

WIF Reporting Templates:

Frequently Asked Questions

2 – Key Metrics

Annual reporting template: Please remember to maintain consistent categories from year to year for accuracy and comparability.

Who to include in the following question: please report the number of employees within your firm in the Republic of Ireland?

This question refers only to employees in Ireland. Please exclude board members who are not employees. Individuals on paid internships or work placements can be included here, unpaid interns should not be included. Please include individuals on fixed terms and permanent contracts.

Who to include in the following question: please report the number of employees in the following positions within your firm in the Republic of Ireland?

Category	Definition
Board Members	All board members should be counted here, including independent executive directors, those outside Ireland and non-employees.
Executive Committee / C-Suite	Leadership/decision-making team of the organisation in Ireland
Other Senior Management	Defined within your own firm - respondents provide a definition in the baseline survey.
Middle Management	Managerial positions one layer below senior management
Junior Management	Managerial positions one layer below senior management
Technical / Professional	Employees without managerial responsibilities in financial and non-financial positions that require specialist skills, education, or training (e.g. accountant, business analyst, human resources, IT, etc.).
Other Employees	All other employees within your firm (e.g. clerical, administrative, sales, catering, etc.)

The senior, middle, and junior management categories should reflect the internal hierarchy in your company. Some of these categories may not exist in your company. Individuals without managerial responsibilities should be included in 'technical and professional' or 'other' categories. Paid interns and individuals on work placement should be included in the **'other' category**.

Please keep track of the definition provided for the position to ensure consistency in reporting over time. Please avoid having categories that are so small that one or two people joining or leaving will change the female share. The exceptions are the board and executive committee/c-suite which tend to be smaller. Please report a 0 if the layer does not apply to your firm.

Annual (2022 signatories): Who to include in the question: Please report the number of Pre-Approved Controlled Functions within your firm, in the Republic of Ireland.

This question is filtered on firms regulated by the Central Bank of Ireland. All PCF functions should be counted here, including non-employees (PFC-2) or employees located outside of the Republic of Ireland (PCF-16). Please report the distinct staff numbers who have PCF roles.

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.

Where to include employees not fitting in the gender ID categories: cisgender, transgender, and other gender identity or expression?

If some employees do not fit in either of the categories (eg: did not choose to disclose their gender), please do not include them in any of the categories.

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

We recognize 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. You can see how the data was presented in the first Women in Finance report here:

<https://www.esri.ie/publications/irelands-women-in-finance-charter-annual-report-2023>

3 – Targets

What are targets at 'other' employees levels?

Targets at other employee levels should be targeted at other occupations, that is all employees not included in previous positions (clerical, administrative, sales, catering, etc.). Targets at other employee levels function similarly to targets at other level. They should aim at achieving a certain level of female representation by a certain date.

What are targets at different levels?

Targets at different levels are for firms that have targets that may not fit into the categories provided. For example, targets that combine executive and senior management levels, targets for

partners. It also includes targets at the recruitment, interview, short-listing level, training, and program, at the entire workforce level, at the global firm level.... Please note, that to be valid, **targets must aim to achieve a certain level of female representation.**

What is target information?

Target information is the information provided by firms in previous surveys in 'other targets' that can neither be considered a target at other employee levels nor a target at a different level. It includes for example global targets without levels of female representation or global targets not applicable in the Irish context. It can also include gender index, level definitions, or tar

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. Please make sure that these targets are positive or at maintenance in the Irish context.

Annual: My firm appears as having no target set, but I mentioned having another target in the baseline.

Please note that the other targets category has been recorded and divided into 3 subgroups: other employee target, target at different levels, and target information. Please note that target information does not constitute a positive target. To meet the Charter requirement, firms should set a positive target, aiming at achieving a certain level of female representation, by a certain date, at a given level.

What is a positive target?

Positive targets aim at increasing the level of female representation at a given level. The target level should be higher than the current level of females. For example, a firm has 25% of females at the board level as of the 1st January 2024. A positive target would be to reach 35% female representation at the board level by the 1st January 2028.

What is a maintenance target?

Maintenance targets aim to maintain a level of female representation at a given level, until a given date. For a firm to set a maintenance target 2 conditions must be respected:

- The current level of female representation at the level chosen must be at 40% or more.
- The target level of female representation must be at 40% or more. It can be lower or higher than the current level of female representation, at the level chosen.

What is a negative target?

Negative targets aim at achieving a level of female representation lower than the current level. It applies to roles with less than 40% of female representation and/or targets aiming to achieve less than 40% of female representation.

What is the difference between maintenance and negative targets?

Maintenance targets must be set to a level with already 40% or more of female representation and their level has to be 40% or more. Negative targets do not meet either of these conditions. For

example, a firm has 40% of female representation at the middle management level as of the 1st January 2024. If the firm set a target to achieve 35% female representation at the middle management level by 2026, then the target is **negative**. If the firm sets a target to achieve 40% female representation at the middle management level by 2026, then the target is a **maintenance** one.

My firm already has a good level of female representation, how do I set targets?

If your firm already has 40% female representation AT ALL LEVELS, then it can choose to set only maintenance targets. In all other cases, it is a requirement of the Charter for firms to have at least one positive target.

Can I set a target that is a range?

To set a range target you can either (1) select a mid-point of this target and use the space 'additional information' at the end of the survey to explain the targets' range. (2) Set a target at 'other level', then select that you would like to set it at a 'different level'. Then select 'Other target definition' and use the text box to provide your target's range. Please do not forget to include the levels the target refers to and the deadline.

How do I provide additional information?

If you want to specify additional information, you will have the opportunity to do so at the end of the Survey. You can complete it and then move backward in the Survey to finish completing it.

4- Communication of Targets

What do I need to upload in the public communication on targets?

Below are anonymised examples of firms who have successfully communicated their target progress:

Publication in a gender pay gaps report:

Gender equity is a key focus area in our DEI strategy. We're particularly committed to increasing female representation at a leadership level. By 2023, we expect to have a third (33%) of our senior leadership roles occupied by women. By 2024, 40% of our senior leaders will be women. We committed to the same objective when we signed up to the Women in Finance Charter in Ireland.

Publication on a Firm website:



Ireland's Women in Finance Charter is a commitment by signatory firms and representative bodies to achieve greater gender balance and inclusivity at all levels across the financial services sector in Ireland.

Supported by the Government of Ireland, this Charter underpins the industry's ambition to see increased participation of women at all levels, including junior, middle and senior management, leadership and board roles within financial services organisations based in Ireland.

is now a signatory of the Women in Finance Charter Ireland. We have set a target of having 45% Senior Female Managers by December 2023.

Women in Finance Charter

we continue to progress toward and are on track to meet our goals of 40% women and 20% ethnic diversity in senior leadership by 2025. We will continue to publish our annual progress against these goals in the M&G plc annual report.

↓ Download PDF: 187KB

5 – New Targets

Annual: How do I modify an existing target?

We want to avoid the possibility that firms can change the targets they have set at their baseline submission. However, you can add new targets in the Annual Survey. Please note that setting a new target will not lead to the modification of a previously set target.

Annual: Who can set new targets?

Please set new targets, if one of the following applies to your firm:

- My firm did not previously set a target at this level.
- The deadline for the previous target has passed and we have achieved the target.
- I have met my target in advance and I wish to set a new target aiming at a higher level of female representation.

6 – Appointments and Recruitment

Annual: Do I have to report internal lateral appointments (eg: new role but same positions)?

Please do not include internal lateral appointments in the appointment count. Please include the number of internal appointees' employees whose positions changed.

Annual (2022 Signatories): Who do I include in the following question: Please report the total number recruited to these programs during 2023?

Please include ALL individuals recruited in the program selected in the previous question (apprenticeship, traineeship, internship, graduate program, etc.) during the year 2023. Please include individuals recruited during the time period 1st January 2023- 31st December 2023, even if they are no longer working in your firm as of the 1st of January 2024.

8 – Actions

Annual (2022 Signatories): What dates should I report the gender pay gap figures for?

Please provide gender pay gap figures on a yearly basis using the gender pay gap reporting date (28 June).