

## Annual Report on the activities of the Comitato Unico di Garanzia (CUG – Equal Opportunities Committee) - October 31, 2023 – December 31, 2024

This report is aimed at informing the Management and the employees of the Istituto Nazionale di Astrofisica (INAF – National Institute for Astrophysics). This synthesis provides a reference basis in order to understand the activity of the INAF CUG in 2024 and propose guidelines and possible targeted interventions to improve working ambience, and support the staff.

The report aims at informing the INAF Management and staff about the activities carried on by the CUG in the first year of office, and support the INAF Management and personnel in building up a working environment which may favour physical, social, mental and cognitive wellbeing of the whole personnel in the long period.

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From October 30, 2023 to December 31, 2024, INAF Committee for Equal Opportunities (Comitato Unico di Garanzia – CUG) has been committed to strengthening the organizational wellbeing within the Institute. After the election of the CUG President, on February 14, 2024, the Committee, composed of 20 members (10 full members and 10 alternates), has immediately started an intensive activity: they arranged meetings in the

various INAF Institutes by adopting a collaborating and listening approach, so as to meet the needs of the staff.

Since the month of November 2023, the CUG meet regularly every month, except for the break in August. With a remarkable sense of responsibility, the Committee decided not to change the 2023-2025 Plan for Positive Actions (Piano Azioni Positive – PAP Plan for Positive Actions). This choice was dictated by the imminent expiry of the INAF Board November 2023 and by the will to listen and really understand the needs of the employees in all INAF Institutes, so as to ensure that the next update of the PAP may be the result of a new analysis of personnel needs.

In order to make the action of CUG incisive and effective, special working groups were composed: Legal Group and Positive Actions, Group for Events\_ and \_ Communication\_ Social\_ Website, Group for Staff Training and Development. Each group had carried out its activities, sharing their work during the monthly meetings.

In 2024, the CUG has shown a real commitment to training, and took part in a number of free and non-free training courses. In particular, the training course about CUG Roles and Functions, organized by FORMEZ, has enriched members' skills and reinforced the awareness of their own role. Moreover, the constant participation to the monthly meetings and webinars of the CUG Network allowed the Committee to stay up to date and increase their know-how, while strengthening the relationship

with other organisations and broadening the scope for comparison and exchange.

[Here are the initiatives proposed by CUG from 31.10.2023 to 31.12.2024.](#)

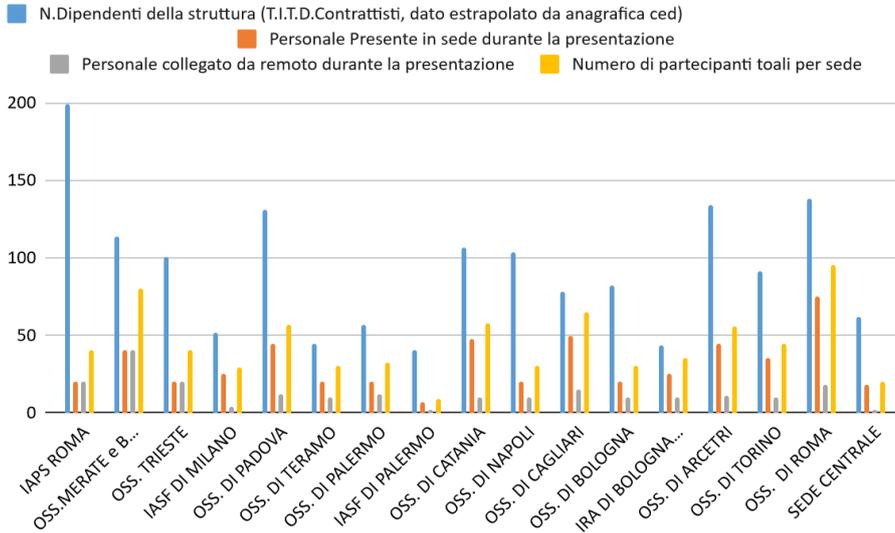
Training on the topics of organisational wellbeing, gender discrimination, violence against women, use of kind language, etc. were proposed to the INAF personnel with a remote connection. In March, the CUG wrote a detailed staff status report, including a thorough analysis of the data collected and providing a timely overview of the dynamics of the Institute. This report constitutes a solid basis to define future actions, address internal decision-making processes and guarantee a fair and transparent personnel management. The Report was sent and published on the website of the Ministry of Public Administration.

The initiative “CUG in Tour” represented one of the key projects of this first year of mandate. This was a series of meetings in the various INAF Centres throughout Italy in order to introduce the role of CUG, of the Trusted Counsellor and of the contact person at the Listening Point. These meetings promoted an open dialogue and offered a unique opportunity to gather ideas and proposals directly from the personnel, thus strengthening the sense of belonging and bringing out the specific needs of different territories.

Here below a graph with the number of employees who took part in the **CUG in Tour** in the various structures.

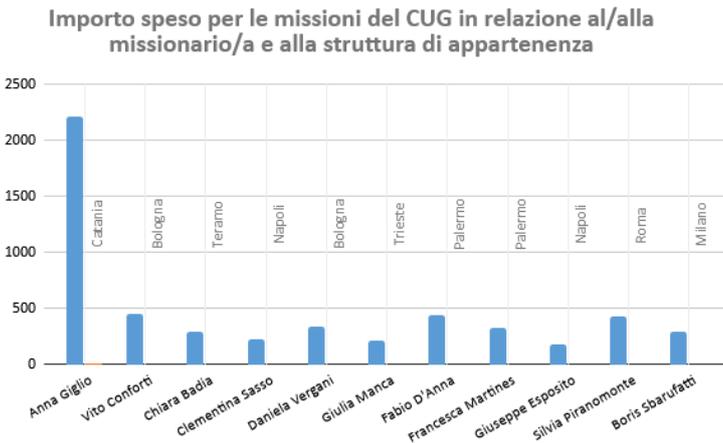
**Commentato [1]:** attenzione! il link riporta alla pagina del sito non aggiornata. Andrebbero inseriti gli eventi e aggiornato il testo con questo elenco: <https://docs.google.com/document/d/1nCi9LCQ9E1wd35tMWKkamcoBcss0VNB1YD4r7wcu0pE/edit?tab=t.0>

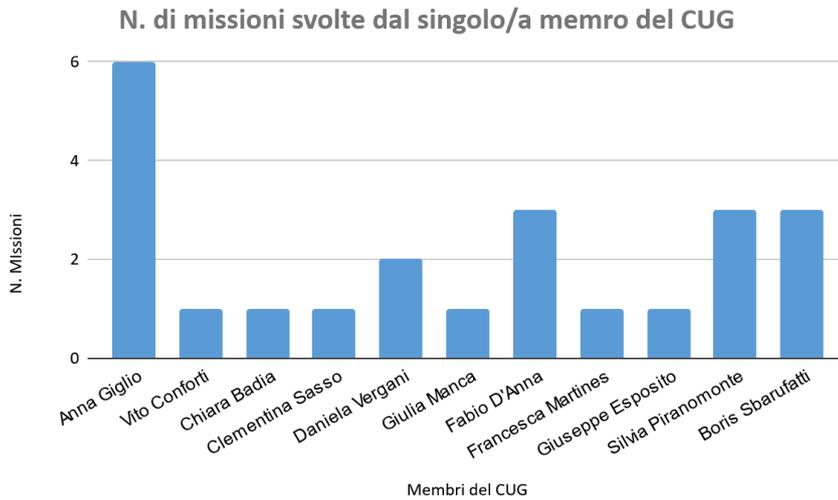
**Commentato [2R1]:** Grazie Chiara per avercelo ricordato.



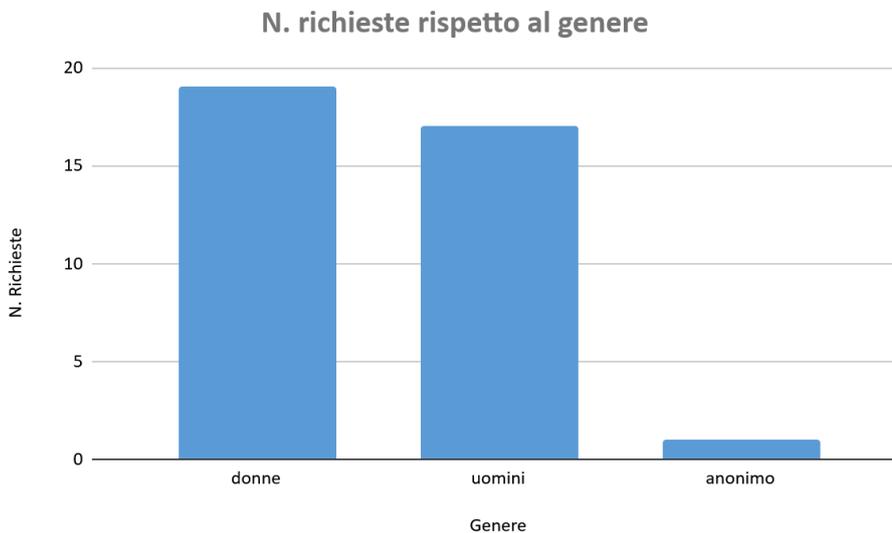
Expenditures for CUG's **11 members'** missions and meetings amounted to **5.401,01 Euros**, from 31.10.2024 to 31.12.2024 for a total of **23 missions**.

### Work Missions carried out





The total number of **alerts** received by CUG from 31.10.2023 to 31.12.2024 was **37, of which** 19 women, 17 men and 1 anonymous letter sent to 2 CUG members for the same confidential alert.



The CUG has always answered the alerts within more or less one month, after discussing them in the monthly meetings (apart from confidential alerts). In several cases, the CUG wrote letters, sent them to the INAF Management and published them in the CUG INAF webpage, so as to suggest solutions for the problems reported. During 2024, the CUG met the INAF Management twice, namely the President and the General Director, thus consolidating a clear and constructive communication channel. Moreover, the Committee has developed an effective network of liaison with the INAF Headquarters Offices and Groups, in order to fine align its activities with the Institute's policies and ensure a constant and targeted support for all CUG's initiatives. On the other hand, CUG has established a very good collaboration with the Staff Department of the General Direction responsible for Organizational Well-being and Training Needs.

From CUG in Tour and requests received during the first year of mandate we identified the following needs, which we divided into macro-areas:

1. Prevent and raise awareness against mobbing and different kinds of violence in the workplace through training and community discussion (Conferences, Meetings, Seminars)
2. Promote the sense of belonging of the staff through sharing values and the identity of the Institute
3. Improve effective communication inside the Institute and propose an inclusive language in institutional documents, and a kind language in working relationships with colleagues

4. Mapping the staff skills in the facilities and in the Headquarters, for an enhancement of human resources
5. Propose training courses and workshops so as to provide effective tools for conflict management in the workplace
6. Propose regular meetings and discussion in all facilities, organized by the directors for the personnel
7. Find and use financial support for personnel travelling for work with children, with the funds envisaged for the GEP Group 2022-2024
8. Propose seminars on disconnection
9. Propose leadership training for managers
10. Propose turnover planning for managers
11. Monitor the tasks performed by team leaders
12. Promote internal mobility among INAF Institutes
13. Ask INAF Management a new INAF Website and CUG Website
14. Support disadvantaged facilities, and propose solutions
15. Make proposals for the Healthcare of grant bearers, and for policies to promote their integration in INAF
16. Define and implement homogeneous and standardized procedures among the various Structures, so as to ensure coherence and operational effectiveness
17. Promote and disseminate the Code of Ethics

## **18. Contribute to the improvement of institutional communication between the Headquarters and the facilities – and viceversa**

We would like to underline the importance of the information activity carried out through the Newsletter starting from the month of June 2024. The Newsletter has always been translated and published also in English, and is available in the INAF CUG website.

### **SWOT Analysis**

At the end of the first term, we thought it would be useful to make the SWOT analysis of our committee. This analysis highlights strengths and opportunities which the CUG can exploit, as well as weaknesses and threats which require targeted interventions so as to improve the effectiveness of its work. The CUG stands out for the strong motivation and multidisciplinary expertise of its members, which allow to address wellness issues with inclusive and creative solutions. The continuity with the activities of the preceding CUG and the constant dialogue with the INAF management ensure coherence and strategic support. Working with transparency and fairness, the CUG builds trust with the staff. For its work, the CUG uses internal resources: the Manager responsible for Organizational Wellbeing and Training Needs, the trusted Counsellor and the contact person for the Listening Point, the Headquarters offices, the internal wellness groups (Univers@LL, GEP group, Green group), thus reinforcing the support network. The availability to visit INAF structures allowed us a direct contact with the INAF personnel, by promoting proximity and listening. The social and

organisational context offered several opportunities seized by the CUG: it should continue seizing them in order to strengthen its role.

The INAF personnel is showing an increasing interest in the issues addressed by the CUG, thus creating a fertile ground for active involvement and the success of initiatives. The SWOT analysis also shows that the CUG can benefit from the CU network support. This is a well-established system of collaboration among public bodies, which offers chances of confrontation, training and operational support. The presence of CUG with well-established experiences (ASI, CNR, INGV, INFN, Universities) represented in the course of 2024 a valuable source of inspiration for adopting ready-made models and strategies. However, in order to maximize its impact, il CUG must address some concerns. The impossibility of meeting in person during the monthly meeting reduces the chance of discussion and may slow down the decision-making process. The lack of specific economic resources makes it difficult to implement complex projects, thus limiting the scope of proposed initiatives.

PUNTI DI FORZA	PUNTI DI DEBOLEZZA
Elevata motivazione dei MEMBRI del CUG	Riunioni del CUG prevalentemente on line
Continuità con le attività del precedente CUG e valorizzazione dell'esperienza	Ridotta incisività rispetto ai processi decisionali di governance dell'Ente
Dialogo costante con la Dirigenza INAF	Limitate risorse economiche disponibili sia per la formazione che per le missioni
Presenza di diverse professionalità nel CUG	
Trasparenza e Correttezza nel lavoro del CUG	
Disponibilità di spostamento dei membri del CUG nelle strutture INAF per il CUG in Tour	
Risorse Professionali interne ad INAF con cui il CUG può rivolgersi e collaborare (Ufficio della sede centrale, Dirigente Benessere, Consigliera di Fiducia, Referente dello Sportello di Ascolto)	
OPPORTUNITA'	MINACCE
Forte attenzione da parte della società sui temi affrontati dal CUG	Sovrapposizione di ruoli con altri gruppi benessere se non si lavora in rete e si collabora
Supporto da parte della Rete dei CUG	
Esistenza di Reti CUG consolidate con cui confrontarsi (ASI, CNR, INGV, INFN, Università)	

The commitment of CUG during this first year of mandate produced significant results, thus securing a foothold for a

continuous and targeted effort to promote staff well-being. If we listen to the personnel requests, reinforce skills through continuing education and an active collaboration with the Management and the other Offices all constitute a solid basis for an update of PAP and planning activities. With this premise, the CUG looks at 2025 with a clear and ambitious vision, ready to propose further improvements for the whole INAF context.

Catania, December 31, 2024

Anna Giglio for the INAF CUG