



Gender Action Plan 2007~2008

2008 Status Report

Implementation of OCHA's
Policy on Gender Equality

February 2009





Introduction

OCHA issued its policy on gender equality in 2005 recognising that its successful implementation is a shared responsibility of all OCHA staff. On a two-yearly basis OCHA prepares Gender Action Plans, and annual reports on the status of implementation. This current report provides the status of implementation of the 2008 plan as part of the OCHA 2007- 2008 gender action plan. A two-year plan 2009-2010 is currently under preparation.

Summary

In addition to the Gender Action Plans (GAPs) compiled in this document, detailed country and regional office GAPs are available on the OCHA Intranet gender theme page. Nine field offices, four regional offices and most headquarter branches developed a GAPs for 2007-08 and reported on its 2008 status of implementation.

Main achievements include:

- Most of HQ branches reported back on their GAPs, and managed to complete 65 % of the planned activities.
- Field and Regional Offices with GAPs for 2008 completed or initiated 80 % of their activities.

Challenges:

- Reporting on the status of the GAPs is still not integrated in the branch/FO/RO procedures, and reporting deadlines are, with some notable exceptions, not respected.
- Further attempts should be taken to measure and report on the different activities listed in the GAPs. Greater care should therefore be given to choose indicators and ensure that these are reported on.
- Implementation rates were at 65 % for HQ branches.
- Field Offices and Regional Offices had a implementation rate of 80 % (completed and ongoing activities)
- Only 16 of 29 (55 %) Field and Regional Offices had reported on assigned gender focal points by mid-February 2009.

Key priorities for 2009:

- Branches and sections should ensure that a gender focal point is assigned and they should be given all necessary support.
- Increase the number of branches and Field and Regional Offices with GAPs.
- Ensure that the GAPs are developed in a participatory manner and that all staff members are aware of their responsibilities in order to complete the activities.
- Increase capacity building activities on gender equality for OCHA staff at headquarters and in the field.
- Continue to roll out the IASC Gender Handbook.
- 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.
- Collect and use sex and age disaggregated data.

Table of contents

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

Entity	Page
1. Senior Management Team	5
2. Heads of OCHA Field Offices	6
3. Administration Office	6
New York	
4. Advocacy and Information Management Branch	7
5. IRIN	10
6. CERF	12
7. Coordination and Response Division, including 7a) EWCP	13
8. Policy Development and Studies Branch, including 8a) Gender Advisory Team	15
9. Human Security Unit	18
Geneva	
10. Consolidated Appeals Process (CAP) Unit	19
11. Displacement and Protection Support Section	20
12. Donor and External Relations Section	21
13. Emergency Services Branch	21
14. Humanitarian Coordination System Strengthening Project	23
15. Humanitarian Reform Support Unit	23
16. IASC Secretariat	24
17. Emergency Preparedness Section	25

Management and administration

1. Actions for the Senior Management Team

Activity	Task Lead	Indicators	End-of-year status
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.	Not completed. This action is not routinely taken and needs to be reviewed as a viable accountability action for OCHA's implementation of its Gender Equality Policy
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.	Completed. A separate e-mail with GAP instructions were sent by the Deputy Director of CRD. Tools not available on Strategic Planning site. Further steps to strengthen this will be taken in 2009.
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.	Completed.
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 conducted. (This activity was postponed to 2008)	Not completed. Postponed to 2009: An evaluation/ review is underdevelopment by PDSB/ESS for 2009.
5 Request that all branches, 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.	Not completed. Approximately 55% of branches/field offices have nominated Focal Points.
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.	Not completed. AO/EO and PDSB have incorporated actions but more work need for OCHA-wide
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.	Not completed. AO/EO tracks these figures but no routine monitoring of efforts to achieve this



2. Actions for Heads of OCHA Field Offices

Activity	Task Lead	Indicators	End-of-year status
1 Each office develops and implements a gender action plan and reports on progress through mid-year and annual reports. Countries with GAPs in 2008 (CDI, Eritrea, Ethiopia, Guinea, Indonesia, Nepal, PNG, Russian Fed, Somalia, ROAP, ROCEA, ROLAC, ROSA).	HoO	Gender actions plans developed. Target: 11 of 22 FOs by the end of 2008. 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. Annual progress report on implementation submitted to senior gender adviser by mid-December 2008. Target: 100% of GAPs reported on. All GAPs at least 75% implemented by end 2008	Completed. 13 FOs/ROs had GAPs for 2008 Not completed. 1 mid-year report received (Nepal) Completed by February 2009 by 80% of offices Completed: Implementation rates ranged from 65-80%
2 Each office will name a gender focal point that will be the point of contact on gender mainstreaming issues.	HoO	Focal point named and PDSB GAT informed of their contacts by mid-December. Target: 75% of FOs have gender FPs by the end of 2008.	Not completed. 16 of 29 offices (55 %) have nominated focal points.
3 Take measures to increase the gender balance of staff at all levels.	HoO	All offices move closer to the 50-50 target at all levels by 3 percent points by the end of 2008.	Not completed. Data is being reported but limited progress and target actions for country offices not reaching set targets.

3. Actions for the Executive/ Administrative Office

Activity	Task Lead	Indicators	End-of-year status
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.	Partially completed. Done through Galaxy but not done for posts outside of Galaxy
2 Ensure that interview panels consist of both women and men.	Chief	All interview panels consists of at least one woman and one man	Not completed. No monitoring undertaken
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	Under-development.



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.	Partially complete. First ever OCHA-wide training undertaken. 85% of staff participated Action plan: incomplete
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New York

4. Actions for the Advocacy and Information Management Branch

	Activity	Task Lead	Indicators	End-of-year status
1	Gender focal point supported by branch chief and at least one gender training offered	Branch Chief	Gender action plans developed and updated for the branch and at least one gender training offered to AIMB staff in 2008.	Completed. GAPs were developed and updated for the branch and Kate Burns lead, in December 2008, an AIMB inter active discussion in order to build staff capacity on overall gender issues and ensure better cross organizational understanding of terminologies.
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.	Completed. All Op-Eds done for the USG in 2008, if relevant, addressed issues related to gender equality, gender mainstreaming, SEA and/or GBV. All other PI products address these issues on an "as needed" basis and were actively considered as story angles.
3	Promote UN-NGO joint advocacy and PI initiatives.	APIS	A major PI initiative on a specific gender issues will be developed and implemented in 2008	Completed. APIS, on behalf of OCHA, started design of a global campaign in Secretary-General's Campaign to End Violence Against Women. The campaign will be launched in 2009.
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 AIMB trainings.	Not completed. No internal advocacy and communication training took place in 2008.



5	Promote gender issues on OCHA Online	APIS	Gender issues prominently addressed on OCHA Online (see also RW below)	Completed. OCHA Online Gender Equality Home Page and Action Plan updated as needed. Dedicated page to gender on Intranet established and gender related materials are being copied on CD-ROMS to secure access by staff living in areas with low technology access.
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.	Completed. Gender, along with other cross cutting issues, are now regularly raised and addressed in cluster information discussions and plans.
7	Increase the accessibility of gender related documents on the relief web	RW (IAS) RW (PDSB)	<p>- Shortcuts to gender documents are created on the front page</p> <p>– Search results for “gender” displays the 10 most relevant documents at the top of the results list.</p> <p>Tracking of gender documents 2001 = 77 gender related documents were posted; 2002 = 88 2003 = 87 2004 = 37 2005 = 99 2006 = 782 2007 = 578 2008 = 876 (a 17% increase over 2007)</p>	Completed. <ul style="list-style-type: none"> • Gender documents posted in the Policy Section are systematically highlighted in the home page and featured in Policy section page. More than 98 Policy documents on gender posted in 2008. (a 122% increase over 2007) • Gender relevant days and related events, displayed under “From our Partners” section. • Review and gap analysis of gender information conducted in 2005 resulted in significant increase of gender related information
8	Increased access to gender-related material already on the RW site	RW SR/AC	More immediate material on gender	Completed. Existing P&I theme on gender, allowing users to retrieve information. Implementation of new search and filtering facilitated access. Waiting for upgrades in current technical

			platform in order to provide full keyword ID.	
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	Completed. Gender and demographic information highlighted in humanitarian profile mapping.
10	We will highlight gender issues generally and specifically using analytics and other visual features	Map centre	Greater visibility, promotion and advocacy	Completed wherever possible
11	Improve gender balance IMT section in Geneva	IMT	Improved gender balance (Target 50 -50%)	Ongoing. The section rarely receives applications from female candidates for The section makes an effort to "head-hunt" female candidates and encourage them to apply for vacancies.
12	Provide relevant IM advice and facilities to OCHA so that gender related products and activities could be registered for timely and reliable access and dissemination, within and outside OCHA, through a suite of electronic systems.	IMT	Dedicated page on 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. Gender related materials copied on CD-ROMS to secure access by staff living in areas with low technology access.	Ongoing. All relevant systems now incorporate gender dimension
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.	Completed. HIC established in Myanmar in 2008 and it adhered standards related to gender in the OCHA tool kit.
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	End-of-year status
1 Distribute the following publications: The Shame of War - sexual violence against women and girls in conflict in early 2008, Broken Bodies, Broken Dreams: Violence Against Women Exposed (in English and French)	IRIN	# of books distributed and downloaded # of partners using books	Completed. <i>The Shame of War - sexual violence against women and girls in conflict.</i> A second edition – to replace the first version which was withdrawn - is being prepared and will be available in the third quarter of 2009. Completed. <i>Broken Bodies, Broken Dreams: Violence Against Women Exposed:</i> Over 5,000 copies of the book have been distributed to partners since its release. The book continues to be widely cited in numerous publications and online websites.
2 News and analysis: At least five percent of the total 2008 global production will be on gender issues	IRIN	# of reports (300 target)	Completed. 387 reports published in 2008 representing 128 percent of 300 annual target.
3 Promote use of and reference to the following documentaries and video films: Our Bodies ... Their Battle-grounds (2004), Razor's Edge (2005), Losing Hope (2007), video shorts highlighting issues of gender based violence.	IRIN	# of reports, links, references to films # of broadcasters using footage	Completed. Films available for viewing on website Over 13,500 DVDs produced since the release of the three films, at least 350 copies were distributed to partners and broadcasters during 2008. Our Bodies ... Their Battle-grounds (33) Razor's Edge (171) Losing Hope (148)
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	# of downloads. # published photos	Completed. 24,613 total photo downloads for 2008 284 published uploaded



			photos for the gender specific theme in 2008
<p>5</p> <p>IRIN Radio ensure that gender issues of specific humanitarian concerns, such as violence against women continue to be highlighted</p>	<p>IRIN</p>	<p># of radio programmes focussed on gender # of ad hoc feedback on impact</p>	<p>Completed. Afghanistan 2008 – 26 programmes in Dari and Pashto specifically on gender-related topics, representing 8 per cent of total local language output. In addition, gender issues were frequently reported in many other radio reports, providing a platform for voices and views of Afghan women.</p> <p>Somalia 2008 – about 10 per cent of Somali programmes focused on gender-related issues either directly, or as part of a wider brief. No specific figures available.</p> <p>Uganda – in 2008 distributed 1,000 copies of booklet “Today You Will Understand” containing 16 stories about the experiences of women in the North and how they have overcome the challenges and suffering of war, rape, gender-based violence as IDPs, etc. Distributed with an accompanying audio CD containing radio versions of the 16 stories in Acholi, Langi and English. Featured on OCHA and IRIN website.</p>



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

Activity	Task Lead	Indicators	End-of-year status
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	Completed. Overall gender focal point (Janet Puhalic) and sub-focal points per unit (Karen Smith, Brian Grogan, Carolyn Moysenko) identified.
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	Partially completed. Revision of guidance and training material was pending the outcome of the two-year evaluation (released in September 2008). Since the release of the evaluation report, the process for the revision of various products has begun; revised and new guidelines, policies and training materials will include a gender dimension and are likely to be approved in 2009. An analysis of CERF funding in response to the food crisis (final version release in December 2008) included a gender dimension. The guidelines on life-saving criteria (released in August 2007) emphasized that CERF funded projects should support principles related to gender equality and support to vulnerable groups.
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.	Not relevant. Not a responsibility of the CERF Secretariat. Implementation of the NAF is managed by OCHA Geneva. This activity will be excluded from CERF contribution to the 2009 GAP.



4	Continue to ensure that CERF training modules fully incorporate gender concerns		All CERF training modules to include a gender component	(see activity 2)
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.	Not completed. A gender workshop is planned for all CERF Secretariat staff for January 2009. Relevant gender materials will be provided to all CERF Secretariat staff, be available on the CERF website, and shared with CERF stakeholders/partners through training/coaching/surge missions, starting in 2009.
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	Partially completed. In 2008, CERF training participants received a draft document on “reporting tips” which recommended that gender analysis be included in CERF narrative reports. The CERF narrative report template will be revised in 2009 to ensure that information on gender is requested and collected systematically.

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

Activity	Task Lead	Indicators	End-of-year status	
1	Ensure that the gender focal point has the necessary support to carry out his or her tasks.	CRD Director	The gender focal point has the necessary time, staff support and management buy-in to carry out his or her tasks.	On-going.
2	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 would be shared with the DOs.	Gender Focal Point	At least two briefings a year organized based on the identified needs. 80% of participants fill evaluation forms reporting to have gained enhanced understanding to implement gender equality programming.	Completed. Two briefings for DOs took place in the 1st and 2nd quarter.

3	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.	Desk Officers under the supervision of the section Chiefs)	Field offices develop and implement Gender Action Plans and submit their mid and end of year reports to the Gender Advisor's Team in a timely fashion.	Partially completed. 13 Field Offices and Regional Offices had valid GAPs for 2008.
4	In reviewing CAPs, situation reports and other relevant documents ensure the needs and capabilities of women, girls, boys and men are addressed.	Desk Officers with the support of the Gender Advisory Team	Desk Officers routinely review documents on content related to gender equality and GBV.	Completed on an ad hoc basis.
5	In their support to field recruitment processes, Desk Officers should promote the recruitment of under-represented groups (based on gender and geographical representation)	Desk Officers	At least 40 % female staff at all levels in field offices. Periodic review (every six months) on progress on this issue will be conducted by the CRD gender focal point in consultation with OCHA-HRs in GVA and the Gender Advisory Team).	Completed on an ad hoc basis.
6	Ensure that OCHA Common Approach for Early Warning and Contingency Planning includes gender perspectives, especially with regard to the impact of high disaster risks on women.	EWCP in cooperation with the Gender Advisory Team as needed	OCHA Common Approach to EW and CP, and its SOPs, include specific provisions for measuring potential humanitarian impact on women, girls, boys and men - and for making recommendations to mitigate such risks.	Completed as reflected in the Global Focus Model, IASC EW-EA quarterly reports and Contingency Plans under the cross-cutting issues.
7	Integrate gender perspective into all training tools developed by the section and at the IASC level.	EWCP in consultation with the Gender Advisory Team	All EWCP training tools include guidance on integrating a gender perspective into risk analysis, early warning, contingency planning, and preparedness actions.	Partially completed as EWCPs in consultation with GAT suggested an explicit integration of gender perspectives in the IASC CP training module. The decision has not been finalized yet at the IASC Sub Working group level. It will be hopefully finalized in 2009.
8	Ensure that Risk Profiles and early warning reports include the potential impact of hazards on women, girls, boys and men - with related indicators if possible.	EWCP in close collaboration with EPS	All Risk Profiles, vulnerability assessments and early warning reports include accurate guidance on the potential humanitarian impact on women, girls, boys and men.	Partially completed, especially in the Global Focus Model. Not much follow-up was carried out on products by EPS.
9	Provide guidance to ROs and FOs on how to implement the gender components of the IASC Contingency Planning Guidelines.	EWCP	All Contingency Plans include probable humanitarian impact on women, girls, boys and men and provide for this in response plans, by end 2007.	Completed. All CPs are done in line with the new IASC guidelines for CP which has provision for gender under the cross-cutting issues.

8. Actions for the Policy Development and Studies Branch

Activity	Task Lead	Indicators	End-of-year status
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	Completed. IASC policy on older persons endorsed.
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	Completed.
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.	Completed.
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.	Completed.
7 Ensure gender balance on evaluation teams	ESS	Percent female evaluation consultants. Target: >40%	Not completed. 30% achieved
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%	Completed. Both evaluations carried out (CERF and RTE Myanmar) questions related to gender
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%	Not completed. Checklist not developed due to limited capacity. It will be included in the Gender Action Plan for 2009.
10 Provide support to the GenCap M&E project	ESS	Support provided upon request.	Completed.



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.	Partially completed. Few new products were produced in 2008. This is still relevant in 2009. Not relevant since the Capstone project was put on hold.
12	Promote gender issues with Member States, including through the intergovernmental organs of the UN.	IGSS	# of briefings held with Member States on gender-related issues.	Not completed. No specific briefings on gender-related issues held.
			Analysis of gender issues in reports of the Secretary-General to ECOSOC and the GA	Completed. Gender issues were analysed with the support of GAT
			Inclusion of language on gender-related issues in UN legislation, including intergovernmental resolutions.	Completed. Inclusion of language related to gender issues was promoted in consultation with GAT
			Side event on gender-mainstreaming during ECOSOC 2008 organised	Completed. Side event successfully organised
13	Ensure gender balance on sanctions assessment teams.	PPAS	Percent of female assessment consultants. Target > 40%.	Not relevant. No sanctions assessment teams were deployed in 2008.
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%	Not relevant. No sanctions assessment teams were deployed in 2008.
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%	This was done on a needs basis, and policy development was of structural and generic nature. No relevant activities came up in 2008.
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%	Completed. Important part of the DRC report, as well as an issue in the Colombia report. Gender issues were also raised in memos on the working visits to Honduras, Kenya, Bosnia-Herzegovina and Madagascar.



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%	Completed.
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8a. Actions for the Gender Advisory Team

	Activity	Task Lead	Indicator	End-of-year status
1	Facilitate and oversee roll-out of the IASC Gender Handbook to Humanitarian Country Teams.	GAT	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. Support provided to 3 regional inter-agency workshops for cluster actors.	Completed. The handbook is available in six languages and 30,000 copies distributed. Available on the IASC and HRSU web sites. Completed. 95 participants attended 3 regional w/shops Nairobi (2007), Bangkok and Johannesburg 2008
2	Support to country level GBV programming through UN Action against Sexual violence in conflict	GAT/ POC	3 countries supported in 2008.	Completed. 3 countries (DRC, Liberia and Sudan)
3	Expand and assess value added of the Gender Standby Capacity (GenCap)	GAT	<ul style="list-style-type: none"> Pool of experts expanded by at least 10 advisers by June 2008. All requests received after June 2008 are met within two months of receiving the request. Regular monitoring reports for each deployment are submitted at pre-determined intervals. 	Completed. 28 GenCaps on roster; 25 GenCaps deployed (some French-speaking countries had delays due to lack of French speakers); M&E system ongoing.
4	Regular support to Gender Focal Points provided	GAT	<ul style="list-style-type: none"> 3 OCHA gender equality tools produced and shared with FPs in electronic format. Quarterly email update to GFPs Organise at least 1 focal point meeting/ teleconference for NY and GVA FPs in 2008 	Not completed. Due to time spent on managing GenCap – support to OCHA Focal Points was postponed. Needs to be a priority in 2009.
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.	In process. The project is on schedule and is planned to be launched during 2009.
6	IASC Gender Policy revised.	GAT	Policy revised and approved in 2008	In process. Submitted by the end of 2008, awaiting approval



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"> 100% of OCHA branches and large sections have a gender action plan by 2008 mid-year. 75% of field offices. MYRs of all GAPs submitted by July 2008. Annual reports on GAPs submitted by mid- December 2008. 75% of GAPs implemented by mid-December 2008. Summary report on implementation of OCHA's GAP produced by February 2008. 	<p>Partially completed: HQ branches and 13 FOs/ROs had GAPs</p> <p>Not completed. Only one received (Nepal)</p> <p>Partially completed. All received by February 09.</p> <p>Completed. 80 % of activities implemented or ongoing.</p> <p>Completed. Produced and distributed.</p>
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.	Incomplete. Some mainstreaming of PSEA undertaken but much more needed.
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.	Completed. Research meeting agreed on agenda (June 2008). Report done

9. Actions for the Human Security Unit

	Activity	Task Lead	Indicator	End-of-year status
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	Completed. Gender focal point was appointed and monitored 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.	Completed. In line with the Guidelines of the UNTFHS, applications to the Trust Fund are always reviewed with close attention to gender equality and women's empowerment.
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	Completed. When submitting comments on concept notes to applying UN agencies we ensure that the gender perspective is duly taken into consideration in the project formulation



			process.	
4	Ensure that gender considerations are highlighted in all UNTFHS evaluation missions.	All HSU	Evaluation TOR and reports that contain gender-related highlights.	Ongoing. There have been no evaluation missions. However, the gender perspective is included in the evaluation framework for future missions.
5	Ensure gender balance on evaluation and monitoring mission teams.	All HSU	Percent of either gender evaluation officers. Target gender balance: 50%.	Ongoing. There have been no evaluation missions. This will be closely followed-up in our GAP 2009
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.	Completed. Gender & human security issues are updated. The digital library of the website includes a section on gender.
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.	Completed. The gender perspective of the human security concept is regularly included in dissemination efforts

Geneva

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

Activity	Task Lead	Indicators	End-of-year status
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	Completed.
2 Continue promoting gender dimension in all CAP guidelines, policies and trainings.	All CAP	All CAP guidelines, policies and trainings include a gender component.	Completed.
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	The issue of sending gender experts to CHAP development workshops is regularly raised in CAP SWG meetings. All agencies send a gender expert to at least one CHAP development workshop in 2007	Completed. Difficult to measure, but probably done in most cases



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.	Completed.
5	Continue to ensure that CAP training modules fully incorporate gender concerns.	FP (NH)	All CAP training modules include a gender component.	Completed. Done as appropriate
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.	Not relevant as no CAP ToT as such took place in 2008.

11. Actions for the Displacement and Protection Support Section

Activity	Task Lead	Indicators	End-of-year status
1 Integrate IASC Gender guidelines into PROCAP training	ProCap Support	Incorporation into modules	Completed. Gender analysis fully integrated into standing ProCap modules and IASC guidelines incorporated as basic reference material in all programmes. Strategic complementaries established with GenCap, including ProCap participation in GenCap trainings and vice versa.
2 Incorporate gender analysis in proposed protection mapping as requested by PCWG.	DPSS	Gender component in mapping methodology	Completed. Gender analysis incorporated into protection profiling of countries, in support of PCWG and OCHA field offices (Philippines, Yemen, Sudan, Zimbabwe, Kenya, Sri Lanka, etc.)
3 Promote gender issues into protection and IDP support and implementation of OCHA protection policy instruction	DPSS	Gender recommendations in reports and support	Completed. Gender issues related to displacement, including gender-based violence (specifically sexual violence) fully established as working group of PCWG with inter-agency workplan and mapping of field



			coordination achieved. OCHA protection policy instruction workshops developed and delivered with reference to IASC gender guidelines and OCHA gender policy.
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12. Actions for Donor and External Relations Section

Activity	Task Lead	Indicators	End-of-year status
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.	Not completed.

13. Actions for the Emergency Services Branch

Activity	Task Lead	Indicators	End-of-year status
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.	Completed.
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"> Review of UNDAC training includes a review of gender content Training curricula revised (as appropriate) to include gender issues Level of satisfaction of UNDAC trainees reviewed related to the incorporation of gender concerns 	Completed. 2 GenCap Advisors participated in UNDAC course 9/08 UNDAC managers agreed benefits of gender in training prg.
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	Completed. The Gender Action Plan was applied for all 11 UN-CMCoord Training Courses held in 2008 which had a total of 285 graduates coming from 166 different organizations around the globe
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.	Completed. All UN-CMCoord Training Courses held in 2008 met the 20% minimum participation of women. At the end of 2008, an average of 23% women participation was



			achieved.	
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	Completed. All 285 graduates of the UN-CMCoord Training Courses held in 2008 received copies of the Gender Action Plan for wider dissemination in their respective organizations.
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.	Completed.
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	Completed. In 2008, LSU participated in the drafting of a Shelter Sector Items Booklet (led by UNHCR and Shelter Center). The booklet mentions the importance of involving both genders in needs assessments, and makes reference to the IASC Gender Handbook 2006, noting the relevance of chapters on gender and NFI/shelter.
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	Not relevant. The SAFE Task Force does not appear as an activity in the IASC section and the mandate of this task force expired in May 2008.
9	During the selection of ERR members take into account gender considerations.	Chief SCS	A gender balanced and sensitive ERR selection.	Partially completed. 1st Rotation: 4 women, 11 men 2nd Rotation: 7 women, 9 men 3rd Rotation: 7 women 14 men
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.	Partially completed. SBPP held 2 trainings in 2008. The majority of trainers at SBPP events were mostly female.



			<ul style="list-style-type: none"> • Public Information Workshop Ireland 07/08 participants: 16 women, 5 men • CHA Induction course in Sweden 04/08: part. 8 women, 15 men
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14. Actions for Humanitarian Coordination System Strengthening Project

Activity	Task Lead	Indicators	End-of-year status
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%).	Completed. Gender issues are included in the final training agenda delivered.
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%).	Completed. - Materials dealing with gender issues are included in the standard briefing package distributed to RC/HCs - Gender issues are included in the draft outline of the Handbook on Humanitarian Coordination.
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.	Completed. The “Affirmative action” clause is included in the Manual of Procedures (See pag.4, para 2.1.2) as well as in the HC Pool recruiting advertisement.

5. Actions for the Humanitarian Reform Support Unit

Activity	Task Lead	Indicators	End-of-year status
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.	Completed. Reform roll-out activities (including support to coordination at field level, establishment of clusters, and guidance to country teams) includes clarity on roles & responsibilities of humanitarian actors on gender mainstreaming



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%).	Completed. All operational guidance, policy, and documentation produced by HRSU for cluster partners incorporates gender and other cross-cutting issues
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.	Completed. Cross-cutting issue FPs (including gender advisor and co-chairs of gender SWG) are invited to participate in all Global Cluster Lead meetings and strategic discussions, and to provide feedback and input to IASC 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%).	Completed. Training and capacity-building initiatives organised by HRSU for partners/OCHA incorporate key messaging on gender and other cross-cutting issues
5	In supporting 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	Ongoing. All materials received from GAT are disseminated to global cluster leads and partners, to ensure the incorporation of gender programming within all sectors.

16. Actions for the IASC Secretariat

Activity	Task Lead	Indicators	End-of-year status
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.	Completed. The IASC Secretariat regularly participates in the work of the Gender SWG and provides a link between the SWG and the IASC Working Group.
2 Continue to distribute the IASC related materials on gender.	Chief	Maintain web links to the IASC Gender Handbook and other products.	Completed. The IASC website was revised in 2008 and features links



			to the Gender Handbook as well as other products. The IASC Secretariat has provided materials for ad hoc requests for field trainings.
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.
			Completed. The IASC revised Gender Policy reviewed existing policies/tools and was placed on the agenda of the IASC WG and finalized electronically in May 2008.

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

Activity	Task Lead	Indicators	End-of-year status
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%).	Completed. In support to RDRAs and in liaison with appropriate HQ units.
2 Ensure that EPS training sessions and tools include gender aspects, reflecting equal balance of specific risks of women, girls, boys and men.	EPS technical Support Team + Knowledge Management Team.	Percentage of EPS training sessions and tools that include gender aspects (100%).	
3 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.	EPS, Administrative Office, OCHA training FP, OCHA gender FP. EPS gender FP.	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.	Completed. On recruitment: liaise with OCHA Administrative Office. On training: liaise with OCHA training FP and OCHA gender FP.