SPINE

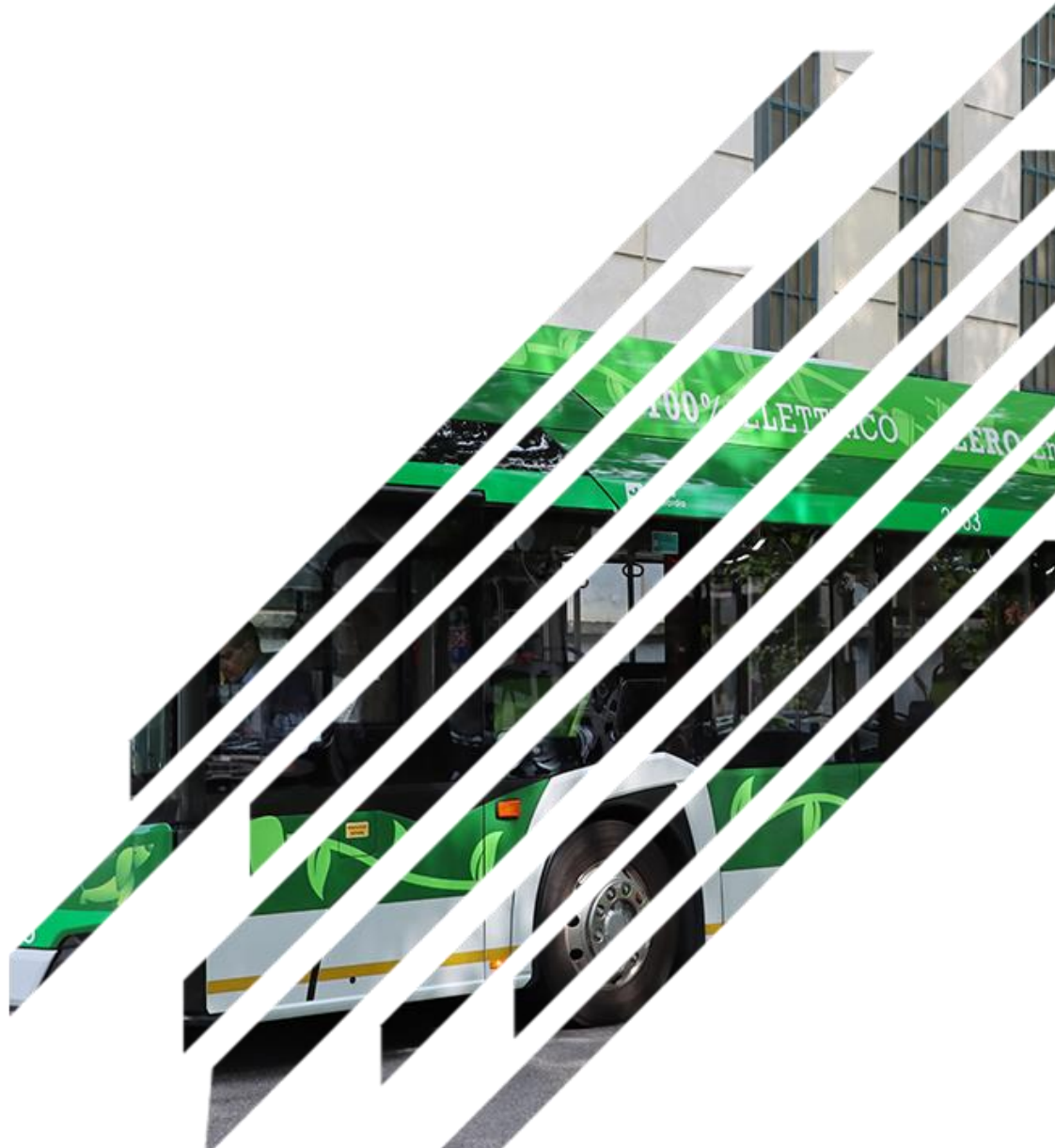Smart Public
transport Initiatives
for climate-Neutral
cities in Europe

Smart Public transport Initiatives for climate
Neutral cities in Europe

D7.3 - Ethics Reports

Document Summary Information

Grant Agreement No	101096664	Acronym	SPINE
Full Title	Smart Public transport Initiatives for climate Neutral cities in Europe		
Start Date	01/01/2023	Duration	48 months
Project URL	https://www.spine-project.eu/		
Deliverable	**Ethics Reports**		
Work Package	7		
Contractual due date	30 June 2023	Actual submission date	29 June 2023
Nature	Other	Dissemination Level	PU-Public
Lead Beneficiary	MobyX		
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Revision history

Version	Issue Date	% Complete[1]	Changes	Contributor(s)
v1.0	3/3/202323	5	Initial Deliverable Structure	Giannis Tsouros, Alexandros Dourmisis, Filipos Chorianopoulos, Athena Tsirimpa (MobyX)
V2.0	25/5/2023	25	Chapter 4 provided by CambiaMo	Floridea Di Ciommo, Gianni Rondinella (cambiaMO)
V3.0	31/5/202323	90	All chapters done -ready for review	Giannis Tsouros, Alexandros Dourmisis, Filipos Chorianopoulos, Athena Tsirimpa (MobyX)
V4.0	23/6/2023	95		Giannis Tsouros, Alexandros Dourmisis, Filipos Chorianopoulos, Athena Tsirimpa (MobyX)
V5.0	27/06/2023	100		Giannis Tsouros

Glossary of terms and abbreviations used

Abbreviation / Term	Description
DEI	Diversity, Equity and Inclusion
GDPR	General Data Protection Regulation
GEP	Gender Equality Plan
LLs	Living Labs
MaaS	Mobility-as-a-service

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1 According to SPINE's Quality Assurance Process

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1 Executive Summary

Deliverable D7.3 serves as a founding guide, outlining the consortium's principles, policies, and commitments related to ethics, social equity, accessibility, and gender equality. At its core, the deliverable advocates for fair treatment of all individuals involved in SPINE and encourages participatory decision-making processes. The rules and considerations proposed within D7.3 are instrumental in defining SPINE's commitment to promoting social equity, ensuring accessibility, and fostering gender equality within the project.

D7.3 steers the consortium's approach to stakeholder and citizen engagement (especially in the LLs), guiding the implementation of respectful, inclusive, and effective strategies. The deliverable also places great emphasis on the privacy and confidentiality of participants, an aspect critical to building trust and promoting active participation in the project.

An important part of D7.3 is Chapter 4, dedicated to addressing gender-related topics. Recognising the distinctive transportation needs based on gender, the chapter highlights policies and practices that ensure gender equity within SPINE's services. This includes measures for designing secure, accessible public transportation for all genders, and promoting gender sensitivity among staff and users.

D7.3 forms an important part of SPINE, setting the (ethical) ground for the development of public transportation solutions that are not only effective and sustainable but also socially responsible. It lays the foundation for research and innovation that values and benefits all individuals and communities involved in the project.

2   Introduction

Mapping SPINE Outputs

Purpose of this section is to map SPINE's Grant Agreement commitments, both within the formal Deliverable and Task description, against the project's respective outputs and work performed.

Table 1: Adherence to SPINE's GA Deliverable & Tasks Descriptions

SPINE GA Component Title	SPINE GA Component Outline	Respective Document Chapter(s)	Justification
DELIVERABLE			
D7.3 Ethics Report	This report covers **_ethics_**	Chapter 3: Introduction and Ethical Principles.	Chapter 3 elaborates on the ethical frameworks principles important to SPINE
	and **_gender issues_**	Chapter 4: Monitoring Social Equity, Accessibility, and Gender Equality	Chapter 4 specifically focuses on monitoring gender issues, social equity, and accessibility. It discusses the tools and processes used, including an assessment of their effectiveness.
TASKS			
T7.3 - Social Equity, Accessibility and Gender Equality monitoring	Monitors *social equity*, *accessibility* and *gender equality* aspects of SPINE.	4. Monitoring Social Equity, Accessibility and Gender Equality	Chapter 4 will review all the initiatives and roles undertaken in the LLs to ensure that they are inclusive. It will assess gender equality, social equity, and accessibility in SPINE and detail any actions taken to overcome identified barriers.
T7.3 & T7.4 - Ethical Aspects of SPINE	Concerned with the *ethical* and *GDPR aspects of SPINE, especially **focusing on participation in the LLs**.*	3. Ethical Principles and Frameworks, 5. Living Labs	Chapter 3 will outline the ethical principles and frameworks followed in SPINE, including GDPR compliance. Chapter 5 will discuss any ethical considerations related to the use of Living Labs, including participant consent, data anonymisation and privacy aspects.

Deliverable Overview and Report Structure

In this section, a description of the Deliverable's Structure should be provided, outlining the respective Chapters and their content. Do also include linkage to other project outputs (referencing to other specific Deliverables) and summarise their respective contribution/value to this one.

This Deliverable, D7.3, provides an in-depth exploration of the ethical principles and frameworks underpinning the SPINE project. It is structured into three main chapters, each focusing on different aspects of ethical considerations in the project.

Chapter 3, "Introduction and Ethical Principles," sets the ethical foundations guiding our work in SPINE. It outlines the overarching principles of fairness, respect, integrity, and accountability. The principles and frameworks in this chapter set the stage for the subsequent discussions and actions in the deliverable and in the project as a whole.

Chapter 4, "Monitoring Social Equity, Accessibility and Gender Equality," focuses on how we ensure our practices align with our commitment to these important values. It describes the monitoring mechanisms in place and the steps taken to overcome any identified barriers. The contributions from the internal gender survey conducted among partners.

Chapter 5, "Living Labs," discusses the ethical considerations related to the use of Living Labs in SPINE. It covers aspects like stakeholder and citizen engagement, gender and intersectional aspects, and the inclusion of vulnerable people. Also, it addresses privacy and confidentiality of individuals involved in SPINE. It details how we protect personal information and maintain trust in our work.

The final chapter, "Conclusions," wraps up the deliverable by summarising its outputs and their contributions to the project. It pinpoints best practices, potential.

3   Introduction and Ethical Principles.

SPINE, guided by the vision of accelerating progress towards climate neutrality through the strengthening of public transport (PT) systems, integrates new mobility services, sharing schemes, active transport modes, and micro-mobility [1]. SPINE is underpinned by the principles of the European Commission's "Ethics for Researchers" document [2], with a particular focus on the importance of an ethical framework. It adheres to an equity-centered design thinking approach, supporting the transition to a more efficient, sustainable, resilient, and inclusive PT system.

Our ethical principles, aligning with the EU Charter of Fundamental Rights [3], provide the cornerstone for our transparency, accountability, and integrity. These principles aren't mere rules; they embody the values we uphold as a consortium, guiding our interactions and decision-making processes. By making these principles clear, we ensure transparency and accountability.

In this section, we will be shortly presenting these elements to provide a clear understanding of our ethical commitments in SPINE. By being open about these principles and frameworks, we aim to ensure transparency and accountability in our tasks. Our commitment to ethics in SPINE is guided by a set of core principles. These principles are not just rules to follow but a reflection of the values we uphold and aspire to maintain throughout our work.

Respect for Persons: We believe in the inherent dignity and worth of all individuals. This involves acknowledging the autonomy of individuals and protecting those with diminished autonomy, such as vulnerable populations [3].

Beneficence: We are committed to doing good and preventing or removing harm [4]. This entails maximising potential benefits and minimising potential harms associated with our project.

Justice: We aim to treat all individuals and groups with fairness and equity [5]. This means ensuring fair distribution of benefits and burdens in SPINE.

Integrity: We seek to maintain honesty and transparency in all our actions [2]. We strive to ensure that our actions match our words and that we fulfil our commitments.

Respect for Privacy and Confidentiality [1]: We are dedicated to protecting individual privacy and maintaining the confidentiality of personal and sensitive information.

Right to Transport: In SPINE, we recognise and advocate for the right to accessible, reliable, and trustworthy transport services for all individuals [1]. This principle speaks to our commitment to facilitating mobility and ensuring that no one is deprived of opportunities due to transportation barriers.

Right to a Liveable City: We are dedicated to the principle of creating and preserving liveable cities. This involves striving for urban environments that are sustainable, safe, inclusive, and equipped with the necessary amenities and opportunities. We acknowledge that everyone should have the chance to reside in, work in, and enjoy cities that contribute positively to their quality of life.

4 Monitoring Social Equity, Accessibility and Gender Equality

Social Equity, Accessibility and Gender Equality will be monitored during the whole duration of the SPINE project, checking the performance of the indicators identified which include running monitoring surveys at consortium level in specific months and specific data collection processes at LLs. The reporting, after the initial one in this deliverable (M6), will be performed at the consortium meetings.

Monitoring activities

At the time of writing this deliverable, SPINE has already undertaken some first actions that will later on feed into the reporting at consortium meetings. In particular:

- A first gender equality survey has been distributed to SPINE partners to monitor gender balance throughout the project (the survey can be found in **Annex A: Gender Equality Survey in SPINE** while results are presented in Section "Results from internal survey on the situation at M1").

- Following these actions, we have enhanced the need to indicate a gender monitoring person for each LL and SPINE partner organisation (a preliminary table is given in **Annex B: List of SPINE gender equality monitoring persons**. The list will be completed after the next wave of the gender monitoring survey, which will include a specific question on this aspect.

A further action is foreseen:

- A first training on how to incorporate a gender equality and intersectional approach into research will be organised during next SPINE consortium meetings. The design of the training is described in **Annex C: Design of Gender Equality training: Power/Privilege Wheel.**

Monitoring indicators

The following table has been prepared in order to facilitate the task of monitoring the Social Equity, Accessibility and Gender Equality in SPINE project (Table 2).

Table 2. List of Social Equity, Accessibility and Gender Equality indicators

Objective (*target level*)	Co-created solutions at LL level	Indicator	Impact
Monitoring gender balance in SPINE organisations throughout the whole	--	% of women and girls in all their diversities and male in SPINE personnel, as measured	To achieve a gender balance in HE funded SPINE project team, including in its decision-

Objective (*target level*)	Co-created solutions at LL level	Indicator	Impact
duration of the project (*consortium level*)		in periodic gender equality surveys	making structure (i.e. steering committee)
Encouraging women and girls in all their diversity to participate in SPINE co-creation and testing activities in LLs (*external audiences' level*)	--	Commitment from all SPINE partners to use gender inclusive language and gender equality practises in SPINE co-creation and testing activities organised in LLs	To adopt a gender perspective in all its R&I activities that promotes inclusivity in citizens' participatory processes
Social Equity	Implement integrated mobility services at multimodal hubs, Prioritise public transport at traffic lights, introduce on-demand free-of-charge mobility services for refugees	Usage of integrated mobility services and the on-demand service, by gender	Enhanced equitable access to transportation for diverse populations
Accessibility	Create priority systems for public transport at traffic lights, increase the number and length of bus lanes, and introduce parking demand management in city centers	Improved traffic flow and accessibility of public transport specially for women and girls in all their diversity.	Enhanced efficiency and usability of public transport systems
Social Equity	Integrate public transport with other mobility services like bike & ride, park & ride, and implement a congestion charging scheme	Increase in use of integrated public transport services, specially for women and girls in all their diversity.	Improved equitable access to public transport services
Accessibility	Improve real-time passenger information, increase number and length of bus lanes, and prioritise public transport at traffic lights	Enhanced accessibility and usability of public transport services specially for women and girls in all their diversity.	Increased usage and efficiency of public transport services
Gender Equality	Develop family access services and child drop-off and pick-up points at	Increase in use of these services by families with young children	Improved access to safe and convenient

Objective (*target level*)	Co-created solutions at LL level	Indicator	Impact
	day-care centers and primary schools		transport for families with young children
Accessibility	Develop a mobile app providing real-time information and dynamic journey planning	Enhanced convenience and usability of public transport services, specially related with sexual harassment and discrimination.	Increased usage of public transport services
Social Equity	Improve and expand multimodal hubs, implement a Low Emission Zone, and develop a City Innovation Platform including a multimodal journey planner	Increased use of multimodal hubs and public transport services with a gender and anti-discriminatory approach.	Enhanced equitable access to transport services
Gender Equality	Develop MaaS functional enhancements including a B2B tool for managing Sustainable Mobility Packages	Increase in use of these services by diverse user groups	Enhanced gender equality in usage of sustainable transport systems
Accessibility	Improve real-time passenger information, increase number and length of bus lanes, and prioritise public transport at traffic lights	Enhanced accessibility and usability of public transport services by women and girls in all their diversity.	Increased usage and efficiency of public transport services

Results from internal survey on the situation at M1

To understand the starting point within SPINE Gender Equality monitoring, a survey on Gender Equality has been created and launched. It is aimed at monitoring the gender dimension of research and gender balance across the project's research team, advisory boards and committees to ensure women and men are equally represented. It has been created using Typeform platform. A copy of the survey can be found in Annex A: Gender Equality Survey in SPINE.

It has been launched for the first time in Month (M1) of the project, i.e., January 2023, to collect inputs from all SPINE participating organisations as a first monitoring point in time which represents the current situation - baseline - within D7.3 Ethics Reports. Subsequently, the survey will be repeated yearly as shown in Table 3 for monitoring the equal gender participation during the scheduled consortium meetings and launching the gender equality monitoring survey.

Table 3. Gender Equality Monitoring survey in SPINE

SPINE Surveys on Gender Equality	Date	Input to
Gender Equality Survey #1	M1 (January 2023)	D7.3 GEP, Ethics Reports in M6
Gender Equality Survey #2	M13 (January 2023)	
Gender Equality Survey #3	M25 (January 2024)	
Gender Equality Survey #4	M37 (January 2024)	

By monitoring single organisations which are part of the SPINE consortium, with reference to the personnel from these organisations working in the project, we can assess gender equality in SPINE. Through time, the SPINE consortium identity will be reinforced, and so will the gender aspects of the project (from single organisations to one project consortium).

The results from the first Gender Equality Survey of the SPINE project are presented below. They represent the responses received from 39 out of 40 organisations which are part of the SPINE project (38 of them are partners of the action while 1 is an associated partner). As regards the SPINE total workforce, there are 38 women (including diverse gender identities[2]) and 64 men who are researchers, whereas the rest of the workforce includes 78 women (including diverse gender identities) and 136 men (Figure 1).
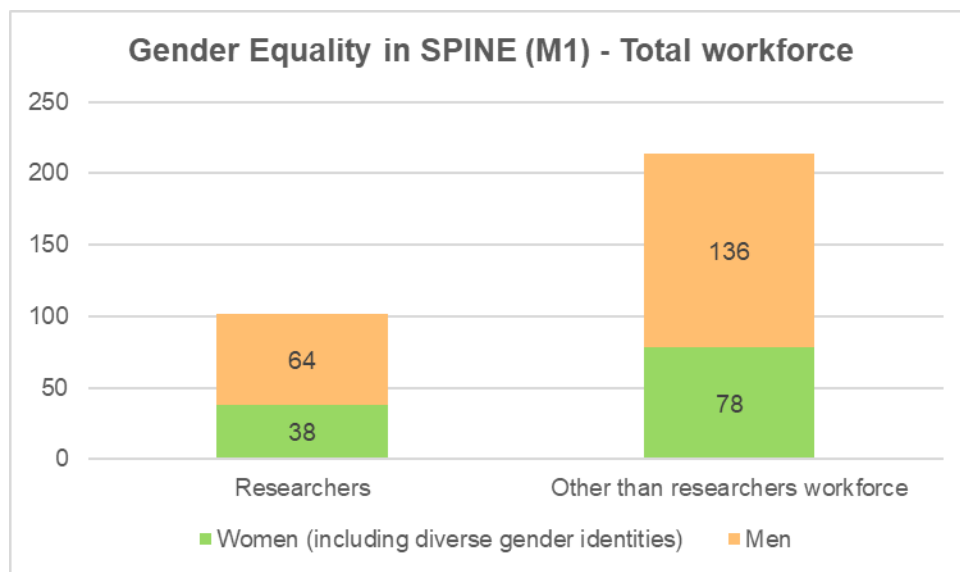
Figure 1. Gender Equality Monitoring in SPINE - Total workforce (M1) (Source: own elaborations)

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[2] This classification is chosen based on the 2019 report from The Global Fund "Investing in the Future: Women and Girls in All Their Diversity" and Agrawal et al. (2020) study titled "Crime and Harassment on Public Transportation: A Survey of SJSU Students Set in International Context", both providing evidence which supports that these groups are discriminated.

Table 3 shows the proportions in percentages of the previous figures:

Table 4. Gender Equality Monitoring in SPINE - Total workforce (M1) (Source: own elaborations)

	Women (including diverse gender identities)	Men	Total
Researchers	12% (38)	20% (64)	32% (102)
Other than researchers workforce	25% (78)	43% (136)	68% (214)
Total workforce of SPINE	37% (116)	63% (200)	100% (316)

A 44% of the SPINE organisations (17 out of 39) have stated to have tools to allow for meaningful participation of women and girls in all their diversity (Figure 2). However, only less than half of them (8 out of 17) have indicated to have tools for monitoring Diversity, Equity and Inclusion (DEI) aspects, including accessibility and social equity with an intersectional approach (Figure 2). Most SPINE organisations (24 out of 39) have developed and published their own Gender Equality Plans (GEPs), but only 12 of them include an implementation roadmap of the GEP (Figure 2). One plausible explanation of why some organisations have in place a GEP while others don't is that there is a new eligibility criterion in HE: public bodies, research organisations and higher education establishments will be required, starting in 2022, to have a GEP in place (European Commission, 2021). This is the complete list of currently existing GEPs from SPINE organisations:

- P01 INLECOM INNOVATION ASTIKI MI KERDOSKOPIKI ETAIREIA
https://inlecom.eu/group/our-people
- P03 COMUNE DI BOLOGNA
http://www.comune.bologna.it/trasparenza/servizi/161:50429/50473/
- P04 TALLINNA LINN
https://tallinn.ee
- P05 AYUNTAMIENTO DE VALLADOLID
https://www.valladolid.es/transparencia/es/transparencia-activa-organizacion/planes-programas-anuales-plurianuales
- P06 MESTO ZILINA
https://www.zilina.sk/dokumenty-mesta/strategicke-dokumenty-mesta/
- P08 GRAD SIBENIK
https://www.sibenik.hr/upload/dokumenti/2022/Plan%20ravnopravnosti%20spolova%20gradske%20uprave%20grada%20%C5%A0ibenika%20za%20razdoblje%202022%20-%202025%20godine.pdf
- P10 MIASTO GDYNIA
https://bip.um.gdynia.pl/module/Files/controller/Default/action/downloadFile/hash/4cdda54daf343bba2380d42e16420759
- P13 AUTOBUSES URBANOS DE VALLADOLID SA
http://www.auvasa.es/info/planigualdadauvasa.pdf

- P15 GUAGUAS MUNICIPALES SOCIEDAD ANONIMA
https://Notpublished.com
- P16 PANEPISTIMIO AIGAIOU
https://www.aegean.edu/gender-equality/
- P18 UNIVERSITEIT ANTWERPEN
https://medialibrary.uantwerpen.be/files/58547/fbe07b28-56f4-465d-b9fc-8a2c5c3fa589.pdf?_ga=2.105383619.1306328558.1675456523-172970673.1612788682&_gl=1*1hb7bne*_ga*MTcyOTcwNjczLjE2MTI3ODg2ODI.*_ga_WVC36ZPB1Y*MTY3NTQ1NjUyMi4xOTQuMS4xNjc1NDU3ODg4LjU0LjAuMA..
- P20 HOGSKOLAN I HALMSTAD
https://www.hh.se/om-hogskolan/vision-mal-och-strategier/jamstalldhetsintegrering.html
- P23 ODRAZ-ODRZIVI RAZVOJ ZAJEDNICE
https://odraz.hr
- P24 UNIWERSYTET GDANSKI
https://ug.edu.pl/strona/120333/plan-wdrazania-polityki-rownosci-plci-w-uniwersytecie-gdanskim
- P25 CAMBIAMO SOCIEDAD COOPERATIVA MADRILENA
https://cambiamo.net/wp-content/uploads/2021/11/cambiaMO-Gender-Equality-Plan_v2.pdf
- P27 ASSOCIACAO DO INSTITUTO SUPERIOR TECNICO PARA A INVESTIGACAO E DESENVOLVIMENTO
https://ist-id.pt/files/sites/43/gender-equality-plan.pdf
- P28 ZILINSKA UNIVERZITA V ZILINE
https://www.uniza.sk/index.php/zamestnanci/rast-zamestnancov/plan-rodovej-rovnosti-zilinskej-univerzity-v-ziline
- P30 SOCIEDAD MUNICIPAL DE APARCAMIENTOSDE LAS PALMAS DE GRAN CANARIA SA
https://www.sagulpa.com/descargar.php?f=119&m=24
- P35 EUROPEAN INTEGRATED PROJECT
https://www.mobilitatedurabila.ro/copy-of-about-us
- P38 IBI GROUP ELLAS SYMVOULOI EPIXEIRISEON MONOPROSWPI ANONYMI ETAIREIA
https://www.arcadis.com/en-gb/about-us/business-practices/arcadis-gender-pay-report

**Gender Equality in SPINE (M1) -
No. of organisations stating:**

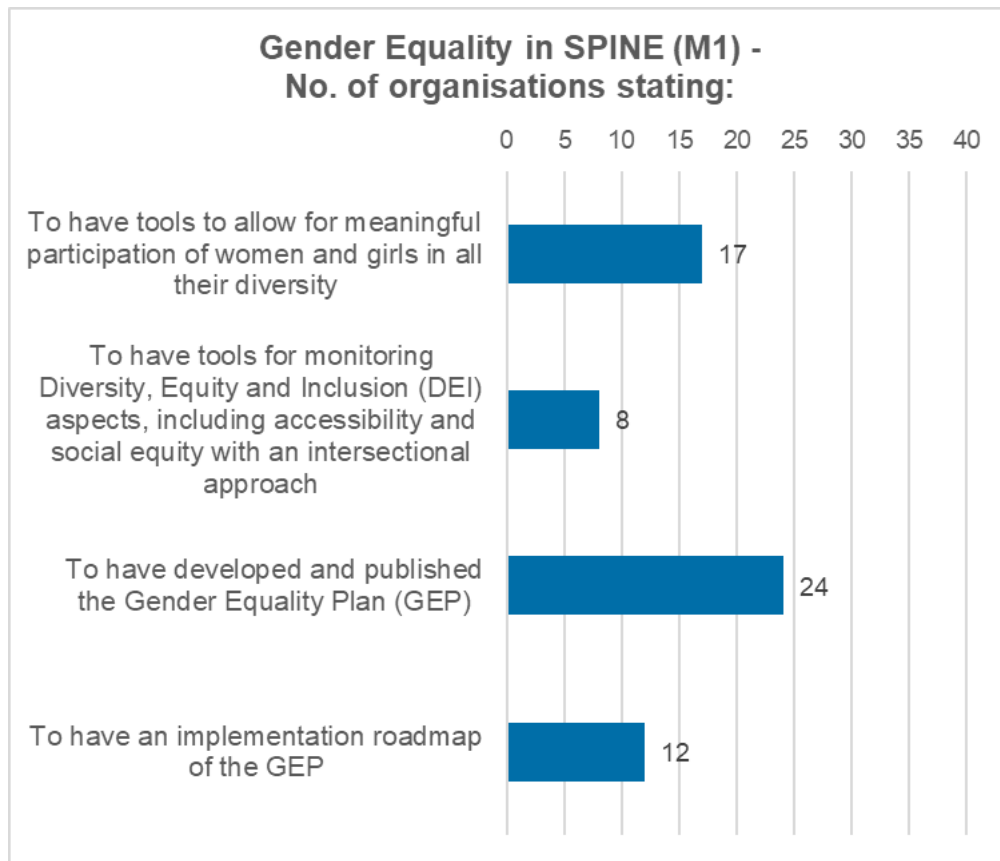| Statement	Value
To have tools to allow for meaningful participation of women and girls in all their diversity	17
To have tools for monitoring Diversity, Equity and Inclusion (DEI) aspects, including accessibility and social equity with an intersectional approach	8
To have developed and published the Gender Equality Plan (GEP)	24
To have an implementation roadmap of the GEP	12

Figure 2. Gender Equality Monitoring in SPINE - Statements from SPINE organisations (M1) (Source: own elaborations)

SPINE participants have indicated that they use the following **tools to allow for meaningful participation of women and girls in all their diversity** in their activities, including Living Labs activities:

- Participatory Budgeting
- Participation portal and internal mailbox. The Municipal Women's Council is a body inside of the council to support and advise the City Council in gender-based issues, and also to promote the participation of women.
- Equality plans; Municipal campaigns
- All members of the teams can provide inputs, discard their genders' condition.
- Sharing opinion and knowledge, questionnaires, workshops, events focused on gender perspective
- Workshops for equal participation in public spaces and public transportation for women
- Sharing opinions on the equal basis, full transparency
- Communities of Practice and anti-patriarchal facilitation tools (e.g. empowering women to participate to the discussions)
- Internal participation channels
- Sharing opinion and knowledge and share expertise
- "I don't know exactly which kind of "tools" would allow for this … women and girls like all other fellow employees can participate in that kind of know how sharing or even social

sharing via Yammer… in 2022 we also introduced the Yunex Women's Network to provide a special community for women only to discuss and share amongst themselves in a safer non-mixt space. Part of this community is also an engagement with a trainer from the UK specialized to topics of women's empowerment etc."

- Regular meeting within the organisation to share opinion, knowledge, approaches and methodology to project activities
- SUMP PLUS engagement tools
- The following tools:
    o SharePoint
    o Microsoft Teams
    o Confluence
    o Jira
- The following tools:
    o Training programs such as 'Digital Technologies to close the Gender Gap: Development Methodologies, Java and Database'(https://www.innovationengineering.eu/news/digital-technologies-to-overcome-the-gender-gap-a-new-training-course-begins-in-innovation-engineering/)
    o Living Labs activities (sharing opinion and knowledge)" A specific antipatriarchal facilitation guideline will be provide to the LLS responsible partners for an inclusive participation in the LLS activities.
- Slack chat, email, face to face communication.

Besides, respondents have indicated the following **tools for monitoring Diversity, Equity and Inclusion (DEI) aspects, including accessibility and social equity with an intersectional approach**:

- Gender Equality Plan
- The following KPIs:
    o KPIs related to the use of gender-neutral language
    o KPIs related to the balanced number of people in each department
    o KPIs related to professional promotion (number of job vacancies)
    o Number of courses
    o KPIs related to salaries distribution and deviations
    o KPIs related to family conciliation
- The following tools:
    o 1. Annual report on women's and girls in all their diversity ~~men's~~ percentage representation
    o 2. Annual report with survey results on the occurrence of abusive behaviour or inequalities
    o 3. Periodic report on the recruitment process, paying attention to the non-discriminatory policies, until the algorithm used in the recruitment process (e.g., FINFHR EU project)
    o 4. Periodic report on the salary gap by monitoring the SPINE justification sheets
    o 5. Periodic report on women's and men's percentage representation in decision-making positions

- Mostly questionnaires

Respondents also provided descriptions of the actions planned as part of the **implementation roadmaps** in their respective GEPs:

- Bologna GEP is updated and implemented every year since it is part of the municipal Integrated Activity and Organisation Plan (PIAO), that brings together different city programming documents
- Tallin has a national GEP: https://www.riigiteataja.ee/akt/738642?leiaKehtiv
- Valladolid GEP was updated by the City Council Plenary on 2020 and established the framework until 2024. The GEP is focused on 4 areas:
    - Area 1: Transversality of equality in the organization and balanced presence. Area with 3 objectives and 10 actions.
    - Area 2: Access to public employment, professional promotion and remuneration. Area with 3 objectives and 10 actions.
    - Area 3: Professional training. Area with 2
    - objectives and 9 actions.
    - Area 4: Conciliation and co-responsibility. Area with 2 objectives and 6 actions."
- Šibenik sets the following:
    - Minimum representation in management jobs of at least 40 percent,
    - Appointment of a confidentiality person,
    - Use of gender-neutral terminology in all documents
- Gdynia sets the following actions:
    - 1. Training program to promote diversity and equality.
    - 2. Training on prevention of sexual harassment, mobbing, gender inequality at workplace.
    - 3. Development of the monitoring system: Employment structure.
    - 4. Development of the monitoring system: inequalities, inappropriate behaviour.
    - 5. Introducing a safe system for reporting discrimination, bullying and sexual harassment.
    - 6. Introducing inclusive language in official documents.
    - 7. Updating of internal procedures.
    - 8. Development of the monitoring system: employment procedures with gender transparency
    - 9. Gender pay equity
    - 10. Development of a salary monitoring system.
    - 11. Flexible working: Remote and hybrid work, task-based
    - 12. The adaptation programme for employees returning from maternity parental leave or long-term sick leave
    - 13. Provide information to men on the possibilities for parental leave
    - 14. Equal treatment with regard to access to employment, remuneration and promotion - rules
    - 15. Monitoring the structure of people in decision-making positions
    - 16. Training of leadership skills (diversity, equality etc.)"
- The Las Palmas urban bus operator (Guaguas Municipales) is currently updating their GEP
- The Gdanski University has the following implementation map: https://ug.edu.pl/sites/ug.edu.pl/files/_nodes/strona/120333/files/gep-raport-ug-en-stronami.pdf

- The cambiaMO's implementation roadmap is included in Chapter 6 of GEP - Areas of intervention:
  - o Work-life balance and organisational culture,
  - o Gender balance in leadership and decision-making,
  - o Gender equality in recruitment and career progression,
  - o Integration of the gender dimension into research and teaching content,
  - o Measures against gender-based violence including sexual harassment.
- Sagulpa has a 4-year plan that includes various measures to evaluate and improve equal opportunities
- Innovation Engineering (INNEN) states:
  - o We hold uniqueness and skill in high regard and are dedicated to providing all employees with equal opportunities to contribute and reach their full potential in the workplace. Our approach to diversity and inclusion is rooted in ethics and integrity and is a driving force behind the expansion of both personal and corporate growth.
  - o All the recruitments are addressed to both sexes, pursuant to Italian Laws 903/77 and 125/91, and to people of all ages and all nationalities, pursuant to Italian Legislative Decree 215/03 and 216/03.
  - o We have initiated the process to obtain the UNI/PDR 125:2022 - Gender Equality certification."

5   Living Labs

Introduction

In SPINE, the Living Labs (LLs) act as a central point of interaction with our stakeholders, including citizens. It's essential that we conduct these activities in a way that respects and protects the rights of all participants. This section will discuss ethical considerations such as informed consent, privacy and confidentiality, respect for diversity, and fair inclusion of all demographics, particularly vulnerable groups and people.

The foundation of our engagement strategy is *open dialogue*. We create opportunities for communication through LL meetings, webinars, and online discussion platforms, such as the digital bulletin boards or the online communication hub. This allows us to maintain a transparent exchange of information with stakeholders and the wider public, supports the co-creative process of the Living Labs and acts towards maximising accessibility and outreach of the SPINE processes. For more targeted feedback and interaction, we employ collaborative problem-solving methods. In collaborative workshops and brainstorming sessions, we bring together stakeholders to tackle the issues at hand. By working in tandem, we aim to foster a sense of shared ownership and active participation in the solutions we develop.

Equally important is feedback collection and impact monitoring. surveys, questionnaires, and interview sessions are some of the tools we use to collect participants and stakeholders' opinions, experiences, and needs, at various stages of the project Feedback is vital not just for the initial design of our solutions, but also for their continuous improvement based on real-world experiences and changing requirements.

Regarding the ethical aspects, respect for individual *privacy* and *confidentiality* is paramount. Participants have the right to anonymity in surveys and studies, and personal information is managed in compliance with GDPR guidelines. Informed consent is also a fundamental ethical consideration; all participants are provided with comprehensive information about their involvement, and participation is always voluntary.

Finally, our commitment to fairness and inclusivity is a key guiding principle. We ensure a broad representation of demographics in our engagements, making efforts to include voices that are often marginalised. We actively seek the participation of individuals from various ethnic backgrounds, socioeconomic statuses, ages, and abilities, to ensure the solutions co-created are relevant and beneficial to all.

Groups of LL participants

In SPINE Living Labs (LLs), we engage with a wide variety of stakeholders, each bringing their own, unique perspectives and experiences that contribute to the co-creation of our solutions.

Public transportation users are a vital part of our LLs. These individuals, comprising daily commuters, students, seniors, and tourists among others, provide insights into the existing public transportation systems. They help us understand what works and what needs improvement from a user's

perspective. However, to effectively foster a shift towards the required modal shift, we also engage with non-public transportation users. This group primarily includes individuals who rely on private cars, bikes, or walk for their daily commute. Their perspective helps us identify barriers to using public transport and brainstorm potential solutions to encourage its use.

We also understand the importance of involving local transportation authorities in our LLs. Their broad view of the systemic challenges and opportunities associated with public transportation, combined with their regulatory influence, makes them indispensable to the implementation of our co-created solutions.

The inclusion of urban planners and local government representatives is also important. Their understanding of the city's infrastructure, population distribution, and development plans can guide us in the strategic placement and enhancement of public transport services. Environmental, social justice and other community groups will also participate in our LLs. They provide insights on the environmental impact and advocate for community needs, ensuring that our solutions promote not just sustainability, but also social equity.

We further collaborate with technology and innovation partners. These stakeholders contribute ideas and solutions that leverage technology to enhance the appeal and efficiency of public transport.

In our commitment to inclusivity, we make a conscious effort to involve vulnerable groups in our LLs. These include seniors who might need more accessible transportation options, low-income individuals who heavily rely on affordable public transport, and individuals with disabilities whose unique needs must be met by our transport systems. We also ensure representation from various cultural backgrounds to create solutions that respect cultural diversity.

Gender and intersectional aspects

In our ethics framework, gender and intersectional aspects in our Living Labs (LLs) is important and should be stressed. Understanding and addressing these elements are prerequisites to achieving truly equitable and effective public transportation solutions. Gender plays a significant role in shaping mobility needs and experiences, and it's essential that our co-created solutions cater to all genders without bias or stereotype. This includes considering safety concerns, service schedules, and even vehicle design that are gender-sensitive.

Intersectionality extends this lens further, considering how multiple social categories like cultural background, class, age, and disability intersect with gender to create unique experiences and needs. By acknowledging and respecting these complexities, we aim to create solutions that are truly inclusive and just. For instance, women from lower socioeconomic backgrounds may face different transportation challenges compared to their counterparts from higher socioeconomic groups. Similarly, the needs and experiences of an elderly disabled man might differ significantly from a young, able-bodied man.

In SPINE LLs, we aim to ensure that these gender and intersectional aspects are given due consideration. We actively seek diverse representation among participants to capture a wide range

of experiences and needs. We will create an environment which will listen, learn, and use these insights to shape our solutions, ensuring they are tailored to serve everyone effectively.

Privacy and confidentiality

Given the presence of diverse groups, the dynamic interaction and the multiple forms of communication employed in the Living Labs, we acknowledge the importance of personal information and the trust our participants place in us when they share this information. In order to honour this trust and comply with ethical and legal requirements, we have established mechanisms to safeguard privacy and confidentiality.

Every participant involved in our LLs is informed about the data we collect, why we collect it, how we use it, and who has access to it. This is communicated in clear, accessible (non-technical) language, and individuals have the right to ask questions and receive clarifications. Consent is always sought explicitly and can be withdrawn at any time. The right to withdraw participation without any consequences is emphasised, ensuring individuals have complete control over their involvement.

The data collected is strictly used for the purposes explained to the participants and is not shared with third parties without explicit consent. We follow the principle of data minimisation, collecting only what is necessary for our research. Furthermore, personal identifiers are removed or anonymised as soon as they are no longer needed to link data to individuals. Anonymised and aggregate data are used whenever possible in our reports and publications to ensure individual identities are not discernible.

We implement rigorous data security measures to protect the collected data from unauthorised access, disclosure, alteration, or destruction. These measures include encryption, access controls, and secure data storage systems. Regular audits and reviews are conducted to ensure our security measures are up-to-date and effective. Special care is taken when handling sensitive data, such as information about individuals' health, ethnicity/religion, or political beliefs. When working with vulnerable populations, additional precautions are taken to ensure their rights and well-being are protected.

Finally, every individual involved in SPINE, including team members and partners, is trained on privacy and confidentiality principles and practices. They are expected to uphold these values in all their interactions and activities.

More details on data collection, management, dissemination and other data-related aspects are presented in the initial version of the data management plan; D7.2.

6   Conclusions

Deliverable D7.3 presents a clear set of rules for ethics within the SPINE project. It delivers the SPINE consortium views and agreement on overall responsibly and commitment that everyone involved in SPINE is treated fairly and has a say in what we do.

These considerations and rules, outlined in this deliverable have significantly contributed to founding SPINE's commitment to social equity, accessibility, and gender equality. It has shaped our approach to stakeholder and citizen engagement, ensuring that our methods are respectful, inclusive, and effective. This deliverable also addresses the privacy and confidentiality of participants, thereby reinforcing trust in our work and promoting active participation.

Concretely, social equity, accessibility, and gender equality of the SPINE solutions will be guaranteed thanks to attention to users in situation of vulnerability and women and girls in all their diversity. SPINE gender officer will support this evaluation with some capacity-building activity.

This deliverable has outlined several best practices, including transparent communication, diligent data protection, and continuous monitoring of social equity, accessibility, and gender equality factors. Looking towards future improvements, we may aim to further enhance these areas and continue updating our ethical guidelines as per evolving contexts and needs.

As for the future roadmap, we envision constant supervision and improvement in our ethical practices. We will evaluate our ethical approach, incorporate lessons from our experiences, and consider feedback from stakeholders. This dynamic and adaptive approach will allow us to continually improve, ensuring alignment with our project goals and values.

To sum up, D7.3 plays an integral role in the overall project objectives by guiding us towards research and innovation that values and benefits all individuals and communities involved. As a guiding document, it will continue to shape our work in SPINE, helping us create public transportation solutions that are effective, sustainable, and socially responsible.

7   References

[1] European Commission. (2020). DG MOVE Strategic Plan 2020-2024.

[2] European Commission. (2007). Ethics for researchers: Facilitating research excellence in FP7. Office for Official Publications of the European Communities.

[3] EU, E. (2012). Charter of fundamental rights of the European Union. The Review of International Affairs, 63(1147), 109-123.

[4] European Commission. (2018). Ethics in social science and humanities.

[5] SHREEVES, R. (2021). Citizens, Equality, Rights and Values programme.

Annex A: Gender Equality Survey in SPINE

Survey developed with Typeform with the questions below.

Q1   Which is the *name of your organisation*?

P01   INLECOM INNOVATION ASTIKI MI KERDOSKOPIKI ETAIREIA   INLE

P02   STAD ANTWERPEN   ANTW

P03   COMUNE DI BOLOGNA   COBO

P04   TALLINNA LINN   TALL

P05   AYUNTAMIENTO DE VALLADOLID   VALL

P06   MESTO ZILINA ZILI

P07   MUNICIPIO DO BARREIRO   BARR

P08   GRAD SIBENIK COS

P09   HERAKLION MUNICIPALITY   HERA

P10   MIASTO GDYNIA   GDYN

P11   AYUNTAMIENTO DE LAS PALMAS DE GRANCANARIA PALM

P12   SRM - SOCIETA RETI E MOBILITA SRL SRM

P13   AUTOBUSES URBANOS DE VALLADOLID SA   AUVASA

P14   ASTIKO KTEL HERAKLEION   AKHE

P15   GUAGUAS MUNICIPALES SOCIEDAD ANONIMA   GUAG

P16   PANEPISTIMIO AIGAIOU   UAEGEAN

P17   FUNDACIO CENTRE D'INNOVACIO I TECNOLOGIA DE LA UPC CARNET

P18   UNIVERSITEIT ANTWERPEN   UAEGEAN

P19   AIMSUN SLU   AIM

P20   HOGSKOLAN I HALMSTAD   HU

P21   Instant System INSY

P22   CIVINET CY-EL SECRETARIAT NPO   CIVI

P23   ODRAZ-ODRZIVI RAZVOJ ZAJEDNICE ODRAZ

P24   UNIWERSYTET GDANSKI   UG

P25   CAMBIAMO SOCIEDAD COOPERATIVA MADRILENA   CMO

P26   MOBY X SOFTWARE LIMITED   MOBY

P27   ASSOCIACAO DO INSTITUTO SUPERIOR TECNICO PARA A INVESTIGACAO E DESENVOLVIMENTO   IST ID

P28   ZILINSKA UNIVERZITA V ZILINE   UNIZA

P29   CINESI SLU   CINESI

P30   SOCIEDAD MUNICIPAL DE APARCAMIENTOSDE LAS PALMAS DE GRAN CANARIA SA
SAGULPA

P31   KONNECTA SYSTEMS LIMITED   KNT

P32   Przedsiedsiebiorstwo Komunikacji Autobusowej Sp. z o.o.   PKA

P33   Yunex GmbH   YUNEX

P34   EURNEX e. V.   EURNEX

P35   EUROPEAN INTEGRATED PROJECT   EIP

P36   CITYWAY SAS CITYWAY

P37   PNO INNOVATION SL   PNO

P37.1   INNOVATION ENGINEERING SRL   INNEN

P38   IBI GROUP ELLAS SYMVOULOI EPIXEIRISEON MONOPROSWPI ANONYMI ETAIREIA   IBI

P39   SIA ATOM Tech   ATOM

Other

Q2   How many *female *(including diverse gender identities) *researchers* are involved in the workforce of SPINE for your organisation?

<Number>

Q3   How many *male researchers* are involved in the workforce of SPINE for your organisation?

<Number>

Q4   How many *females *(including diverse gender identities) *other than researchers* are involved in the workforce of SPINE for your organisation?

<Number>

Q5   How many *males other than researchers* are involved in the workforce of SPINE for your organisation?

<Number>

Q6   Do you have any *tools to allow for meaningful participation* of women and girls in all their diversity in all activities, including Living Labs activities?

<Yes/No>

if Q6 = Yes:

Q7   Please list the tools to allow meaningful participation (e.g. sharing opinion and knowledge) of women and girls in all their diversity in all activities, including Living Labs activities

<Text>

Q8   Do you have any *tools for monitoring Diversity, Equity and Inclusion* (DEI) aspects, including accessibility and social equity with an intersectional approach?

<Yes/No>

if Q10 = Yes:

Q9   Please list the *tools for monitoring Diversity, Equity and Inclusion *(DEI) aspects, including accessibility and social equity with an intersectional approach

Q10   Have you developed and published the *Gender Equality Plan* (GEP) in your organisation?

<Yes/No>

if Q12 = Yes:

Q11   Please provide the *webpage* where the GEP is published

<URL>

Q12   If you have any *implementation roadmap* of the GEP please provide a short description of the actions planned

<Text>

Annex B: List of SPINE gender equality monitoring persons

SPINE gender officer: Floridea Di Ciommo (cambiaMO). She will rely with the partners'' gender equality monitoring persons.

Partner Short Name	Name	E-mail
INLE	Sissi Koronaiou	sissi.koronaiou@inlecomsystems.com
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Annex C: Design of Gender Equality training: Power/Privilege Wheel

A first activity has been designed to incorporate an intersectional approach to the Social Equity, Accessibility and Gender Equality in SPINE, through the organisation of an awareness-raising training in the context of a SPINE Consortium Meeting. In particular, it consists of a short hands-on activity organised by cambiaMO partner as part of the WP7 session and that is planned to take 15 minutes, following these three parts:

1) **POWER & PRIVILEGE WHEEL**: asking partners to reflect and reply to her or himself where they position themselves in the wheel of power and privilege (see the attached pdf of the wheel of power/privilege).

2) **POWER & PRIVILEGE METER**: Standing up, participants are requested to move one step ahead or one behind in reply to a set of questions. This exercise helped visualise differences, having two separate subgroups of participants.

3) **FINAL REFLECTIONS**: Making sense of the previous two exercises and providing some inspirational ideas that can help partners in implementing gender equality actions within SPINE.

Further details of these three activities are given below.

PART 1. Power & Privilege Wheel

The Wheel of Power/Privilege from Sylvia Duckworth (2020) was taken as a reference for the first hands-on exercise of the training. The Wheel of Power/Privilege organises the various identities of a person in such a way that those identities holding the most power in society are located at the centre of the wheel, whereas those that hold the least power in society are on the outer part of the wheel (Figure 2). The wheel is sectioned into 12 categories, identified by different colours and representing:

1) Citizenship: citizen, documented, undocumented

2) Skin colour: white, different shades, dark

3) Formal education: post-secondary, high school, elementary

4) Ability: able-bodied, some disability, significant disability

5) Sexuality: heterosexual; gay men; lesbian, bi, pan, asexual

6) Neurodiversity: neurotypical, neuroatypical, significant neurodivergence

7) Mental health: robust, mostly stable, vulnerable

8) Body size: slim, average, large

9) Housing: owns property, sheltered/renting, homeless

10) Wealth: rich, middle class, poor

11) Language: English, Learned English, non-English monolingual

12) Gender: cisgender man; cisgender woman; trans, intersex, non-binary
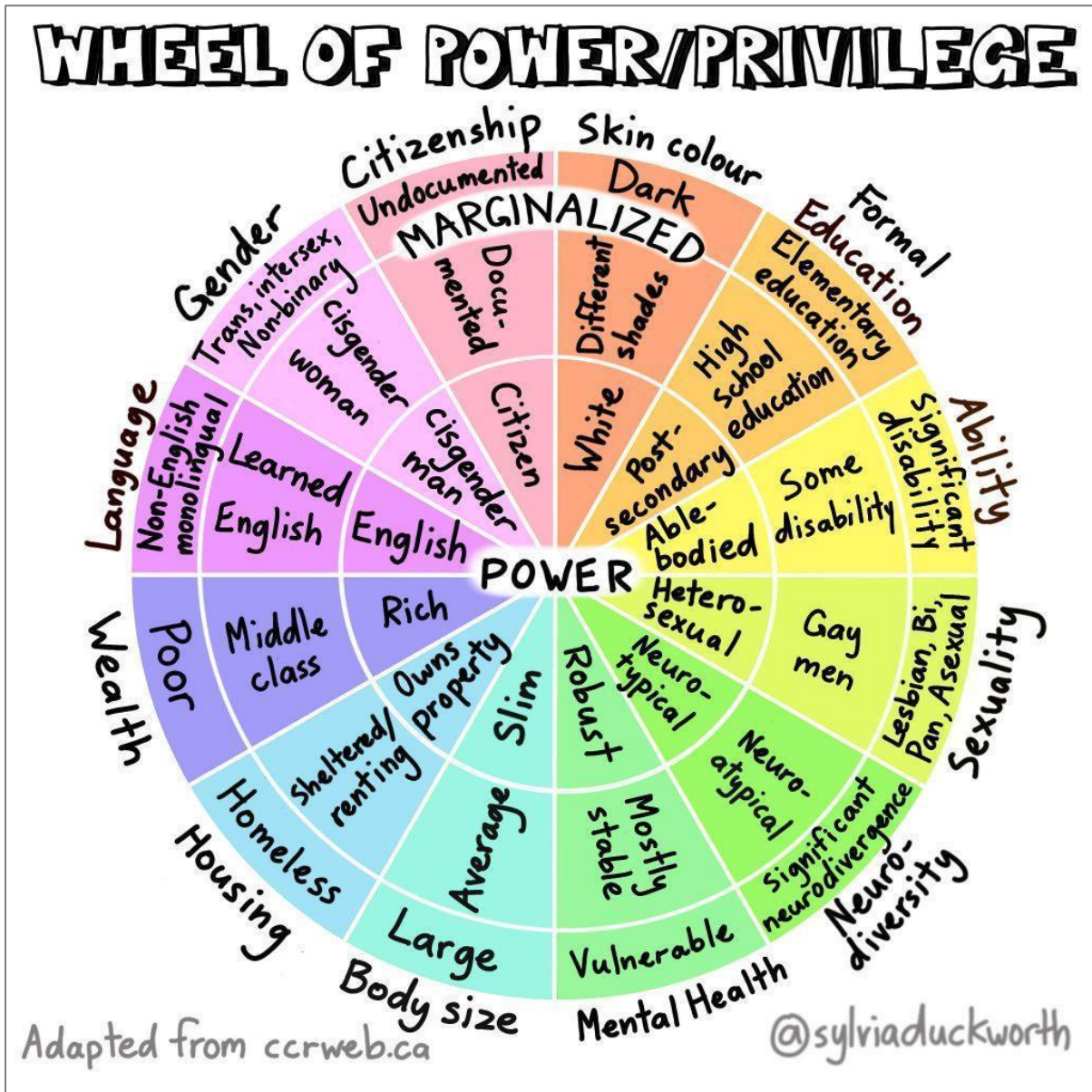

Figure 2. Wheel of Power/Privilege (Source: Duckworth, 2020)

SPINE participants will be asked to reflect in silence where their own identities fall in this chart and to highlight with a pen the corresponding areas in a paper copy each of them is provided with. Questions that emerge during this reflection are usually the following:

- How close or far from the centre are you (most to least power)?
- How does your power level shift as you place yourself in different identity categories?
- Looking at the cells you've highlighted for yourself, what do you notice?

PART 2. Power & Privilege Meter

Standing up, participants will be asked to move one step ahead or one behind in reply to a set of questions. In particular, in the context of mobility of care (Sánchez De Mariaga et al., 2019)[3], the following questions will be proposed:

1. **Q1 Do you escort someone to school or a health centre?** YES = one step backwards, NO = one step forward

2. **Q2 Do you live close to people who can support you in your caring responsibilities?** YES = one step forward, NO = one step backwards

3. **Q3 Do you need to use a mechanised transport mode to reach the grocery store?** YES = one step backwards, NO = one step forward

4. **Q4 Do you feel safe and secure when travelling using public transport services and/or in public spaces?** YES = one step forward, NO = one step backwards

PART 3. Final reflections

These awareness-raising exercises will be helpful to make SPINE partners understand what gender equality, diversity and inclusion mean, i.e. becoming aware of the concept of intersectionality. The SPINE's Social Equity, Accessibility and Gender Equality monitoring is elaborated from an intersectionality perspective and identifies specific measures to implement it during the course of the project.

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[3] "Mobility of care" includes all travel resulting from home and caring responsibilities: escorting others; shopping for daily living, with the exclusion of leisure shopping; household maintenance, organisation, and administrative errands, as different from personal walks for recreation; visits to take care of sick or older relatives, again as different from leisure visits; etc.