

# Gender Equality Plan

## Österreichisches Filmmuseum

ZVR-Zahl: 778704125

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**Approved by:** Michael Loebenstein (Director), 31.7.2025 (initial version);  
11.2.2026 (version 1.2)

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## 1. Introduction and Institutional Commitment

Österreichisches Filmmuseum (OFM), as a non-profit association (ZVR-Zahl: 778704125) governed by Austria's Vereinsgesetz and bound by annual funding agreements with the Federal Government (Bundesministerium für Wohnen, Kunst, Kultur, Medien und Sport) and the City of Vienna (MA7 Kulturabteilung der Stadt Wien), is committed to advancing gender equality across all areas of its operations. This Gender Equality Plan (GEP) demonstrates OFM's dedication to creating an inclusive, equitable environment for staff, collaborators, audiences, and the broader film community. Within available resources, OFM will implement measures to address gender imbalances, combat discrimination, and ensure that gender equality principles are integrated into all institutional activities. This GEP is aligned with:

- OFM's Guiding Principles<sup>1</sup>
- The EU Horizon Europe GEP eligibility criterion requirements<sup>2</sup>
- Austrian federal funding requirements (Kunstförderungsrichtlinien)<sup>3</sup>
- The federal funding agreement (Fördervertrag) governing OFM's conduct<sup>4</sup>
- Vienna's compliance code for funding recipients<sup>5</sup>

## 2. Scope and Legal Framework

### 2.1 Governance Structure

OFM is governed by Austria's association law (Vereinsgesetz). The Director serves as top management and reports to the Board (Vorstand). All GEP measures are implemented within this governance framework and available institutional resources.

### 2.2 Regulatory Compliance

OFM adheres to non-discrimination and equality principles as mandated by:

#### **Federal Funding Agreement (Fördervertrag):**

- Equality obligations under Section 5: OFM must ensure actual equality of men and women within its sphere of influence<sup>4</sup>
- Compliance with the Gleichbehandlungsgesetz (Equal Treatment Act)
- Compliance with the Bundes-Behindertengleichstellungsgesetz and § 7b BEinstG
- Whistleblowing and reporting mechanisms as required for organizations receiving EUR 100,000+ in annual federal funding (as of July, 2025)

**Federal Arts Funding Guidelines (Kunstförderungsrichtlinien):**

- Fair pay principles
- Prevention of harassment and abuse
- Work-life balance support measures
- Non-discrimination in all funded activities

**Vienna Compliance Code:**

- Adherence to the Verhaltenskodex samt Compliance-Regelungen für Förderwerberinnen und Fördernehmerinnen der Stadt Wien

### 3. Mandatory Process-Related Requirements

#### 3.1 Publication and Signature

**This GEP is:**

- A formal document signed by the Director
- Published on OFM's website at [www.filmmuseum.at](http://www.filmmuseum.at)
- Available in English
- Reviewed every two years and updated as necessary

**Institutional Adoption:** Decreed by the Director, reviewed and adopted by the Board every 2 years

#### 3.2 Dedicated Resources

**Human Resources:** OFM commits appropriate staff time and expertise to GEP implementation, proportionate to institutional size:

- **GEP Coordination:** The Director assigns responsibility for GEP coordination to their deputy (Stellvertretende Geschäftsführung), who will oversee implementation, monitoring, and reporting
- **Gender Expertise:** OFM will ensure access to gender equality expertise through:
  - Internal knowledge building via training
  - Consultation with external gender equality experts as needed
  - Collaboration with relevant networks and organizations

**Financial Resources:** Within available budget:

- Resources allocated for gender equality training and awareness-raising
- Support for work-life balance measures (including support for parents where applicable)
- Funding for measures addressing gender-based violence prevention
- Budget considerations for gender-sensitive programming and outreach

**Note on Resource Constraints:** As a non-profit cultural institution operating within fixed annual budgets, OFM will implement GEP measures progressively and pragmatically, prioritizing high-impact actions that can be achieved within existing resource frameworks.

### **3.3 Data Collection and Monitoring**

**Data Collection Framework:** OFM will collect and analyze sex/gender-disaggregated data on their workforce to establish baselines and monitor progress. Data collection will occur at least every two years.

**Key Personnel Indicators:**

- Staff composition by gender across all employment categories
- Gender distribution in leadership and decision-making positions
- Gender balance in recruitment processes
- Participation in professional development by gender
- Work-life balance measures utilization by gender

**Monitoring and Reporting:**

- Data will be analyzed every two years (minimum)
- Progress reports will be presented to the worker's council (Betriebsrat), at All-Staff meetings, and at the annual GA (Hauptversammlung) of the association.
- Reports will include both quantitative data and qualitative assessment of measures implemented
- Data will be handled in compliance with GDPR and Austrian data protection regulations

**Privacy and Data Protection:** All data collection adheres to GDPR requirements. Individual-level data will be anonymized and aggregated for reporting purposes.

### 3.4 Training and Awareness-Raising

OFM commits to providing training and awareness-raising activities on gender equality for staff and decision-makers.

#### Target Groups:

- **All staff:** Regular awareness-raising on gender equality principles, unconscious bias, and inclusive workplace culture
- **Management and decision-makers:** Specific awareness-raising on gender-sensitive leadership, fair recruitment, and preventing discrimination
- **Board members (Vorstand):** Information sessions on GEP implementation and institutional gender equality goals

#### Training Content:

- Unconscious gender bias recognition and mitigation
- Gender-sensitive communication and language
- Prevention of gender-based violence and sexual harassment
- Integration of gender perspectives in curatorial and programming work
- Fair and inclusive recruitment practices

#### Implementation:

- Initial training sessions within the first two years of GEP adoption
- Regular refresher sessions and updates
- Integration of gender equality principles into onboarding processes
- Use of internal and external expertise as appropriate

**Evidence:** OFM will maintain records of training activities, including curricula, attendance, and participant feedback.

## 4. Recommended Content-Related (Thematic) Areas

### 4.1 Work-Life Balance and Organizational Culture

**Commitment:** OFM fosters a workplace culture that values diversity, respect, and work-life balance for all staff.

#### Measures:

##### Flexible Working Arrangements:

- Support for flexible working hours where operationally feasible
- Remote work options when compatible with job responsibilities
- Consideration of family and care responsibilities in scheduling

##### Parental Leave and Family Support:

- Clear information on parental leave entitlements
- Support for staff returning from parental or care leave

**Inclusive Organizational Culture:**

- Use of gender-inclusive language in all institutional communications
- Zero tolerance for discrimination, harassment, or intimidating behavior
- Regular staff engagement on workplace culture improvements
- Celebration of diversity in the workplace

**Compliance:**

- Implementation of prevention measures against harassment and abuse as required by federal funding guidelines
- External reporting channel (Whistleblowing-Kanal) for organizations receiving EUR 100,000+ in annual federal funding
- Referral to VERA (Vertrauensstelle gegen Belästigung und Gewalt in Kunst, Kultur und Sport) as an additional resource

**4.2 Gender Balance in Leadership and Decision-Making****Goals:**

- Work toward balanced gender representation in leadership and decision-making bodies
- Ensure women's and non-binary persons' voices are heard and valued in institutional governance
- Monitor gender balance in curatorial decision-making and programming committees

**Measures:**

- Active consideration of gender balance when appointing staff to leadership roles
- Gender-sensitive recruitment for senior positions
- Encouragement and support for women to take on leadership responsibilities
- Regular review of gender composition in decision-making bodies
- Where feasible, adherence to recommended gender quotas (at least 40% representation of each gender)

**Monitoring:**

- Biennial review of gender distribution in leadership roles
- Assessment of gender balance in recruitment shortlists and appointments
- Evaluation of promotion and career advancement patterns by gender

### **4.3 Gender Equality in Recruitment and Career Progression**

**Commitment:** OFM ensures fair, transparent, and gender-sensitive recruitment and career development processes.

**Recruitment Measures:**

- Gender-neutral job advertisements and descriptions
- Diverse recruitment panels where possible
- Active outreach to underrepresented genders in relevant professional networks
- Transparent and standardized evaluation criteria
- Monitoring of applicant pools and selection outcomes by gender

**Career Progression:**

- Clear, transparent criteria for promotion and advancement
- Equal access to professional development opportunities
- Mentoring and support for staff career development regardless of gender
- Recognition of diverse career paths and non-traditional qualifications
- Fair distribution of workloads and responsibilities across genders
- Consideration of career breaks (parental leave, care responsibilities) in advancement decisions

**Fair Pay:**

- Commitment to gender pay equity
- Regular review of compensation to identify and address gender pay gaps
- Alignment with fair pay frameworks where applicable
- Transparency regarding pay structures

### **4.4 Integration of Gender Dimension into Research, Programming, and Teaching Content**

**Commitment:** OFM integrates gender perspectives into its curatorial work, research activities, public programming, and educational initiatives.

**In Film Programming and Curation:**

- Increased visibility of women filmmakers and underrepresented genders in film history
- Since 2017, OFM has emphasised showcasing works by women in retrospectives and programs<sup>4</sup>
- Continued commitment to gender balance in curated film programs
- Consideration of gender representation in guest curators and speakers

**In Research and Publications:**

- Encouragement of research on gender and LGBTIQ+ topics in film history
- Publication of findings and intermediate results from gender-related research<sup>4</sup>
- Integration of gender analysis in publications and program notes
- Highlighting diverse perspectives in film historical scholarship

**In Educational and Outreach Work:**

- Gender-inclusive approaches in educational programs for schools and universities
- Training for educators on gender-sensitive pedagogy in film education
- Promotion of diverse role models in film culture
- Accessibility and inclusion strategies to reach diverse audiences

**Monitoring:**

- Tracking gender representation in curated programs
- Assessment of gender balance in speakers, guests, and collaborators
- Review of educational materials for gender-inclusive content

**4.5 Measures Against Gender-Based Violence, Including Sexual Harassment**

**Zero Tolerance Policy:** OFM has zero tolerance for gender-based violence, sexual harassment, and any form of abuse or intimidation.

**Prevention and Awareness:**

- Clear code of conduct for all staff, collaborators, and visitors (Leitbild, Hausordnung)
- Training on recognizing and preventing harassment and abuse
- Awareness campaigns promoting respectful workplace culture
- **Kinderschutzkonzept (Child Protection Concept)** for all projects involving children and young people, as required by federal funding guidelines (*in development, scheduled for July 2026*)

**Reporting and Support:**

- Clear, accessible reporting channels for incidents of harassment or violence
- External whistleblowing mechanism for organizations receiving EUR 100,000+ in federal funding (*in development, scheduled for July 2026*)
- Information on support services, including referral to *VERA* - Vertrauensstelle gegen Belästigung und Gewalt in Kunst, Kultur und Sport (*in development, scheduled for July 2026*)

- Confidential processes for handling complaints via the Worker’s Council or above-mentioned channels
- Protection from retaliation for those who report incidents

**Response and Investigation:**

- Fair, independent investigation of all complaints
- Appropriate disciplinary measures for perpetrators
- Support for affected individuals
- Regular review of policies and procedures

**Compliance:** OFM adheres to requirements set out in:

- Federal funding agreement Section 8.1.1 regarding prevention of abuse and harassment
- Kunstförderungsrichtlinien provisions on protective measures

## **5. Implementation, Monitoring, and Review**

### **5.1 Implementation Timeline**

- **Year 1:** GEP adoption, baseline data collection, initial training, establishment of monitoring processes
- **Year 2:** Implementation of priority measures, mid-term review, first progress report
- **Year 3:** Continued implementation, data collection, evaluation, updated GEP as needed

### **5.2 Monitoring and Evaluation**

- **Biennial data collection** on key indicators
- **Annual review** of implementation progress by designated GEP coordinator and Director
- **Progress reports** published on OFM website every two years
- **Stakeholder consultation:** periodic engagement with staff and Board on GEP effectiveness

### **5.3 Review and Update**

- Formal GEP review every **two years**
- Incorporation of lessons learned and evolving best practices
- Adjustment of measures based on monitoring data and institutional context
- Board approval of significant GEP revisions

## 6. Communication and Transparency

### 6.1 Internal Communication

- GEP introduced to all staff at adoption
- Regular updates on implementation progress
- Opportunities for staff input and feedback

### 6.2 External Communication

- GEP published on OFM website
- Progress reports publicly available
- Gender equality commitments communicated in institutional materials

## 7. Contact and Further Information

For questions or further information regarding this Gender Equality Plan:

### Österreichisches Filmmuseum

Augustinerstraße 1

1010 Vienna, Austria

Email: [a.thiele@filmmuseum.at](mailto:a.thiele@filmmuseum.at)

Website: [www.filmmuseum.at](http://www.filmmuseum.at)

## 8. References and Background Documents

This Gender Equality Plan has been developed with reference to the following guidance and regulatory documents:

### EU Framework

### OFM Institutional Framework

### Austrian Federal Regulations

### Vienna Regulations

### Additional Resources

- EIGE Gender Equality in Academia and Research (GEAR) Tool:  
<https://eige.europa.eu/gender-mainstreaming/toolkits/gear>
- VERA (Vertrauensstelle gegen Belästigung und Gewalt in Kunst, Kultur und Sport): <https://www.vertrauensstelle-vera.at>

On behalf of the Austrian Film Museum

Vienna, February 11th, 2026



Michael Loebenstein  
Director

## References

1. Austrian Film Museum. *Guiding Principles*. Available at: [https://www.filmmuseum.at/en/about\\_us/guiding\\_principles](https://www.filmmuseum.at/en/about_us/guiding_principles) ↵
2. European Commission (2025). *Horizon Europe Guidance on Gender Equality Plans (GEPs)*. Directorate-General for Research and Innovation. <https://op.europa.eu/en/publication-detail/-/publication/cee1e9a7-ea92-11ed-a05c-01aa75ed71a1> ↵
3. Bundesministerium für Wohnen, Kunst, Kultur, Medien und Sport (Juli 2025). *Kunstförderungsrichtlinien* (Arts Funding Guidelines). Available at: <https://www.bmwkms.gv.at/dam/jcr:e67903f4-6d18-45b6-988c-3047d4f618f5/KunstfoerderungsRL-Stand-Juli-2025.pdf>
4. Bundesministerium für Wohnen, Kunst, Kultur, Medien und Sport (2025). *Fördervertrag - Allgemeines Antragsformular (Förderung von Filminstitutionen und filmkulturellen Projekten)* (Federal Funding Agreement). Beilage A.
5. Stadt Wien. *Verhaltenskodex samt Compliance-Regelungen für Förderwerberinnen und Fördernehmerinnen der Stadt Wien* (Code of Conduct and Compliance Regulations for Vienna Funding Recipients). Available at: <https://www.wien.gv.at/spezial/verhaltenskodex-foerderungen/files/verhaltenskodex-foerderungen.pdf>

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## Document Control:

Version	Date	Approved By	Notes
1.0	31.7.2025	Michael Loebenstein	Initial adoption
1.2	11.2.2026	Michael Loebenstein	Adopting revised EU guidelines (October 2025) and revised legislative framework and Ministerial directions (Verordnungen) as of December, 2025