

2009-2010

Gender Action Plan

Implementation of OCHA's Policy on Gender Equality



Office for the Coordination of Humanitarian Affairs (OCHA),
Policy Development and Study Branch (PDSB),
Gender Advisory Team (GAT)





Introduction

OCHA issued its policy on gender equality in 2005 recognising that its successful implementation is a shared responsibility of all OCHA staff. The 2009- 2010 Gender Action Plan is the 3rd two-year plan laying out what each office in OCHA plans to do to ensure gender issues are fully mainstreamed into their work. At the end of the 2009 Offices will report on progress and fine tune their plans for 2010.

Summary of Gender Action Plans for 2007-2008

Main findings include:

- A decrease in number of branches and sections that submitted GAPs compared to the previous two-year period.
- While 13 FOs/ROs had GAPs during 2008, only 10 have submitted GAPs for this cycle.
- CISB and ESB have developed branch-wide comprehensive GAPs

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.
- 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.

The following FOs and ROs have submitted workplans for 2009 or 2009-10:

- Chad
- Colombia
- Cote D'Ivoire
- Indonesia
- Iraq (integrated in workplan)
- Niger
- Somalia
- RO AP
- RO LAC
- RO SA

The complete GAPs for these offices can be found on OCHAnet and OCHA Online

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.
- 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.



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All branches/sections/units and field and regional offices are requested to develop, submit and report on a Gender Action Plan. For assistance, contact the Gender Advisory Team: Kate Burns (burns@un.org) and Stian Bergeland (bergeland@un.org).

For assistance related to activities on Prevention of Sexual Exploitation and Abuse, contact ARiana Pearthroth (pearthroth@un.org)



Gender focal points 2009

Branch and field-based gender focal points act as the point of contact on gender equality programming in humanitarian assistance for the branch/field office. For terms of reference, please see tool 7 in the OCHA Gender Equality Tool Kit on <http://www.ochaonline.un.org/gender>.

Office of the USG, DSG, Dir New York and Dir Geneva

OUSG
ODUSG

Dir NY
DIR GVA

HQ Branch/Sections

CAP	Ysabel Fougery
CERF	Janet Puhlovic
CISB	Christian Clark
CRD	Lily Adhiambo
DERS	Pernille Brodahl
EO NY	
EPS	
ESB	Rene Nijenhuis
ERSMB	Randa Hassan
GCMS	Randa Hassan
HCSS	Aiobheann O'Keeffe
HSU	Max Schott
IASC SECRETARIAT	Darla Silva
DPSS	Christine Knudsen
IRIN	Mark Dalton
PDSB	Kate Burns (and Stian Bergeland)

Regional Offices

ROAP (THAILAND)	Nidhirat Srisirojanakorn
ROCEA (KENYA)	Mathildah Musumba
RO-LAC (PANAMA)	Gerard Gomez
RO - MENACA	Nadia Evans
RO-SA (SOUTH AFRICA)	Odile Bulten
RO-WA (SENEGAL)	

Field and Regional Offices

CAR	Justin Dede
CHAD	Marie-Sophie Reck
COLOMBIA	Vanessa May
COTE D'IVOIRE	Desire Ahoua Kouande
DRC	Claudia Rodriguez Kazimiro Rudolf-Jocondo, Yonas Welderufael, Yosief Woldetensae Vincent Lelei, Senait Arefaine
Eritrea	
Ethiopia	
GUINEA	
HAITI	
INDONESIA	
IRAQ	Iman El Wazir
KENYA	
MYANMAR	
NEPAL	Greg Grimisch
NIGER	Zinatou Boukary
OPT	Allegra Pacheco/Juliette Touma
SOMALIA	Alexina Mugwebi Rusere
SRI LANKA	Dulani Sirisena, Prehashini Jeevaratnam
SUDAN	
UGANDA	
ZIMBABWE	



Outlined actions for:

1. Actions for the Senior Management Team

	Activity	Task lead	Indicator	Comment
1	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 workplan instructions sent out to branches and field offices. Tools and instructions for development of GAPs are available on relevant OCHAnet sites (strategic planning and gender)	
2	Provide on a yearly basis a public report on progress made toward implementation, successes and remaining challenges of GAPs	ERC/DERC with GAT	Summary report produced during first quarter	
3	Request that all branches, large sections and field offices name gender focal points	ERC/DERC	Target: 100% of branches, divisions and large sections; 100% of ROs; 75 % of FOs	.
4	Further improve gender balance of staff in all OCHA offices and at all levels	ERC/DERC with AO		
5	Ensure that an OCHA-wide action plan for the implementation of the SG's Bulletin on PSEA is developed and implemented	ERC/DERC with AO and GAT	Final action plan is developed	



2. Actions for Heads of OCHA Field/Regional Offices

	Activity	Task lead	Indicator	Comment
1	Each office develops and implements a Gender Action Plan and reports on progress through mid-year and annual reports	HoO	Gender Action Plans developed: Target 15 by the end of 2009	
			Mid-year progress report submitted to GAT. Target: 100%	
			Annual progress reported on implementation submitted by mid-December to GAT. Target: 100%	
2	Each office will name a gender focal point as a contact on gender mainstreaming issues	HoO	FPs named and GAT informed of their contacts by the second quarter. Changes to FP status are also reported. Target: 100% of ROs have gender FP; 75% of FOs	
3	Take measures to improve gender balance of staff at all levels	HoO	All offices move closer to the 50-50 target at all levels by three per cent during the period	

3. Actions for the Administrative Office

Gender focal point:

	Activity	Task lead	Indicator	Comment
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 P3 level and above	
2	Ensure that interview panels consist of both women and men	Chief	All interview panels consist 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 PSEA	
4	Develop and implement an OCHA-wide action plan for the implementation of the SG's Bulletin on PSEA		Final action plan is developed	

4. Actions for Communications and Information Services Branch (CISB)

Gender focal point: Christian Clark

	Activity	Task lead	Indicator	Comment
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 CISB staff in 2009.	
2	Ensure that issues related to gender equality, gender mainstreaming and GBV are reflected in USG speeches, success stories and other PI products	CSS	% of PI products that include references to gender equality, gender mainstreaming and/or GBV.	
3	Promote UN-NGO joint advocacy and PI initiatives.	CSS	A major PI initiative on a specific gender issues will be developed and implemented in 2009	
4	Include information on gender advocacy tools in FO and RO advocacy and communication trainings.	CSS	Tool 6, 8, 9 and 10 in the OCHA gender equality toolkit distributed and discussed at all FO and RO advocacy and communication trainings.	
5	Promote gender issues on OCHA Online and address them on OCHA intranet.	WSS	New intranet sites established; Coordinators and Supervisors identified and active. Gender issues prominently addressed	



		on OCHA Online	
6	Identify clusters' information needs on gender issues to adapt ISS/ ICT to support humanitarian reform requirements.	ISS	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	- Shortcuts to gender documents are created on the front page
		RW (PDSB)	- Search results for "gender" displays the 10 most relevant documents at the top of the results list.
8	Increased access to gender-related material already on the RW site	RW	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	Highlight gender issues generally and specifically using analytics and other visual features	Map centre	Greater visibility, promotion and advocacy
11	Improve gender balance ITS section in Geneva	ITS	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.	ITS	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. Gender related materials copied on CD-ROMS to secure access by staff living in areas with low technology access.	
13	Where HICs are established, ensure the use of sex-disaggregated data, use of gender analyses, as well use of women and women's organizations as sources of information.	ISS	Where HICs are established, ensure the collection and use of sex-disaggregated data, promote the use of gender analysis, as well as use of women and women's organizations as sources of information.	
14	Develop guidance material for improved humanitarian reporting	Reporting Unit	100% of SOPs for core information products and cluster reference sheets include relevant guidance on gender issues.	

5. Integrated Regional Information Networks

Gender focal point: Mark Dalton

	Activity	Task lead	Indicator	Comment
1	News & analysis including PlusNews	IRIN	Number of IRIN news articles on gender issues including PlusNews (target 5 percent of about 5955 reports) Number of gender related in-depth reports and analytical products Number of non story	



		<p>content on gender e.g. In Briefs, glossaries, blogs, timelines, who's who, bulleted analysis, bag o' links, FAQs, top tens, etc</p> <p>Number of gender theme email subscriptions, gender page hits, rss feeds</p>	
2	Radio services	IRIN	<p>Number of radio programmes tagged on gender by country i.e. Somalia and Afghanistan. Target: 8 percent of about 850 total programmes</p>
3	Film services	IRIN	<p>Number of film and short videos produced on gender</p> <p>Number of distributed films and short videos</p> <p>Number of downloads and hits for gender related films</p>
4	Photo services	IRIN	<p>Number of uploaded photos on gender</p> <p>Number of downloaded photos</p>
5	Publications	IRIN	Number of gender related publications

6. Actions for the CERF Secretariat

Gender focal point: Janet Puhlovic

	Activity	Task lead	Indicator	Comment
1	Organize at least 1 training by the Gender Advisory Team on gender mainstreaming and equality in 2009 for all available CERF Secretariat staff.	JP	1 training conducted in January 2009, with all available staff participating.	



2	Ensure that relevant public information material covers gender issues (work plan 1.1.6).	BG	<p>25 % of 20 public information products (12 monthly newsletters, 4 fact sheets, 3 briefing kits, 1 brochure) contain a gender dimension.</p> <p>CERF annual report reflects issues related to gender equality/mainstreaming.</p>	
3	Ensure that CERF training materials include a gender dimension (work plan 1.1.7).	KS	Training materials (handouts, presentations, CDrom) reviewed and revised (as needed) to include a gender dimension by December 2009.	
4	Revise the CERF application template to include a section on gender equality; develop guidance for the field on the need to include gender analysis and information on how gender equality programming is ensured in the grant request (work plan 1.1.8).	KS/JP	<p>Application template revised to include a section on gender equality and in place by July 2009.</p> <p>Guidance on including gender analysis and gender equality programming developed and in place by December 2009.</p>	
5	Ensure that CERF surge toolkit includes gender materials/guidance (work plan 1.3.2).	KS	Surge toolkit with gender materials/guidance in place by December 2009.	



6	Revise the CERF reporting template to include a section on gender equality; develop guidance for field teams on the need to include gender analysis and information on how gender equality programming was ensured in the implementation of the funded projects. (work plan 2.3.1)	BG	Reporting template revised to include a section on gender equality and in place by December 2009. Guidance on including gender analysis and gender equality programming developed and in place by December 2009.	
7	Ensure gender is incorporated into the terms of reference (ToRs) of the interim, independent review (work plan 2.3.2).	JP	ToRs include gender issues/gender-related questions.	
8	Take measures to improve the gender balance of CERF Secretariat at all levels and in all categories (regular/short-term –G/P, JPOs, interns, secondments/loans) in 2009 (work plan 3.3.1).	CM	Qualified candidates selected for interviews in all categories represent both genders equally (Note: Consideration of gender balance will be taken into account in the selection of equally-qualified candidates).	

7. Coordination and Response Division

Gender focal point: Lily Adhiambo

	Activity	Task lead	Indicator	Comment
1	Ensure that the gender focal point has the necessary support to carry out his/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.	



2	<p>Identify training needs for CRD and organize at least two briefings by the Gender Advisory Team (GAT) on Gender mainstreaming in 2009 as well as refresher briefings for DOs and for new CRD DOs. Share materials and any updates on Gender with the DOs. GAT and GFP hold meetings with all sections to review status of Field GAPS twice a year (April & October).</p>	<p>Gender Focal Point</p>	<p>Briefings organized based on the identified needs. 80% of participants give feedback to have gained enhanced understanding on how to implement gender equality programming.</p>	
3	<p>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.</p>	<p>Desk Officers under the supervision of the section Chiefs with the support of GAT</p>	<p>At least 60 % of Field Offices develop and implement Gender Action Plans and submit their mid and end of year reports to the Gender Advisory Team.</p>	
4	<p>Review CAPs, CERF, situation reports and other relevant documents to ensure the needs and capabilities of women, girls, boys and men are addressed.</p>	<p>Desk Officers with relevant sections (CAP, CERF), support of GAT</p>	<p>60 % of documents given initial review by Desk Officers and reflect gender related aspects.</p>	
5	<p>In support to field recruitment processes and working with roster managers, Desk Officers should promote gender balance in field staff recruitment.</p>	<p>Desk Officers</p>	<p>At least 40 % balance is achieved in relation to under-represented groups in all in field offices by end of 2009 .</p>	



6	Ensure that OCHA's Early Warning and preparedness, including Contingency Planning documents/systems or processes and any other documents developed include gender perspectives, especially with regard to the impact of crises on women.	EWCP in cooperation with EPS and the Gender Advisory Team	Process documents/systems include provisions for measuring potential humanitarian impact on women, girls, boys and men - and for making recommendations to mitigate such risks.	
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 gender perspectives into risk analysis, early warning, contingency planning, and preparedness actions.	

8. Human Security Unit

Gender focal point: Max Schott

	Activity	Task lead	Indicator	Comment
1	Identify a new gender focal point and ensure that the focal point functions in accordance with the Unit's GAP	Chief	Focal point appointed and consistently follows up with other Unit members on the Unit's GAP	
2	When assisting UN agencies in designing concept notes, ensure that gender issues continue to be analyzed and considered by the country teams.	All HSU	Number of concept notes submitted to the UNTFHS that includes gender aspects in proposed activities.	
3	In reviewing project proposals submitted to the UNTFHS, ensure that gender dimensions of human security are included.	All HSU	Number of project proposals submitted to the UNTFHS that include gender perspectives in proposed activities.	



4	Ensure that gender considerations are highlighted in all UNTFHS evaluation missions.	All HSU	TOR for evaluation and related reports contain gender-related aspects.	
5	When appropriate, ensure gender balance in mission teams (evaluation, monitoring, and training).	All HSU	Number of gender balanced mission teams.	
6	Ensure that training sessions on human security considers gender aspects	All HSU	Number of training sessions which includes gender perspectives	
7	Ensure that the HSU website keeps updates on gender & human security-related documents.	HSU/ web-editor	Number of materials/documents on gender & human security on the website.	
8	Ensure that all policy development and outreach activities include a gender perspective.	All HSU	Dissemination and advocacy activities (policy papers, speeches, public events, etc.) also underline gender aspects of human security.	

9. Actions for the Policy Development and Studies Branch

Gender focal point: Kate Burns (and Stian Bergeland)

	Activity	Task lead	Indicator	Comment
1	Ensure that OCHA's policy and guidance management system includes attention to gender issues	GMP	Policy instructions, guidelines, SOPs and manuals include gender considerations, as appropriate	
2			Process for developing Capstone document includes gender considerations (for 2010)	



3	Promote gender issues with Member States, including through the intergovernmental organs of the UN	IGSS	Analysis of gender issues in the reports of the SG to ECOSOC and the GA Inclusion of language on gender-related issues in UN legislation, including intergovernmental resolutions	
4	Ensure that a gender perspective is incorporated into all protection of civilians in armed conflict activities and reflected in the POC workplan for 2009-10	POCS	Percent of protection of civilians activities that include a gender perspective. Target: 100 %	
5	Ensure that a gender perspective is systematically integrated into the work of the Representative of the SG on the Human Rights of IDPs, notably in his mission reports	POCS	Number of mission reports highlighting the specific protection needs of women, girls, boys and men. Target: 100 %	
6	Revised Evaluation Policy highlights how gender will be addressed within evaluations throughout OCHA, to include provisions for ensuring adequate coverage of gender issues in all OCHA evaluation.	ESS	Revised Evaluation Policy highlights how gender to be addressed within evaluations throughout OCHA. Target: Evaluation Policy revision completed and under review by SMT.	
7	Develop reference tool identifying how gender will be mainstreamed into each evaluation undertaken or managed by ESS.	ESS	Percent of evaluations which meet all criteria outlined in ESS tool. Target: 100%	



8	For each evaluation, conduct causality analysis sensitive to the different ways men and women experience problems conducted.	ESS	Percent of evaluations in which causality analysis and undertaken. Target: 100%	
9	Data collected and analyzed within evaluation work disaggregated, as appropriate.	ESS	Percent of evaluations presented appropriately gender-disaggregated data. Target: 100%	
10	Evaluations undertaken in a manner that ensures equitable engagement of 'powerless or excluded groups' in accordance with <i>UNEG Ethical Guidelines</i> .	ESS	Percent of evaluations adhering to the aforementioned criteria. Target: 100%	
11	Ensure that a gender perspective is included in its policy development work, including in the areas of integration, country analysis and other related guidance, as appropriate	PPAS	Number of guidelines, analysis or country-specific outputs include a gender analysis. Target: 2 Number of processes in which GAT consultancy has been sought.	

9a. Actions for the Gender Advisory Team

	Activity	Task lead	Indicator	Comment
1	Inter-agency coordination promoted through participation in the IASC Sub Working Group on Gender, the ECHA/ECPS UN and NGO Task Force on Protection from Sexual Exploitation and Abuse, UN Action and other gender fora.	GAT, IASC, CRD, Ros	OCHA leads workplan elements of the IASC SWG and the ECHA/ECPS UN and NGO TF	



2	GenCap secretariat fully established in Geneva. OCHA takes a lead role in the GenCap Steering Committee. Revised budgeting plan for GenCap completed with guidance from donors	GAT, DPSS, GenCap Steering Committee, donors	Number of gender advisers deployed to field operations in 2008 GenCap 2009 financial plan approved by donors	
3	Training and provision of policies, tools and guidance on Gender, GBV and SEA provided to cluster leads, focal points and networks including hosting 3 workshops with UN/NGO partners	GAT, HRSU, IASC, ECHA	Per cent of countries with HCs have SEA/gender FPs & networks FP Guidance Package produced	
4	A gender/GBV E:learning interactive training course similar to the UN Basic Security Training completed and rolled out	GAT with InterAction and IASC SWG	Number of UN entities and NGOs who have made the E:learning part of their induction training	
6	Field friendly guidance on gender aspects of climate change (DRR) for field practitioners produced with IASC	GAT	Tools produced and used by clusters.	
7	Research and studies agenda for sexual violence in conflict continued focusing on influencers of armed elements. One country case study and expert meeting with military actors and interlocutors (Norway possible support)	GAT with DVP and IASC groups	Mapping of entry points for influencing GBV prevention completed Expert meeting produces tool kit on best practices	
8	OCHA continues to support the GenCap M&E process and produces lessons learned on this effort	GAT and ESS	Reports produced and compilation of good practices/ lessons learned produced and distributed	



9	GAT contributes to sex and age disaggregated data project and incorporates findings into various OCHA data mgt tools	GAT with DVP and FIS	Data management tools updated with sex and age disaggregated data	
10	GBV prevention and response fully coordinated as AOR in PCWG and support provided to the field	GAT with UN Action	Number of OCHA field missions supported Number of ERC/SMT advocacy on GBV	
11	Contributions made to the SG's report to the GA on the VA Strategy resulting in new/extended VA Strategy	GAT with DFS	GA adopts VA Strategy beyond 64th Session	
12	Targeted field support for PSEA provided in at least 5 additional countries	GAT with IA partners	Number of countries actively addressing SEA supported by OCHA	
13	3Ws used to map GBV actors and information guide prepared on How To use it at field level	GAT with FIS	3Ws adapted and guide produced	
14	OCHA-system wide Gender Action Plans (GAP) produced and implemented with guidance provided by GAT	OCHA (with GAT support)	Average per cent of GAP implementation	
15	A framework for monitoring compliance with UN rules on SEA and for assessing and monitoring implementation of UN SEA-related policies is fully established	OCHA (GAT support) working with ECHA ECPS Task force on SEA	Number of countries participating in compliance mechanism	
19	Support provided to HCs and HoOs on gender, GBV and SEA in the form of guidance documents/communications, trainings and to OCHA staff through induction and trainings	GAT with HCSU, EO and AO	Gender, GBV and SEA incorporated into 1) HC support documents and trainings 2) OCHA induction programme and HFCT Number of OCHA staff participating in trainings	



17	Tools for OCHA staff on gender, GBV and SEA produced (e.g. 2nd edition of OCHA Tool Kit including SEA matrix of responsibilities, gender as cross-cutting issue etc)	GAT with AO, CRD and CISB	Tools for OCHA staff produced	
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10. External Relations and Support Mobilisation Branch

Gender focal point: Randa Hassan

	Activity	Task lead	Indicator	Comment
1	Continue promoting gender dimension in all CAP guidelines, policies and trainings.	All CAP	All CAP guidelines, policies and trainings include a gender component.	
2	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.	
3	Continue to ensure that CAP training modules fully incorporate gender concerns.	(training coord.)	All CAP training modules include a gender component.	
4	Continue to provide concrete guidance to CAP trainers.	(training coord.)	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.	
5	Gender equality and prevention of sexual and gender based violence (S)GBV highlighted in bilateral and multilateral meetings with Members States, HLWG, GHD, as well as IASC members where appropriate	GCMS	Gender equality and (S)GBV included in bilateral meetings and multilateral briefings	



6	Include gender and prevention of (S)GBV as a point of interest for external funding strategies	GCMS	(S) GBV highlighted as point of interest for funding within Protection Cluster / Sector	
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11. Displacement and Protection Support Section

Gender focal point: Christine Knudsen

	Activity	Task lead	Indicator	Comment
1	Integrate IASC Gender guidelines into PROCAP training and briefings of senior protection officers.	ProCap Support	Incorporation into modules Inclusion of gender analysis and related protection concerns by SPOs in mid-term and final mission reports.	
2	Create linkages between GenCap and ProCap to mainstream gender and protection into humanitarian response.	ProCap Support	ProCap officers work closely with GenCap counterparts to mainstream gender approaches into protection response in field assignments. ProCap officers participate in GenCap trainings/briefings and vice-versa.	
3	Incorporate gender analysis in protection profiling of institutional priority countries (agreed through <i>ad hoc</i> mechanism with CRD).	DPSS	Inclusion of gender analysis in review of existing legal frameworks and priority protection or displacement concerns.	
4	Support to functioning PCWG working group to address GBV response in field.	DPSS in support to UNHCR, UNFPA, UNICEF	Coordination of GBV response established in majority of new emergencies and incorporated into overall response structure.	



5	Promote gender issues into protection and IDP support and implementation of OCHA protection policy instruction	DPSS	Gender concerns related to displacement are noted in all trainings on OCHA PPI. DPSS mission reports include standing analysis of gender concerns and related recommendations.	
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12. Humanitarian Coordination Support Section

Gender focal point: Aoibheann O’Keeffe

	Activity	Task lead	Indicator	Comment
1	1. Ensure that all learning and training incorporates gender issues, in both the materials used and the training schedules.	Training coordinators	Percentage of learning and training events that include gender issues. (Target: 100 %)	
2	2. Include appropriate balance of women and men as facilitators and resource people in all learning and training events.	Training coordinators	Ratio of women and men identified and involved as facilitators and resource people in all learning and training events. (Target: At least 50 % women)	
3	3. Include gender “affirmative clause” in the HC Manual of Procedure and recruiting advertisement.	HC Pool Manager	HC Pool Manual of Procedures and recruiting advertisement include gender affirmative clause	
4	4. Recruit women to HC Pool, and ensure their competencies are developed in view of possible deployment. Establish a tracking system to map women’s participation in the HC Pool.	HC Pool Manager	- Number of women members of the HC Pool; - Number of women whose competencies are developed; - Number of women eventually deployed as HCs.	



5	5. Incorporate gender issues into the “Handbook for RCs and HCs on Humanitarian Coordination” and in the Flowchart on “Responding to Emergencies – Guide for Resident Coordinators and Humanitarian Coordinators”.	Knowledge Management Officer	<ul style="list-style-type: none"> - Chapter on gender issues included in “Handbook on Humanitarian Coordination”. - Gender issues are cross-referenced throughout the Handbook as appropriate and inserted in the Flowchart 	
6	6. Ensure that gender issues are cross-referenced in all advocacy and publications material relating to humanitarian reform and humanitarian action	Information Management Focal Points	Gender issues are included in advocacy initiatives and publications materials	
7	7. In populating new web platform (to replace humanitarian reform website), ensure provision of adequate space and regularly updated information on gender as a cross-cutting issue	Information Management Focal Points (with GAT input)	Gender as a cross-cutting issue has a specific space on the web platform, and any information received from GAT on gender is regularly posted	
8	8. Invite GAT and gender/GenCap Focal Points to participate regularly in Global Cluster Leads fora, and invite them to provide feedback and input to key strategic cluster documents	Focal points for Global Cluster Lead activities	GAT and gender SWG focal points are actively involved in Global Cluster Leads discussions and provide input to key documents	



9	9. Guide and monitor development of new policy documents and operational guidance notes to ensure responsibilities of various actors to mainstream gender across cluster activities are adequately referenced.	Policy focal points	All new policy documents, operational guidance, and ToRs for humanitarian actors (including HCTs, cluster coordinators, etc) incorporate gender mainstreaming responsibilities	
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13. Emergency Services Branch

Gender focal point: Rene Nijenhuis

	Activity	Task lead	Indicator	Comment
1	Ensure the Branch's gender focal point is active in supporting the implementation of the Branch GAP	Branch Chief	Focal point routinely follows up on the Branch's GAP.	
2	Continue the strengthening of the gender perspective in the United Nations Disaster Assistance Coordination (UNDAC) system	Chief FCSS	To ensure that the UNDAC perspective is in cooperated into the UNDAC Methodology including assessment, coordination and information management approach.	
			To ensure that the UNDAC training program take the gender perspective into consideration	
			Increase the nomination of women for the UNDAC Team and ensure that the gender perspective is considered when UNDAC team are composed	



3	Encourage female candidates to apply to vacancy announcements for UN-CMCoord Officer position. Coordination with the UN-CMCoord Training Programme for the dissemination of vacancy announcement information to female UN-CMCoord course graduates	Chief CMCS	The number of female applicants for UN-CMCoord Officer position increases	
4	Review and update of the UN-CMCoord Training Programme Gender Action Plan	Chief CMCS	An updated UN-CMCoord Training Programme Gender Action Plan should be published for large dissemination	
5	The UN-CMCoord Training Programme Gender Action Plan will continue to be implemented	Chief CMCS	The number of courses conducted in line with the UN-CMCoord Training Programme Gender Action Plan	
6	Increase the participation of women in the UN-CMCoord Training Courses in 2009	Chief CMCS	The participation of at least 20 per cent women in every UN-CMCoord Training Course	
7	Integrate gender perspective in Environmental Emergencies Training	OIC EEU	Gender perspective integrated in environmental emergencies training	
8	Work with Gender Action Team to review to identify any practical/meaningful opportunities to mainstream gender into Environmental Emergency Response activities.	OIC EEU	EEU work plan reviewed and updated with gender mainstreaming activities	



9	Encourage the inclusion of a gender perspective in the elaboration of the various shelter-oriented guidelines in which LSU participates	Chief LSU	Guidelines on shelter take into account gender considerations and make reference to the appropriate gender guidelines.	
10	During the selection of ERR, gender considerations are taken into account	Chief SCS	A gender balanced and sensitive ERR selection	
11	During the selection of candidates for training courses of SBPP , consideration for gender is taken into account	Chief SCS	A gender balanced selection of candidates for training courses of SBPP	
12	Support Regional Offices in ensuring that contingency plans take into account specific risks and needs of women, girls, men and boys in an equal manner.	Chief RO	Percentage of contingency plans in which EPS is involved that take into account specific risks and needs of women, girls, men and boys in an equal manner (100 %).	
13	Ensure that EPS training sessions and tools include gender aspects, reflecting equal balance of specific risks of women, girls, boys and men.	Chief EPS	Percentage of EPS training sessions and tools that include gender aspects (100 %).	
14	Qualified staff recruited to ensure gender balance.	Chief EPS	EPS staff is gender balanced.	
15	EPS staff understands the need of including gender dimensions in preparedness work and are committed to do so.	Chief EPS	EPS staff is informed on the need to include gender dimensions in preparedness work.	



14. IASC Secretariat

Gender focal point: Darla M. Silva

	Activity	Task lead	Indicator	Comment
1	Maintain an appropriate gender balance of speakers at IASC Working Group and IASC Principals meetings.	Simon Lawry-White, Chief of the Secretariat	The gender balance of speakers/presenters at IASC meetings is between 40/60 or 60/40 male/female.	
2	Work towards a better gender balance among the IASC Secretariat team.	Simon Lawry-White, Chief of the Secretariat	Achieve a better gender balance among the IASC Secretariat team.	
3	Participate actively in the IASC Sub Working Group on Gender and Humanitarian Action	Yukiko Yoshida, Humanitarian Affairs Officer	A member of the IASC Secretariat team participates in the monthly meetings of the Gender SWG and provides an important link between the work of the SWG and the IASC Working Group.	
4	Distribute when finalized the SWG report on sex and age disaggregated data among the members of the IASC Working Group.	Simon Lawry-White, Chief of the IASC Secretariat	Circulation and/or discussion of the report in an IASC WG meeting or by email from the Chair of the IASC Working Group.	