



PROEKSPORT ALBANIA

Gender Equality Plan 2026–2029

Voluntary institutional plan aligned with Horizon Europe Gender Equality Plan requirements and recommended thematic areas

Organisation	PROEKSPORT ALBANIA (PEA)
Organisation type	Non-governmental business / industry association
Location	Tirana, Albania
Website	www.fason.al
Plan period	2026–2029
Status	Approved, signed and published
Effective date	12 August 2026

This document becomes an operative GEP only after formal approval, signature, publication and implementation of the measures described below.

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1. Purpose and institutional commitment

PROEKSPORT ALBANIA (PEA) adopts this Gender Equality Plan (GEP) to promote equal opportunities, fair participation, inclusive organisational practices and a safe working environment across its staff, governing bodies, external experts, project teams, training activities and stakeholder engagement.

The Plan is designed as a practical management framework for the period 2026–2029. It supports PEA's participation in European and international programmes and provides a reusable institutional basis for future proposals, partnerships and organisational development.

PEA commits to non-discrimination, equal treatment, merit-based participation, transparency, respect, dignity and zero tolerance for gender-based violence, sexual harassment, retaliation and discriminatory conduct.

2. Alignment with Horizon Europe GEP framework

The Plan is structured to address the four process-related building blocks used in the Horizon Europe Gender Equality Plan framework:

- Public document: a formal GEP approved and signed by top management, published on the organisation's website and communicated internally.
- Dedicated resources: clear responsibility, working time and organisational support for implementation and monitoring.
- Data collection and monitoring: sex/gender-disaggregated organisational data, indicators and annual review.
- Training and awareness: recurring awareness-raising and capacity-building on gender equality and unconscious bias.

The Plan also covers the five recommended thematic areas:

- work-life balance and organisational culture;
- gender balance in leadership and decision-making;
- gender equality in recruitment and career progression;
- integration of the gender dimension in projects, studies, training and other relevant organisational content;
- measures against gender-based violence, including sexual harassment.

3. Scope

This GEP applies, as relevant, to:

- PEA employees and management;
- members of governing and advisory bodies;

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- external experts and consultants engaged directly by PEA;
- project teams and project-related recruitment or selection processes;
- trainers, speakers, evaluators and participants in PEA-managed activities;
- PEA-organised events, workshops, consultations and communication activities.

4. Governance, responsibility and resources

Top management retains overall accountability for implementation. Within 30 days of adoption, PEA will designate a GEP Focal Point and, where proportionate to organisational size, a small Gender Equality Working Group.

Role	Main responsibilities	Minimum resource commitment
President / Top Management	Approve the GEP; ensure organisational support; review annual progress.	Management oversight and approval time.
GEP Focal Point	Coordinate implementation, data collection, training, annual monitoring and internal communication.	Dedicated working time within normal duties.
Administrative function	Maintain records, participation data, training records and monitoring files.	Administrative support as required.
Project / activity leads	Apply equality principles in recruitment, events, project teams, communications and stakeholder activities.	Integrated into project management time.

PEA may adapt the governance structure if organisational size changes. The essential requirement is that responsibility and implementation resources remain identifiable and documented.

5. Baseline data, monitoring and confidentiality

Within three months of adoption, PEA will establish a baseline using available and proportionate sex/gender-disaggregated data. No personal data will be published in a way that identifies individuals where this would be inappropriate or unlawful.

The baseline and annual monitoring should cover, where data are available:

- staff by sex/gender and employment/contract category;
- leadership, board and decision-making composition;
- external experts and project-team participation;
- recruitment and selection outcomes;
- participation in training, events and capacity-building activities;



- reported equality, harassment or discrimination concerns, using anonymised or aggregated information.

An internal annual GEP monitoring note will be prepared. A concise public progress update may be published on PEA's website, using aggregated information and respecting confidentiality and data-protection obligations.

6. Thematic action areas

6.1 Work-life balance and organisational culture

Objective: Maintain an inclusive organisational culture in which work responsibilities can be managed fairly and without gender-based disadvantage.

Action	Indicator	Responsibility	Timing
Apply flexible and proportionate work arrangements where operationally possible, consistent with applicable law and project obligations.	Requests handled consistently; no discrimination complaints linked to flexibility.	Management / GEP Focal Point	Ongoing
Communicate expectations on respectful conduct, equal treatment and inclusive workplace behaviour.	Internal communication issued and accessible.	GEP Focal Point	At adoption; annual reminder
Consider caregiving constraints when scheduling meetings, training and events where feasible.	Scheduling practice reviewed; participant feedback where relevant.	Activity leads	Ongoing

6.2 Gender balance in leadership and decision-making

Objective: Promote fair access to leadership, representation and decision-making opportunities.

Action	Indicator	Responsibility	Timing
Monitor gender composition of management, governing bodies, project leadership and expert roles.	Annual composition data recorded.	GEP Focal Point	Annual
When nominating speakers, experts or representatives, seek balanced participation where the available pool and competence permit.	Participation balance reviewed for major activities.	Management / Activity leads	Ongoing
Use transparent competence-based criteria for internal appointments and project roles.	Criteria documented for material selections.	Management	Ongoing

6.3 Recruitment, contracting and career progression

Objective: Ensure recruitment, contracting, role allocation and professional development are based on competence and equal opportunity.

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Action	Indicator	Responsibility	Timing
Use gender-neutral and non-discriminatory wording in vacancy notices, calls for experts and role descriptions.	Sample recruitment documents reviewed.	Administration / GEP Focal Point	Ongoing
Apply transparent selection criteria and document material recruitment or expert-selection decisions.	Selection records maintained.	Selection lead	Ongoing
Provide equal access to training, networking, project participation and professional-development opportunities.	Participation data reviewed annually.	Management / Project leads	Annual review
Where possible, use diverse selection panels and provide bias-awareness guidance to decision-makers.	Guidance provided for relevant selections.	GEP Focal Point	From 2026

6.4 Gender dimension in projects, studies, training and sector activities

Objective: Integrate sex/gender considerations into PEA-managed content whenever they are relevant to the quality, impact or fairness of the activity.

Action	Indicator	Responsibility	Timing
At project-design stage, assess whether sex/gender differences are relevant to target groups, data, user needs, employment impacts or outcomes.	Gender relevance check included in major project preparation.	Project Manager / Technical leads	Per project
Where relevant and lawful, collect and analyse participation or survey data by sex/gender.	Relevant datasets include disaggregation or a documented reason why not.	Project / Research leads	Per activity
Consider gender balance and inclusion in training, consultations, pilots, stakeholder events and communication.	Participation monitored for major activities.	Activity leads	Ongoing
Include gender-related risks or opportunities in project monitoring when material to objectives.	Relevant project monitoring records.	Project Manager	Per project



6.5 Prevention of gender-based violence and sexual harassment

Objective: Provide a safe environment with clear expectations, confidential reporting options and protection against retaliation.

Action	Indicator	Responsibility	Timing
Adopt and communicate zero tolerance for gender-based violence, sexual harassment, bullying and retaliation.	Policy statement included in GEP and internal communication.	Top Management	At adoption; ongoing
Designate a confidential reporting route to the GEP Focal Point or another authorised person, with an alternative route where a conflict of interest exists.	Reporting route documented and communicated.	Management / GEP Focal Point	Within 30 days
Handle reports promptly, impartially and confidentially, consistent with applicable law, due process and data protection.	Cases handled under documented procedure; aggregated monitoring only.	Authorised management	As needed
Include awareness on harassment, respectful conduct and bystander responsibilities in recurring training.	Training content and attendance recorded.	GEP Focal Point	At least annually

7. Training and awareness

PEA will organise at least one gender-equality awareness or capacity-building activity each year. Training may be delivered internally or by an external qualified provider and should be proportionate to the organisation's size and activities.

Priority training topics include:

- equal treatment and non-discrimination;
- unconscious bias in recruitment, selection and decision-making;
- inclusive communication and stakeholder engagement;
- prevention of sexual harassment and gender-based violence;
- gender dimension in project design, data collection and impact assessment where relevant.

8. Communication and accessibility

Following approval, the signed GEP will be published on PEA's official website and communicated to staff, management, relevant experts and project teams. New staff and directly engaged experts should be informed of the Plan as part of onboarding or contract mobilisation.



9. Implementation and monitoring matrix

Priority action	KPI / evidence	Owner	Deadline	Review
Formal approval, signature and publication of GEP	Signed document; website publication	Top Management	Within 30 days	Annual
Designation of GEP Focal Point	Written designation / internal record	President	Within 30 days	Annual
Baseline sex/gender-disaggregated organisational data	Baseline monitoring file	GEP Focal Point	Within 3 months	Annual
Annual awareness / training activity	Agenda, materials, attendance record	GEP Focal Point	Yearly	Annual
Recruitment and expert-selection equality checks	Templates / selection records	Administration	Ongoing	Annual
Gender relevance check for major EU/international projects	Project preparation checklist	Project Manager	Per project	Annual
Confidential reporting route for harassment/discrimination	Internal procedure and contact route	Management	Within 30 days	Annual
Annual GEP monitoring note and management review	Annual note; actions for following year	GEP Focal Point	Q1 following year	Annual
Full GEP review and renewal	Updated plan approved	Top Management	By end-2029	End-cycle

10. Annual review and continuous improvement

The GEP Focal Point will review implementation at least annually and report key findings to top management. The review should assess progress against indicators, identify gaps, record any corrective actions and consider whether targets or measures need to be updated.

The Plan may be revised before 2029 if organisational changes, project requirements, national legislation or European programme rules make an update necessary.

11. Data protection and confidentiality

Monitoring under this GEP will use only data necessary for equality objectives. Personal and sensitive information, particularly complaints or harassment reports, will be handled on a need-to-know basis and in accordance with applicable data-protection, labour and confidentiality requirements.



12. Formal approval and publication

To become operative, this GEP must be approved in accordance with PEA's internal governance rules, signed by top management and published on PEA's official website. The signed and published version should be retained in PEA's institutional records together with evidence of implementation.

Organisation	PROEKSPORT ALBANIA (PEA)
Approved by	Edvin Prence, President
Approval / Decision No.	Prot 26/2026
Date	12 / 08 / 2026
Signature	 

Recommended publication record: save a signed PDF copy on the organisation's website and keep the editable DOCX, approval decision, annual monitoring notes, training evidence and internal designation of the GEP Focal Point in PEA's records.

13. Reference framework

- European Commission / European Research Executive Agency – Horizon Europe guidance on Gender Equality Plans.
- European Commission – Gender equality in research and innovation, including the 2026–2027 Horizon Europe updates.
- Horizon Europe Work Programme 2026–2027 – General Annexes and applicable call conditions.



Annex 1 – Annual GEP Monitoring Template

Use this annex once per year. Report aggregated data only where small numbers could identify individuals.

Indicator	Current year	Previous year	Comment / action
Staff composition by sex/gender			
Leadership / governing-body composition			
External experts / project-team participation			
Recruitment or selection outcomes			
Training participation			
Major events / consultations participation, where relevant			
Gender relevance checks completed for projects			
Equality / harassment concerns reported (aggregated only)			
Corrective actions completed			

Annual review conclusion

Year reviewed: _____

Main progress: _____

Gaps / risks identified: _____

Corrective actions for next year: _____

Reviewed by: _____ Date: _____

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