as of 31.12.2024 (columns 2 and 3: number of persons irrespective of individual working hours; columns 4-7: type of funding in full-time equivalents, FTE)

|                                                                        | Total<br>(Number) | Women<br>(Number) | Budget<br>(FTE) | Women<br>(FTE) | External<br>Funding<br>(FTE) | Women<br>(FTE) |
|------------------------------------------------------------------------|-------------------|-------------------|-----------------|----------------|------------------------------|----------------|
| <b>Institute total</b>                                                 | <b>193</b>        | <b>80</b>         | <b>77,52</b>    | <b>28,61</b>   | <b>82,22</b>                 | <b>31,50</b>   |
| <b>Scientific Personnel</b>                                            | <b>140</b>        | <b>50</b>         | <b>35,06</b>    | <b>6,15</b>    | <b>74,85</b>                 | <b>29,13</b>   |
| -thereof management                                                    | 4                 | 2                 | 3,0             | 1,00           | 0                            | 0              |
| - thereof<br>W3                                                        | 1                 | 0                 | 1,00            | 0              | 0                            | 0              |
| - thereof<br>W2                                                        | 3                 | 2                 | 2,00            | 1,00           | 0                            | 0              |
| -thereof Postdocs                                                      | 40                | 14                | 2,90            | 1,15           | 30,23                        | 11,00          |
| -thereof Doctoral<br>Candidates                                        | 43                | 22                | 5,20            | 1,95           | 23,80                        | 12,50          |
| -thereof researchers<br>accordint to training phase                    | 49                | 13                | 24,21           | 3,05           | 13,52                        | 4,88           |
| -employed fixed-term                                                   |                   |                   | 2,16            | 0,25           | 20,32                        | 5,13           |
| -permanently employed                                                  |                   |                   | 22,88           | 4,75           | 0,50                         | 0,50           |
| <b>Infrastructure staff up to<br/>BAT II a/ 12 and 13<br/>TVöD/TVL</b> | <b>53</b>         | <b>30</b>         | <b>43,584</b>   | <b>20,88</b>   | <b>7,37</b>                  | <b>2,37</b>    |
| - thereof Personnel in<br>Administration                               | 12                | 10                | 9,19            | 7,19           | 1,0                          | 1,0            |
| -thereof Personnel in<br>Library                                       | 1                 | 1                 | 0,50            | 0,50           | 0,0                          | 0,0            |
| - thereof Personnel in<br>EDV                                          | 6                 | 3                 | 3,45            | 1,25           | 0,38                         | 0,38           |
| - thereof Personnel in<br>Laboratory                                   | 10                | 6                 | 7,69            | 4,49           | 1,0                          | 1,0            |
| -thereof Personnel in<br>Technology                                    | 21                | 8                 | 19,75           | 7,45           | 5,39                         | 0,0            |
| - thereof Apprentices                                                  | 3                 | 2                 | 3,0             | 0,0            | 0,0                          | 0,0            |

Table A2: Development of the proportion of women at different stages of the qualification phase and among permanent female academics (FTE)

| <b>Proportion of Women<br/>(in %)</b> | <b>2014</b> | <b>2015</b> | <b>2016</b> | <b>2017</b> | <b>2018</b> | <b>2019</b> | <b>2020</b> | <b>2024</b> | <b>2030<br/>Goal</b> |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------------|
| Doctoral Candidates                   | 45,2        | 40          | 42,5        | 31,6        | 36,6        | 41,9        | 50          | 49,8        | 50                   |

|                                             |      |      |      |      |      |      |      |      |    |
|---------------------------------------------|------|------|------|------|------|------|------|------|----|
| Postdocs                                    | 36,4 | 36   | 40,7 | 40,9 | 24,1 | 30,4 | 30   | 36,7 | 50 |
| Female scientists after qualification phase | 28   | 36,4 | 33,3 | 37,5 | 44   | 30,2 | 23,3 | 21,2 | 30 |
| Permanently employed female scientist       | 15,1 | 15,7 | 15   | 14,3 | 12   | 13,4 | 20   | 26,3 | 35 |