

For research 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	I	II	III
1. School-wide support system	Organization	1 Established an organization to support women researchers	No	Doing now	Yes
		2 Established an external evaluation committee	No	Doing now	Yes
		3 Created a system likely to be fair and transparent	No	Doing now	Yes
		4 Created a system to objectively evaluate performance	No	Doing now	Yes
		5 Created a system to actively recruit women	No	Doing now	Yes
		6 Created a system to promote women to management positions	No	Doing now	Yes
		7 Created a target figure according to field for hiring women researchers	No	Doing now	Yes
		8 Understand the ratio of women researchers according to field and job position	No	Researching now	Published
		9 Created a budget to support child-rearing	No	Doing now	Yes
	Work system	10 Institution has increased 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 Made commonly known that a paternity leave system has been established	No	Doing now	Yes
		14 Done a survey of actual working hours	No	Doing now	Yes
		15 Done a survey about work-life balance of all faculty and staff	No	Doing now	Yes
2. Support for women researchers	Child-rearing support	16 Created a room for women to rest	No	Doing now	Yes
		17 Created a multi-purpose restroom or baby nursing room	No	Doing now	Yes
		18 Created a child care facility	No	Doing now	Yes
		19 Created (independently or cooperatively) a day care for sick and recovering children	No	Doing now	Yes
		20 Created (independently or cooperatively) a day care for school-age children	No	Doing now	Yes
		21 Created (independently or cooperatively) on-campus housing to support child-rearing	No	Doing now	Yes
	Research education support	22 Created a flexible work schedule to support child-rearing	No	Doing now	Yes
		23 Created a reduced-hour system to support child-rearing	No	Doing now	Yes
		24 Created a telecommuting (work from home) or teleconferencing system	No	Doing now	Yes
		25 Made known the Action Plan to Support the Development of the Next Generation	No	Doing now	Yes
		26 Created a performance evaluation system that considers childbirth 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)	28 Created a child-rearing scholarship system for undergraduate and postgraduate students	No	Doing now	Yes
		29 Have research assistants support women researchers who are raising children	No	Planning now	Yes
		30 Created a mentoring system to assist women researchers	No	Doing now	Yes
		31 Hold seminars, etc., for career development of researchers who are raising children	No	Planning now	Yes
		32 Hold seminars, etc., for career development of research assistants	No	Planning now	Yes
4. Raising awareness	Next-generation development	33 Dispatch information via websites	No	Planning now	Yes
		34 Created booklets to support child-rearing	No	Doing now	Yes
		35 Built a human resource data bank to support researchers who are raising children	No	Doing now	Yes
		36 Dispatch information on role models to support women researchers	No	Planning now	Yes
	Raising awareness	37 Cooperate with other campuses and institutions to support women researchers	No	Planning now	Yes
		38 Created a network among women researchers	No	Planning now	Yes
		39 Hold lectures on and off campus for middle school and high school girls	No	Planning now	Yes
		40 Dispatch information (via DVD, website, booklet) on role models for school girls	No	Planning now	Yes
		41 Hold get-togethers for role models and middle school and high school girls	No	Planning now	Yes
		42 Hold symposiums and other events for middle school and high school girls	No	Planning now	Yes
43 Inform all staff about support for women researchers (via e-mail, notice boards, etc.)	No	Planning now	Yes		
44 Hold seminars and study meetings related to child-rearing	No	Planning now	Yes		
45 Created 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 male-female cooperative participation	No	Doing now	Yes		
49 Raised awareness of the need to appreciate diversity	No	Doing now	Yes		
50 Raised awareness toward realizing work-life balance	No	Doing now	Yes		

Number of answers	7	1	42
Multiplier	Number x 0	Number x 1	Number x 2
Subtotal	0 point	1 point	84 point
Total	85 / 100		

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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

Refer to the scale for an overall rating