

European Federation of Organisations for Medical Physics (EFOMP)

Gender Equality Plan

Implementation and Monitoring Framework

Draft for formal EFOMP approval

Approval date: [date]

Item	Text
Document owner	EFOMP Governing and Executive Board
Responsible person	Gender Equality Plan Coordinator designated by EFOMP. The responsible person and contact information are identified on the EFOMP website.
Approval body	EFOMP Governing and Executive Board and, where required, General Council
Public access and dissemination	Following formal approval, this document is made publicly available on the EFOMP website and disseminated through the relevant EFOMP governance bodies.
Review cycle	Annual light review; periodic full revision when required by EU funding rules, EFOMP governance or relevant changes in European requirements.

Leadership endorsement

This Gender Equality Plan is endorsed by EFOMP leadership and is implemented in a proportionate manner, taking into account EFOMP's role as a European professional Federation of National Member Organisations and the volunteer-based nature of many EFOMP activities.

Signed: _____ Date: _____

Name / role: EFOMP President or authorised representative

1. EFOMP commitment

EFOMP is committed to promoting gender equality, equal opportunities, professional respect and inclusive participation within the European medical physics community. This Gender Equality Plan provides a formal framework to support these principles in EFOMP governance, committees, educational activities, scientific activities, European projects, awards and representative roles.

The plan consolidates EFOMP's commitment to equality, transparency and inclusive participation. It also provides an operational basis for implementation, monitoring and progressive improvement, while remaining proportionate to EFOMP's structure, resources and sphere of influence.

EFOMP recognises that diversity and inclusion strengthen professional leadership, scientific exchange, education and people-centred healthcare. The actions in this plan are designed to be practical, auditable and sustainable within a European I Federation.

2. Purpose and scope

The purpose of this Gender Equality Plan is to provide a clear, proportionate and operational framework to support gender equality within EFOMP activities, in line with Horizon Europe requirements and with EFOMP's role as a European Federation of National Member Organisations.

The plan focuses on areas where EFOMP has direct responsibility or meaningful influence. It supports transparent processes, fair access to professional opportunities, balanced representation where feasible, and a respectful professional environment.

This Gender Equality Plan applies to EFOMP activities within the scope defined below and will be monitored on an annual basis and reviewed periodically. It applies to:

- EFOMP governance bodies and committees where EFOMP has direct influence;
- EFOMP Working Groups and Special Interest Groups (SIGs) congress, schools and project nominations;
- EFOMP educational and scientific activities;
- EFOMP participation in European projects and partnerships;
- EFOMP awards, recognitions and representative roles where EFOMP manages or influences the process.

This plan does not impose binding obligations on National Member Organisations or external organisations beyond EFOMP's formal authority. EFOMP will nevertheless encourage good practice and proportionate application of gender equality principles in activities carried out under the EFOMP name or in partnership with EFOMP.

3. European and Horizon Europe context

Under Horizon Europe, a Gender Equality Plan is an eligibility criterion for certain categories of legal entities, particularly public bodies, research organisations and higher education institutions from EU Member States and Associated Countries. The requirement is implemented through Horizon Europe rules and guidance rather than through a single general EU law requiring every association to have a GEP.

EFOMP maintains this Gender Equality Plan as a prudent, proportionate and good-practice framework to support participation in European research and innovation projects and to align EFOMP activities with European policy expectations on gender equality in research and innovation.

The plan is aligned with the Horizon Europe GEP process requirements and with relevant European policy frameworks, including the EU Gender Equality Strategy 2026-2030 and the general principles of equality, inclusion and non-discrimination.

Horizon Europe GEP process requirement	How EFOMP addresses it
Public document	The GEP is formally approved, published on the EFOMP website and disseminated through relevant EFOMP governance bodies.
Dedicated resources	EFOMP designates a GEP Coordinator and uses existing EFOMP governance and administrative structures to support implementation.
Data collection and monitoring	EFOMP collects proportionate, aggregate sex/gender-disaggregated indicators in areas under EFOMP responsibility or influence.
Training and awareness	EFOMP maintains at least one annual awareness action or briefing for relevant EFOMP officers, committee chairs, project leaders, and members of the steering committees of Working Groups and Special Interest Groups). The briefing on the implementation and progress of the GEP is also provided

Horizon Europe GEP process requirement	How EFOMP addresses it
	during the Annual General Council meeting to encourage engagement from EFOMP's National Member Organisations.

4. Implementation principles

The actions below are intended to provide a focused, proportionate and practical framework for implementation. They prioritise measures that are feasible for a volunteer-based professional federation and avoid commitments in areas where EFOMP does not have direct responsibility or meaningful influence.

EFOMP will apply the following principles:

- Proportionality: implementation should be useful and sustainable, avoiding unnecessary bureaucracy.
- Transparency: calls, nominations, selections and representative roles should use clear criteria where feasible.
- Progressive improvement: incomplete initial data should not delay implementation; data quality can improve over time.
- Respect for EFOMP governance: the plan operates within EFOMP statutes, election procedures and the autonomy of National Member Organisations.
- Data protection: monitoring should be aggregated, proportionate and compliant with applicable data-protection policy (uploaded on EFOMP website).

5. Governance and responsibilities

EFOMP implements this plan through a light governance structure embedded in existing EFOMP bodies. The aim is to ensure accountability without creating an unnecessary administrative layer.

Role	Responsibility
EFOMP Governing / Executive Board	Approves the GEP, designates the GEP Coordinator, reviews the annual monitoring summary and agrees proportionate improvement actions.
GEP Coordinator	Supports implementation, coordinates annual monitoring, maintains the action log, prepares a concise annual summary and advises EFOMP bodies when requested.
Relevant EFOMP governance bodies	Receive the GEP and contribute to its dissemination and application within their areas of responsibility.
Committee chairs, School chair project leaders, and members of the steering committees of Working Groups and Special Interest Groups.	Apply the principles of this GEP in nominations, invitations, selections, training activities and EFOMP project roles under their responsibility.
EFOMP Secretariat / administrative support	Supports publication, document storage, dissemination, meeting records and the collection of simple aggregate data where feasible.

The responsible person for the GEP is identified on the EFOMP website. The Coordinator may consult EFOMP committees, National Member Organisations or ad hoc advisors when useful, without creating a permanent advisory structure unless EFOMP decides that this is necessary.

6. Data collection, monitoring and data protection

EFOMP collects only proportionate, aggregate and necessary data for the purpose of monitoring gender equality in areas under EFOMP responsibility or meaningful influence. Data collection and reporting should respect applicable data-protection principles, including confidentiality, proportionality and data minimisation.

Where gender data are collected directly, this should be based on voluntary self-identification where appropriate. Where numbers are small, data may be grouped, withheld or reported internally only in order to avoid identification of individuals.

Indicator area	Proportionate annual indicator
Governance	Gender distribution in EFOMP Governing / Executive Board and relevant governance roles, where available.

Indicator area	Proportionate annual indicator
Committees and working groups	Gender distribution among committee members, chairs and vice-chairs, secretaries where EFOMP maintains the relevant records.
European projects and external representation	Gender distribution among EFOMP-nominated representatives, project roles and advisory roles.
Education and events	Gender distribution among invited speakers, moderators, faculty and participants where EFOMP controls or collects the data.
Awards, grants and fellowships	Gender distribution among applicants, nominees, reviewers and recipients where EFOMP manages the process and data are available.
Training and awareness	Completion of at least one annual awareness action or briefing, with record of the EFOMP roles or bodies reached.

Monitoring is used to identify patterns, barriers and opportunities for improvement. It does not create automatic quotas. Where a persistent imbalance is identified in an area under EFOMP influence, EFOMP should consider proportionate corrective measures.

7. Gender balance and representation

EFOMP promotes balanced participation in governance, committees, project nominations, expert groups, scientific activities, educational activities and representative roles. In areas where EFOMP manages appointments, nominations or invitations, balanced representation should be actively considered.

As a reference objective, EFOMP may use the principle that the underrepresented gender should, where feasible, reach at least 40% in committees, panels or groups where EFOMP has direct influence over composition. This reference is not an automatic quota and must be applied in a way that respects EFOMP statutes, democratic elections, available candidate pools, expertise requirements, geographical representation and the role of National Member Organisations.

Where EFOMP cannot directly control the final composition of a body or activity, it should focus on process quality: transparent communication of opportunities, clear selection criteria, broad search for suitable candidates and documented consideration of gender balance.

8. Training and awareness

EFOMP maintains at least one light annual awareness action related to gender equality. This may be delivered as a short webinar, written guidance, a slide set, a briefing to EFOMP governance bodies, or a dedicated item in an EFOMP educational, scientific activity, or General Council.

The awareness action should address, as appropriate:

- the Horizon Europe GEP eligibility context;
- gender balance in nominations, panels, committees, project roles and invited activities;
- unconscious bias in selection and invitation processes;
- respectful professional conduct and prevention of harassment;
- the gender dimension in research, education and medical physics projects where relevant.

9. Priority areas and actions

The following priority areas reflect the main thematic areas recommended in European GEP guidance. They are framed in a proportionate way for EFOMP as a federation and should be implemented within existing governance and operational structures.

Priority area	EFOMP commitment	Practical action
Organisational culture and inclusive participation	Support inclusive, respectful and accessible participation in EFOMP activities.	Use clear agendas, reasonable deadlines, hybrid participation where feasible and meeting times that take into account European time zones and caring responsibilities.
Leadership and decision-making	Promote balanced participation in EFOMP governance, committees and representative roles where EFOMP has influence.	When proposing appointments, nominations or invitations, consider whether suitable candidates of different genders have been actively identified.

Priority area	EFOMP commitment	Practical action
Appointments, nominations and professional opportunities	Support fairness and transparency in access to EFOMP opportunities.	Use clear calls, eligibility criteria or documented nomination processes for committees, projects, awards and representative roles where feasible.
Scientific, educational and project content	Encourage consideration of the gender dimension where relevant to medical physics, research, education, workforce issues or patient impact.	EFOMP includes a simple check during project preparation to consider whether sex or gender aspects are relevant to project data, target groups, users, patients, workforce, training, dissemination or expected impact. Where relevant, these aspects should be addressed in the project design; where not relevant, this should be briefly documented.
Respectful environment and prevention of harassment	Maintain a professional environment free from discrimination, harassment and inappropriate conduct.	Review, maintain or refer to existing EFOMP conduct provisions and, where necessary, complement them with clear expectations for respectful, inclusive and non-discriminatory behaviour in EFOMP activities, including an appropriate confidential contact route.

10. Action plan

Action	Timing	Responsible	Evidence of implementation
Formal approval and publication of the GEP.	Upon approval	EFOMP Governing Committee / Board; Council where required	Approved document available on the EFOMP website.
Identification of the GEP Coordinator and contact route.	Upon approval	EFOMP Governing Committee / Board	Responsible person and contact information identified on the EFOMP website.
Dissemination through relevant EFOMP governance bodies.	Upon approval and when updated	GEP Coordinator; EFOMP governance bodies	GEP circulated or presented through relevant governance channels.
Maintenance of a proportionate annual monitoring table.	Annual	GEP Coordinator with Secretariat / relevant bodies	Monitoring table updated with available aggregate indicators.
Annual awareness action or briefing.	Annual	GEP Coordinator	Briefing, slides, written guidance, meeting item or webinar record available, with a record of the EFOMP roles or bodies reached.
Review of existing EFOMP conduct provisions relevant to respectful, inclusive and non-discriminatory behaviour.	Periodic, and when EFOMP activities or governance requirements change.	GEP Coordinator; EFOMP Governing / Executive Board; relevant governance bodies.	Existing provisions reviewed and, where necessary, complementary expectations or contact routes identified.
Review of gender balance in EFOMP nominations and project roles.	Annual	Governing / Executive Board; project leaders	Concise monitoring note and any improvement actions recorded.
Review of speaker, faculty and panel balance in EFOMP-controlled activities.	Annual, where data are available	Education and event leads	Aggregate summary available internally or publicly where appropriate.
Review and update of the GEP.	Annual light review; periodic full review when required	Governing / Executive Board; GEP Coordinator	Reviewed version or documented decision to maintain the current version.

11. Monitoring, reporting and progressive improvement

The GEP Coordinator prepares a concise annual monitoring note for EFOMP leadership. The note should be proportionate and should normally include:

- the status of the actions in the action plan;
- available aggregate indicators from the monitoring table;

- areas where balance and transparency are satisfactory;
- areas where improvement may be needed;
- one to three realistic improvement actions for the following year.

The annual monitoring note may be internal. EFOMP may publish a short public update where appropriate. No personal data or identifiable individual information should be published.

Where full data are not available, this should be recorded as part of the baseline and improved progressively. Lack of complete initial data should not delay implementation, publication or use of this Gender Equality Plan in European project contexts.

12. Review cycle

This Gender Equality Plan will be monitored on an annual basis and reviewed periodically to ensure that it remains proportionate, effective and aligned with EFOMP activities, governance structures and European requirements. A full update may be carried out when required by Horizon Europe rules, EFOMP governance, changes in European policy frameworks or experience from European project participation.

Annex 1. Annual monitoring template

Indicator	Women	Men	Other / prefer not to say / not collected	Comment / action
Governing / Executive Board members				
Relevant governance roles				
Committee chairs and vice-chairs				
Committee members				
SIG steering committees				
Working Groups				
EFOMP School				
EFOMP-nominated EU project representatives				
Invited speakers in EFOMP-controlled events				
Moderators / chairs in EFOMP-controlled events				
Applicants, nominees and recipients of EFOMP awards, recognitions, grants, fellowships or similar support schemes, where EFOMP manages or influences the process and where data can be collected proportionately.				

Note: categories should be adapted to EFOMP data collection practices and applicable data-protection requirements. Where data are unavailable or numbers are too small for safe reporting, this should be recorded and addressed progressively.

Annex 2. Checklist before using the GEP in an EU proposal

Checklist item	Status / evidence
GEP formally approved by EFOMP leadership.	
GEP publicly available on the EFOMP website.	
Responsible person and contact information identified on the EFOMP website.	
GEP disseminated through relevant EFOMP governance bodies.	
Proportionate monitoring indicators defined.	

Checklist item	Status / evidence
Annual awareness action planned or delivered.	
Project preparation includes a simple check of whether sex or gender aspects are relevant to data, target groups, users, patients, workforce, training, dissemination or expected impact.	
Most recent annual monitoring note or baseline summary available internally.	

Annex 3. Source framework

- Regulation (EU) 2021/695 establishing Horizon Europe: <https://eur-lex.europa.eu/eli/reg/2021/695/oj/eng>
- European Commission - Gender equality strategy: https://commission.europa.eu/strategy-and-policy/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_en
- European Commission - Gender equality in research and innovation: https://research-and-innovation.ec.europa.eu/strategy/strategy-research-and-innovation/democracy-and-rights/gender-equality-research-and-innovation_en
- European Research Executive Agency - Gender in EU research and innovation: https://rea.ec.europa.eu/gender-eu-research-and-innovation_en
- European Institute for Gender Equality - Horizon Europe GEP criterion: <https://eige.europa.eu/gender-mainstreaming/toolkits/gear/horizon-europe-gep-criterion>