

# OCHA

## Gender Action Plan 2007~2008

Revised for 2008

Implementation of OCHA's  
Policy on Gender Equality



March 2008







## Introduction

OCHA issued its policy on gender equality in 2005 recognising that its successful implementation is a shared responsibility of all OCHA staff. The 2007- 2008 gender action plan details specific branch and field office actions to implement the policy, and has been endorsed by the OCHA senior management team.

The present plan is a revision based on reports submitted in January-March 2008. An end-of cycle report for the two years of implementation will be produced in January 2009.

## Summary

In addition to the action plans compiled in this document, detailed country and regional office GAPs are available on OCHA intranet gender theme page. 9 country offices and field presences, 3 regional offices and most headquarter branches currently have gender action plans (GAPs).

### Main achievements include:

- AIMB, CRD, ESB, and PDSB all produced coordinated gender action plans for 2008 including all sub-sections of the branch/division.
- The Civil-Military Coordination Section has developed a detailed gender action plan for the UN Civil-Military Coordination Training.
- The CERF, EPS, IRIN, and the Humanitarian Coordination System Strengthening Project joined the gender action planning process, developing action plans for 2008
- CRD conducted a major revision of its gender action plan in mid-2007 and has organised several briefings for desk officers; with the Division Director and Deputy Director attending the first briefing.

### Challenges:

- A limited number of large sections, as well as one branch, are not yet fully involved in the gender action planning. All branches and sections that fall directly under the Director's office in NY and Geneva should designate gender focal points to coordinate this activity within their branch. Focal points in the offices of the USG, Director NY and Director Geneva would also facilitate coordination.
- Less than half of the full-fledged OCHA offices had GAPs as of January 2008.
- Activities and indicators are often broad and not measurable. Greater care should be given to ensure measurability of indicators before submitting the gender action plans.
- The gender action planning is perceived as an add-on activity. It needs to be firmly planted within the larger strategic planning process.
- Implementation rates are currently at 60% both for field and HQ GAPs. Further effort is needed to increase implementation rates.

### Key priorities for 2008:

- Expand the group of OCHA Gender Focal Points and strengthen support to FPs;
- Increase capacity building activities for OCHA staff at headquarters and in the field;
- Continue to roll out the IASC Gender Handbook, and distribute new language versions;
- Enhance linkages between the gender action planning and overall strategic planning processes;
- Include activities to prevent and respond to sexual exploitation and abuse by humanitarian personnel throughout the gender action planning process and document;
- Develop and begin implementation of a research agenda on gender-based violence, leading to stronger advocacy on the issue.

## Table of contents

OCHA's Revised Gender Action Plan for 2007-2008 includes plans from the following entities:

<b>Entity</b>	<b>Page</b>
1. Senior Management Team	5
2. Heads of OCHA Field Offices	5
3. Administration Office	6
<b>New York</b>	
4. Advocacy and Information Management Branch	6
5. IRIN	8
6. CERF	8
7. Coordination and Response Division, including 7a) EWCP	9
8. Policy Development and Studies Branch, including 8a) the Gender Advisory Team	11
9. Human Security Unit	14
<b>Geneva</b>	
10. Consolidated Appeals Process (CAP) Unit	15
11. Displacement and Protection Support Section	15
12. Donor and External Relations Section	16
13. Emergency Services Branch	16
14. Humanitarian Coordination System Strengthening Project	17
15. Humanitarian Reform Support Unit	17
16. IASC Secretariat	18
17. Emergency Preparedness Section	18



### 1. Actions for the Senior Management Team

Activity	Task Lead	Indicators
1 Include responsibility for implementation of OCHA's gender policy in the Performance Appraisal System for all managers.	ERC/ DERC with AO	All managers have a gender mainstreaming component in their e-PAS.*
2 Continue to request the development of Gender Action Plans (GAPs) as part of OCHA's strategic planning process.	ERC/ DERC	GAPs are included in the initial work plan instructions sent out to branches and field offices. Tools for development of GAPs are available on the Strategic Planning website.
3 Provide on a yearly basis a public report on progress made toward implementation, successes, and remaining challenges.	ERC/ DERC with GAT	Summary report on implementation of OCHA's 2007-8 GAP produced by February 2009.
4 Within 5 years of adoption of the GE policy, carry out an extensive review of implementation.	ERC/ DERC with ESS	An evaluation of the OCHA gender equality policy is included in the OCHA/PDSB/ESS 2009 workplan.
5 Request that all branches, large sections and field offices name gender focal points.	ERC/ DERC	A request to update the gender focal points list goes out to all branches and field offices with all letters regarding the GAP process. Target: 100% of branches, divisions and large sections have FPs; 100% of ROs; and 75% of FOs.
6 Ensure that an OCHA-wide action plan for the implementation of the Secretary-General's Bulletin on SEA is developed and implemented	ERC/ DERC with AO and GAT	Action plan is developed by mid-year. Implementation has started by the end of 2008.
7 Take measures to increase the gender balance of staff in all OCHA offices and at all levels.	ERC/ DERC with AO	All offices, branches, divisions and sections move closer to the 50-50 target at all levels by 3 percent points by the end of 2008.*

### 2. Actions for Heads of OCHA Field Offices

Activity	Task Lead	Indicators
1 Each office develops and implements a gender action plan and reports on progress through mid-year and annual reports.	HoO	<ul style="list-style-type: none"> <li>▪ Gender actions plans developed. Target: 11 of 22 FOs by the end of 2008.</li> <li>▪ Mid-year progress report on implementation of GAP submitted to senior gender adviser by end of second quarter 2008. Target: 100% of GAPs reported on.</li> </ul>

\* Plans and activities marked with a star are still to be confirmed.



		<ul style="list-style-type: none"> <li>▪ Annual progress report on implementation submitted to senior gender adviser by mid- December 2008. Target: 100% of GAPs reported on.</li> <li>▪ All GAPs at least 75% implemented by end 2007.</li> </ul>
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### 3. Actions for the Executive/ Administrative Office\*

Activity	Task Lead	Indicators
1 Ensure that candidate selection processes include a requirement for competence/understanding of gender issues in humanitarian response as corresponds to job description	Chief of section	Understanding of gender issues is included as a requirement in all relevant vacancy announcements at P-3 level and above.
2 Ensure that interview panels consist of both women and men.	Chief	All interview panels consists of at least one woman and one man
3 Ensure that OCHA induction trainings include an introduction to OCHA's gender equality policy.	ERC/ DERC	The induction training includes a module on gender in humanitarian assistance and one module on SEA
4 Develop and implement an OCHA-wide action plan for the implementation of the Secretary-General's Bulletin on SEA.		Action plan is developed by mid-year. Implementation has started by the end of 2008.

### 4. Actions for the Advocacy and Information Management Branch

Activity	Task Lead	Indicators
1 In providing training to staff, ensure that at least one gender training is offered	Branch Chief	One gender training offered to AIMB staff in 2007.
2 Ensure that issues related to gender equality, gender mainstreaming and GBV are reflected in USG speeches, success stories and other PI products	APIS	% of PI products that include references to gender equality, gender mainstreaming and/or GBV.
3 Promote UN-NGO joint advocacy and PI initiatives through the IASC advocacy taskforce.	APIS	Two UN NGO joint PI initiatives on specific gender issues are developed and implemented in 2007
4 Include information on gender advocacy tools in FO and RO advocacy and communication trainings.	APIS	Tool 6, 8, 9 and 10 in the OCHA gender equality toolkit distributed and discussed at all FO and RO advocacy and communication trainings.

\* Plans and activities marked with a star are still to be confirmed.



5	Promote gender issues on OCHA Online	APIS	Gender issues prominently addressed on OCHA Online (see also RW below)
6	Identify clusters' information needs on gender issues to adapt FIM/ ICT to support humanitarian reform requirements.	IAS and FIS	All clusters are consulted on their information needs on gender issues and FIM and ICT services are adapted accordingly.
7	Increase the accessibility of gender related documents on the relief web	RW (IAS) RW (PDSB)	<ul style="list-style-type: none"> <li>▪ Continue to horticuts to gender documents are created on the front page</li> <li>▪ Maintain search function : results for "gender" displays the 10 most relevant documents at the top of the results list.</li> </ul>
8	Increased access to gender-related material already on the RW site	RW SR/AC	More immediate material on gender
9	All Future documents relating to gender and gender-related issues will receive a keyword identifier	RW online editors	Increased capacity to retrieve gender-related documents
10	We will highlight gender issues generally and specifically using analytics and other visual features	Map centre	Greater visibility, promotion and advocacy
11	Improve gender balance IMT section in Geneva	IMT	Improved gender balance (Target 50 -50%)
12	Provide relevant IM advice and facilities to OCHA staff so that any gender related products and activities could judiciously be registered for timely and reliable access and dissemination, within and outside OCHA, through a suite of electronic systems.	IMT	<ul style="list-style-type: none"> <li>▪ Dedicated page to gender on Intranet. The OCHA Intranet pages will reflect Gender related activities in several of its sections, such as Calendar of Events, Staff Development, Guidance, and related links.</li> <li>▪ Gender related materials copied on CD-ROMS to secure access by staff living in areas with low technology access.</li> </ul>
13	Identify a gender focal point in FIS to function in accordance with the ToR in the OCHA tool kit, tool 7.	FIS	Focal point appointed and functioning throughout the year, regularly attends AIMB FP meetings, and is resource on gender concerns.
14	Develop standards that can be suggested regarding data collection (for example, sex-disaggregated statistics)	FIS	Number of standards adopted
15	Where HICs are established, continue to mark dates such as International Women's Day and the anniversary of Security Council resolution 1325.	FIS	Where HICs are established, they mark dates such as International Women's Day and the anniversary of Security Council resolution 1325.
16	Incorporate gender issues into information management training modules	FIS	Gender issues incorporated into information management training modules



**5. Actions for Integrated Regional Information Networks – IRIN (added in February 2008)**

	Activity	Task Lead	Indicators
1	Distribute the following publications: <ul style="list-style-type: none"> <li>▪ The Shame of War - sexual violence against women and girls in conflict in early 2008</li> <li>▪ Broken Bodies, Broken Dreams: Violence Against Women Exposed (in English and French)</li> </ul>	IRIN	<ul style="list-style-type: none"> <li>▪ # of books distributed and downloaded</li> <li>▪ # of partners using books</li> </ul>
2	News and analysis: <ul style="list-style-type: none"> <li>▪ At least five percent of the total 2008 global production will be on gender issues</li> </ul>	IRIN	<ul style="list-style-type: none"> <li>▪ # of reports (300 target)</li> </ul>
3	Promote use of and reference to the following documentaries and video films: <ul style="list-style-type: none"> <li>▪ Our Bodies ... Their Battle-grounds (2004)</li> <li>▪ Razor's Edge (2005)</li> <li>▪ Losing Hope (2007)</li> <li>▪ video shorts highlighting issues of gender based violence.</li> </ul>	IRIN	<ul style="list-style-type: none"> <li>▪ # of reports, links, references to films</li> <li>▪ # of broadcasters using footage</li> </ul>
4	Produce and promote the use of a photography slideshow on gender based violence to enhance efforts and encourage greater media coverage of the issue	IRIN	<ul style="list-style-type: none"> <li>▪ # of downloads. # published photos</li> </ul>
5	IRIN Radio ensure that gender issues of specific humanitarian concerns, such as violence against women continue to be highlighted	IRIN	<ul style="list-style-type: none"> <li>▪ # of radio programmes focussed on gender</li> <li>▪ # of ad hoc feedback on impact</li> </ul>

**6. Actions for the Central Emergency Response Fund – CERF (added in January 2008)**

	Activity	Task Lead	Indicators
1	Identify a gender focal point to function in accordance with the ToR in the OCHA gender tool kit, tool 7		Gender focal point identified in January 2008
2	Continue promoting gender dimension in all CERF guidelines, policies including the life-saving criteria, and trainings		All CERF guidelines, policies, and trainings to include a gender component



3	Ensure follow-up and ongoing attention to the full integration of gender dimensions in the Needs Analysis Framework		Gender dimensions are mainstreamed in the NAF.
4	Continue to ensure that CERF training modules fully incorporate gender concerns		All CERF training modules to include a gender component
5	Continue to provide concrete guidance to CERF trainers.	Felipe Camargo	All CERF trainers are provided with materials such as the OCHA GE tool kit, the IASC Handbook on Gender in Humanitarian Action and the IASC Guidelines on GBV interventions.
6	In analysis of narrative reports ensure that gender issues were reported		All narrative reporting to include information on the application of gender equity and the empowerment and protection of women

### 7. Actions for the Coordination and Response Division (CRD)

	Activity	Task Lead	Indicators
1	Monitor on a quarterly basis the mainstreaming of gender in Desk activities.	Chiefs	Quarterly discussions with Desk Officers are held. Gaps in gender mainstreaming are addressed.
2	Provide feedback to field offices on missing elements in situation reports.	Desks, chiefs	Feedback is routinely given if elements such as the situation of women in the affected population (especially female single heads of households) or GBV are missing in situation reports, or if data is not disaggregated by sex and age.
3	Review reports to the SC and GA and highlight gender issues and include gender perspectives in Early warning papers, briefing notes for SC, GA, ECOSOC etc.	Desks, chiefs, dir	All reports and briefing notes include information on how the crisis/ situation affect women, girls, boys and men differently.
4	Ensure that the gender focal point has the necessary support to carry out his or her tasks.	CRD Dir	The gender focal point reports to have the necessary time, staff support and management buy-in to carry out his or her tasks.
5	Ensure that the common inter-agency needs assessment methodology incorporates a methodology for gender analysis.	CRD Dir with PDSB	Gender analysis is an integral part of the inter-agency common needs assessment methodology.
6	In their support to field recruitment processes, Desk Officers should promote the recruitment of under-represented groups (based on gender and geographical representation)	Chiefs, CRD Dir.	At least 40 % female staff at all levels in field offices. Periodic review on progress on this issue will be conducted by the CRD gender focal point in consultation with OCHA-HRs in GVA).
7	Support the development and implementation of Gender Action Plan at Field level and ensure the assignment of Gender Focal Points in their respective countries of coverage.	Dos with Chiefs and GAT	Field offices maintain up to date up to date Gender Action Plans and submit their end of year reports to the Gender Advisor's Team in a timely fashion



8	In reviewing CAPs, situation reports and other relevant documents ensure the needs and capabilities of women, girls, boys and men are addressed.	DOs	Desk Officers routinely review documents on content related to gender equality and GBV.
9	Identify training needs for CRD and organize at least two briefings (February/March & July) by the Gender Advisor on Gender mainstreaming in 2008 as refresher for DOs and for new CRD DOs. Materials and any updates on Gender will be shared with the DOs.	Gender Focal Point	At least two briefings organized based on the identified needs. 80% of participants filling in evaluation forms report to have gained enhanced understanding on how to implement gender equality programming.

### 7a. Actions for CRD – Early Warning and Contingency Planning Section

	Activity	Task lead	Indicators
1	Ensure that the OCHA Common Approach for Early Warning and Contingency Planning includes gender perspectives, especially with regard to the impact of high disaster risks on women.	Chief EWCPs	OCHA Common Approach to EW and CP includes gender perspectives, especially with regard to the impact of high disaster risks on women.
2	Integrate gender perspective into all training tools developed by the section and at the IASC level.	Chief EWCPs, regional Focal Points	All EWCPs training tools include guidance on integrating a gender perspective into risk analysis, early warning, contingency planning, and preparedness actions.
3	Ensure that the template for Risk Profiles includes specific section on the potential impact of hazards on women, girls, boys and men - with related indicators (if feasible),	EWCP in close collaboration with EPS	All Risk Profiles or vulnerability assessments and early warning reports include accurate guidance on the potential humanitarian impact on women, girls, boys and men.
4	Provide guidance to ROs, FOs and others monitoring disaster risk trends on how to monitor indicators related to the potential impact on women, girls, boys and men.	Chief, EWCPs, reg FP	Indicators are monitored with a gender perspective for All High-Risk themes by mid-2008.
5	Include trends on indicators that impact women, and risks that impact mainly women in all early warning trends reports	Chief EWCPs, reg FPs	All early warning trends reports (formal and informal) include status of indicators on risks impacting women.
6	Advocate for the inclusion of gender perspective in the IASC Contingency Planning Guidelines (including gender specific information in scenarios, response plan for gender issues, gender related gaps)	Chief of Section EWCPs	IASC Contingency Planning Guidelines insist on the inclusion of gender related information and outline how gender is to be incorporated into all response planning.



7	Provide guidance to ROs and FOs on how to implement the gender components of the IASC Contingency Planning Guidelines.	Chief EWCPs, reg FPs	All Contingency Plans include probable humanitarian impact on women, girls, boys and men and provide for this in response plans, by end 2008
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**8. Actions for the Policy Development and Studies Branch**

Activity	Task Lead	Indicators
1	Ensure that project to strengthen the evidence base for humanitarian decision-making takes account of need for sex-and age-disaggregated data and gender analysis of needs	DVP Project proposal takes account of need for gender breakdowns
2	Older persons in emergencies: planned review to ascertain whether gender differences are addressed in humanitarian programming	DVP Final report includes gender considerations
3	Disaster preparedness indicators and guidance to reflect gender considerations	DVP Finalized products reflect gender considerations both at the generic level and at specific sections
4	HIV AIDS integration into emergency preparedness and response reflect HIV related gender dimensions, including particular vulnerability of women and girls and feminization of the epidemic.	HIV adviser Finalized products emphasise HIV related vulnerability of women and girls and other gender considerations
5	Workplace training on HIV for OCHA staff addresses gender imbalances as risk/vulnerability factors for both men and women.	HIV adviser Training for OCHA staff takes into account gender imbalances and suggests strategies/approaches to mitigate these.
6	Gender considerations are highlighted in all HIV related assessments and research.	HIV adviser HIV assessment and reports contain disaggregated data and emphasise gender dynamics contributing to the epidemic.
7	Ensure gender balance on evaluation teams	ESS Percent female evaluation consultants. Target: >40%
8	Ensure gender is incorporated into all relevant evaluation TOR / Inception Reports	ESS Percent of relevant TOR / inception report that contain gender-related questions. Target: 100%
9	Ensure that all relevant evaluation reports cover gender issues: use the IASC Gender Handbook to develop, in cooperation with GAT and the IASC SWG on gender as relevant, evaluation-specific checklists to assess performance on gender as a CCI.	ESS Checklist developed for all relevant evaluations. Target: 100% Percent of relevant evaluation reports use the checklists and report on inclusion of gender. Target: 100%
10	Provide support to the GenCap M&E project	ESS Support provided upon request.



11	Ensure the OCHA's Policy and Guidance Management System includes attention to gender issues, as appropriate.	GMP	Policy instructions, guidelines, SOPs and manuals include gender considerations, as appropriate.  Process for developing Capstone document includes gender considerations.
12	Promote gender issues with Member States, including through the intergovernmental organs of the UN.	IGSS	<ul style="list-style-type: none"> <li>▪ # of briefings held with Member States on gender-related issues.</li> <li>▪ Analysis of gender issues in reports of the Secretary-General to ECOSOC and the GA</li> <li>▪ Inclusion of language on gender-related issues in UN legislation, including intergovernmental resolutions.</li> <li>▪ (TBC) Side event on gender-mainstreaming during ECOSOC 2008 organised</li> </ul>
13	Ensure gender balance on sanctions assessment teams.	PPAS	Percent of female assessment consultants. Target > 40%.
14	Ensure that all sanctions assessment reports do also evaluate potential impacts of sanctions from a gender perspective.	PPAS	Percent of relevant sanction assessment reports that covers sanctions' differential impact on women, girls, boys and men. Target 100%
15	Ensure that all policy development and promotion activities include a gender perspective.	PPAS (tbc)	Percent of policy development and promotion activities that include a gender perspective. Target 100%
16	In providing OCHA specific SOP/guidance related country analysis, mission planning and appropriate coordination, PPAS will ensure that gender perspectives are taken into account as appropriate.	PPAS (tbc)	2 OCHA-specific country analyses conducted in 2008 includes a clear gender perspective.
17	Ensure that a gender perspective is systematically integrated into the work of the Representative of the Secretary-General on the Human Rights of IDPs, notably in his mission reports.	POCS	Percent of mission reports highlighting the specific protection needs of women, girls, boys and men. Target: 100%
18	Ensure that a gender perspective is incorporated into all protection of civilians in armed conflict activities and reflected in the POC workplan for 2008-9.	POCS	Percent of protection of civilians activities that include a gender perspective. Target 100%



8a. Actions for the Gender Advisory Team

Activity	Task Lead	Indicator
1 Facilitate and oversee roll-out of the IASC Gender Handbook to Humanitarian Country Teams.	GAT	<ul style="list-style-type: none"> <li>▪ All Relevant Humanitarian CTs have received hard copies of the Arabic, French, Russian, Spanish and Portuguese versions of the IASC gender handbook by the end of 2008.</li> <li>▪ Support provided to 3 regional inter-agency workshops for cluster actors.</li> </ul>
2 Support to country level GBV programming through UN Action against Sexual violence in conflict	GAT/ POC	3 countries supported in 2008.
3 Expand and assess value added of the Gender Standby Capacity (GenCap)	GAT	<ul style="list-style-type: none"> <li>▪ Pool of experts expanded by at least 10 advisers by June 2008.</li> <li>▪ All requests received after June 2008 are met within two months of receiving the request.</li> <li>▪ Regular monitoring reports for each deployment are submitted at pre-determined intervals.</li> </ul>
4 Regular support to Gender Focal Points provided	GAT	<ul style="list-style-type: none"> <li>▪ 3 OCHA gender equality tools produced and shared with FPs in electronic format.</li> <li>▪ Quarterly email update to GFPs</li> <li>▪ Organise at least 1 focal point meeting/ teleconference for NY and GVA FPs in 2008</li> </ul>
5 Ensure that an e:learning on gender is developed by the NGOs for the IASC.	GAT	Inter-active e:learning produced and endorsed by the IASC.
6 IASC Gender Policy revised.	GAT	Policy revised and approved in 2008
7 Oversee and provide support to the implementation of OCHA's overall Gender Action Plan and compile reports on progress made.	GAT	<ul style="list-style-type: none"> <li>▪ 100% of OCHA branches and large sections have a gender action plan by 2008 mid-year. 75% of field offices.</li> <li>▪ MYRs of all GAPs submitted by July 2008.</li> <li>▪ Annual reports on GAPs submitted by mid- December 2008.</li> <li>▪ 75% of GAPs implemented by mid-December 2008.</li> <li>▪ Summary report on implementation of OCHA's GAP produced by February 2008.</li> </ul>
8 Support the AO in developing and implement an OCHA-wide action plan for SEA activities and ensure that SEA is included throughout the gender action planning process and document.	GAT With AO/ SMT	Action plan is developed and reflected in GAP by mid-year. Implementation has started by the end of 2008.



9	Organise an expert group meeting on GBV research and develop a research agenda to be taken forward in 2008-9	GAT/ PoC	Expert group meeting organised. Research agenda agreed upon.
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### 9. Actions for the Human Security Unit

	Activity	Task Lead	Indicator
1	Identify a gender focal point and ensure that the focal point functions in accordance with the Unit's GAP	Chief	Focal point appointed and routinely follows up with other Unit members on the Unit's GAP
2	In reviewing project documents, ensure that gender dimensions of human security continue to be looked into wherever applicable and necessary.	All HSU	Project submitted to the UNTFHS includes attention to gender perspectives in proposed activities.
3	In assisting project formulation with other UN organizations, ensure that gender issues continue to be analyzed and considered by the country teams while developing a concept note to the UNTFHS.	All HSU	Concept notes that take account of gender perspectives
4	Ensure that gender considerations are highlighted in all UNTFHS evaluation missions.	All HSU	Evaluation TOR and reports that contain gender-related highlights.
5	Ensure gender balance on evaluation and monitoring mission teams.	All HSU	Percent of either gender evaluation officers. Target gender balance: 50%.
6	Ensure that the HSU website keeps updates on gender & human security-related documents.	HSU/ web-editor	Keep updating immediate materials on gender & human security.
7	All policy development and outreach activities include a gender perspective.	All HSU	Dissemination and advocacy of the inter-linkage between gender and human security in various policy papers, speeches, and public events.



## Geneva

### 10. Actions for the Consolidated Appeals Process (CAP) Unit\*

Activity	Task Lead	Indicators
1 Identify a gender focal point to function in accordance with the ToR in the OCHA gender tool kit, tool 7.	Chief	Gender focal point identified in January 2007
2 Continue promoting gender dimension in all CAP guidelines, policies and trainings.	All CAP	All CAP guidelines, policies and trainings include a gender component.
3 Through its role as chair of the IASC CAP sub-working group, continue to encourage agencies to dedicate their gender focal points to CHAP development at field level.	All CAP	<ul style="list-style-type: none"> <li>▪ The issue of sending gender experts to CHAP development workshops is regularly raised in CAP SWG meetings.</li> <li>▪ All agencies send a gender expert to at least one CHAP development workshop in 2007</li> </ul>
4 Ensure follow-up and ongoing attention to the full integration of gender dimensions in the Needs Analysis Framework.	FP	Gender dimensions are mainstreamed in the NAF.
5 Continue to ensure that CAP training modules fully incorporate gender concerns.	FP (NH)	All CAP training modules include a gender component.
6 Continue to provide concrete guidance to CAP trainers.	FP (NH)	All CAP trainers are provided with materials such as the OCHA GE tool kit, the IASC Handbook on Gender in Humanitarian Action and the IASC Guidelines on GBV interventions.

### 11. Actions for the Displacement and Protection Support Section\*

Activity	Task Lead	Indicators
1 Integrate IASC Gender guidelines into PROCAP training	ProCap Support	Incorporation into modules
2 Incorporate gender analysis in proposed protection mapping as requested by PCWG.	DPSS	Gender component in mapping methodology
3 Promote gender issues into protection and IDP support and implementation of OCHA protection policy instruction	DPSS	Gender recommendations in reports and support

\* Plans and activities marked with a star are still to be confirmed.



**12. Actions for Donor and external Relations Section**

Activity	Task Lead	Indicators
1 Advocate and Support the head of the HLWG to include a session on gender equality programming.	Chief of DRS	1 HLWG session on gender equality programming conducted in 2007.

**13. Actions for the Emergency Services Branch**

Activity	Task Lead	Indicators
1 Name a Branch Gender Focal Point and ensure the focal point is active in supporting the implementation of the Branch GAP	Branch Chief	Focal point named and routinely follows up on the Branches GAP.
2 Review and strengthen United Nations Disaster Assistance Coordination (UNDAC) training and ensure inclusion of gender perspectives.	Chief FCSS  UNDAC Training	<ul style="list-style-type: none"> <li>▪ Review of UNDAC training includes a review of gender content</li> <li>▪ Training curricula revised (as appropriate) to include gender issues</li> <li>▪ Level of satisfaction of UNDAC trainees reviewed related to the incorporation of gender concerns</li> </ul>
3 In 2007 UN-CMCoord Training Programmes will be held under the title 'UN-CMCoord and Gender Mainstreaming'.	Chief CMCS	Number of training courses held and reports prepared documenting participant satisfaction with new gender content
4 Increase the participation of women, particularly female peacekeepers and humanitarian workers, in UN-CMCoord training courses. Specific emphasis on Africa	Chief CMCS	Report on trends on the ratio of women and men trained in Un-CMCoord Training prepared and used as an advocacy tool with countries and agencies.
5 Encourage other training centres to include a gender perspective in their national training for civ/mil personnel in preparation for deployment	Chief CMCS	Number of training centres approached and those centre's which actively incorporate training in their courses
6 During the preparation of cluster guidelines on environment for the IASC take into consideration specific gender dimensions and incorporate appropriately.	Chief EES	Cluster guidance notes for the environment include a gender perspective, as appropriate.
7 Encourage the inclusion of a gender perspective in the elaboration of the various shelter-oriented guidelines in which LSU participates	Chief LSU	Engendering core shelter principles/guidelines as and when appropriate



8	Back-up to OCHA representative for the IASC Task Force SAFE – Safe Access to Firewood and alternative Energy in Humanitarian Settings.	Chief LSU	Internal advocacy, request for input and dissemination of information related to the Task Force SAFE
9	During the selection of ERR members take into account gender considerations.	Chief SCS	A gender balanced and sensitive ERR selection.
10	During the selection of candidates for training courses of SBPP take into account gender considerations.	Chief SCS	A gender balanced selection of candidates for training courses of SBPP.

#### 14. Actions for Humanitarian Coordination System Strengthening Project

	Activity	Task Lead	Indicators
1	Ensure that all training events for RC/HCs include gender issues.	Training Coordinator	Percentage of training events for RC/HCs that include gender issues (100%).
2	Ensure that all materials for RC/HCs include gender issues.	Knowledge Management Officer	Percentage of materials for RC/HCs that include gender issues (100%).
3	Secure IASC support for an “affirmative action” clause in the RC/HC Pool procedures to favour female candidates.	RC/HC Pool Manager	“Affirmative action” clause included in the RC/HC Pool procedures.

#### 15. Actions for the Humanitarian Reform Support Unit\*

	Activity	Task Lead	Indicators
1	Continue to ensure that a gender perspective is incorporated into all humanitarian reform roll-out activities and reflected in the HRSU workplan for 2008- and 9.		% of roll-out activities where a gender perspective is incorporated. HRSU MYR of 2008 workplan reflects how gender equality programming will be included in planned activities.
2	Continue to ensure that all the documentation and policy and operational guidance is consistent with gender, HIV/AIDS and environment.		Percentage of materials for that include gender issues (100%).

\* Plans and activities marked with a star are still to be confirmed.



3	Continue to include all OCHA CCI Focal Points, the Senior Gender Adviser, and the co-chairs of the IASC SWG on gender where relevant, to the Task Team meetings and other global cluster consultations, as well as when circulating IASC papers and briefing notes that HRSU prepares.		FPs, senior gender adviser and gender SWG co-chairs invited to all TT mtgs.  FPs, senior gender adviser and SWG co-chairs included on circulation of papers.
4	Our work shops and training events support all aspects of OCHA's work, including gender as we try to improve humanitarian action and coordination.		Percentage of training events that include gender issues as an active part of the curriculum (100%).
5	In support global cluster leads, ensuring their access to information on guidance materials on gender equality programming within their sector.	GAT Supporting	# of info/ materials from IASC Gender SWG forwarded to cluster leads

#### 16. Actions for the IASC Secretariat

	Activity	Task Lead	Indicators
1	Actively participate in the work of the Gender Sub Working Group.	P-4 Post, Geneva	Regular attendance and participation by the IASC Secretariat in Gender SWG meetings.
2	Continue to distribute the IASC related materials on gender.	Chief	Maintain web links to the IASC Gender Handbook and other products.
3	Review all existing IASC policies and identify ways to strengthen attention to women's rights and gender perspectives.	Chief	Circulation of a revised version to the IASC Gender Policy from the Gender SWG to the IASC Working Group.

#### 17. Actions for the Emergency Preparedness Section (Added in March 2008)

	Activity	Task Lead	Indicators
1	Support Regional Offices in ensuring that preparedness plans in which EPS is involved take into account specific risks and needs of women, girls, men and boys in an equal manner and identify how to address them.	All EPS.	Percentage of preparedness plans in which EPS is involved take into account specific risks and needs of women, girls, men and boys in an equal manner (100%).



2	<p>Ensure that EPS training sessions and tools include gender aspects, reflecting equal balance of specific risks of women, girls, boys and men.</p>	<p>EPS technical Support Team + Knowledge Management Team.</p>	<p>Percentage of EPS training sessions and tools that include gender aspects (100%).</p>
3	<p>a) Qualified staff recruited to ensure gender balance. b) Ensure that EPS recruited candidates understand the need of including gender dimensions in preparedness work and are committed to do so. c) Brief newly recruited staff on gender issues.</p>	<p>EPS, AO, OCHA training FP, OCHA gender FP.  EPS gender FP.</p>	<p>a) EPS staff is gender balanced. b) Staff newly recruited is committed to including gender dimensions in preparedness work. c) Staff newly recruited is briefed on gender issues.</p>