

WIF Baseline Template: Frequently Asked Questions

Our firm has many individuals who are paid interns and on paid work placements. These are often a key recruitment source for our graduate programme. Should these be included in the breakdown of positions within the firm?

Yes, individuals and those on paid internships or work placements at the firm can be included in employee numbers and the breakdown of positions table. This group should be captured within the 'other occupations' category within this table. It is important that your employee numbers are recorded consistently year on year so if interns are excluded/included one year then they should be treated in the same way in the following year.

Unpaid interns should not be included among employee numbers.

We are a global firm, but in Ireland the firm is operated under our local partnership group. Is this considered 'Irish-owned' or 'International'?

We would recommend that firms that are part of larger global entities are reported as international.

Our firm is international, do we report on staff internationally or just those employed in Ireland?

For the question on gender breakdown within your firm (first question in Key Metrics section) this must refer only to employees employed in Ireland. This does not include board members.

In the question on the breakdown of positions within your firm (fourth question in the Key Metrics section), board members, even though they may be based abroad, can be included here. The rest of the fields for this question must refer to those who are employed in Ireland.

Our firm is international, and has set gender balance targets globally. Can we report on these within the template?

Targets set by your firm at the global level can be reported in the baseline template if these targets match those that will be adopted by your firm in Ireland. However, when reporting progress in the annual template, the progress reported against these targets must reflect what is happening in the Irish context and not global progress in terms of gender balance.

Our firm would like to develop further targets during the year. Is it possible to update our baseline reporting template at a later point?

We want to avoid the possibility that firms can change the targets they have set. However, if firms have set additional targets we do want to capture and acknowledge these commitments. While it is not possible to update the baseline template once it has been submitted – we hope to capture new additional targets through annual reporting template.

Our firm is international. Do we report the gender of our CEO in Ireland or the CEO of the entity?

Please report the gender of the CEO of the entity.

Our firm is quite small and we are concerned that reporting breakdowns of individual by position may render them identifiable.

We recognise that, for smaller firms, identifiability may pose a greater concern than for larger firms. Please be assured that the data your firm provides will only be accessible to members of the ESRI research team. It will be stored securely throughout the lifespan of the project. In terms of reporting on the analysis, findings will only be presented at the aggregate level (i.e. grouping smaller vs larger firms, grouping progress by sector, comparing national firms vs international firms). This will ensure that no single firm (or firm staff make-up) will be individually presented. In these ways, we can assure you that individuals, and individual firms, will not be rendered identifiable.