

GENDER EQUALITY PLAN

Gender Equality Plan (GEP) | Diversity, inclusion and prevention of harassment

DMV-MICE e.V.

Validity period: from the date of adoption until 31 December 2029

Organisation	Deutsch-Marokkanischer Verein zur Ausbildung und Entwicklung der Kongress- und Veranstaltungs-Wirtschaft e.V.
Registered office	Zum Bahnhof 21, 31311 Uetze, Deutschland
Register	Vereinsregister Amtsgericht Hildesheim, VR 201089
President	Dr. Abdelaziz Aabadi
Secretary General	Heinrich Komp
Public contact	dmv.mice@gmail.com

Adoption statement

By this statement, the Presidency of DMV-MICE e.V. adopts this Gender Equality Plan and commits the association to providing the resources, responsibilities, monitoring arrangements and preventive measures required for its implementation. The Plan applies to governing bodies, paid staff, volunteers, members, consultants, trainees, partners and activities under the responsibility of DMV-MICE e.V.

Signed for DMV-MICE e.V.

Place: Uetze, Germany Date: 07-04-2026

President's signature:



Dr. Abdelaziz Aabadi - President

1. Purpose, scope and principles

This Plan establishes the institutional framework of DMV-MICE e.V. to prevent discrimination, promote substantive equality, improve women's representation in governance, projects and events, and create a safe, inclusive and respectful environment. It is tailored to a German-Moroccan association active in training, the meetings and events sector, development cooperation and projects in Morocco and Germany.

Scope

- Governance: Presidency, Board, management, working groups and selection committees.
- Working relationships: employees, volunteers, trainees, experts, consultants and service providers.
- Programmes and events: training, congresses, sport projects, community activities, communication, partnerships and financial support to third parties.
- Beneficiaries: women, men, girls, boys and people of every gender identity or expression, with particular attention to situations of vulnerability.

Guiding principles

- Equal treatment, equal opportunities and non-discrimination.
- A rights-based approach, participation, transparency and accountability.
- A gender-transformative approach addressing the norms, practices and power relations that produce inequality.
- An intersectional approach taking account of, among other factors, age, disability, racial or ethnic origin, nationality, religion or belief, sexual orientation, gender identity, socio-economic circumstances and caring responsibilities.
- Zero tolerance for gender-based violence, exploitation, abuse, sexual harassment and retaliation.
- Confidentiality, data protection, proportionality, impartiality and respect for the rights of all persons concerned.

Operational definitions

Gender equality	Equality of rights, responsibilities, opportunities, resources and participation, without sex or gender creating a disadvantage.
Discrimination	Direct or indirect adverse treatment, exclusion, restriction or an apparently neutral practice causing an unjustified disadvantage.
Harassment	Unwanted conduct that violates dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
Sexual harassment	Unwanted verbal, non-verbal or physical conduct of a sexual nature, including online conduct.

2. Governance, resources, data and monitoring

Public document and senior management responsibility

The Plan is approved and signed by the President, communicated to all persons concerned and published on an official DMV-MICE e.V. website. An accessible version is retained by the Secretariat. Any substantial amendment is approved by the competent governing body and published.

President and Board	Hold final accountability, approve resources, review the annual report and take disciplinary decisions within their competence.
GEP and Safeguarding Officer	A person appointed by the Board, with a deputy. Coordinates the Plan, training, monitoring, reports and liaison with external experts.
Project managers	Integrate equality, safety and gender-disaggregated indicators into activities, budgets, partnerships and reports.
Recruitment/selection committees	Apply transparent criteria, declare conflicts of interest and document decisions.
All persons concerned	Comply with the code of conduct, attend training and report risks or incidents in good faith.

Dedicated resources

- A minimum of 40 paid or volunteer hours per year is reserved for GEP coordination, in addition to the time required to handle incidents.
- An annual budget line covers at least training, accessibility, translation, communication and, where necessary, an independent external investigation or mediation.
- The Officer has direct access to the President and Board and must not receive instructions that compromise impartiality or confidentiality.

Data collection and annual reporting

- Establish a baseline and, where numbers permit, monitor sex/gender composition of governing bodies, teams, volunteers, applicants, recruits, speakers, participants and beneficiaries.
- Monitor pay differences for comparable functions where paid staff exist, as well as access to training, responsibilities and opportunities.
- Publish an annual aggregated summary of progress, indicators, measures completed, resources committed and next priorities, without information that can identify individuals.
- Collect only necessary data, on an appropriate legal basis, with clear information to individuals, restricted access, defined retention periods and security measures.

3. Equality, diversity and inclusion policy

General policy commitments

- Maintain an environment free from discrimination, sexism, racism, ableism, homophobia, transphobia, harassment and any other violation of dignity.
- Ensure equitable access to responsibilities, information, training, assignments, funding, networks and representation opportunities.
- Use respectful, inclusive and non-stereotypical communication in text, images, campaigns, events and educational content.
- Assess differentiated effects of projects on women, men, girls and boys and integrate equality from the design stage.
- Consult affected groups, including women and girls in vulnerable situations, and provide reasonable accommodation for persons with disabilities.

Organisational culture and work-life balance

- Schedule meetings and events, as far as possible, at times compatible with caring responsibilities and safety and mobility constraints.
- Enable remote or hybrid participation where compatible with the activity and provide breaks, safe spaces and accessible facilities.
- Do not disadvantage parental leave, caring responsibilities, part-time work or justified career interruptions in access to responsibilities and opportunities.
- Where relevant, include safe transport, accompaniment, accessibility, childcare or other participation support in project budgets.

Diversity and inclusion in German-Moroccan cooperation

- Respect linguistic and cultural contexts while maintaining common standards of dignity, equality and safety.
- Involve local organisations, women leaders, persons with disabilities and young people in the design and evaluation of actions.
- Avoid tokenism: participation must include meaningful influence and decision-making power.
- Make information and reporting mechanisms understandable and accessible and, as needed, available in French, German, English and/or Arabic.

4. Fair recruitment, promotion and decision-making

Recruitment and selection

- Define essential competences, selection criteria and a common scoring grid before publication.
- Use neutral, inclusive wording and advertise opportunities through diverse networks.
- Avoid irrelevant questions about family status, pregnancy, health or other protected characteristics.
- Where organisational size permits, establish diverse panels trained on unconscious bias and require declarations of conflicts of interest.
- Use the same core questions for all candidates, document the decision and offer a route to request information or review.
- For roles or activities involving children or vulnerable persons, apply proportionate and lawful safeguarding checks and references.

Promotion, responsibility and pay

- Publish or clearly communicate criteria for access to functions, assignments, training, mentoring and representation responsibilities.
- Apply equal pay for equal work or work of equal value where the association employs paid staff.
- Review unexplained gaps and take documented corrective action.
- Aim for balanced representation, with at least 40% of each gender on committees and governing bodies where the pool and size permit, without lowering competence requirements.

Events, projects and partnerships

- Aim for at least 40% women among speakers, experts and visible roles; avoid all-male panels unless a documented exception is justified.
- Set project-specific targets for women's and girls' participation and leadership, especially in sport and community activities.
- Include equality, non-harassment and safeguarding clauses in agreements with partners, service providers and recipients of financial support.
- Suspend or terminate collaboration in cases of serious or repeated breaches, in accordance with due process and applicable law.

5. Prevention of harassment and reporting procedure

Zero tolerance and a person-centred approach

DMV-MICE e.V. prohibits exploitation, abuse, sexual harassment, gender-based violence, bullying, online harassment and retaliation. The safety, needs, rights, dignity and informed choices of the affected person are considered throughout the process, without prejudicing the rights of the person who is the subject of the allegation.

Reporting channels

- To the GEP and Safeguarding Officer, orally or in writing; for initial contact use dmv.mice@gmail.com with the subject line 'CONFIDENTIAL - GEP'.
- To the deputy or directly to the President if the report concerns the Officer; to the Secretary General or an independent external person if the President is concerned.
- A report may be made by the affected person, a witness or anyone with reasonable grounds for concern. Anonymous reports are assessed insofar as the available information permits.
- Nothing in this procedure prevents contact with emergency services, police, courts, medical services or psychosocial support services.

Handling steps

1. Acknowledge receipt and explain options, normally within five working days.
2. Immediately assess risks and take proportionate protective measures, such as functional separation, a change of contact, data protection, support or temporary suspension where necessary.
3. Check conflicts of interest and appoint an impartial person; use external expertise where internal independence cannot be guaranteed.
4. Conduct a preliminary assessment followed by a fair, confidential and documented investigation without undue delay; indicative target of 30 working days, adapted to complexity.
5. Issue a reasoned decision, proportionate corrective or disciplinary measures, support for the affected person and information to the parties within confidentiality limits.
6. Allow a request for review in case of procedural error, conflict of interest or new evidence; strictly prohibit retaliation.

Confidentiality and records

Confidentiality and records

Information is shared only on a need-to-know basis. Each incident, decision and follow-up action is recorded in a secure restricted-access register. Public reports contain aggregated data only. Statutory reporting and cooperation duties remain applicable.

6. Action Plan 2026-2029 - Governance and capacity

Measure	Indicator / target	Deadline	Responsible
1. Adopt, sign and publish the GEP in French, English and German.	Three versions published; internal communication completed.	Within 30 days of adoption	President / Secretariat
2. Appoint a GEP and Safeguarding Officer and deputy with written terms of reference.	Two persons appointed; roles and conflicts defined.	Within 30 days	Board
3. Conduct a baseline assessment of representation, practices and risks.	Baseline report and priorities approved.	31 December 2026	GEP Officer
4. Allocate dedicated annual resources.	At least 40 hours/year plus documented budget line.	Each annual budget	President / Treasurer
5. Deliver mandatory training on equality, bias, harassment and safeguarding.	100% of Board and active personnel trained; annual refresher.	Within 6 months, then annually	GEP Officer
6. Establish a secure register for actions, aggregated data and reports.	Operational register, restricted access and retention rules.	Within 60 days	Officer / Data protection

Implementation principle

Compliance note: the specific requirements of each call for proposals or grant agreement remain controlling. This document voluntarily applies the European Commission's four process-related requirements and the main recommended thematic areas, adapted to a nonprofit association active in projects, training, events and international cooperation.

6. Action Plan 2026-2029 - Practices, projects and results

Measure	Indicator / target	Deadline	Responsible
7. Standardise recruitment and selection.	Inclusive templates, scoring grid, conflict declaration and decision record.	31 December 2026	Secretariat / Committees
8. Improve gender balance in governance and working groups.	Target at least 40% of the underrepresented gender where feasible.	By end of 2028	Board / General Assembly
9. Apply an inclusive event standard.	At least 40% women speakers; no all-male panel without documented justification.	From adoption	Event leads
10. Integrate gender and inclusion into all projects.	Gender analysis, disaggregated indicators, safeguarding risk and inclusion budget in 100% of relevant new projects.	From adoption	Project managers
11. Add GEP/safeguarding clauses to partnerships and procurement.	100% of relevant new agreements include clauses.	30 June 2027	President / Project management
12. Conduct annual pay and opportunity review where applicable.	Gaps analysed and corrective actions documented.	Annually	President / Treasurer
13. Publish an annual progress report.	Aggregated report approved and public; action plan updated.	By 31 March	Officer / Board
14. Carry out a mid-term review and renew the Plan.	Review in 2028; new GEP adopted before expiry.	June 2028 / December 2029	Board

7. Indicators, evaluation and implementation

Minimum annual indicators

Representation	% women/men/other self-declared categories on the Board, working groups, teams, panels and leadership functions.
Recruitment	Applications, shortlists, appointments and promotions by sex/gender where numbers permit safe reporting.
Pay	Pay gap for comparable work, analysed confidentially and in accordance with applicable law.
Training	% of target persons completing initial training and annual refreshers.
Projects and events	% women among speakers, leads, participants and beneficiaries; number of accessibility and participation-support measures.
Prevention	Aggregated number of reports, handling times, status of actions and recurring themes, without identifiable data.
Resources	Hours, budget and expertise committed to the GEP and safeguarding.

Annual cycle

- January-February: collect and validate aggregated data.
- March: annual report, gap analysis and Board approval.
- April: publish a summary and update actions, responsibilities and resources.
- Throughout the year: monitor incidents, participant feedback and immediate corrections where risks arise.

Entry into force and revision

The Plan enters into force on the date of signature. It is reviewed at least annually and after any serious incident, significant organisational change or new donor requirement. The three language versions are intended to be equivalent. For the association's internal legal governance, the German version prevails, without prejudice to the language of an applicable grant agreement.

Signed for DMV-MICE e.V.

Place: Uetze, Germany Date: 07-04-2026

President's signature:



Dr. Abdelaziz Aabadi - President

8. Compliance matrix and references

Requirement / area	Provision in this GEP
Public document signed by senior management	Cover, adoption statement, publication and President's accountability.
Dedicated resources and expertise	GEP Officer, deputy, minimum hours and annual budget line.
Disaggregated data and monitoring	Baseline, annual indicators, public aggregated report and data protection.
Training and awareness	Mandatory initial training, annual refreshers and training for panels/managers.
Work-life balance and organisational culture	Inclusive scheduling, hybrid participation and no disadvantage due to caring responsibilities.
Balance in leadership and decision-making	Target of at least 40% of the underrepresented gender where feasible.
Recruitment and career progression	Transparent criteria, common scoring, diverse panels, equal pay and review.
Integration of gender into content	Gender analysis in projects, events, training, sport, communication and partnerships.
Measures against violence and harassment	Zero tolerance, accessible channels, person-centred approach, investigation and protection from retaliation.
Intersectional diversity and inclusion	Consideration of disability, age, origin, religion, sexual orientation, gender identity and other circumstances.

Main references

- [European Commission, Gender Equality Plans \(GEPs\): How to be ready for ex-post checks, 2026.](#)
- [European Commission, Gender equality in research and innovation - Horizon Europe provisions.](#)
- [European Commission, Zero-tolerance code of conduct: counteracting gender-based violence, including sexual harassment, 2024.](#)
- DG INTPA, Annex L - Self-evaluation questionnaire on sexual exploitation, abuse and harassment, 2025.
- EuropeAid/186002/DD/ACT/MA - Promotion of a culture of equality in Morocco, including the rights-based and gender-transformative approaches.

Document status

Compliance note: the specific requirements of each call for proposals or grant agreement remain controlling. This document voluntarily applies the European Commission's four process-related requirements and the main recommended thematic areas, adapted to a nonprofit association active in projects, training, events and international cooperation.