

UNITAR Gender Mainstreaming, Gender Equality and the Empowerment of Women Policy

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1. Introduction and Background

This policy and gender mainstreaming form part of a continuous process at UNITAR of systematically integrating internationally agreed development objectives into the Institute's priorities, programmes and functions, including the goals and targets of the 2030 Agenda.

The policy builds on actions already taken by UNITAR to incorporate gender equality and the empowerment of women (GEEW) into its programming and operations, as well as guidance provided by UN system entities, including the United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN) with a view to establishing an overarching gender mainstreaming and GEEW policy in this field. The policy takes into consideration the institutional particularities of UNITAR, including its small size relative to other UN entities; autonomous nature; technical focus on learning-related programming; and extra-budgetary, and voluntary-funded project revenue base.

The policy answers to the target set within UNITAR's UN SWAP report 2015, to prepare a consolidated policy / plan by the end of 2016 and represents an instrument to become aligned with the CEB Policy on Gender Equality and the Empowerment of Women and meeting the UN SWAP performance indicators. This document will be in the public domain and available to all staff and partners.

2. Conceptual Framework for UNITAR's Gender Mainstreaming Policy

Essential to the success of a gender policy is the integration of gender within the broader strategic planning framework, and its subsequent cascade to programme planning and project development.

It is imperative to ensure appropriate gender entry points from the Institutional level to the project/programmatic level, by including gender as an explicit, designated priority in strategic planning frameworks, including relevant performance indicators. This includes the disaggregation of language, including means of *explicitly targeting both men and women in programming*, not only using general terminology such as persons, beneficiaries and participants.

3. Organisational Response

It is well documentedⁱ and unequivocal that a gender-balanced work force is an essential for achieving success in any modern organisation. Acting on a number of UN principlesⁱⁱ, the General Assembly has repeatedly called for gender balance across the UN Secretariat and its systems at all levels.

Whilst UNITAR is not part of the UN Secretariat, it does report under the UN SWAP and monitors and reports annually on gender balance of UNITAR staff corps.

UNITAR recognises that reaching this goal is an important if complex undertaking. Whilst UNITAR is a small organisation, with presently 32 professional staff and 6 general service staff, it was one of the two UN entities who achieved overall gender balance among Professional staff in 2007 (Secretary General's Report, A/63/364). Currently, of the P4 category and above, UNITAR has 11 male and 5 female staff. UNITAR currently also has 2 male and 4 female general service staff.

UNITAR also engages a number of other non-regular staff professionals (training / research assistants / associates). At present this number stands at 23, with a gender balance 7 male and 15 female. UNITAR will strive to meet the equal representation of women P4 and above staff within 5 years. UNITAR will also be meeting in 2016 the equal representation of women trustees on the Institute's governing body.

UNITAR has a gender focal point [Emily Fraser, Office of the Executive Director, P3] and a programmatic focal point for mainstreaming women's empowerment in UNITAR projects [Mihoko Kumamoto, Hiroshima Office, P5].

In terms of "Work Life / Work Balance" issues, UNITAR has a range of policies to promote flexible work arrangements such as maternity and paternity leave, and distance working options.

The progress of these initiatives need to be assisted and supported in order to achieve maximum impact. Actions to be taken include:

- The establishment of a gender working group to guide the process and the implementation of this gender mainstreaming policy.
- Defining roles and responsibilities at both the management and staff level to commit to making this gender policy effective.
- Engendering performance indicators to monitor progress.
- Targeted capacity building including for UNITAR Staff.

- Including gender within Institutional strategic planning, including on fundraising and communications.
- Human resource efforts to ensure processes are in place to support gender parity levels of staff within an equitable working environment.
- Annual monitoring and evaluation of the progress of gender mainstreaming within projects and programmes, including UN SWAP reporting, and reporting on other Institutional commitments including under the Geneva Gender Champions Initiative.

4.UNITAR Gender Mainstreaming Policy

Through its gender mainstreaming policy, UNITAR commits to the following:

4.1 UNITAR commits to make its strategic framework and results-based programme planning and performance indicators gender-responsive

Policy Objective: At the Institutional level, to make UNITAR's strategic frameworks and performance indicators gender-responsive to ensure that women and men benefit from UNITAR's programmes, activities and projects, with the goal of achieving female-male parity in learning-related programming beneficiaries by 2017.

To achieve this, UNITAR will:

- Incorporate gender-responsive elements in the strategic framework and programme of work to provide a greater rationale for gender within UNITAR programmes and projects. In part, this process involves formulating objectives using terms such as men and women, inclusive and/or equitable.
- Take affirmative action towards prioritising women in the selection of fellowship candidates, or candidates for other forms of support including fee-waivers and scholarships, until gender balance of programming participants is achieved.
- Incorporate gender mainstreaming / GEEW principles in project documents.
- Articulate clearly men and women as targeted beneficiaries of UNITAR programmes, projects and activities, including in calls for applications for fellowship programmes and event announcements for fee-based courses.

4.2 UNITAR commits to develop capacity of its staff in gender mainstreaming and GEEW

Policy Objective: To develop knowledge and awareness of UNITAR staff with the objective of increasing gender mainstreaming across UNITAR projects and programmes.

To achieve this, UNITAR will:

- Ensure that all staff successfully complete the UN Women “I Know Gender....” by 31 January 2017 and post the link to the training on the UNITAR Intranet so newcomers have access.
- Organise training sessions for all staff to compliment the UN Women “I Know Gender: An Introduction to Gender Equality for UN Staff” mandatory training.
- Coordinate with other UN agencies and departments in Geneva to co-organise training opportunities for staff.

4.3 UNITAR commits to including gender in strategic fundraising and communication

Policy Objective: To mainstream gender across all UNITAR fundraising and communications activities.

To achieve this, UNITAR will:

- Incorporate gender-responsive elements in the fundraising and communication strategies to provide a greater rationale for gender within UNITAR programmes and projects.

4.4 UNITAR commits to gender-sensitive monitoring, evaluation and reporting

Policy objective: To contribute to informing the UN system and the wider international community on the Institute’s contribution to gender mainstreaming efforts, to strengthen the Institute’s gender-related programming, and to contribute to promoting social change through the use of gender response evaluation.

To achieve this, UNITAR will:

- At the corporate level, monitor and record gender balance as one of the Institute's key performance indicators
- Undertake to collect project-relevant, sex-disaggregated data, so adequate monitoring can occur.
- Engage in gender responsive evaluation in relevant projects and other evaluative undertakings.

Ensure gender is reported as a cross-cutting issue in future Annual Reports and other public documents.

4.5 UNITAR commits to ensuring the implementation of human resource policies to facilitating gender parity in staffing and creating an enabling work environment

Policy objective: To achieve gender parity in staffing at all levels and good work-life balance.

To achieve this, UNITAR will:

- Update and implement policies and processes ensuring that equal opportunities for women and men are secured at all levels of administration, recruitment and promotion.
- Review work/life policies and assess the degree to which they are being used and any impediments to their full utilisation.

4.6 UNITAR commits to engage in external initiatives to promote women's empowerment and gender parity more broadly in International Geneva and beyond

Policy objective: To engage in women's empowerment and gender parity initiatives more broadly.

To achieve this, UNITAR will:

- Participate at the Executive Director level in initiatives and commitments, such as the Geneva Gender Champions Initiative.
- Participate in conferences, events and panels related to women's empowerment and gender parity.
- Engage with initiatives of other UN agencies and departments, NGOs, academia and the private sector, in support of women's empowerment and gender parity.

5. Implementation, Monitoring and Review

The implementation of this gender mainstreaming policy requires the commitment, participation and contribution of all staff members. The responsibility and accountability for its successful implementation rests with the Executive Director, staff, collaborators, trainees and interns. The Executive Director and Management are responsible for the approval and implementation of the policy, supported by the mobilisation of adequate human and financial resources.

An ad hoc gender mainstreaming working group will monitor the implementation of the policy and provide annual reports to the Executive Director in the fourth quarter of each year, prior to the annual reporting requirements of UN SWAP. The policy will be formally reviewed and updated every five years.

ⁱ Numerous studies have found that companies with a more balanced representation of women in their top management teams considerably outperform their counterparts with a lower representation of women at top levels.

ⁱⁱ Article 8 of the Charter of the United Nations stipulate that there shall be no restrictions on the eligibility of men and women to participate under conditions of equality in its principal and subsidiary organs. The Universal Declaration of Human Rights also states that there can be no distinction or discrimination on the basis of gender (Articles 2 and 23).