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| **Council 2018 Geneva, 17-27 April 2018** |  |
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| **Agenda item: PL 1.10** | **Document C18/13-E** |
| **8 March 2018** |
| **Original: English** |
| Report by the Secretary-General | |
| ITU’s Gender equality and Mainstreaming (GEM)  Proposed ImPLEMENTATION PLAN for 2018 | |

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| Summary  This document presents an updated ITU’s Gender Equality and Mainstreaming implementation plan for 2018, aligning with new UN-SWAP 2.0 indicators and the new System-wide strategy for gender parity.  Action required  The Council is invited to **endorse** the implementation plan for 2018.  \_\_\_\_\_\_\_\_\_\_\_\_  References  *PP* [*Resolution 70 (Rev. Busan, 2014)*](https://www.itu.int/pub/S-CONF-PLEN-2015)*; Council documents* [*C13/39*](http://www.itu.int/md/S13-CL-C-0039/en)*,* [C17/*71*](http://www.itu.int/md/S17-CL-C-0071/en)*,* [*C18/INF/3*](https://www.itu.int/md/S18-CL-INF-0003/en) |

1. **Introduction**

ITU’s [Gender Equality and Mainstreaming (GEM) Policy](http://www.itu.int/en/action/gender-equality/Documents/gender-policy-document.pdf) was adopted at Council 2013. Following a review of the GEM policy, Council 2017 adopted an [ITU GEM Implementation Plan for 2017](http://www.itu.int/md/S17-CL-C-0071/en). Council 2017 further requested the secretariat to prepare, for the 2018 session of the Council, a report on the implementation the 2017 plan and its update for 2018 to continue aligning with UN best practices.

1. **ITU alignment with the UN system wide frameworks for gender equality and parity**

The 2018 GEM Implementation Plan aligns to both UN system wide frameworks for gender equality, namely the United Nations System-Wide Action Plan on gender equality and women’s empowerment (UN-SWAP) and the UN System-wide strategy for gender parity.

**Gender Equality and Mainstreaming (GEM) Implementation Plan for 2018**

**A. Gender-related SDG results**

1. **Gender-related SDG results 2017 SWAP Status:** new

To meet this UN-SWAP performance indicator, ITU would need at least one high-level entity result statement in the main strategic planning document. In addition, ITU would need to demonstrate, with adequate evidence, that the high-level result has been achieved, or is on track to be achieved. Further, ITU should demonstrate while tracking achievement of results their contributions to SDG 5 targets. If reference to SDG 5 is integrated into the high-level results statement then this should be covered under reporting on the result. If reference to SDG 5 is included elsewhere in the main strategic planning document then reporting on achievements through strategic plan reporting will be necessary to meet requirements.

Outputs Owner/Involved Timelines

* 1. Gender-related SDG reference in strategic plan CSD/Membership Jan-Apr
  2. Evidence of achieving or on track to achieve All Dec
  3. High-level reporting on gender and SDG 5 CSD Dec

1. **Reporting on gender-related results 2017 SWAP Status:** new

To meet this UN-SWAP performance indicator, ITU would need to report to its Governing Body on the main strategic planning document and include reporting on the main SDG-linked gender equality and empowerment of women results. Results should be presented as part of reporting on the main strategic plan and all reports on performance since publication of the last central strategic planning document should be used. Reporting should also include specific contributions to SDG 5 targets. This can include reporting concerning the ways in which the entity has supported the implementation of the SDG 5 targets as set out in Transforming our Future. In addition to meet requirements there should be systematic use of sex-disaggregated data in strategic plan reporting, defined as above.

Outputs Owner/Involved Timelines

* 1. Report to the Council on results as part of reporting on strategic plan CSD
  2. Systematic use of sex-disaggregated data in strategic plan reporting CSD/BDT Jan-Apr

1. **Programmatic results on gender equality and empowerment of women**

To meet this UN-SWAP performance indicator, ITU would need to have results on gender equality and the empowerment of women consistently included in programmatic initiative planning documents. Further, their results would need to be on track to be met. While Performance Indicator 1 refers to corporate level gender equality and the empowerment of women results, this Performance Indicator refers to results of individual programmatic initiatives that are not fully and directly captured in the main strategic planning document. It should not be used as an alternative to reporting on Performance Indicator 1; entities should report on both Performance Indicator 1 and this Performance Indicator as appropriate. These results may be at the global, regional, country and/or community level.

Outputs Owner/Involved Timelines

* 1. Gender in programming and on track (EQUALs, BBC etc); GS GS/CSD Dec
  2. Gender in programming (Girls in ICT Day) and on track; BDT BDT Dec
  3. Gender in programming and on track; BR BR Dec
  4. Gender in programming and on track; TSB TSB Dec

1. **Evaluation 2017 SWAP Status:** N/A

This indicator is only relevant where there is an Evaluation department. To meet this UN-SWAP performance indicator, ITU would need to meet the UN Evaluation Group (UNEG) gender equality-related norms and standards in all evaluations and apply the UNEG Guidance on Integrating Human Rights and Gender Equality in evaluation during all phases of the evaluation.

Outputs Owner/Involved Timelines

* 1. Follow UNEG gender related norms and standards in any evaluation IA Jan-Dec

1. **Gender Responsive Auditing 2017 SWAP Status:** meets

To meet this UN-SWAP performance indicator, ITU would need to ensure that gender-related risks are systematically discussed and reviewed during the planning of annual or multi-year audits. Work planning documentation supporting the preparation of annual or multi-year audit work programmes would record the extent to which the risks related to the achievement of gender equality and the empowerment of women in the organization's programmes are being managed.

Based on risks assessments at engagement level, internal audit departments have developed tools for auditing gender equality and the empowerment of women related issues (e.g. policy compliance, quality of reporting etc.) and apply these as appropriate in all relevant audit phases.

Outputs Owner/Involved Timelines

* 1. Review gender-related risks in annual audit work planning IA Sep-Dec
  2. Contemplate gender dimensions in audits IA Jan-Dec

**B. Institutional strengthening to support achievement of results**

1. **Policy and Plan 2017 SWAP Status:** approaches requirements

To meet this UN-SWAP performance indicator, ITU would need to have an up-to-date gender equality and women’s employment policy/plan addressing both gender mainstreaming and equal representation of women. These can be separate documents or can be included together in one document. The content would need to align to UN-SWAP requirements and include accountability at all levels, including senior managers. Accountability measures would need to include assessment in performance appraisal and/or senior manager compacts that specify their accountabilities. The implementation plan would need to include gender mainstreaming, gender-targeted interventions, and equal representation of women in staffing clearly set out. Further, monitoring and evaluation of the policy and action plan would need to be clear, complete with timelines, mechanisms to ensure that monitoring and evaluation takes place and the results are fed back into programming. In addition, policies should now include a section on the main GEEW results, tied to the SDGs, which can be an elaboration of the main strategic planning document. A section on tracking the linkages between institutional strengthening and intended results should also be included. That is, determining how institutional strengthening, as defined in the Performance Indicators in the second part of UN-SWAP 2.0, is supporting the achievement of intended results. To meet the requirements on the equal representation of women, ITU needs to demonstrate that it has implemented policies that support women’s representation at the different levels of the organization.

Outputs Owner/Involved Timelines

* 1. Develop gender parity strategy for CEB reporting HR/GBS Jan-Apr
  2. 2018 GEM Implementation plan GBS/GTF Feb-Mar
  3. Clarify accountability to ensure monitoring and follow-up GTF Jun-Aug

1. **Leadership 2017 SWAP Status:** n/a;new indicator for 2017

To meet this UN-SWAP performance indicator, ITU’s senior managers (D1 and above, with particular focus on SG and DSG) would need to publically and internally champion the promotion of gender equality and the empowerment of women, including equal representation of women at all levels. The CEB system-wide policy on gender equality and the empowerment of women notes that the members of the CEB: “commit ourselves to providing strong leadership within our organizations to ensure that a gender perspective is reflected in all our organizational practices, policies and programmes.” The CEB policy was formulated to support filling this leadership gap.

Outputs Owner/Involved Timelines

* 1. SG’s 2018 Commitments as an International Gender Champion GBS/SGO Feb
  2. Encourage public gender commitments from ITU’s senior leadership COMM/EOs Jan-Dec
  3. Gender consideration in SG/DSG speeches and addresses COMM Jan-Dec

1. **Gender Responsive Performance Management 2017 SWAP Status:** approaches

To meet this UN-SWAP performance indicator, an assessment of gender equality and the empowerment of women would need to be integrated into core values and competencies, and demonstrated for all staff, with a particular focus on levels P4 and above. The equal representation of women and men at all levels of the UN entity should be a core value and it is expected that responsibility for the achievement of equal representation of women and men is specified through clear and measurable targets with senior managers which are then measured and enforced through accountability mechanisms, such as gender balance strategies, manager compacts, scorecards, or enhanced performance objectives.

Outputs Owner/Involved Timelines

* 1. Reflect gender in ITU core values/competencies; update in ePMDS GBS/HRMD/MGMT ongoing
  2. Integration of gender and diversity in all vacancy announcements HRMD Apr-Dec
  3. Explicitly include gender in job descriptions of senior positions HRMD Mar-Dec
  4. Interview panels systematically assess candidates’ gender-sensitivity HRMD Apr-Dec
  5. All staff should have a gender related goal, action or success criteria All staff Feb 2019

1. **Resource Tracking 2017 SWAP Status:** meets requirements

To meet this UN-SWAP performance indicator, ITU would need to continue the exercise that consists of estimating the resource level used to promote gender equality and women’s empowerment. Gender marker systems not specifically tied to tracking resources, but rather to assessing overall programme performance, should be rated as approaching requirements.

Outputs Owner/Involved Timelines

* 1. Report on gender marker and resource allocation for gender FRMD Nov-Dec
  2. Work w/ inter-agency finance group to improve gender marker work FRMD Dec

1. **Resource Allocation 2017 SWAP Status:** missing requirement

To meet this UN-SWAP performance indicators, ITU would need to have set and achieved a financial target for meeting its gender equality and empowerment of women mandate in all of its budgets, including regular, core, and extra-budgetary resources. Resources would need to cover coordination, capacity development, quality assurance, and inter-agency networking.

Outputs Owner/Involved Timelines

* 1. Set financial benchmark for resourcing GEM All/FRMD Nov-Dec

1. **Gender Architecture 2017 SWAP Status:** approaches requirements

To meet this UN-SWAP performance indicator, ITU would need gender focal points (1) at a P4 grade with (2) written terms of reference and (3) at least 20 per cent of their time allocated to gender functions. ITU’s gender department/unit would also need to be fully resourced. The gender post can be considered to be fully resourced if it has adequate human and financial resources to meet its gender equality and empowerment of women mandate, taking into account the UN-SWAP Performance Indicators. Resources would need to cover coordination, capacity development, quality assurance, and inter-agency networking.

Outputs Owner/Involved Timelines

* 1. Updated GTF ToRs/design/ ie co-leadership (men and women) GTF Mar-Jun
  2. Work with HR for formalization of new GFP ToRs into ePMDS GBS/HRMD/GTF Apr-Nov
  3. Parity in statutory committees EOs/HRMD

1. **Equal Representation of Women 2017 SWAP Status:** n/a;new indicator for 2017

To meet this UN-SWAP performance indicator, ITU would need to reach equal representation of women at all levels of staff.

Outputs Owner/Involved Timelines

* 1. Establish parity targets at each level as per UN system-wide strategy HRMD/GBS Jan
  2. Submit ITU’s gender parity strategy as per CEB letter of 27 Dec17 HRMD/GBS Apr-Jun

1. **Organizational Culture 2017 SWAP Status:** approaches requirements

To meet this UN-SWAP performance indicator, ITU would need to demonstrate that it is carrying out the following: (1) UN Ethics-related rules and regulations are enforced, with mandatory ethics training and zero tolerance for unethical behaviour is implemented; (2) Implement policies for the prevention of discrimination and harassment, including special measures for prevention from sexual exploitation and sexual abuse, ethics office, abuse of authority, administration of justice, conflict resolution and protection against retaliation; (3) Implement, promote, and report on facilitative policies for maternity, paternity, adoption, family and emergency leave, and childcare; (4) Implement, promote, and evaluate policies related to work-life balance, including part-time work, staggered working hours, telecommuting, scheduled breaks for extended learning activities, compressed work schedules, financial support for parents travelling with a child, and phased retirement; (5) Promote existing UN rules and regulations on work-life balance with an internal mechanism available to track implementation and accessibility by gender and grade; (6) Periodic staff meetings by units are scheduled during core working hours and on working days of staff working part-time, with teleconference or other IT means actively promoted; (7) Conduct regular global surveys and mandatory exit interviews which obtain and analyse data relevant for an assessment of the qualitative aspect of organizational culture and provide insight into issues that have a bearing on recruitment, retention, and staff experience.

Outputs Owner/Involved Timelines

* 1. Review and workplan for ethics-related training Ethics/HRMD
  2. Participate in CEB Task Force on sexual harassment SPM/JUR/HR/ETHIC Jan-Sep
  3. Propose gender-responsiveness work/life recommendations Staff Council/HRMD Jun-Aug
  4. Track work-life policy implementation by gender & grade HRMD ongoing
  5. Monitoring mechanism (i.e. annual survey/exit survey/interview) HRMD Oct-Dec
  6. Recruitment process and documents (incl. i.e. competencies) HRMD/GBS Mar-Jul
  7. Gender sensitization in procurement PROC Dec
  8. Gender balance in ITU statutory committees EOs/HRMD

1. **Capacity Assessment 2017 SWAP Status:** missing

To meet this UN-SWAP performance indicator, ITU would need to conduct an entity-wide assessment of staff capacity in gender equality and women’s empowerment, and a capacity development plan is established and updated at least every five years. Lack of capacity in promoting gender equality and the empowerment of women has been defined as one of the key constraints to better performance and leadership.

Outputs Owner/Involved Timelines

* 1. Conduct Gender Equality Capacity Assessment HRMD/GBS
  2. Capacity Development Plan (updated every 5 years) HRMD

1. **Capacity Development 2017 SWAP Status:** approaches requirements

To meet this UN-SWAP performance indicator, ITU would need to have ongoing mandatory training for all levels of entity staff at HQ, regional and country offices. Considered adequate is at least one day of training for new staff during the first year, minimum of one day of training once every two years after this. Gender specialists and gender focal points would receive specific, tailored training with a minimum two days of training a year on gender equality and women’s empowerment.

Outputs Owner/Involved Timelines

* 1. All staff complete mandatory “I Know Gender” training Staff/HRMD Dec
  2. Gender link in induction training/booklet (new staff) HRMD Jun-Aug
  3. Unconscious bias training HRMD Mar-Dec
  4. Training for GTF focal points (primaries) HRMD/GTF Oct-Dec

1. **Knowledge and Communication 2017 SWAP Status:** meets requirements

To meet this UN-SWAP performance indicator, ITU would need to regularly document and share knowledge on ICTs and gender equality and the empowerment of women, as well as the representation and status of women in ITU. The communication plan would need to include gender equality and women’s empowerment as an integral component of information dissemination. Communications would need to be gender-sensitive and draw attention to the gender dimensions of issues wherever relevant, and internal communications would need to draw attention to the representation and status of women within the institution.

Outputs Owner/Involved Timelines

* 1. GTF Welcome Package (ToRs, links, general info, etc.) GBS/GTF Jun-Aug
  2. Review internal communications strategy (ITU guidelines) COMM/GTF Jul-Sep
  3. Update sharepoint GBS/GTF ongoing
  4. Regular GTF meetings with actions GBS/GTF ongoing

1. **Coherence 2017 SWAP Status:** meets requirements

To meet this UN-SWAP performance indicator, ITU would need to participate systematically in inter-agency coordination mechanisms on gender equality and the empowerment of women, as well as participate in a UN-SWAP peer review process.

Outputs Owner/Involved Timelines

* 1. Gender equality and mainstreaming info to GTF/Sharepoint GBS/GTF Jan-Dec
  2. Participation in SWAP2.0 Pilot GBS/CSD Jan-Mar
  3. Participate at UN-SWAP Annual Meeting GBS/GTF Sep-Dec
  4. UN-SWAP peer review of 2018 report CSD/All business owners 2019

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