

# **EQUAL OPPORTUNITIES AND GENDER EQUALITY PLAN**

**OF FILMAKADEMIE BADEN-WÜRTTEMBERG GMBH  
2022-2027**

# **EQUAL OPPORTUNITIES AND GENDER EQUALITY PLAN OF FILMAKADEMIE BADEN-WUERTTEMBERG GMBH 2022–2027**

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# EQUAL OPPORTUNITIES AND GENDER EQUALITY PLAN OF FILMAKADEMIE BADEN-WUERTTEMBERG GMBH 2022–2027

## I. PREAMBLE

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One of the aims of the Filmakademie Baden-Wuerttemberg<sup>1</sup> is to recognise the individual prerequisites and competences of all academy members and to enable their equal participation in research, teaching, studies, further education, and professional practice in accordance with the State University Act (LHG) and the Act on the Realisation of Equal Opportunities for Women and Men (ChancenG BW). The aim is to consider the recognition of diversity in all decision-making processes and to avoid discrimination in all areas. The promotion of gender- and diversity-conscious action is formulated as a goal and is to be developed as a guideline of the Filmakademie.

Within the framework of the Equal Opportunities and Equality Plan, the Filmakademie is bound by LHG § 4 and ChancenG to focus on equal opportunities for women and men, which is why this document focuses on promoting equal opportunities for women and men. The Equal Opportunities and Gender Equality Plan was drawn up with the cooperation of the internal management<sup>2</sup>, the Equal Opportunities Officer for the staff/the Equal Opportunities Officer<sup>3</sup>, the Equal Opportunities Officer for the students, the Head of Studies, the Press Department, the library staff and representatives of the Works Council, who made important contributions to the analysis of the current state of equality and diversity-related activities and the presentation of the development goals.

In February 2018, an initiative was founded by the German Film and Television Academy Berlin (dfffb), the Film University Babelsberg KONRAD WOLF, the University of Film and Television Munich (HFF), the ifs internationale filmschule Köln, the Academy of Media Arts Cologne (KHM) and the Filmakademie Baden-Wuerttemberg, which has positioned itself with the goals of creating awareness for gender representation in film, making women strong for the film business, being committed to the zero-tolerance maxim in dealing with sexualised violence and any form of discrimination, and reflecting these goals in the universities (cf. **Chapter 2.2.2** and **Appendix 1 Self-commitment of the film schools "Together for Gender Justice"**). As a result of this initiative, a process of change has begun at the Filmakademie, which is being continued.

The Equal Opportunities and Gender Equality Plan refers to all members<sup>4</sup> of the Filmakademie, considering the special features of the Filmakademie (cf. **chapter 2.2.1**). It refers to all women and men in studies, research, teaching, and administration who work at the Filmakademie.

## II. FRAMEWORK CONDITIONS

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The Equal Opportunities and Gender Equality Plan is divided into stocktaking, measures, and development goals as well as possible forms of evaluation and monitoring. The Equal Opportunities and Gender Equality Plan is valid for five years. A new plan is to be evaluated after four years. The Equal Opportunities and Gender Equality Plan is effective in the form of a company agreement.

The Equal Opportunities and Gender Equality Plan fulfils the obligation for staff to develop targets and timelines as stipulated in Section 4 (5) as well as Section 7 1. LHG and in Section 2 ChancenG respectively

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<sup>1</sup> For reasons of better readability, the addition "Baden-Wuerttemberg" will be omitted as far as possible in the following when the Filmakademie Baden-Wuerttemberg is mentioned, and only "Filmakademie" will be used.

<sup>2</sup> Although legally there is no management in the actual sense, but only the managing director at the Filmakademie, as well as heads of departments and divisions, for the sake of simplicity "internal management" is used for the highest management level at the Filmakademie; this includes the following persons: Managing Director, Head of the Animationsinstitut, Head of Administration, Head of Human Resources, Head of Commercial Management of the Animationsinstitut.

<sup>3</sup> Initially, two employees were appointed as "Equal Opportunities Officers" (for the staff) in equal opportunities work from 2018-2021. However, during the new term of office from August 2021, an Equal Opportunities Officer and a deputy have been elected. The function in the student area is referred to throughout as "Equal Opportunities Officer for Students". The inconsistent use of the terms in the following consequently results from the renaming of the office in the staff area from August 2021.

<sup>4</sup> Members of the Filmakademie" refers to the following group of persons: employees of the Filmakademie; freelancers and part-time employees; enrolled students as well as exchange and/or guest students; participants in further education measures, workshops, and seminars; lecturers and guest lecturers; honorary professors, private lecturers as well as unscheduled substitutes; persons who are paid from third-party funds; persons involved in Filmakademie projects.

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and concretises the constitutional and legal obligation to ensure equality between women and men. The legislator thus transfers the responsibility to ensure the equal participation of women and men at all levels through precise target and time specifications. The Filmakademie calls on all bodies, committees, departments, and members to contribute to the implementation and success of the equality goals. It is the task of the internal management to visibly pursue the equality goals on all organisational and structural levels.

### **2.1 DEFINITIONS**

In the discussion on gender equality and the promotion of women in working life, many terms are used inconsistently. However, a lack of agreement on terminology makes objective discussion difficult. This is to be countered with the following explanations.

#### **Definition: Equality**

The concept of equality is understood in the sense of Article 3 (2) of the Basic Law: "Men and women 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."<sup>5</sup>

#### **Definition: Structural discrimination**

Structural discrimination refers to the disadvantage of a social group, in this case gender. This is based on social attributions, such as behaviour, attitudes and/or role assignments, which are rooted in society.

#### **Definition: Underrepresentation**

According to the law of the state of Baden-Wuerttemberg on the realisation of equal opportunities for women and men, there is an underrepresentation of women where fewer women are employed than men (cf. §4 (6) ChancenG BW).

### **2.2 STRUCTURAL REQUIREMENTS AND DEFINITIONS - FILMAKADEMIE**

In addition to the legal requirements in equal opportunities that arise for an educational institution located in Germany, established in the form of a non-profit limited liability company (GmbH), the Filmakademie's legal form and its legal relationship with the state of Baden-Wuerttemberg result in further liabilities, which are presented below after the description of the organisational structure of the Filmakademie.

#### **2.2.1 THE ORGANISATIONAL STRUCTURE OF THE FILMAKADEMIE**

##### **Legal form**

The Filmakademie Baden-Wuerttemberg is a non-profit limited liability company. The sole shareholder of the Filmakademie is the Ministry of Finance Baden-Wuerttemberg. The internal management is controlled by a supervisory board and accompanied in terms of content by an advisory board.<sup>6</sup>

The Animationsinstitut is a department of the Filmakademie that operates according to the internal business distribution plan (statute) in terms of organisation and budget. However, there is regular coordination of processes and plans with the internal management and the managing director.

Affiliated to the Filmakademie is the Atelier Ludwigsburg-Paris. A one-year further education programme for filmmakers that is organised jointly with the film academy La Fémis in Paris.

The legal form of the Filmakademie or its status as an academy of the state of Baden-Wuerttemberg results in certain special features in distinction to state or purely private universities, for example regarding the status of the teaching staff. The structure of teaching is based on the principle that lecturers teach at the Filmakademie as freelance guest lecturers from the film and media industry for periods ranging from one day to several months. Permanent study coordinators and project supervisors ensure the continuous support of students as constant contact persons in the respective teaching departments.

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<sup>5</sup> German Bundestag: "Basic Law", at: [https://www.bundestag.de/parlament/aufgaben/rechtsgrundlagen/grundgesetz/gg\\_01-245122](https://www.bundestag.de/parlament/aufgaben/rechtsgrundlagen/grundgesetz/gg_01-245122) (retrieved on 30/04/21).

<sup>6</sup> The Filmakademie Advisory Board is currently suspended until further notice (as of 19/05/21).

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## Structure - Councils, Boards and Committees

The Filmakademie is organised in various councils, rule meetings, coordination rounds and committees for the implementation of the company's goals. The Equal Opportunities Officer and the Students' Equal Opportunities Officer are to be invited to the meetings of the Filmakademie. The goal is the structural participation of the Equal Opportunities Officer or the Student Equal Opportunities Officer. Equal representation on the councils, boards and committees is aimed for.

## Organisation of the studies

The programme is very practice-oriented (the guiding principle is *"learning by doing"*). From the very beginning, students from all trades and courses of study work on their films together. In this way, over 250 films of all genres and formats are produced every year. The General Student Committee (AStA) represents the student body. In addition, there is a student representative body in each of the departments of teaching. All student bodies are determined by annual elections.

The state of Baden-Wuerttemberg charges tuition fees for international students from non-EU countries and second tuition fees for students who have already completed their studies in Germany. The tuition fees can be found on the homepage: [//www.filmakademie.de/de/studium/bewerbung/allgemeine-informationen/aktuelle-hinweise/](http://www.filmakademie.de/de/studium/bewerbung/allgemeine-informationen/aktuelle-hinweise/)

## Structure of the study programme:

There are three **study programmes**:

- **Study programme Film and Media** with a **focus on** animation, image design/cinematography, screenplay, interactive media, montage/editing, scenic film, television journalism, documentary film and advertising film.
- **Production degree programme** with **specialisations in** Content Development, International Producing, Series Producing, Animation/Effects Producing, Transmedia/Games Producing, Commercial Film Producing, Executive & Line Producing
- **Study programme Film Music and Film Sound/Sound Design** with a **focus on** film music and film sound/sound design.

The following **eight specialisations** (formerly: project studies) were declared as so-called **diploma postgraduate programmes** in the winter semester 2017/18. A lateral entry with related previous studies is possible and is exempt from second tuition fees:

- Television journalism
- Motion Design
- Production design
- Interactive media
- Animation / Animation & Effects Producing
- Animation / Technical Directing
- Film music
- Film Sound / Sound Design

## 2.2.2 LEGAL OBLIGATIONS AND SELF-COMMITMENTS AS THE BASIS OF EQUAL OPPORTUNITIES WORK AT THE FILMAKADEMIE

**The legal basis of the Equal Opportunities and Gender Equality Plan is mentioned:**

- Based on § 4, Para. 2 Law on Universities in Baden-Wuerttemberg (State University Act 20/03/2014); 2 cf. LHG 2014, § 4 (5)<sup>7</sup>

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<sup>7</sup> Baden-Wuerttemberg State University Act <https://www.landesrecht-bw.de/jportal/portal/t/did/page/bsbawueprod.psm1?doc.hl=1&doc.id=jlr-HSchulGBWV28IVZ&documentnumber=2&numberofresults=121&doctyp=Norm&showdoccase=1&doc.part=S&paramfromHL=true#focuspoint>

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- Act on the Realisation of Equal Opportunities for Women and Men in Public Service in Baden-Wuerttemberg (ChancenG) of 23<sup>rd</sup> of February 2016<sup>8</sup> ;
- § 1 General Equal Treatment Act (AGG, 14.08.2006)<sup>9</sup> ;
- EU guidelines on gender mainstreaming (Amsterdam Treaty 1999)<sup>10</sup>
- HORIZON EUROPE: For public institutions, research organisations and universities, the Equal Opportunities and Gender Equality Plan is a participation requirement for Horizon Europe; <sup>11</sup>
- United Nations 17 Goals of the 2030 Agenda for Sustainable Development <https://sdgs.un.org/goals>  
- Goal 5 "Achieve gender equality and empower all women and girls".

### **Obligations under the *Public Corporate Governance Code***

Regarding the contents and objectives of the *Public Corporate Governance Code* of the Ministry of Finance of Baden-Wuerttemberg, relevant issues arise for the equal opportunities work at the Filmakademie. In this context, reference is made to the passage "C. Management (28)" as an example:

When filling management positions in the company, the management strives for an appropriate consideration within the framework of suitability, qualification, and professional performance, i.e., as a rule an equal consideration of women and men. Within the framework of suitability, ability and professional performance, severely disabled persons shall be given preferential consideration.<sup>12</sup>

### **Self-commitment within the framework of the WIN Charter of the Filmakademie**

On the recommendation of the initiative group "Nachhaltiges Wirtschaften" (Sustainable Management), the state government has created the WIN Charter for committed Baden-Wuerttemberg entrepreneurs for whom sustainability is an integral part of their corporate philosophy. The WIN Charter is intended to honour sustainable business practices and make them visible to the public. The Filmakademie has committed itself to the guiding principles of the WIN Charter in 2017.

The following guiding principle can be read in the thematic block "Human Rights, Social & Workers' Concerns", which the Filmakademie has given itself as a guideline for its activities in these areas:

Guiding principle 01 - Human rights, social & labour concerns: "We respect and protect human and labour rights, ensure and promote equal opportunities and prevent all forms of discrimination and exploitation in all our business processes."<sup>13</sup>

All measures for equality are to be presented annually to the supervisory board within the framework of the objectives set out in the WIN Charter.

### **Self-commitment within the framework of the initiative of German film schools "*Together for Gender Justice*"**

In February 2018, the Filmakademie joined forces with five other German film schools to form an initiative that aims to establish awareness for gender equality in film in Germany, to strengthen women for the film industry and to reflect these impulses in their own university structures. The detailed goals can be read in

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<sup>8</sup> Act on the Realisation of Equal Opportunities for Women and Men in the Public Service in Baden-Wuerttemberg, <https://www.landesrecht-bw.de/jportal/?quelle=jlink&query=ChancGleichG+BW&psml=bsbawueprod.psml&max=true&aiz=true>

<sup>9</sup> General Equal Treatment Act (AGG)  
[https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg\\_gleichbehandlungsgesetz.pdf?\\_\\_blob=publicationFile](https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg_gleichbehandlungsgesetz.pdf?__blob=publicationFile)

<sup>10</sup> EU Directives: [https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy\\_de](https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_de)

<sup>11</sup> HORIZON EUROPE: <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>

<sup>12</sup> Public Corporate Governance Code of the Ministry of Finance Baden-Wuerttemberg, at: [https://publicgovernance.de/media/PCGK\\_BW2018.pdf](https://publicgovernance.de/media/PCGK_BW2018.pdf), there p. 14 (retrieved on 16/06/21).

<sup>13</sup> Cf. WIN-Charta Zielkonzept Filmakademie Baden-Wuerttemberg GmbH (2017), at: [https://www.filmakademie.de/fileadmin/user\\_upload/FABW\\_Zielkonzept\\_.pdf](https://www.filmakademie.de/fileadmin/user_upload/FABW_Zielkonzept_.pdf), p. 2 (retrieved on 16/06/21).

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the paper "*Together for Gender Justice*"<sup>14</sup>. A first report of the five film schools on the results and measures of the initiative "Together for Gender Justice" was presented at the Berlinale 2020.

### **Appendix 1 - Jointly signed paper of the five German film schools "Together for gender justice".**

## **2.3 EQUAL OPPORTUNITIES ACTORS AT THE FILMAKADEMIE**

The offices of the Equal Opportunities Officer and the Equality Officer at the Filmakademie are based on the legal foundations of the LHG and the ChancenG BW and are structured as follows:

### **2.3.1 THE STUDENTS' EQUAL OPPORTUNITIES REPRESENTATIVE**

In accordance with the LHG, the Student Equal Opportunities Officer and the representative are appointed from among the women employed in teaching by a commission - convened by the management - with equal representation<sup>15</sup> for a period of two to four years. The Student Equality Officer and the representative shall be appropriately relieved of their duties.

The tasks of the Student Equality Officer and the representative include ensuring compliance with the constitutionally required equality of opportunity and working towards the elimination of gender and diversity-related disadvantages for members of the Filmakademie. In particular, she represents the interests of female students. The tasks of the Equal Opportunities Officer are regulated among others in the LHG.

### **2.3.2 THE LECTURERS' EQUAL OPPORTUNITIES OFFICER**

The LHG stipulates that the so-called management elects an equal opportunities officer from among the female academic staff working at the university on the proposal of an appointed - equally staffed - commission. Due to the special structure of the Filmakademie with freely employed teaching staff, it is left to the Filmakademie's teaching staff to appoint their own equal opportunities officer in self-organisation to look after their interests.

### **2.3.3 THE EQUAL OPPORTUNITIES OFFICERS AND THEIR REPRESENTATIVE**

The female employees elect an Equal Opportunities Officer (BfC) and her deputy on the basis of the Equal Opportunities Act (ChancenG). The term of office is five years. Re-election is possible.

The Equal Opportunities Officer reports directly to the Executive Director and has a direct right of presentation. She is not bound by instructions in the performance of her duties.

The Equal Opportunities Officer shall ensure the implementation of and compliance with this law and shall support the management in its implementation. She shall be involved at an early stage in personnel, social and organisational measures of the so-called management of the Filmakademie, insofar as these may have an impact on the professional situation of female employees.

The Equal Opportunities Officer has the right of initiative for measures for the targeted professional advancement of women. She can express her opinion within the so-called management on technical issues of equal rights for women and men, the professional advancement of women and the compatibility of family, care and work. She can hold consultation hours during working hours and convene a meeting of women employees once a year.

The deputy of the Equal Opportunities Officer shall in principle act as a substitute. The deputy may be assigned tasks to be carried out independently.

Furthermore, the provisions of the LHG BW, the ChancenG BW and the Federal Equal Opportunities Act (BGleiG) apply in their respective valid versions.

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<sup>14</sup> Paper "Together for Gender Justice", **Annex 1** of this Equal Opportunities and Gender Equality Plan.

<sup>15</sup> Staffing: Managing Director, Head of AI, Head of Human Resources, Head of Administration and two members of the Works Council and the Equal Opportunities Officer.



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## **2.3.4 OTHER EQUALITY ACTORS**

### **Complaints body under the AGG**

According to the "Allgemeines Gleichbehandlungsgesetz (AGG)" (General Equal Treatment Act), disadvantages for the employees of the Filmakademie due to ethnic origin, gender, religion or ideology, disability, age, or sexual identity are to be prevented or eliminated. In order to pursue this goal and to provide support where necessary, a female and a male contact person are to be appointed at the Filmakademie.

### **Representative body for severely disabled persons**

The works council provides a shop steward for the severely disabled employees. However, it is possible for the severely disabled employees to elect a shop steward for a period of five years. Re-election is possible.

### **Representative for students with disabilities and chronic illnesses**

For students, a shop steward shall be elected by the appointed commission for two years, with the option of re-election, according to the same guidelines as for staff.

### **Confidential person and contact persons for sexual harassment**

The Commission<sup>16</sup> elects one female and one male contact person as representatives for cases of sexual harassment (LHG § 4 (9)). The term of office is 2 years. Re-election is possible. The Filmakademie appoints a student representative for an indefinite period. The confidant can also be the contact person for sexual harassment.

The contacts of the gender equality actors are listed in the contact point directory of the Filmakademie. These are published on the homepage of the Filmakademie and in the WIKI.

## **III. INVENTORY**

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Based on the inventory and the descriptive evaluation of the employment relationships at the Filmakademie, concrete goals and measures in the area of personnel planning can be derived, which primarily relate to the temporary and permanent employees at the Filmakademie. Furthermore, the gender distribution in relation to students, senior lecturers and project supervisors is presented. For the latter two groups, the long-term goal of parity is also being strived for.

A prerequisite for the effectiveness of the equality measures listed in this plan is that there are opportunities for disposition. In general, it is not to be expected that the fluctuation during the period of validity of this Equal Opportunities and Gender Equality Plan will allow a targeted reduction of under-representation. For this reason, long-term goals are defined in addition to short-term goals. **Appendix 2** contains all relevant measures taken to date at the Filmakademie on the topic of equality, which were summarised as part of the stocktaking process.

### **Appendix 2 - Relevant measures taken to date on the topic of gender equality at the Filmakademie**

## **3.1 THE GENDER DISTRIBUTION AT THE FILMAKADEMIE OF BADEN-WUERTTEMBERG (DETERMINATION OF THE EXISTENCE OF UNDERREPRESENTATION)**

The presentation of gender ratios between women and men are broken down into the superordinate groups of staff and study and teaching.

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<sup>16</sup> Staffing: Managing Director, Head of AI, Head of Human Resources, Head of Administration and two members of the Works Council and the Equal Opportunity Officer.

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## **3.2 GENDER DISTRIBUTION IN THE WORKFORCE**

**Appendix 3** shows the gender ratios used to identify under-representation in management positions in the workforce.

**Appendix 3 - Gender ratios to determine under-representation in management functions and positions in the workforce**

## **3.3 GENDER DISTRIBUTION IN STUDIES AND TEACHING**

**Appendix 4** shows the gender ratios in studies and teaching (senior lecturers and guest lecturers) to determine underrepresentation.

**Appendix 4 - Gender ratios in studies and teaching (senior lecturers and guest lecturers) to determine under-representation**

## **IV. MEASURES FOR GENDER EQUALITY - TARGETS AND TIMELINES**

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### **4.1 MEASURES IN THE PERSONNEL AREA**

The Equal Opportunities and Gender Equality Plan is an essential instrument of personnel planning and development and an important basis for the long-term targeted promotion of women. The core of the Equal Opportunities and Gender Equality Plan is the determination of which personnel, organisational and further training or qualification measures are to be used to achieve an increase in the proportion of women in areas where they are underrepresented. To increase the number of women in areas where they are underrepresented, transparent and standardised processes in the area of selection procedures and appointments are established.

#### **4.1.1 JOB ADVERTISEMENT**

As a rule, positions are to be advertised internally. An external advertisement shall be made for management and executive positions in which women are underrepresented if an adequate number of female applications cannot be achieved.

As a matter of principle, every position is advertised in a gender- and diversity-sensitive form.

In areas where women are underrepresented, the following note will be included in job advertisements: "The Filmakademie Baden-Wuerttemberg aims to increase its proportion of women. Applications from women are therefore expressly welcome."

Insofar as compelling official concerns do not conflict with this, the advertisement shall, if necessary, add: "This post is also divisible".

The Equal Opportunities Officer is informed of all job advertisements by the Human Resources Department at the earliest possible time.

#### **4.1.2 SELECTION PROCEDURES AND APPOINTMENTS**

Considering the principle of suitability and merit, internal applicants are to be preferred to external ones.

In the case of applications for management positions and positions in which women are underrepresented, the Equal Opportunities Officer shall be involved in the selection process through her participation in the selection committee. She has the right to inspect the application documents of all applicants.

For selection interviews for positions in which women are underrepresented, women who meet the formal recruitment requirements necessary for the advertised position as well as the qualifications required in the job advertisement are invited to attend at least their numerical share of the applications.

During job interviews, questions that could result in gender-specific discrimination are to be avoided. In particular, questions about family planning and how the care of children can be guaranteed alongside employment are not permitted.

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Child-rearing periods, "family breaks" and part-time employment for family reasons must not be assessed negatively. Likewise, age or marital status, previous reduction of working hours due to caring for children or relatives in need of care, previous unemployment, current burdens due to caring for children, etc. must not be detrimental to the applicant.

In the selection decision, seniority, age, and the date of the last promotion shall only be considered insofar as they are relevant for the assessment of aptitude, performance and competence. In the case of equal suitability, ability and professional performance of women and men, shorter periods of active service or employment, reductions in working hours or delays in the completion of individual training courses due to the care of children or relatives in need of care may not be considered.

In areas and in positions where women are underrepresented, they should be given preference in the case of equivalent qualifications.

This Equal Opportunities and Gender Equality Plan aims to provide for at least half of the posts to be filled by recruitment in areas where women are underrepresented to be filled by women. In the case of promotions and the transfer of higher-ranking positions, the proportion of women in areas in which they are employed in lower numbers than men shall be significantly increased. The priority of aptitude, ability and professional performance shall be observed.

To standardise work processes and for documentation purposes, a formal procedure between the HR department and the Equal Opportunities Officer is to be installed.

### **4.1.3 ADVANCEMENT OPPORTUNITIES**

The aim of the Filmakademie Baden-Wuerttemberg is to improve the professional advancement of women, to provide further training and to create better career opportunities for women.

### **4.1.4 QUALIFICATION**

With appropriate qualification, female employees should be given more opportunities to prove their knowledge and skills in more highly rated jobs.

### **4.1.5 WORKING TIME**

The Filmakademie's aim is to enable more flexible working hours in order to better reconcile family and career, provided that there are no official concerns to the contrary. To this end, it has concluded a works agreement with the Filmakademie's works council, which provides for generous working hours.

Requests for part-time work for family reasons or requests for parental leave/parental leave shall be complied with as far as possible within the framework of the legal provisions. A request for part-time work may only be refused in exceptional and justified cases. The Human Resources Department is obliged to expressly inform employees who request a reduction in working hours of the general consequences under pension law, social security law, labour law and collective bargaining law.

In the case of applications for mobile work to fulfil family obligations, the Filmakademie shall consider sympathetically whether and under what conditions this can be made possible. However, official concerns must be given priority. To this end, the Filmakademie has concluded a works agreement with the works council.

Part-time and teleworking employees shall be given the same career advancement and training opportunities as full-time employees. Wherever possible, supervisor and managerial duties shall be designed in such a way that they can be performed by part-time employees.

If the university intends not to comply with the application of an employee with family responsibilities for part-time employment or participation in teleworking, the Equal Opportunities Officer shall be involved. The rejection of the application shall be justified in writing by the Human Resources Department.

### **4.1.6 FURTHER AND ADVANCED TRAINING**

The further and continuing vocational training of female employees is promoted. Further training events are to be offered which enable further qualification and/or prepare for the assumption of activities in which women are less represented.

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Women are particularly encouraged to participate in further training measures. This can be achieved both by the form of the advertisement and by the choice of topic. Family burdens should be considered through local training opportunities, offers for part-time employees, etc. This also applies to employees on leave. This also applies to employees on leave.

### **4.1.7 RESUMPTION OF EMPLOYMENT**

Interruptions in career/employment or reduction of working hours due to child-rearing periods or due to other family obligations must not have a detrimental effect.

Those on leave should also be informed about further education and training opportunities and have the possibility to participate.

To facilitate a later return to work, employees on long-term leave may be called upon to cover for holidays, sick leave or maternity leave, or to help out, insofar as this is permitted by the purpose of the leave. Employees shall be informed of these options at the time of their leave and encouraged to make use of them where possible. Upon request, counselling interviews shall be held with those on leave to inform them about employment opportunities during and after the leave.

## **4.2 PROMOTION OF THE NEXT GENERATION OF WOMEN**

If women are underrepresented in management positions in society as a whole as well as at the Filmakademie, the gender pay gap exists and the awarding of trades/funding/award money in the film sector is dominated by men, the explicit promotion of women is the means of choice to improve the situation.

In this context, a catalogue of measures is to be developed, some of which include projects already mentioned elsewhere.

### **4.2.1 PROMOTION OF FEMALE EMPLOYEES**

The targeted promotion of female employees at the Filmakademie is, in addition to the Human Resources Department (**cf. chapter 4.1.3**), largely the responsibility of the Equal Opportunities Officer and her deputy. There are already offers for exchange and information through "round tables" and personal consultations.

In promoting the next generation of women, special attention must be paid to the most targeted personnel development possible in recruitment and employment. This applies on the one hand to further training in the context of the original job and on the other hand to training which can mean promotion to a higher-ranking position. In this context, particular attention should be paid to training that is geared towards empowering women and preparing women for leadership roles (e.g. seminars for women in leadership positions, conflict and assertiveness training for women). To reduce barriers and achieve a more senior position with more responsibility, the reconciliation of care and nursing responsibilities and work should be a priority, especially for women in senior positions, by enabling the use of existing offers for part-time or mobile work. With the company agreement on mobile working at the Filmakademie, one equality goal has already been implemented. All employees whose job profile allows for mobile work are to be enabled to work on the move.

The assessment of training needs and further development opportunities should take place during the regular staff appraisals together with the supervisors or, depending on the position, with the managing director.

### **4.2.2 PROMOTION OF STUDENTS**

Various areas are relevant in the context of supporting women in their studies. First, the approach to prospective female students is discussed, then the awarding of scholarships as well as opportunities within the framework of internationalisation at the Filmakademie.

At this point, reference should also be made to the already mentioned increase in the representation of women in the external presentation, with the aim of addressing more female applicants.

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### **Awarding of support and scholarship programmes or prizes**

There are no purely internal funding and scholarship programmes at the Filmakademie to date. Within the framework of the options offered in cooperation, a general distinction must be made between singular or individual funding and project funding.

For the external scholarship programmes presented below, the Filmakademie makes recommendations for individuals, but the decision to award a scholarship is the responsibility of the scholarship provider.

**Appendix 5** describes the Filmakademie's funding programmes that can be used to support young female filmmakers and students.

### **Appendix 5 - Promotion of young women and promotion of female students**

#### **4.3 PARTICIPATION OF THE EQUAL OPPORTUNITIES REPRESENTATIVE IN SELF-GOVERNING BODIES AND WORKING GROUPS**

In addition to the participation rights of the Equal Opportunities Officer and her representative regulated in **2.3**, participation is desirable in other fields of action.

- The Equal Opportunities Officer is a voting member of decision-making bodies of the Filmakademie.
- She receives the agenda items for the supervisory board meetings in advance so that she can comment on gender equality issues before the meeting.
- Furthermore, it is aimed that women are represented in committees and/or working groups at least proportionally to their number of employees to ensure that women-specific issues are taken into account in decisions. The Filmakademie therefore encourages women to participate in working groups. This encouragement is also directed at female students, for example for the representation of students in the committees of the Filmakademie. All employees and students are called upon to pay attention to this and to work towards ensuring that more women are considered when nominations are made.

##### **4.3.1 IDENTIFICATION AND APPOINTMENT OF MULTIPLIERS**

Essential factors for the success of gender equality are the distribution of work across as many areas as possible and the assumption of responsibility for the implementation of goals and measures. A distinction can be made between internal networking and division of labour on the one hand and external synergies on the other.

#### **Internal multipliers**

##### **Equality Commissions + Implementation**

The Equal Opportunities Commission required by the State University Act<sup>16</sup> shall be established as an advisory committee. The Equal Opportunities Commission should consist of: two persons from the internal management, two persons from the Works Council, the Equal Opportunities Officer, the Student Equal Opportunities Officer, the project manager of the Diversity Audit, and a representative of the AstA.

The mandate is as follows: The Equal Opportunities Commission supports the Executive Director in fulfilling his/her legal mandate to enforce equality between women and men and in taking equality into account as a guiding principle. The work of the Equal Opportunities Officer is supported by implementing equality work directly in the areas affected by equality measures.

##### **Group of multipliers for the implementation of gender issues**

A group of multipliers from various areas of the Filmakademie is to be founded to explicitly deal with the topic of gender equality. Among other things, a range of events on the topics of the advancement of women and gender equality is to be set up. The focus should be on further education and lectures that contribute to the promotion of female career paths.

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<sup>17</sup> Cf. Law on Universities in Baden-Wuerttemberg (State University Act - LHG), § 4, paragraph, loc. cit.

# **EQUAL OPPORTUNITIES AND GENDER EQUALITY PLAN OF FILMAKADEMIE BADEN-WUERTTEMBERG GMBH 2022–2027**

## **External multipliers**

### **Cooperation and networks**

The Filmakademie's Equal Opportunities Officers are already an active part of the network of equal opportunities at German film schools, the city of Ludwigsburg, the Ludwigsburg universities as well as the internal campus networking with the Akademie für Darstellende Kunst Baden-Wuerttemberg GmbH (ADK). Co-operations and networking in the municipal area, at the state level, with film schools, etc., allow important synergies and joint projects to emerge.

### **4.3.2 ROLE MODELS**

Female junior staff must be supported and motivated to work professionally and - if they have the relevant experience - encouraged to realise that starting a family does not have to mean the exclusion of a professional career. The Filmakademie explicitly supports men taking on care and nursing tasks. It supports and encourages men to apply for sufficient parental leave.

### **4.3.3 REFLECTION OF STRUCTURAL DISCRIMINATION**

All HR managers should be aware of the significance of possible structural discrimination in the context of selection procedures (cf. action guidelines on gender-equitable selection).

Teachers and staff involved in teaching are encouraged to be aware of gender-specific effects of teaching methods and materials to avoid gender-specific disadvantages.

In 2018, the programme "Gender in Progress" was founded at the Filmakademie and expanded to "Gender & Diversity in Progress" in 2021. The aim of the series is to sensitise tomorrow's filmmakers to a gender- and diversity-conscious creative process in front of and behind the camera with events such as workshops, coaching sessions, seminars, lectures, and panel discussions.

The programme is constantly being revised and adapted. The internal management of the Filmakademie provides an annual budget for this but does not make any specifications regarding the content. Participation in the events is open to all students and, in some cases, also to staff.

## **4.4 COMPATIBILITY WITH CARE AND NURSING TASKS**

Disregarding equality would have far-reaching disadvantages for the Filmakademie. Equality should be permanently enforced and regularly evaluated. This will have a significant impact on the attractiveness of the Filmakademie as a place to work and study for staff, lecturers, and students, as well as for people working on projects. In the long term, the Filmakademie's competitiveness can thus be increased by improving the compatibility of care and nursing tasks and work or study. **Appendix 6** describes the measures to improve the compatibility of work and study with care and nursing responsibilities.

### **Annex 6 - Compatibility with care and nursing tasks**

#### **4.4.1 FURTHER MEASURES TO IMPLEMENT A FAMILY-FRIENDLY UNIVERSITY**

A key element of the compatibility of family and studies or work is an infrastructure that makes this possible. This includes both premises and childcare facilities.

##### **Space requirements and infrastructure**

While improving the family-friendliness of the Filmakademie, it is endeavouring to examine how the provision of suitable and easily accessible rooms for pregnant women and nursing mothers can be implemented to a sufficient extent and how these rooms should be equipped in the best possible way. The already existing rest and breastfeeding room is to be redesigned in cooperation with the Equal Opportunities Officer to better meet the needs of breastfeeding mothers and pregnant women.

One measure that has already been carried out is the installation of two changing tables in the disabled toilets.

##### **Childcare**

Childcare is a central component of equal opportunities and equality between men and women. By offering childcare, the Filmakademie could further increase its attractiveness as an employer in the competition for the best talent and compensate for location difficulties.

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Two measures can significantly increase the compatibility of family and work/study in childcare: One is the facilitation of self-care for children through room concepts. This possibility is to be examined at the Filmakademie.

Secondly, by offering support in external supervision. Ideally, childcare should not only be available for staff and students, but also for lecturers. A survey among staff and project supervisors in May 2021 showed that there is a clear desire or need for organised childcare.

Realistically, it must be considered difficult to implement these measures. This requires foundations that must be created politically. Nevertheless, a process is to be set in motion that will gradually examine and initiate childcare options. A merger with other universities in Ludwigsburg should be explored in this context.

As another important instrument for the realisation of equal opportunities and equality, the Filmakademie and the works council put the company agreement on flexible working hours into effect in November 2017. The company agreement on flexible working hours **BV Flexible Arbeitszeiten** can be viewed by members of the Filmakademie at the following link: <https://wiki.filmakademie.de/wiki/display/FI/Flexible+WorkingTime>

In July 2021, the management reached a company agreement on mobile working with the works council and in cooperation with the Equal Opportunities Officer. The company agreement on mobile working is in a trial phase of two years. The aim is to bring the company agreement on mobile working into force in July 2023. The company agreement on mobile working **BV Mobiles Arbeiten** is available to members of the Filmakademie at the following link: <https://wiki.filmakademie.de/wiki/display/FI/Mobiles+Arbeiten>

### **4.5 FURTHER MEASURES TO IMPROVE THE WORKING AND LEARNING ENVIRONMENT**

This is followed by a description of existing measures to ensure sufficient participation of women and equal opportunities. These include - as stipulated by law - organisational as well as social measures in addition to personnel measures. They are intended to contribute to eliminating underrepresentation, to reconciling care and nursing tasks with work, and to provide protection against sexual harassment at the workplace.

#### **4.5.1 CAMPUS INFRASTRUCTURE AND SPACE REQUIREMENTS**

The following chapter presents various areas in the context of considering campus infrastructure and a space requirement.

##### **Space requirement**

The hygiene and sanitary facilities provided by the Filmakademie, as well as any social rooms, meet today's standards.

The need for spaces for informal or formal exchange or networking is being examined. Concepts for meeting spaces are under discussion, including the following aspects: Space for break organisation, shared kitchen use or interdepartmental exchange, setting up "communication corners". These elements could become even more relevant in the concept of a future-oriented office use or spatial reorganisation.

##### **Parking allocation**

To ensure greater flexibility in the allocation of company parking spaces in the long term, the "Company agreement on the allocation and use of company parking spaces" was revised. The introduction of a parking app for the purpose of the greatest possible utilisation of the available resources is to take place on 1 October 2022. The company agreement on the allocation and use of company parking spaces **BV Vergabe und Nutzung Parkplätze** can be accessed by members of the Filmakademie at the following link: <https://wiki.filmakademie.de/wiki/pages/viewpage.action?pagelid=151030981>

The consideration of the interests of persons with disabilities is already being implemented in accordance with the legal requirements.

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## **Lighting and security on campus**

Regular inspections of the campus grounds are carried out to meet the increased need for security, especially for women. The Filmakademie is also planning, in cooperation with the Equal Opportunities Officer and, if necessary, with the police, to examine the structural facilities for possible sources of danger or potential areas of fear and, if necessary, to develop suitable countermeasures. The lighting of paths and rooms, e.g. with the help of motion detectors, has already been significantly improved. The handling of the academy courtyard, which is heavily frequented especially in the evenings in summer, is also regularly included in the safety-relevant inspections; if necessary, appropriate measures are implemented. There is also a regular check of the structural facilities on the accessibility.

## **4.6 COMMUNICATION**

Access to information internally and externally must be seen as a resource and a means to create equal opportunities. In this context, attention must be paid to a balanced representation of women.

### **Internal communication**

To create equal opportunities within the staff of the Filmakademie, the current internal communication is to be reviewed and optimised. A holistic concept with the definition of goals, concrete measures, and clear responsibilities as well as the further development and evaluation of the staff survey should ensure the satisfaction of the staff and a good working atmosphere. A constant flow of information about special events, goals and projects should contribute to integration and motivation, as well as to the staff's identification with the company. Transparent, open communication should also prevent rumours and uncertainties. In addition, regular company meetings should be held in person or online, company events should be held and spaces for personal exchange should be created. The existing communication channels should be continuously reviewed and optimised. Good internal communication also has a positive effect on the external image of the company.

### **External presentation**

In the external communication of the Filmakademie, including on its website, attention must be paid to equal gender representation.

The aim is also to increase the presence of successful female students and graduates in the media and in external communication, explicitly integrating this aspect into the Filmakademie's alumni work.

In general correspondence, reference is made to gender-sensitive use of language and/or imagery, which should be observed in both internal and external communication, in accordance with the Filmakademie Baden-Wuerttemberg's Guidelines for Gender-Sensitive Language:

[https://www.filmakademie.de/fileadmin/user\\_upload/gleichstellung/Leitfaden\\_gleichstellung\\_Sprache\\_FABW\\_final.pdf](https://www.filmakademie.de/fileadmin/user_upload/gleichstellung/Leitfaden_gleichstellung_Sprache_FABW_final.pdf)

## **4.7 MEDIA OFFER**

The internal library/video library supports the teaching of the Filmakademie and the ADK and offers students, with a wide range of DVDs, CDs and books of all genres, opportunities for autodidactic training and further education. The media of the Filmakademie library (print/non-print) can be searched via the OPAC (Online Public Access Catalogue).

The catalogue is structured in such a way that the media are described by metadata and in this way are easier to research. The extended indexing of the media enables a simplified search for persons, titles, or publishers, as the holdings are to be indexed thematically with keywords, subject groups, notation, and classification. Gender-sensitive indexing should be emphasised to offer low-threshold access. Traditional indexing systems are to be examined. In this context, the joint initiative of the film schools in the field of gender should be mentioned. An exchange regarding the topics dealt with here and possible joint undertakings in cooperation between the libraries/media libraries of the respective partner film schools could yield important synergies.



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### **Video on Demand**

The Filmakademie Library has access to the paid streaming provider AVA Library<sup>17</sup>. Members of the Filmakademie can use the service free of charge. AVA Library is dedicated to broad thematic areas and compiles collections that deal with more concrete issues and topics, such as LGBTQ or "women on screen" and offers a selection of films that deal with the diversity of female characters.

### **Transfer to eProjekt**

As part of the content development and expansion of gender-sensitive keywording at the Filmakademie, this will also be mapped in the internal project management tool *eProjekt* after revision, in which the terms will be made available for selection there for keywording. The (film) projects created at the Filmakademie are also part of the library's media offer.

## **4.8 INTERCULTURALITY AND DIVERSITY PROGRAMME**

In May 2019, the Baden-Wuerttemberg Filmakademie's application to participate in the "Interculturality and Diversity" programme was approved by the MWK. The programme's initiation workshop, which was mentioned earlier, took place on 4 July 2019 under the direction of the external speaker Andreas Kern and with the participation of employees from various departments of the Filmakademie. The content of the kick-off workshop analysed the internal and external points at which the Filmakademie sees a need for workshops, what can be understood by the term "diversity" and how the profile of a university at which diversity and openness are to be lived can be sharpened. The second workshop in the series took place on 17.10.2019. Soon, the Filmakademie will plan and conduct further workshops, seminars and in-house training sessions on the topic of "Interculturality & Diversity" together with Andreas Kern.

## **4.9 MEASURES AGAINST (SEXUAL) DISCRIMINATION**

Protection against assault and derogatory behaviour is another important contribution of the Filmakademie to the realisation of equal rights and equal opportunities and is prescribed under the General Equal Treatment Act (AGG)<sup>18</sup>. Sexualised violence and harassment is fundamentally to be considered as gender discrimination. The Filmakademie refers to the internal "[Policy on Protection against Discrimination, Abuse of Power, Bullying, Stalking, Sexual Harassment and Violence](#)" written in March 2020<sup>19</sup>.

The directive has also been implemented in abbreviated form in the form of a flyer<sup>20</sup>. Among other things, the relevant principles, definitions, and measures/sanctions have been set out in this flyer. In cases of sexual harassment, various internal contact points are available; these are listed on the Filmakademie's website, among other places.<sup>21</sup> Furthermore, reference is made to relevant external contact persons and contact points, including the publication of the Federal Anti-Discrimination Agency, "Was tun bei sexueller Belästigung am Arbeitsplatz" (What to do in case of sexual harassment at the workplace)<sup>22</sup> as well as to the counselling offered by the independent and inter-company Vertrauensstelle Themis gegen sexuelle Belästigung und Gewalt e.V. (Themis against sexual harassment and violence).<sup>23</sup> which specialises explicitly in the film, television, and theatre industry.

In this context, reference should be made to a planned complaints management and protection concept: To complement and bundle already existing preventive measures to avoid discriminatory behaviour, a

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<sup>18</sup> Ava Library, at: <https://www.ava-library.com> (retrieved 14.07.21).

<sup>19</sup> Cf. General Equal Treatment Act (AGG), §3 (4), loc. cit.

<sup>20</sup> Cf. guideline of the Filmakademie Baden-Wuerttemberg on protection against discrimination, sexual discrimination, abuse of power, mobbing, stalking, sexual harassment and violence, at: <https://www.filmakademie.de/de/ueberuns/gleichstellung-gender/diskriminierung/richtlinie-der-fabw/> (retrieved 02.07.21).

<sup>21</sup> Flyer "We stand up against discrimination", at:

[https://www.filmakademie.de/fileadmin/user\\_upload/gleichstellung/Flyer\\_gegen\\_Diskriminierung\\_FABW.pdf](https://www.filmakademie.de/fileadmin/user_upload/gleichstellung/Flyer_gegen_Diskriminierung_FABW.pdf) (retrieved 02.07.21).

<sup>22</sup> Cf. continuously updated contact points of the Filmakademie, at:

<https://www.filmakademie.de/de/ueberuns/gleichstellung-gender/diskriminierung/anlaufstellen/> (retrieved on 02.07.21).

<sup>23</sup> Federal Anti-Discrimination Agency, at:

[https://www.antidiskriminierungsstelle.de/betriebsklimaschutz/betriebsklimaschutz\\_node.html](https://www.antidiskriminierungsstelle.de/betriebsklimaschutz/betriebsklimaschutz_node.html) (retrieved on 02.07.21).

<sup>24</sup> Themis Vertrauensstelle gegen sexuelle Belästigung und Gewalt e.V., at: <https://themis-vertrauensstelle.de/> (retrieved on 02.07.21).

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transparent and structurally revised concept for protection and complaint management is to be developed, including the establishment of a notification and complaint office according to the AGG. Since sexual harassment is strongly related to the issue of "abuse of power" and is mostly used to demonstrate power, this issue should be focused on more closely. This aspect should also be considered when developing the protection concept. This includes, among other things, clear corporate structures as well as trained and recognised contact points.

The guideline and contact points are published on the Filmakademie's homepage.

Guideline:

[https://www.filmakademie.de/fileadmin/user\\_upload/gleichstellung/Richtlinie\\_FABW\\_zum\\_Schutz\\_vor\\_Diskriminierung\\_und\\_Gewalt\\_20200304.pdf](https://www.filmakademie.de/fileadmin/user_upload/gleichstellung/Richtlinie_FABW_zum_Schutz_vor_Diskriminierung_und_Gewalt_20200304.pdf)

Contact points:

<https://www.filmakademie.de/de/ueberuns/gleichstellung-gender/diskriminierung/anlaufstellen/>

### **4.10 COMMUNICATION CENTRE**

In the Equal Opportunities and Gender Equality Plan as well as in the company agreement "Appreciative Treatment", the Filmakademie made it its task to prevent abuse of power, such as bullying and discrimination in the workplace and, if necessary, to put an end to it by appropriate means. For this purpose, a conciliation board was set up. This body is convened in the event of internal conflicts. The conciliation board is composed of a member of the works council, an equal opportunities officer, a member of the internal management and a legal advisor. If necessary, the board can be extended to include other members, for example the students' equal opportunities representative or a representative of the AStA, if students are affected by the issue. The appointed members should take part in the meetings of the board within the scope of their function. The board should be composed of equal numbers of members. The managing director appoints the members of the board and gives the mandate. The board acts autonomously when dealing with the mandate given to it and is not bound by instructions in its procedure. It has the task to develop a conflict resolution strategy with appropriate measures by hearing the persons concerned and, if necessary, possible other persons. After the talks have been concluded, it makes a recommendation for action to the executive director. It is the responsibility of the managing director to implement the recommended measures and/or to take consequences under labour law and to inform the conciliation body.

The members of the Arbitration Board are to be trained as mediators to be able to cope with the tasks assigned to them with competence and good solutions. The purpose of the mediation board is to create and maintain a good working atmosphere and to deal with conflicts at an early stage.

Milestone: In this context, it should be examined whether the company agreement "Appreciative Handling" can be adapted to the current circumstances.

### **4.11 SURVEYS**

Surveys of topic-specific relevant target groups at the Filmakademie serve a targeted implementation of measures and thus increase the effectiveness of their implementation. The results of the surveys of staff, students and lecturers undertaken so far in the context of gender equality work are to be considered as relevant in the corporate strategy and implemented as appropriate. Surveys most recently conducted are: Survey by the AStA on the topics of "Gender & Diversity", "Stress & Pressure" and "Quality of Teaching"; survey by the Communications and Marketing Working Group on the topics of "Identity and Strategic Goals", "Philosophy of Teaching", "Sustainability" and "International Orientation" and "Gender Equality"; and staff survey by the Staff Council and Management.

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## **4.12 FUNDING FOR EQUALITY**

The work of the Equality Office is financed on a basic level. This basic funding includes, among other things, the payment of the agreed hourly quotas<sup>24</sup> or the agreed relief measures for the Equal Opportunities Officer, her deputy and the Equal Opportunities Officer for Students.

In addition, the Equal Opportunities Officer and her deputy receive an allocation fund for the realisation of equal opportunities goals, which they can freely dispose of for a specific purpose - within the specified framework of the expenditure of funds at the Filmakademie.

The funds to be used specifically for equal opportunities are allocated by the internal management in agreement with the Filmakademie's Equal Opportunities Officer. For this purpose, Equal Opportunities draws up a project budget once a year (by 1 October at the latest) on possible measures, projects, and lectures for the coming financial year. This is presented and discussed at the management meeting and the budgets are jointly agreed and approved. Close to the end of the calendar year, the actual costs of this project budget are reported, again within the framework of the management meeting.

There is a general differentiation of the budgets regarding the use for the staff or the students. The latter works primarily with the funds that are set or spent within the framework of the internal "Gender & Diversity" programme.

## **4.13 TARGETS AND TIMELINES**

This Equal Opportunities and Gender Equality Plan of the Filmakademie Baden-Wuerttemberg aims to contribute to the realisation of the constitutionally guaranteed equality of women and men. The plan shows how equality at the Filmakademie Baden-Wuerttemberg is to result in concrete actions and measures within a specific time frame.

The following passages present the areas and goals presented so far in a condensed form. The activities relevant for the implementation as well as the review of the objectives set in terms of time and content are the responsibility of the Equal Opportunities Commission, which is to be set up promptly with the adoption of the Equal Opportunities and Equality Plan.

The following measures for monitoring the targets and timelines shall apply:

- An interim score is generally collected every year.
- A first detailed evaluation with, if necessary, adjustments to the targets and timelines will take place after Year 2.
- A second detailed evaluation will take place after Year 3 and will form the basis for the development of the new Equal Opportunities and Gender Equality Plan after the completion of Year 4.
- The final and third evaluation will take place after year 4 as an overall analysis and in transfer to the Equal Opportunities and Gender Equality Plan from 2026.

### **Appendix 7 - Goals, milestones and timelines**

## **V. MONITORING**

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### **5.1 PUBLICATION OF THE EQUAL OPPORTUNITIES AND EQUALITY PLAN**

The Filmakademie's Equal Opportunities and Gender Equality Plan will be presented at a staff meeting, distributed to all employees once it has come into effect and passed on to the departments for publication among students and lecturers. Upon taking up employment, all new employees of the Filmakademie Baden-Wuerttemberg will be made aware of the Equal Opportunities and Equality Plan. It can be requested from the Equal Opportunities Officer or the internal management and is available on the internet and intranet (Filmakademie Wiki).

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<sup>25</sup> The agreed hourly quotas are to be reviewed continuously as well as when necessary, with regard to the amount of work and projects that arise.

# **EQUAL OPPORTUNITIES AND GENDER EQUALITY PLAN OF FILMAKADEMIE BADEN-WUERTTEMBERG GMBH 2022–2027**

## **5.2 STATISTICAL EVALUATION**

Statistics differentiated by gender are the basis for effective controlling. Within the framework of data protection regulations, the internal administration maintains its statistics programmes in such a way that the characteristic gender can be evaluated in combination with all other characteristics.

To centrally record the gender distribution of lecturers and guest lecturers in the future and thus also be able to evaluate it, an evaluation option is to be integrated as part of the introduction of a new campus management system.

Regarding the composition of student teams, an update is to be made within the framework of the internal project management tool *eProjekt*. The aim is to be able to record all other team members as male, female or diverse, in addition to the main crew, so that a statistical evaluation of the gender distribution can take place within the framework of the staff of the project work in the degree programme.

### **Data collection**

The following data are collected (separated by gender in each case):

- the number of students using the present system,
- the number of degrees,
- the number of scholarships,
- the number of awards/scholarships and grants, considering third-party funded projects as well as student mobility,
- the number of senior lecturers, including honorary professorships,
- the number of other guest speakers,
- the number of employees, broken down by full- and part-time activity, remuneration and wage groups, and using the internal system of management and key positions,
- the number of project supervisors,
- the number of persons on leave, broken down by reason for leave,
- the number of staff positions expected to become vacant due to reaching the legal age limit and the foreseeable change in the area of responsibility and the number of staff positions expected to be filled.

This data is automatically made available to the competent bodies at regular intervals, but at the latest at the time of the annual interim report on the status of fulfilment of the Equal Opportunities and Equality Plan.

## **5.3 CLARIFICATION OF RESPONSIBILITIES**

After the adoption of the Equal Opportunities and Equality Plan, the managing director of the Filmakademie, in cooperation with the Equal Opportunities Officer and the deputy, the Students' Equal Opportunities Officer, the Equal Opportunities Commission, the works council as well as the responsible persons in the departments and the employees of the central administration who are to be involved, shall determine who is to be responsible for the implementation of the respective measures and in which period of time the measures are to be implemented.

If necessary, round tables are convened to work on specific issues, where measures can be discussed with interested parties or those involved, and their implementation can be conceptualised (keyword: multipliers). The results are communicated to the Equal Opportunities Commission.

Furthermore, all department heads are informed separately about current goals and measures of gender equality work - after they have been published in accordance with the Equal Opportunities and Gender Equality Plan - with the aim of raising awareness and sharpening responsibilities. In addition, all department heads are informed separately. For this purpose, a specific specialist meeting of the Steering Committee is convened once a year, in which the internal management provides information on the above-mentioned topics.

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## **5.4 REPORTING OBLIGATIONS**

The Equal Opportunities Officer and her deputy shall report to the internal management once a year on their activities and use of financial resources.

The Equal Opportunities Commission submits an annual interim report to the internal management and the Supervisory Board on the status of the fulfilment of the Equal Opportunities and Equality Plan. The managing director reports annually on the implementation of measures at the Filmakademie Baden-Wuerttemberg and, together with the Equal Opportunities Commissioner and her deputy, makes proposals for new measures or the correction or termination of a measure, if necessary.

If the targets have not been implemented within the framework of interim evaluations and within the framework of the previous equal opportunities and equality plan, it must be explained why the targets of the plan have been deviated from and what countermeasures are being taken.

The Filmakademie reviews its public announcements to ensure that women are addressed in the same way as men.

## **VI. INCORPORATE**

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This Equal Opportunities and Gender Equality Plan shall become effective upon signature by the Executive Director. The plan shall be published in the manner described within four weeks. The Equal Opportunities and Gender Equality Plan shall be submitted to the Supervisory Board for information.

## **VII. APPENDIX**

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**Annex 1 - Jointly signed paper of the five German film schools "Together for gender justice".**

**Appendix 2 - Relevant measures taken to date on the topic of equality at the  
Filmakademie**

**Appendix 3 - Gender ratios to determine under-representation in management functions  
and positions in the workforce**

**Appendix 4 - Gender ratios in studies and teaching (senior lecturers and guest lecturers)  
on the existence of under-representation**

**Annex 5 - Promotion of young women and promotion of female students**

**Annex 6 - Compatibility with care and nursing tasks**

**Appendix 7 - Goals, milestones and timelines**

## **SOURCES**

### **Legal basis and sources of information**

**Baden-Wuerttemberg State Higher Education Act** [https://www.landesrecht-](https://www.landesrecht-bw.de/jportal/portal/t/did/page/bsbawueprod.psml?doc.hl=1&doc.id=jlr-)

[bsbawueprod.psml?doc.hl=1&doc.id=jlr-](https://www.landesrecht-bw.de/jportal/portal/t/did/page/bsbawueprod.psml?doc.hl=1&doc.id=jlr-)

[HSchulGBWV28IVZ&documentnumber=2&numberofresults=121&doctyp=Norm&showdoccase=1&doc.par](https://www.landesrecht-bw.de/jportal/portal/t/did/page/bsbawueprod.psml?doc.hl=1&doc.id=jlr-)  
[t=S&paramfromHL=true#focuspoint](https://www.landesrecht-bw.de/jportal/portal/t/did/page/bsbawueprod.psml?doc.hl=1&doc.id=jlr-)

**Act on the Realisation of Equal Opportunities for Women and Men in the Public Service in Baden-  
Wuerttemberg** <https://www.landesrecht->

[bw.de/jportal/?quelle=jlink&query=ChancGleichG+BW&psml=bsbawueprod.psml&max=true&aiz=true](https://www.landesrecht-bw.de/jportal/?quelle=jlink&query=ChancGleichG+BW&psml=bsbawueprod.psml&max=true&aiz=true)

**General Equal Treatment Act (AGG)**

[https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg\\_gleichbeh](https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg_gleichbehandlungsgesetz.pdf?__blob=publicationFile)  
[andlungsgesetz.pdf?\\_\\_blob=publicationFile](https://www.antidiskriminierungsstelle.de/SharedDocs/downloads/DE/publikationen/AGG/agg_gleichbehandlungsgesetz.pdf?__blob=publicationFile)

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**EU Directives** [https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy\\_de](https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/gender-equality-strategy_de)

**HORIZON EUROPE** <https://op.europa.eu/en/publication-detail/-/publication/ffcb06c3-200a-11ec-bd8e-01aa75ed71a1/language-en/format-PDF/source-232129669>

**Public Corporate Governance Code of the Ministry of Finance Baden-Wuerttemberg**

[https://publicgovernance.de/media/PCGK\\_BW2018.pdf](https://publicgovernance.de/media/PCGK_BW2018.pdf), there p. 14 (retrieved on 16.06.21).

**WIN-Charta Zielkonzept Filmakademie Baden-Wuerttemberg GmbH (2017)**

[https://www.filmakademie.de/fileadmin/user\\_upload/FABW\\_Zielkonzept\\_.pdf](https://www.filmakademie.de/fileadmin/user_upload/FABW_Zielkonzept_.pdf), p. 2 (retrieved 16.06.21).

**Equal Opportunities and Gender Equality Plan of the University of Teacher Education Freiburg**

[https://www.ph-freiburg.de/fileadmin/shares/Zentral/Hochschule/Rektorat/Chancengleichheits- und Gleichstellungsplan\\_1721.pdf](https://www.ph-freiburg.de/fileadmin/shares/Zentral/Hochschule/Rektorat/Chancengleichheits- und Gleichstellungsplan_1721.pdf)

**pictures in motion: The Equality Policy Mission of the Film University Babelsberg KONRAD WOLF  
Equal Opportunities and Gender Equality Plan of the State Academy of Fine Arts Stuttgart 2018 -  
2022**