

## METHODOLOGY

### 1. ELABORATION

This document was built in a collaborative way by an interdisciplinary working group composed of various sectors of the Federal Senate, in order to cover actions that contemplate diversity and point to the challenges to be achieved in the context of gender and race equity.

The conception of this Plan was achieved through 17 meetings with different secretariats addressing the execution and monitoring of 18 sector units for the duration of the Plan (24 months).

The Plan is based on legal instruments, corporate trends for the promotion of equity in public institutions, and was organized into five thematic axes: Communication, Education, Organizational Culture, Management and Health, accounting for 28 objectives, described with the definition of execution deadlines, goals and indicators.

In addition, the document has institutional alignment with the Sustainable Development Goals (SDGs), as per the United Nations Development Agenda, which guides gender equality and the empowerment of all women and girls, under SDG 5.



### 2. MONITORING

The monitoring of the Plan will be carried out with the collaboration of the responsible areas indicated in each action to provide data regarding the progress of the targets set.

### 3. REPORT PUBLICATION

At the end of the Plan's period of validity, the results of the goals will be compiled and organized in a report to be published, becoming a basic document for evaluation of the results achieved and elaboration of a future document, to give continuity to the actions undertaken until then.

# General Framework of the Plan

THEMATIC AXIS	OBJECTIVE	DEADLINE
1. COMMUNICATION	1.1 Reformulate the Federal Senate's page on gender and race equity actions and keep the information from the Pro-Equity Program and the Committee updated.	8 months
	1.2 Prepare and disclose the annual calendar of events and commemorative dates and the plan for the communication of actions.	19 months
	1.3 Include, in the communication sexual, ethnic and racial diversity, the inclusion of people with disabilities, elderly people, among others.	24 months
	1.4 Include, in the <i>Radio Senado</i> program, the theme of gender and race equity.	24 months
	1.5 Produce a <i>TV Senado</i> program on gender and race equity.	24 months
	1.6 Produce institutional videos on gender and race equity.	24 months
	1.7 Publish the Electronic Bulletin of literature specialized in gender and race equity.	24 months
2. EDUCATION	2.1 Include in the pedagogical project of the Managerial training program content on gender equality and race.	3 months
	2.2 Prospecting in other institutions/entities, distance education course on moral and sexual harassment to be widely disseminated to the internal public for training, if necessary, through a cooperation agreement.	5 months
	2.3 Offer a 12-hour self-defense course, with theory on violence against women and practical classes for all employees of the Federal Senate.	24 months
	2.4 Carry out Reading Circles on gender and race issues.	24 months
	2.5 To publish works from the <i>Escritoras do Brasil</i> Collection (Women Writers from Brazil).	24 months
3. ORGANIZATIONAL CULTURE	3.1 To constitute affinity groups for race and LGBTI+.	16 months
	3.2 Sensitize managers and promote meetings with their employees to discuss issues related to gender and race equity and inclusion of people with disabilities.	24 months
	3.3 Hold rounds of conversation to promote discussion and listening in practice about racism and the valuing of black people in the Federal Senate.	18 months
	3.4 Hold awareness-raising events for staff about harassment and other violence in the workplace.	24 months

THEMATIC AXIS	OBJECTIVE	DEADLINE
4. MANAGEMENT	4.1 Carry out a survey of possible instruments to stimulate the occupancy of the leadership positions for women (including race and ethnicity).	15 months
	4.2 Review the 2016 Steering Committee Act No. 3 to extend the Nursing Mother Assistance Program to the female workers who had children, extending the reduced 6 hour workday from 15 to 24 months.	6 months
	4.3 Carry out a feasibility study to reduce the working day for parent-teacher employees or those who have sole custody or shared custody based on the model of the Nursing mother Program.	6 months
	4.4 Promote awareness-raising activities to reduce the percentage of race fulfillment as "not informed" in the register of Young Apprentices.	24 months
	4.5 Create a technical cooperation network on gender and race equity.	18 months
	4.6 Participate in the Pro-Equity Program instituted by the Secretariat of Policies for Women (SPM) of the Federal Executive Power.	Not applicable
	4.7 Disseminate the Program for Women in Vulnerability.	24 months
	4.8 Carry out the contractual amendment so that the provisions of APS no01/2018 related to contracts and administrative agreements involving labor, signed by the Federal Senate with the contracted companies, agencies and partner entities, are complied with.	24 months
	4.9 Conduct a survey of cases of moral and sexual harassment and the results of proceedings in the Federal Senate.	24 months
	4.10 Install diaper changers in female, male and unisex bathrooms of the Federal Senate.	18 months
5. HEALTH	5.1 Prepare an annual report on some health indicators of the effective and commissioned employees of the Federal Senate, by gender and race.	4 months of the year post to the year researched
	5.2 To approve the inclusion in the Organizational Climate Survey of questions on racism/discrimination in the workplace.	12 months