

The plenary meeting

A tool to make things happen in your company!

Guide for equality delegates
to organize a plenary meeting for women



equality

OGB-L

I am an equality delegate

The equality delegate acts for an equal work space between men and women by ensuring that working conditions do not differ.

The general mission of the equality delegate is to defend equality between men and women in the workplace at every stage of the employment relationship, from recruitment criteria to dismissal, including remuneration, professional development and training, and working conditions in general.

In order to carry out her/his mission, according to the Labor Code (Art. L. 414-15), the equality delegate may convene a meeting once a year, separately for the women and men of the company. This meeting time is therefore considered as working time paid by the employer.

What is the purpose of a plenary meeting?

During this plenary session, issues related to equal treatment within the company are discussed in order to achieve improvements. This meeting is therefore of utmost importance as it is a lever or even the seat of progress in terms of in-house equality.

A plenary meeting, when?

On March 8 this year, on the occasion of Women's Day, the third women's strike will take place. This event was initiated in 2020 by the Luxembourg feminist platform of the JIF (International Women's Day). Since its creation in 2011, the JIF has set itself the goal of planning and organizing actions to highlight the political dimension of March 8 and the achievements of the feminist movement.

This platform brings together about twenty organizations, political parties, activists and unions including the OGBL. Our union has also created a women's department OGBL EQUALITY, which demands and defends the implementation of an equal opportunities policy for women at the level of the union and in the world of work.

You can find more information on the JIF website: fraestreik.lu

OGBL EQUALITY has developed, among other things, a

guide for organizing a symbolic strike - one's own symbolic strike in the workplace on International Women's Day. March 8th appears to be a relevant date and an opportunity to organize a plenary meeting.

Get started: it's time!

1. Mobilize to mobilize

It is important that all women in the company are informed of the organization of such a meeting.

- Send a Save The Date: «I can't, I'm on strike! Plenary meeting this March 8 at 5pm - departure from Luxembourg station. Information will follow.» And why not propose a dress code for the D-day?!
- Write an information note.
- Make a display with a poster.
- Send an e-mail.
- Make arrangements with management for certain procedures. Can the meeting be held during service hours? What time of the day or week is best to meet with all the employees concerned? Should you proceed by groups?
- Ask management to participate in the communication of the event.
- Go and meet the women of the company! It is also important that they understand the importance of such an assembly.

Direct contact with your colleagues will always be the best way to get to know them, to raise their awareness and to mobilize them. In addition, this is also a way to gather information to create an agenda for the meeting, a basis for discussion.

2. Be prepared!

Even if a plenary meeting is very formal, this extraordinary meeting is nevertheless a constructive moment of sharing, exchange and conviviality that can be prepared in any way.

- Evaluate the number of participants. This can influence the choice of activity and the materials to be provided.

For a smaller group (between 8 and 20 people), you can consider a board game called «GG». This interactive question-and-answer game was created by researcher Carole Blond-Hanten and a team from LISER (Luxembourg Institute for Socio-Economic Research). It continues to be developed in a LISER-LIST (Luxembourg Institute of Science and Technology) collaboration. It aims to raise awareness about gender stereotypes and gender inequalities that still exist in our society. You can find more information at www.gender-game.lu

- Think about the material: do you need computer support (computer with overhead projector)? The OGBL also provides information materials.
- Prepare a questionnaire.
- Prepare activities: role-playing, discussion



sion tables around themes, working groups.

For example, by following this link mondefemmes.org/produit/jeu-de-cartes-egalite-au-travail, you will find a card game in French language to discuss equality at work. This activity is free to download

- Organize a meal and/or a drink (keeping in mind the sanitary measures in place).
- Prepare a handout. The website <https://fraendag.lu/> is full of information on the history of feminism and the gains made, as well as a presentation of Luxembourg women who have contributed to the movement.
- Inform and educate! For example, you can address political and feminist themes related to trade unionism. Our department is going to publish an information booklet on the history of women in the trade union movement. Contact us for more information.
- Reserve a room. The OGBL provides equipped rooms if necessary.
- Get help! Your central secretary/deputy is there to help you organize and facilitate this meeting.

Here are some other resources to help you prepare for the plenary meeting:

- The survey regarding sexism and harassment in the workplace. This survey was conducted by our OGBL EQUALITY department. You will find all the explanations and results in our AKTUELL of February 2022 in French and German.
- The sectoral campaign launched by the SEW/ Higher Education and Research Department on mobbing at work, including awareness-raising and prevention actions for employees in the sector. Brochures are available from your central secretary. A short film has also been made as part of this campaign: youtube.com/watch?v=zcFZTV2r6g4
- The website of the Consultative Commission on Human Rights offers a video on sexism: vimeo.com/356836079
- A catalog of activities for all audiences in French: allier.gouv.fr/IMG/pdf/catalogue_ouils_ludiques_edu-catifs_egalite_filles_garcons.pdf
- The site of the LISER research center, liser.lu, offers

analyses of the evolution of women, particularly in the job market, and events related to gender equality.

- The National Action Plan: [mega.public.lu](https://bit.ly/34UMMj4) and its youtube channel: <https://bit.ly/34UMMj4>
- The National Action Plan: gouvernement.lu/dam-assets/documents/actualites/2020/07-juillet/Plan-d-action-national-Egalite.pdf
- The website of the Chambre des Salariés de Luxembourg (CSL) offers a guide for the equality delegate: csl.lu/fr/bibliotheque/publications/?cat=82

3. Share a moment of conviviality

You are prepared and all the women in your company are there! Debate, express yourself, exchange, build and above all... have a good time!

- Introduce yourself! Talk about the delegation and the union, about your role as an equality delegate.
- Share your respective experiences! Talk about your struggles and successes in the area of equality.
- Define your demands together.
- You can bring in someone from outside the company to present a specific topic.
- Ask them for their opinion! A survey is a good tool to collect the opinion of your colleagues. Guaranteeing the anonymity of such a survey helps to untie tongues.
- Make women aware of the importance of being unionized! Offer them a sticker made by the OGBL women's department: Women, join a union! Think of bringing membership forms or invite your colleagues to join the union on hello.ogbl.lu.
- Take a picture with the JIF badge, dressed in the colors of the women's strike.

4. Leave a trace

Every second man is a woman!

Gender inequality is not just about men and women or women against men and vice versa. It concerns everyone. We demand equality, period. Without operating

inequality!

Feminism is not exclusively reserved to women. Moreover, it would be going against the claims of egalitarian treatment of the feminist movement to exclude men from it.

The future of gender equality is not a solo game but a team game.

That's why we need to include men in equality awareness and make our demands resound throughout the company.

Leaving a trace of your assembly is a way to raise awareness and expose your demands to the whole company.

- Post your photo on social networks and/or on your company's communication channels.
- Post messages, your demands for example.
- Propose a procedure for dealing with harassment in the workplace, to be included in your collective agreement if applicable or in the internal rules.
- If your meeting took place during the March 8 march, post your photos taken that day and share the JIF and OGBL EQUALITY publications.

