

CURAÇAO INNOVATION & TECHNOLOGY INSTITUTE (CITI)

Gender Equality Plan (GEP)

Version 1.0 – 2025/27

Created: 2 October 2025

Developed by: CITI Director

To be Adopted by: CITI Board

Date: Draft Status



Introduction and Purpose

CITI is committed to promoting gender equality and ensuring diversity and inclusion in all areas of its work — from internal governance and staffing to its innovation, entrepreneurship, and technology programs. This Gender Equality Plan (GEP) establishes a framework of objectives, actions, and indicators to ensure that gender equality is systematically integrated into CITI's organizational culture and external activities.

The GEP follows the European Commission's minimum requirements and reflects CITI's role as a non-profit foundation promoting innovation and technology for social and economic wellbeing, within the broader context of the Sustainable Development Goals (SDGs).

Compliance with EU Requirements

Public document

The GEP is published on the CITI website and accessible to all staff and stakeholders.

Dedicated resources

The director and the HR Coordinator are jointly responsible for implementation and monitoring.

Data collection and monitoring

Gender-disaggregated data on staff, management, project participation, and beneficiaries is collected and analyzed annually.

Training and capacity building

Staff receive regular information, awareness instructions or training on gender equality, unconscious bias, and inclusive project design.

Coverage of key areas

The plan includes actions in four thematic areas: Work-life balance and organizational culture, Gender balance in leadership, Equality in recruitment, and Integration of gender in innovation content.



CITI Context and Governance

CITI Context

CITI is a small but high-impact foundation with a strong focus on innovation, entrepreneurship, and digital transformation. The organization operates in sectors traditionally dominated by men, such as technology and innovation, but has a history of promoting inclusive participation through initiatives like Girls in ICT, Startup Launchpad, and Coach Pa Futuro.

Governance and Implementation

GEP Responsible Unit:

HR and Director

Gender Equality Focal

Point: Skills

Supervision: Board

Monitoring frequency:

Annual (with mid-year check-in as part of CITI's reporting cycle)

Key Focus Areas

- Work-life balance and organizational culture
- Gender balance in leadership
- Equality in recruitment
- Integration of gender in innovation content

Strategic Action Areas

Work-life Balance and Organizational Culture

Actions	Timeline	Indicators
Introduce flexible work arrangements (remote work, flexible hours).	2025	Policy adopted and applied to at least 50% of staff. (DONE)
Include gender equality and inclusion as a standing topic in annual strategic and team sessions.	2025–2026	Annual sessions include at least one session on diversity and inclusion.
Promote awareness campaigns during key international days (e.g. International Women's Day, International Day of Girls in ICT).	Ongoing	Yearly campaigns surrounding International Women's day and Girls in ICT Day DONE

Gender Balance in Leadership and Decision-Making

Actions	Timeline	Indicators
Ensure gender-balanced representation in CITI's Board and management team.	2025–2027	Minimum 40% women in board and management positions. DONE
Require gender balance in project steering groups and evaluation panels.	Ongoing	At least 40% representation of each gender in decision-making panels.
Include gender perspective in partner selection and collaboration agreements.	Ongoing	All new MoUs include equality and inclusion clauses.

Gender Equality in Recruitment and Career Progression

Actions	Timeline	Indicators
Develop inclusive job descriptions and ensure gender-neutral language in recruitment materials.	2026	100% of vacancies reviewed using inclusive templates.
Ensure equal access to training and professional development opportunities.	2025–2026	Annual training report disaggregated by gender.
Introduce gender balance monitoring in recruitment and promotions.	2026–2027	Annual HR report includes gender-disaggregated data.

Gender Dimension in Research, Innovation, and Program Content

Actions	Timeline	Indicators
Apply gender lens in program design (e.g., Startup Launchpad, Digital MKB programs).	Ongoing	Each program includes a section on gender participation and inclusion measures.
Encourage women's participation in technology and entrepreneurship programs.	Ongoing	Minimum 40% female participation in programs where applicable.
Include gender-sensitive communication and imagery in marketing materials.	Ongoing	Annual review of materials for representation and inclusivity.

Measures Against Gender-Based Violence and Harassment

Actions	Timeline	Indicators
Develop and adopt an anti-harassment and anti-discrimination policy.	2026	Policy approved and published internally.
Provide annual training sessions on workplace ethics and respectful behavior.	Starting 2026	100% of staff complete annual training.
Establish a confidential complaint mechanism.	2026	Procedure implemented and accessible to all staff.

Monitoring, Evaluation, and Reporting

CITI will integrate gender equality indicators into its existing digital reporting and monitoring systems. Annual progress will be reported to the Board and MEO as part of CITI's yearly reporting cycle. The GEP will be reviewed every two years to ensure continued relevance and alignment with EU and organizational priorities.

Communication and Visibility

The GEP will be published on CITI's website and shared via internal communication channels. A summary will be included in the annual report and staff handbook. Updates and success stories will be disseminated through social media and events such as Innovation Week.

Implementation Timeline Overview

Year	Priorities
2025	<ul style="list-style-type: none">• Introduce flexible work policy• Launch internal awareness campaigns on gender equality• Initiate gender balance monitoring across all departments
2026	<ul style="list-style-type: none">• Develop and implement inclusive recruitment templates• Finalize and disseminate anti-harassment policy• Conduct mandatory gender equality training programs
2027	<ul style="list-style-type: none">• Conduct full GEP implementation review• Assess impact of GEP initiatives• Revise GEP based on findings and emerging best practices

Roles and Responsibilities

- **Board:** Provides strategic oversight and final approval of the GEP, ensuring its alignment with CITI's overall vision and values.
- **Director:** Holds overall accountability for the GEP's successful execution, including resource allocation and leadership buy-in.
- **HR Coordinator:** Manages day-to-day implementation of GEP actions, including data collection, policy dissemination, and support for staff.
- **All Staff:** Actively participates in training, adheres to GEP principles, and contributes to fostering an inclusive workplace culture.

Next Steps

- 1 Formalize and publish GEP
- 2 Develop Template for Annual Gender Equality Report
- 3 Gender-Disaggregated Baseline Data (Staff and Participants) to be included in Year Report
- 4 Code of Conduct and Anti-Harassment Policy (Draft)