

GENDER EQUALITY PLAN

July 2023

FOR
INTERNATIONAL DATA SPACES E. V. (IDSA)
AND FOR
DIGITAL HUB MANAGEMENT GMBH (DHM)

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INTERNATIONAL DATA
SPACES ASSOCIATION



DIGITAL HUB
MANAGEMENT

Foreword

Dear interested parties,

Gender equality is still a central concern in our society. Much has been done in recent decades to reduce gender-specific disadvantages. For example, there are now binding requirements for business and the public sector to increase the proportion of women further significantly in management positions. The framework conditions have also improved so that young fathers can take parental leave and family work is distributed equally. Nevertheless, gender equality is not yet a reality in society, as studies on the distribution of duties and burdens of family care and child-rearing work during the Corona pandemic also show.

With the discussion about the third gender, it now seems to be one step closer to a more open and tolerant society. In recent years, it has become clear that gender in the social context no longer means only female and male. The amendment of the German Personal Status Act in 2018 and the associated introduction of the gender "diverse" has taken the debate about gender in another direction. Today, we are talking about the introduction of gender-sensitive language that does not favor or disadvantage any gender.

International Data Spaces e. V. (IDSA) and its associated company Digital Hub Management GmbH (DHM) are aware of their responsibility and have taken the current discussion and the increasing participation in funding projects of the European Commission and German ministries as an opportunity to do their part in gender equality work.

The equality plan that is now available has been completely redrafted and prepared in a working group of employees from IDSA and DHM. A working group was formed to deal with various gender-related issues. Both the equality plan and a guideline on gender-sensitive language were developed.

The working group also dealt with gender-related aspects in research projects.

Initial results were discussed in a workshop with all employees. It became clear that there is a high level of acceptance among employees for the relevance of gender equality strategies, the integration of gender-sensitive aspects into research work and the use of gender-sensitive language.

With this gender equality plan, IDSA and DHM set goals and outline measures for the coming years. The association and the GmbH commit to evaluating the progress made at regular intervals. The implementation of the Equality Plan is the responsibility of all employees and in particular the managers.

The equality plan applies to both International Data Spaces e. V. and the associated company Digital Hub Management GmbH.

1. Preamble

International Data Spaces e. V. (IDSA) is a non-profit association under German law. The registered office of the association is Berlin, the operational management is Dortmund.

Digital Hub Management GmbH (DHM) is a non-profit limited liability company under German law. The registered office of the company and the operational management is Dortmund.

Gender equality is one of the essential values of our organization and our work. It is a prerequisite and driver for sustainable development and the future viability of our society, both nationally and internationally. Gender-differentiated action and consistent advocacy for the elimination of existing gender-specific disadvantages, the realization of equal opportunities and rights for all people regardless of their gender, sexual orientation, and gender identity, and thus the targeted promotion of gender equality are quality characteristics of IDSA and DHM.

Gender equality is a human right whose implementation is not a matter of course or a foregone conclusion but requires a conscious approach to the transformation of gender relations and, above all, the active commitment of all of us. This is what Article 3 of the Basic Law for the Federal Republic of Germany stands for, to which we feel deeply committed.

1. All people are equal before the law.
2. Men and women shall have equal rights. The state shall promote the actual implementation of equal rights for women and men and shall work towards the elimination of existing disadvantages.
3. No one shall be discriminated against or given preferential treatment because of sex, descent, race, language, nationality and origin, creed, religious or political views. No one may be disadvantaged because of his or her disability.

Gender equality and the overcoming of gender-specific discrimination and disadvantages is the goal and guiding principle of international, European, and German policy. By aligning our work, strategies, and processes with this and supporting our clients and partners in designing and implementing measures to enforce equality, we contribute to many national and international agreements, in particular the European Commission's Gender Equality Strategy 2020-2025 and the Equality Strategy of the Federal Government of the Federal Republic of Germany.

Compliance with the legal requirements and the achievement of the established goals is the responsibility of the management and all employees with management and project functions. The Equality Plan is part of the personnel development planning and applies to all employees of IDSA and DHM. The Equality Officer is available to the management and employees for advice on questions of equality.

2. Introduction

Equality is a central task of the organizations, which extends to all areas of work. This equality plan presents the current status and perspectives of the organization's equality work. It serves as a guideline and working aid for the promotion and realization of equality of all genders. Against the background of demographic change and, at the same time, longer working lives, life-phase-oriented personnel planning is becoming increasingly important for IDSA and DHM. In a research and innovation organization such as IDSA and DHM, personnel development and personnel planning are also a strategic instrument for providing all employees with reliable career planning in often temporary employment relationships. The motivation and job satisfaction of employees are important assets of the organization. The regulations on a work-life balance also aim to achieve this.

To achieve the personal and professional development of all employees, all genders are treated equally. The same opportunities and promotions are offered, and the compatibility of family and career is ensured. For IDSA and DHM, equal opportunities for all genders are essential in order to be able to recognize abilities and potential and to promote them in a targeted manner. IDSA and DHM promote equal cooperation between women and men.

In the following chapters, the basics of the equality plan, the goal of IDSA and DHM and the employee structure are presented. The subsequent measures serve to achieve the goals. For example, in order to present and measure the visibility of female employees, additional key figures from research and innovation activities were included beyond the employee statistics, such as gender-specific data on publications or project leads.

The Gender Equality Plan of IDSA and DHM is based on the recommendations of the European Commission for the preparation and implementation of a Gender Equality Plan (GEP) for organizations participating in projects of the Horizon Europe research framework program.

The European Commission is committed to promoting gender equality in research and innovation. As part of the European Commission's 2020-2025 gender equality strategy, it aims to overcome the structural barriers to gender equality that persist in the research and innovation sector. The aim is to improve the European research and innovation system. To this end, gender-equitable working environments are to be created in which all talents can flourish. In order to improve the quality of research as well as the social relevance of the results, the gender dimension is to be integrated into projects.

With Horizon Europe, the European Commission reaffirms its commitment to gender equality, which is set as a cross-cutting priority and to which stricter funding rules are introduced to achieve. It is recommended that gender equality be implemented as a management task. As a lived organizational culture, gender equality contributes to a better. It is a strategy for the four years 2022-2025, whereas internal evaluation will take annually.

In the first year of implementation of the Gender Equality Plan, the action plans to promote gender equality will be created, with a list of activities and measures that entail making changes to existing procedures or introducing new ones in accordance with the approved timelines.

The Gender Equality Plan is based on eight objectives which will be achieved through specific activities, whose effectiveness will be monitored in a timely manner.

What are the components of the Gender Equality Plan for IDSA and DHM?

- Diagnosis - the key conclusions from research and investigations of the current state of play which have been conducted at IDSA and DHM.
- Fields of gender equality actions, objectives, and measures to promote equal opportunities within the companies.

3. Diagnosis - Gender at numbers. Equality as a task for the entire organization

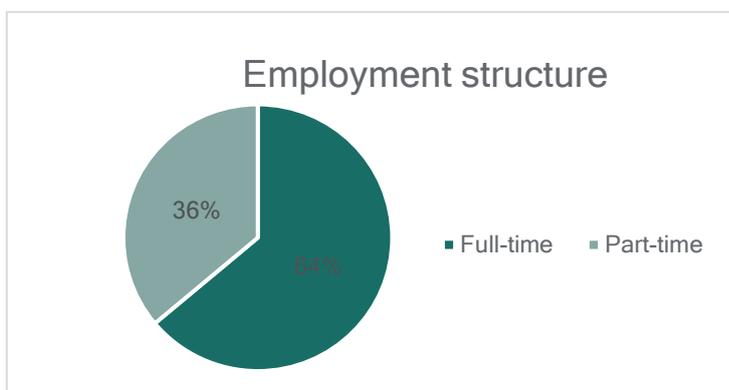
IDSA and DHM will assess the impact of all decisions affecting employees from a gender equality perspective when preparing and implementing them.

This will promote awareness among managers of the goals of professional equality and compatibility. All employees will be made aware of the issue of equality through appropriate training or workshops.

3.1 Stocktaking of employee structure

During the stocktaking, the employee structure is analyzed. The general organizational structure of the organizations is composed of full-time and part-time employment, and engaging working students. The data refer to the survey as of the reporting date of July 31, 2023 (see overviews in the attached charts). This distinguishes between female and male employees, positions, and full-time and part-time employment.

At IDSA and DHM more than half of all employees, namely 29 persons, can be attributed to young progressive high level experienced specialist with functions of project and program management, innovation consulting and administration, and senior qualified professional in specified domains related to project and program management and innovation consulting. Working students include all employees who are pursuing a master's degree and are in the phase of studying at universities or applied universities. The project teams and Head office are supported by a total of 7 involved students.

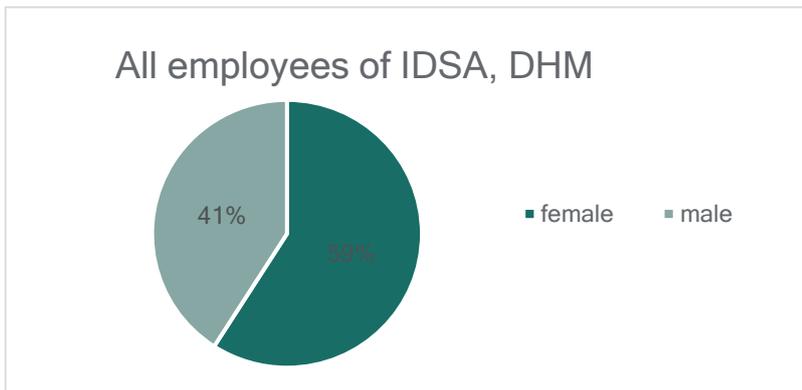


The situation of female employees is shown in comparison to male employees on the following charts. As of 07/31/2023, 44 people were employed by IDSA and DHM, 26 of whom were women. This is the necessary data for the assessment, which present the percentage of men and women in the team and which at the same time serve as control of

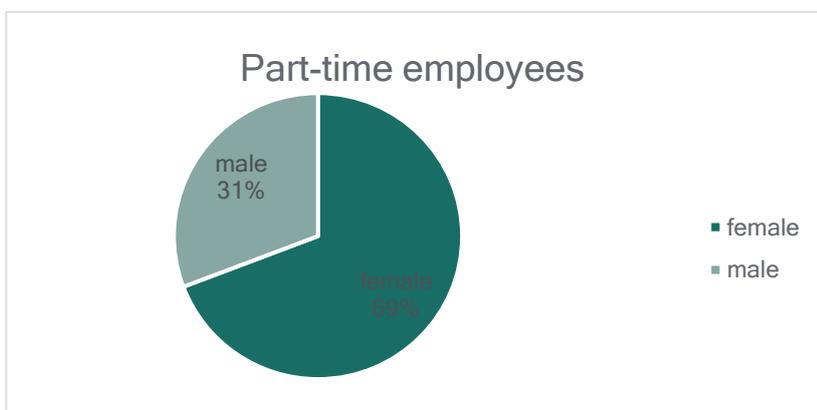
the success of measures to promote equal opportunities at IDSA and DHM. 59% of all employees of IDSA and DHM are female, 41% are male.

3.1.1. Part-time

Part-time includes all employment relationships that are not full-time. Full-time positions are of 40 hours per week. Anything less than this falls under part-time in the following analysis. Of the 44 employees, 16 work part-time which equivalent of 36% of total employees mount, and 59% of whom are women. The average number of hours worked per week in a part-time position is 27 hours.



Part-time rates are generally high. The data on part-time employment cannot be interpreted unambiguously. The reasons are manifold and vary depending on the personal life circumstances. On the one hand, the desire for part-time employment among both women and men is based on the need to combine family and work, or on the desire to engage in voluntary activities alongside work. On the other hand, it should be assumed that part-time employment has to be chosen by working students' employees, who are willing to combine studying at the university with achieving applicable professional experience in the desired domain and wants to earn money to finance their education. The chart shows the percentage of women among part-time.



3.1.2. Career stages and value of positions

There are various main career stages and management levels at IDSA and DHM:

- Pre-employment level (working students)
- Junior specialist level
- Senior specialist level
- Team leading level
- Management level

All employees at IDSA and DHM are able to experience their career development with an individual passing according to their professional and personal skills and preferences

3.1.3. Family support

The measures for implementing and promoting work-life balance are constantly evaluated to improve the compatibility of work and family synergy for all employees. They have been showing their effects for a long time. Family support is part of everyday practice. In particular, the flexible arrangement of the place of work through mobile work and flexible working hours are actively used. Additionally, any employee can apply to decrease temporarily the general number of working hours in case if additional support is needed for family care needs.

Based on the analysis, the compiled data and the legal requirements, the following fields of action for IDSA and DHM have been identified, and various measures have been defined and organized thematically:

1. Cooperation and organizational culture.
2. Balanced employment structure.
3. Forward-looking personnel development.
4. Forward-looking personnel policy with a view to health and working lives.
5. Promoting the compatibility of work and family life.
6. Increasing the visibility of female managers and consultants.
7. Gender parity in the composition of external advisory boards.
8. Integrating the gender dimension into research content.

4. Fields of gender equality actions, objectives, and measures

The following defines the goals of the Equality Plan. These goals represent a commitment on the part of IDSA and DHM and are to be achieved through ongoing monitoring of the current status (see chap. 3) and the development of appropriate measures (see chap. 4).

4.1 Cooperation and organizational culture

Objective: IDSA and DHM stand for respectful interaction and a discrimination-free working environment for all employees. This includes a living organizational culture of recognition of the equal value of all people, regardless of gender, hierarchy, origin, religion, or other individual characteristics. Appreciation of diversity and decisive action against individual or group discrimination are part of this organizational culture. This also includes equal treatment of all genders in terms of language.

- Measure 1: Participation in events on awareness-raising topics will strengthen employee cohesion and promote deeper understanding.
- Measure 2: Further training and personal development opportunities, including specialists training, will be available for teams or individual interested parties.
- Measure 3: The Equal Opportunity Officer will organize annual workshops on topics relating to equality for all genders. Efforts will be made to strengthen women in their personal development.
- Measure 4: A guideline for gender-sensitive language use will be developed in a broadly based process in order to provide orientation in view of the dynamic social discussion. The guideline with binding gender rules is intended to reflect the social debate on the visibility and representation of women and men. This succeeds, among other things, through the linguistic representation of social diversity to break down the binary gender order.
- Measure 5: Attention will be paid to the selection of images and reporting, stereotypes and to represent all genders.
- Measure 6: Conducive working environment and equal opportunities will be created in everyday work for all employees.
- Measure 7: A culture of collaboration and appreciation will be constantly cultivated and embedded in a dynamic framework of transparent structures, well-defined procedures and open communication culture.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.2 Balanced employment structure

Objective: IDSA and DHM strive for a balanced employment structure in all pay groups, career levels and organizational units. We attach great importance to forward-looking human resources development, in that competencies for specialist and management tasks are developed through the targeted promotion of female junior and senior staff. IDSA and

DHM pursue the goal of professional equality of women and men in accordance with the European Commission's 2020-2025 gender equality strategy. Applications from women are particularly desired for areas in which they are underrepresented.

As can be seen from the employee structure in Table 1, the gender ratio is already balanced in the organisations' structures.

- Measure 1: transparent conditions for career development will be created for all employees by and unbiased recruitment process with embedded transparent criteria, clear guidelines for the evaluation of achievements, disclosure of applications, possible consultation with men and women external experts. The attention will be paid to all applications regardless of the gender, cultural or social background, religion, ideology, disability, and sexual identity.
- Measure 2: Applications from people with severe disabilities will be given priority in cases of equal suitability, ability and performance. In the case of candidates having the same qualifications, it is suggested to select the person from the underrepresented sex/ from the underrepresented group.
- Measure 3: In order to be able to recruit suitable personnel, the job advertisements are posted on various platforms. Thus, information about the vacancy is provided via the usual portals, also in mailing lists, forums and networks.
- Measure 4: All positions will be created as suitable for part-time employment. If it is not possible to advertise a full-time position, this will be indicated in the advertisement as well as the options for flexible working hours and alternating teleworking.
- Measure 5: Women will be promoted in areas where they are underrepresented and, conversely, men will be promoted in areas where they are underrepresented by providing information on the contest to the widest possible group of potential men and women candidates, accounting for gender.
- Measure 6: Information and training events will be proposed for all employees regarding their career direction development. Qualification goals will be constantly revised with higher rank executives' support within the scope of operational possibilities.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.3 Forward-looking personnel development

Objective: The transparent personnel planning and forward-looking personnel development aim to promote the career opportunities of all employees. IDSA and DHM support employees with diverse and target group-specific offers in all career phases. The aim of academic personnel development is to strengthen employees both in their core tasks in research and innovation and in their professional development. All employees have the opportunity to discuss their personal development needs and to plan their careers.

Measures

- Measure 1: To remain an attractive employer in the future, a clear strategy is required in the following areas of personnel development and promotion. In 2023, a personnel development concept will be developed for this purpose.

- Measure 2: The environment will be constantly maintained where management and executive staff set personal responsibility to increase the proportion of employees in higher career levels and remuneration groups, to provide them with targeted support through appropriate professional development measures.
- Measure 3: To provide constant informing on funding programs, grants, and other projects with intend for employees' self-development within the company.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.4 Forward-looking personnel policy with a view to health and working lives

Objective: IDSA and DHM deal with topics that concern the future as part of their activities. The same applies to personnel policy. Demographic change is leading to longer working lives. Many individuals are no longer healthy enough to receive full benefits by the time they reach retirement age. Thus, all employees can access to collection of contributions on the intranet to the preservation of health. Events have already been held on topics such as back coaching, 7,000 steps a day or a mobility check. The participation was and is possible for all employees and was/is offered at family-friendly times.

In addition, women are particularly affected by old-age poverty due to care work, such as child-rearing and nursing tasks. Due to part-time employment, absenteeism and choice of occupations that are not highly remunerated, women are not adequately protected in old age.

Measures

- Measure 1: To enable employees to enter retirement without worries, we promote the health of employees through health campaigns. In addition, women are promoted by enabling IDSA and DHM to provide them with careers in higher-level positions.
- Measure 2: With regard to longer working lives and the associated stresses and strains, health campaigns will be regularly offered.
- Measure 3: In the following two years, an internal survey will be conducted to evaluate whether employees in part-time employment are generally satisfied with this form of employment.
- Measure 5: The survey will be concluded on evaluation whether we can provide a better work-life balance, and if any employees would like to work more hours in order to resist soaring world economic recession which impacts the wealth of employees.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.5 Promoting the compatibility of work and family life

Objective: IDSA and DHM support the compatibility of family and career with a family-friendly human resources policy. This includes flexible working time arrangements, such as flextime and trust-based working time, as well as flexible arrangements for working hours that accommodate the individual requirements of employees who combine professional activities with family care and nursing work. Also worthy of mention are the promotion of career reintegration after child-rearing periods and an openness to flexible arrangements

for parental allowance periods, with which IDSA and DHM enable family-friendliness for young parents.

In addition, the following measures which have already been successfully implemented and continue to be used daily by all employees, should be highlighted:

- Counseling support for women and men during parental leave.
- Individual working time concepts after consultation with the management staff.
- Flexible working time arrangements to reconcile work and family life.
- Collection of information on care work topics on the intranet.

Measures

- Measure 1: Reliable, family-friendly personnel policy will be constantly maintained, and the corresponding service agreements will be adapted to current legal, operational and social conditions, such as more flexible room utilization models.
- Measure 2: It will be constantly revised that employees who reduce their working hours or take time off for reasons of family care and support work will not be disadvantaged in their professional development.
- Measure 3: The compatibility of family and career is constantly supported and secured by the work and family audit.
- Measure 4: The opportunity for all employees for mobile work is provided.
- Measure 5: The flexible working time arrangement is implemented and promoted in order to avoid conflicts with family care activities and work.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.6 Increasing the visibility of women in research and innovations

Objective: IDSA and DHM make use of various opportunities to increase the visibility of women in research and innovation activities. In funded EU projects, publications, meetings, conferences, and workshops organized by IDSA and DHM, attention is paid to equal visibility of all genders. Furthermore, we pay attention to gender balance in project development and presentation activities. To enable women to remain in research and innovation through the various career stages, IDSA supports its female researchers by arranging external offers for participate in mentoring programs, such as those offered by the Transfer festival provided by Fraunhofer-Institute IML.

Measures

Measure 1: Annual general gender-specific analysis and evaluation of the scientific output will be conducted.

Measure 2: In order to achieve a more equal representation of men and women externally attention will be paid for raising awareness among managers and the targeted, individual approaching female of research and innovation to take on corresponding external activities.

Measure 3: In order to enable women to make their research involvement more visible and to help female employees to be more presented to the public the specialized workshops on writing, presenting, moderating and speaking will be arranged.

Measure 4: The additional attention will be paid to gender parity in all panels, at the conferences and meetings where companies will participate.

Implementation and timeline: Implemented and ongoing; annual assessment needed.

4.7 Integrating the gender dimension into research and development content

In general, IDSA and DHM deal with applied research in the so-called enabling technologies. This involves, for example, the sovereign sharing of data or the improvement of logistics and production processes through digital technologies. In this respect, IDSA and DHM do not conduct any social science or economic research that has a gender dimension per se. Indirectly, however, IDSA and DHM might be involved in projects and activities for which this is the case. Then the following objectives and measures would count.

Objective: in the future, the IDSA and DHM will integrate gender equality as a cross-cutting issue in terms of content and pay attention to gender sensitivity in work for granted by the EU commission projects. This includes the composition of project management and project teams as well as content-related aspects of gender-sensitive, demand-oriented research for conducting relevant items in work packages. The goal of the process towards more equality and gender equity is not only justice in research and innovation careers and decision-making processes at all hierarchical levels, but also to integrate the gender dimension into the research and development content. The underlying norms, identities, and relationships of gender differences are to be better understood in order to uncover and break hidden patterns which able to break through them. Gender and diversity aspects are understood as cross-cutting issues that can be relevant in numerous other topics. Furthermore, the consideration of the gender dimension in research and innovation content contributes to the improvement of the quality of research designs, research approaches, development, and adoption of achieved results. A greater diversity of users is reflected, which particularly benefits the quality of applied research achievements.

Measures

- Measure 1: in order to allow for appropriate investigation and comparison of the gender dimension, collection and usage of gender-disaggregated data in appropriate working group sizes will be implemented. Connections with other inequality characteristics, such as origin, age, religion, sexual orientation, will be enabled and analyzed through the selection of appropriate data.
- Measure 2: in order to implement the gender dimension more strongly in research and innovation, development projects, suitable topics or work packages, research objectives and questions within projects will be constantly identified and defined.
- Measure 3: all transformative formats, cooperation partners, interview partners and stakeholders will be selected in a balanced way.
- Measure 4: during developing strategies, recommendations for action or policy approaches, the consequences for gender will be assessed and included in the considerations (gender impact assessment).

Implementation and timeline: will be implemented in 2023; annual assessment needed.

5. Duration and updating of Gender Equality Plan activities

IDSA and DHM are committed to update the Gender Equality Plan continuously.

This equality plan represents the employee structure as of July 31, 2023 and has a term of four years (2022-2025). It will be evaluated internally after two years. If targets have not been met, measures will be further elaborated and expanded.

The employee structure is reviewed and analyzed annually for a summary report with a cut-off date of 31.12.

For International Data Spaces e. V.

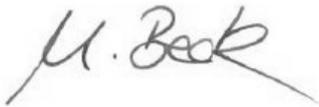


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