

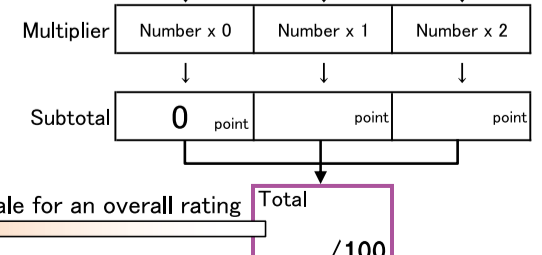
For research and education institutions: a checklist to help build a better work environment for women

The Ochadai Index

The Ochadai Index was created by Ochanomizu University to measure the level of support that research education institutions provide women researchers. This includes mentoring programs, child-rearing support, and promoting work-life balance. For each of the fifty items below, please circle the appropriate response (I-III) according to the situation at your institution. Your evaluation should be a general estimate. We hope this index will be a valuable reference in the future.

		Check Item	I	II	III
1. School-wide support system	Organization I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 Established an organization to support women researchers	No	Doing now	Yes
		2 Established an external evaluation committee	No	Doing now	Yes
		3 Introduced a highly fair and transparent hiring system	No	Doing now	Yes
		4 Introduced a system to objectively evaluate performance	No	Doing now	Yes
		5 Introduced a system to actively recruit women	No	Doing now	Yes
		6 Introduced a system to promote women to management positions	No	Doing now	Yes
		7 Set targets for hiring women researchers by research field	No	Doing now	Yes
		8 Grasped the ratio of women researchers by research field and job position	No	Researching now	Published
		9 Allocated a budget to support child-rearing	No	Doing now	Yes
	Work system I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10 Made efforts to increase work efficiency	No	Trying now	Yes
		11 Created meeting rules (e.g., no meetings scheduled or extended past 5:00 p.m.)	No	Doing now	Yes
		12 Created a set day when staff or faculty can go home at a fixed time	No	Doing now	Yes
		13 Publicized the fact that men can actively use the paternity leave system	No	Doing now	Yes
		14 Conducted a survey on actual working hours	No	Doing now	Yes
		15 Surveyed all faculty and staff regarding work-life balance	No	Doing now	Yes
2. Support for women researchers	Child-rearing support I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16 Created a women's lounge	No	Doing now	Yes
		17 Created a multi-purpose restroom and baby nursing room	No	Doing now	Yes
		18 Created a childcare facility	No	Doing now	Yes
		19 Created (independently or cooperatively) a childcare facility for sick and recovering children	No	Doing now	Yes
		20 Created (independently or cooperatively) an after-school childcare facility	No	Doing now	Yes
		21 Created (independently or cooperatively) on-campus accommodations to support child-rearing	No	Doing now	Yes
	Research and education support I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	22 Created flexible work systems during child-rearing	No	Doing now	Yes
		23 Introduced a reduced work duties system during child-rearing	No	Doing now	Yes
		24 Created a ubiquitous communication environment (Internet, teleconferencing system)	No	Doing now	Yes
		25 Publicized the Action Plan to Support the Development of the Next Generation	No	Doing now	Yes
		26 Created a performance evaluation system that considers childbearing and child-rearing	No	Doing now	Yes
		27 Created a consultation service to support child-rearing and research	No	Doing now	Yes
3. Information support	Information support (Building an information bank) I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	28 Created a child-rearing scholarship system for undergraduate and postgraduate students	No	Doing now	Yes
		29 Assigned research assistants to support women researchers during child-rearing	No	Planning now	Yes
		30 Created a mentoring system to assist women researchers	No	Doing now	Yes
		31 Supported the career development of women researchers who are raising children	No	Planning now	Yes
		32 Supported the career development of research assistants	No	Planning now	Yes
		33 Disseminated information via websites	No	Planning now	Yes
4. Raising awareness	Next-generation development I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	34 Created booklets to support child-rearing	No	Doing now	Yes
		35 Built a human resource databank to support researchers who are raising children	No	Doing now	Yes
		36 Disseminated information on role models to support women researchers	No	Planning now	Yes
		37 Cooperated with other campuses, other institutions, and local communities to support women researchers	No	Planning now	Yes
	Raising awareness I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	38 Created a network among women researchers	No	Planning now	Yes
		39 Held sample lectures on and off campus for middle school and high school girls	No	Planning now	Yes
		40 Disseminated information on role models for middle school and high school girls (DVD, websites, booklets)	No	Planning now	Yes
		41 Held networking events with role models for middle school and high school girls	No	Planning now	Yes
4. Raising awareness	Raising awareness I II III <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	42 Held symposiums and other events for middle school and high school girls	No	Planning now	Yes
		43 Informed all staff about support for women researchers (via e-mail, newspapers, notice boards, etc.)	No	Planning now	Yes
		44 Held study meetings and networking events related to child-rearing	No	Planning now	Yes
		45 Implemented measures to prevent harassment	No	Doing now	Yes
		46 Raised awareness among men of support for child-rearing	No	Doing now	Yes
		47 Raised management awareness of support for child-rearing while working	No	Doing now	Yes
		48 Raised awareness about gender equality	No	Doing now	Yes
		49 Raised awareness to understand diversity	No	Doing now	Yes
50 Raised awareness toward realizing work-life balance	No	Doing now	Yes		

Number of answers



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Women-friendly work environment scale	
Overall rating	Total points
A	80~100
B	60~79
C	40~59
D	20~39
E	0~19