

Organisation and working methods for SLU's work with gender equality and equal opportunities

This document describes the planned working methods within the new organisation for gender equality and equal opportunities at SLU, which began applying on 1 July 2019. The organisation has been approved through decisions by the vice-chancellor and head of university administration respectively, concerning changes to the vice-chancellor's delegation of authority (SLU ID ua.2019.1.1.1-2472) and the university administration's delegation of authority (SLU ID ua.2019.1.1.1-1324). This document is not a governing document, but a commented summary of what the governing documents state.

1 Background

Gender equality and equal opportunities requirements have increased at the university during the past few years. Firstly, requirements relating to active measures in accordance with the Discrimination Act have been strengthened. Secondly, through a public service agreement, the university has been tasked with developing a plan for how our operations will be gender-mainstreamed. SLU also has the objective of increasing the number of students in order to reflect the diversity of Sweden's younger population. A strategic direction document on gender mainstreaming was approved by the vice-chancellor in May 2017 (SLU ID ua.2017.1.1.1-1795), and an accompanying action plan was approved in May 2018 (§ 95/18 SLU ID ua.2018.1.1.1-1622).

A gender mainstreaming coordination group (in accordance with the action plan) has developed a proposal for a new joint gender equality and equal opportunities organisation. The new organisation will be given more resources to meet increased requirements within the field. In a report (SLU.ua. 2018.1.1.2-3637), the internal audit supported the coordination group's proposal of introducing a joint organisation for gender equality and equal opportunities issues. The organisation and the working methods that have now been approved are in line with the general ideas of that proposal.

The new organisation is called organisation for gender equality and equal opportunities (shortened to JLV). It replaces the existing equal opportunities organisation, and involves the creation of the following:

- a central JLV council (replaces the conference of committee chairs for equal opportunities);
- a coordination group that offers central support;
- faculty JLV committees (redesign of existing committees) where the VH Faculty committee also includes the University Animal Hospital;
- JLV officers at all faculty offices;
- a JLV committee for the administration and library.

The organisation includes SLU work with gender mainstreaming and equal opportunities, which includes JLV issues both from an employer and education provider perspective.

2 Actors and their duties

2.1 Central level

2.1.1 Vice-chancellor

The vice-chancellor is primarily responsible for the university's gender equality and equal opportunity work. The vice-chancellor (or person appointed by the vice-chancellor) chairs the gender equality and equal opportunities council (see 2.1.3 and figure 1 below). The vice-chancellor is primarily responsible for the strategic decisions made within the field, and they send signals to the rest of the organisation.

2.1.2 Coordination group for equal opportunities and gender equality at SLU

The JLV coordination group acts as central support for SLU's gender equality and equal opportunities work. The coordination group provides support and coordinates in various forms, primarily in relation to the university management, JLV council and the faculty JLV administrators (see 2.2.3).

The JLV coordination group consists of three people: one person from the Division of Planning, one from the Division of Human Resources and one from the Division of Educational Affairs. The group members maintain their posts at their respective divisions, but all or some of their working hours are reserved for group duties.

The group does the following:

- coordinates and strategically develops systematic work in the JLV field;
- supports gender mainstreaming work;
- supports equal opportunities work, including active measures;
- conducts external environment monitoring;
- initiates and develops change processes within the field;
- supports or conducts continuing professional development within the field;
- general communication;
- coordinates the work with faculty JLV officers;

- follows up, evaluates and reports back on the systematic work at university-wide level.

The coordination group acts as collected support regarding issues that concern gender equality and equal opportunities, and it works as a team. In general, the Division of Human Resources is primarily responsible for JLV issues from an employer perspective, and the Division of Educational Affairs is primarily responsible for JLV issues from the perspective of education provider. The Division of Planning has general administrative responsibility for gender mainstreaming work. The coordination group provides administrative support for the Equal Opportunities and Gender Equality Council (see 2.1.3) and the Library and University Administration Equal Opportunities and Gender Equality Committee (see 2.4.2). The head of planning decides how this support is designed. The Division of Planning is primarily responsible for ensuring that the coordination group carries out its duties.

2.1.3 The Equal Opportunities and Gender Equality Council

The Equal Opportunities and Gender Equality Council (the JLV Council) is the central body in which the vice-chancellor decides the direction of SLU's current JLV work. It is a central forum for both strategic discussion and information regarding the university's ongoing gender equality and equal opportunities work.

The council consists of the vice-chancellor or a person appointed by the vice-chancellor (chair), chairs of the faculties' JLV committees (see 2.2.1) and two members appointed by Sluss. If the vice-chancellor does not assume the chairpersonship, the deputy vice-chancellor or someone with a pro vice-chancellor position must be appointed chair. Three persons from the university administration with respective responsibility for planning, staff and education issues are appointed by the head of university administration, and they are entitled to be present and make representations. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations. The JLV coordination group acts as support and secretariat for the council.

The council must:

- hold strategic discussions regarding gender equality and equal opportunities work;
- plan systematic work within the field;
- submit field-related decision proposals to the vice-chancellor;
- decide on how to use the council's allocated resources;
- follow up and evaluate systematic work within the field.

2.2 Faculty level

2.2.1 Dean/vice-dean for the JLV and faculties' JLV committees

The dean carries on the vice-chancellor's wishes and direction for JLV work at faculty level, and they are also responsible ensuring that there is a JLV committee at the faculty. The faculty's JLV officer supports the dean with operational work.

The JLV committee is a forum at faculty level for discussion and information regarding the university's ongoing gender equality and equal opportunities work. The committee must:

- provide information regarding ongoing gender equality and equal opportunities work;
- plan the faculty's systematic gender equality and equal opportunities work, including active measures in accordance with the Discrimination Act;
- follow up and evaluate the faculty's systematic JLV work;
- offer continuing professional development for employees and students within the field.

It is important that the faculties' JLV committees consider student issues.

The committee consists of the dean or the person appointed by the dean (chair) and the additional members established by the dean, which must be a minimum of six people. Two members are appointed by Sluss. If the dean is not personally the chair, a vice-dean, member of the faculty board or faculty board deputy is appointed chair. The heads of department (equivalent) must be given the opportunity to submit member proposals to the dean. The head of the University Animal Hospital has the right to appoint a member of the VH Faculty's JLV committee. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations. The faculty's JLV officer acts as support and secretariat for the committee.

2.2.3 Faculty offices, JLV officers

The faculty offices must provide gender equality and equal opportunities support to both the faculty management and the departments (equivalent). This is done by appointing a JLV officer at the faculty office. The faculty office must provide administrative support for the faculty's JLV committee.

The JLV officer supports the faculty management with the faculty-wide JLV work, and heads of department with JLV work at department level.

In regard to equal opportunities work, the JLV officer supports the faculty's and departments' work with active measures in accordance with the Discrimination Act. This means ongoing work with identifying discrimination risks, analysing this, proposing suitable measures in order to reduce risks, as well as following up and evaluating measures. The work is continually documented. The JLV officer is responsible for executing certain measures, for example by conducting training within the field, and they are also the secretary of the faculty's JLV committee.

The JLV officer works in close collaboration with the faculty management in order to further the implementation of the faculty's gender mainstreaming work. This means support in relation to the implementation of measures connected to the university's action plan for gender mainstreaming, and the faculty's or departments' individually prioritised measures.

Coordination between the faculties' JLV officers, with the purpose of benefitting from each other's work, is formalised through regular meetings with the JLV coordination group. If a JLV officer for example develops a method or teaching material, this must be made available to others.

2.3 Department level

2.3.1 Head of department

The head of department is operatively responsible for gender equality and equal opportunities work at department level. The head of department is responsible for implementing active measures at the department in accordance with the Discrimination Act. The responsible head of department can ask for support from the JLV officer at faculty level, as well as the department's coordination group.

2.3.2 Coordination group

Every department must, in accordance with the vice-chancellor's delegation of authority, establish a coordination group for handling working environment issues, security and equal opportunities. Coordination group discussions provide the head of department with support in regard to planning and implementation of active measures in accordance with the Discrimination Act. The work with active measures is preferably coordinated with systematic work environment management. The coordination group also processes gender mainstreaming measures at department level.

Cooperation between the faculty's JLV committee and the departments' coordination groups is very important. Work with ensuring exchange between the committee and coordination groups can be organised differently depending on the faculty's conditions. One person from the department's coordination group should be appointed as the contact person for JLV issues. The contact person collects and distributes information between the coordination group and JLV committee.

2.4 Administration, library and the University Animal Hospital

2.4.1 Manager

The respective manager at the administration, library and University Animal Hospital (UDS) is operatively responsible for gender equality and equal opportunities work at each division/office. The manager is responsible for implementing active measures in accordance with the Discrimination Act at the

division/office. The responsible manager can ask for support from their human resources officer, as well as the division's coordination group.

2.4.2 Library and University Administration Equal Opportunities and Gender Equality Committee

The head of university administration is responsible for ensuring that there is a JLV committee for the administration and library. The committee (JLV-UB) is a forum for discussion and information regarding the university's ongoing gender equality and equal opportunities work. The committee must:

- provide information regarding ongoing gender equality and equal opportunities work;
- plan the administration's and library's systematic gender equality and equal opportunities work, including active measures in accordance with the Discrimination Act;
- follow up and evaluate the administration's and library's systematic JLV work;
- offer continuing professional development and inform employees within the field.

The Library and University Administration Equal Opportunities and Gender Equality Committee consists of the head of university administration or a person appointed by them (chair), the chief librarian or a person appointed by them as well as five other members. Four of these members are appointed by the head of university administration, one by the chief librarian. If the head of university administration is not personally the chair, the assistant head of university administration or chief librarian must primarily be appointed chair. The heads of division (equivalent) at the university administration and library must be given the opportunity to submit member proposals. Staff organisations Saco, ST and Seko may appoint one person each who is entitled to be present and make representations. The JLV coordination group acts as support and secretariat for the committee.

UDS is part of the VH Faculty's JLV committee (see item 2.2.1).

3 Relation to work environment issues and student welfare issues

As part of drafting the proposal for a gender equality and equal opportunities organisation, a discussion has taken place on how this work should relate to work environment issues and student welfare issues.

Work environment and JLV issues will continue to be managed by separate organisations at central level; SLU's work environment committee (SLU-AK, established 1 July 2019, SLU ID ua.2018.2.5.5-2173) and the JLV Council. Additionally, the above issues will be managed at regional and faculty level (not completely overlapping) in the regional work environment committees and the faculties' JLV committees. In cases where JLV issues and work environment issues

overlap, those working within the different fields should clarify who will do what. However, at department level, both JLV issues and work environment issues are discussed in the department's coordination group. Correspondingly, an administration division can discuss JLV issues and work environment issues in the division's coordination group.

The line between work environment issues and JLV issues is due to the fact that they are governed by different acts, and reviewed by different supervisory authorities. Work environment issues are regulated in the Work Environment Act and are reviewed by the Swedish Work Environment Authority. JLV issues are governed by both objectives and law. Gender equality work is expected to further Sweden's gender equality policy objectives. Among others, the work is reviewed by the Swedish Gender Equality Agency and the Swedish Higher Education Authority. Equal opportunities work is governed by the Discrimination Act, and the Equality Ombudsman is the supervisory authority.

Student welfare issues are handled by the Student Welfare Council (Strå) and the campus-based student welfare groups. Among other things, the council discusses issues concerning student work and study environments as well as equal treatment of students based on the Discrimination Act.

In the new JLV organisation, gender equality and equal opportunities issues related to students will have a natural place in both the JLV Council and faculties' JLV committees. In the same way, issues concerning students' work and study environments will have a clear place in SLU's central work environment committee SLU-AK and regional work environment committees. All of these groups have student representatives.

The student welfare groups at each campus can provide input to the JLV committee and regional work environment committees, respectively. The groups are a forum for the students' unions as well as SLU's collaboration with the student health services and the university chaplaincy/student chaplain, which cannot be found elsewhere in the organisation.

4 Sketch of the JLV organisation

The sketch on next page shows how JLV work within the field is organised at university, faculty and department level, as well as within the administration.

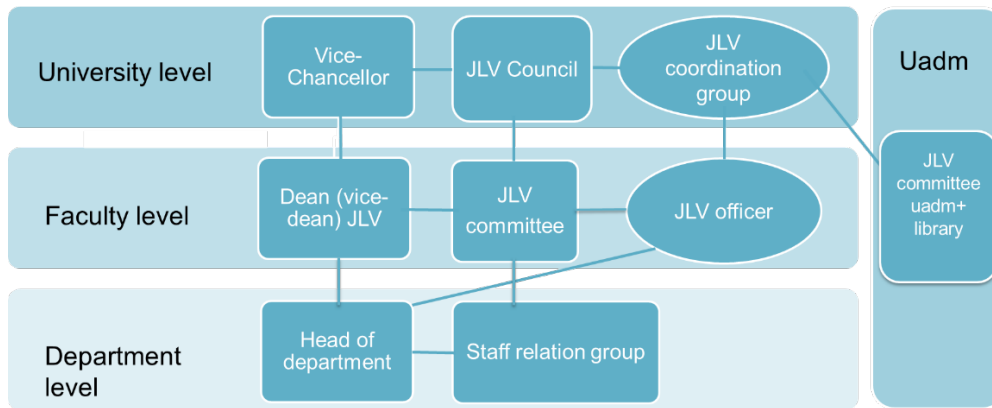


Figure 1. Organisational sketch of the JLV field. The image shows various JLV organisation functions. The lines illustrate main interaction paths between the various functions. Responsible persons at each level are listed on the left. The next column shows groups at different levels and, subsequently, supporting functions (JLV coordination group and JLV officer, respectively). The university administration and library organisation is listed on the right.