

# Annex I

## List of participants in Gender Audit Workshops

### I. Headquarters

#### A. IFP Social Dialogue

*Geneva, 8-9 November 2001*

No.	Name	Job Title	Office
1.	Ms. Patricia O'Donovan	Director	8-128
2.	Mr. Muneto Ozaki	Director of Research and Policy Development	1-39
3.	Alexandre Bardoux	External Collaborator	
4.	Mr. Giuseppe Casale	Senior Social Dialogue Specialist	8-132
5.	Ms. Marleen Rueda-Catry	Social Dialogue Specialist	8-121
6.	Mr. Tayo Fashoyin	Senior Social Dialogue Specialist	8-114
7.	Mr. Chris Land-Kazlauskas	Social Dialogue Specialist	
8.	Ms. Peggy Kelly	Social Dialogue Specialist	8-119
9.	Ms. Flory Liuchi de Lopez	Programme Secretary	8-124
10.	Ms. Shauna Olney	Social Dialogue Specialist	
11.	Mr. Walter Onubogu	External Collaborator	
12.	Ms. Elena Pisani	External Collaborator	
13.	Mr. Ludek Rychly	Senior Social Dialogue Specialist (8 November only)	8-110

#### B. ILO/AIDS Programme Audit

*Geneva, 12-17 November 2001*

No.	Name	Job Title	Office
1.	Mr. Frank Lisk	Director	7-65
2.	Dr. Benjamin O. Alli	Coordinator/Technical Cooperation	7-59
3.	Ms. Mangalika Atapattu	Secretary	7-61
4.	Ms. Marie-Claude Chartier	Legal Officer	7-82
5.	Dr. Héloïsa Farza		
6.	Ms. Sarah Haworth	Documentalist	7-57
7.	Ms. Lala Kagny	Junior Secretary	7-58
8.	Ms. Susan Leather	Senior Technical Officer	8-155
9.	Ms. Margherita Licata	Programme Assistant	7-82
10.	Mr. Alexandre Michon	Intern	
11.	Ms. Claire Mulanga	Senior Technical Officer	8-155
12.	Ms. Sonia Smith	Programme Assistant	7-82

C. Social Finance Programme  
Geneva, 22-23 November 2001

No.	Name	Job Title	Office
1.	Mr. Bernd Balkenhol**	Programme Manager	8-65
2.	Mr. Baldwin Beenackers	Associate Expert	8-53
3.	Mr. Craig Churchil**	Senior Expert	8-113
4.	Ms. Linda Deelen	Associate Expert	8-57
5.	Ms. Sabrina De Gobbi**	Associate Expert	8-55
6.	Ms. Dominique Gross**	Senior Expert	8-68
7.	Ms. Sonali Reddy**	Communication Assistant	8-53
8.	Mr. Peter van Rooij**	Expert	8-59

\*\* Participants who attended the feedback session

D. IFP/CRISIS  
Geneva, 29 November - 7 December 2001

No.	Name	Job Title	Office
1.	Ms. Eugenia Date-Bah	Director	10-25
2.	Ms. Loretta de Luca	Senior Economist	10-37
3.	Mr. Alfred Dube	Socio-Economic Reintegration Specialist	10-19
4.	Ms. Marie-Eliane Kombo	Intern	10-19
5.	Mr. Jayasankar Krishnamurty	Senior Economist	10-17
6.	Mr. Alfredo Lazarte-Hoyle	Senior Socio-Economic Reintegration Specialist	10-23
7.	Ms. Janine Rodgers	Socio-Economist	10-37
8.	Mr. Mike Shone	Senior Crisis Specialist	10-31
9.	Ms. Irma Specht	Socio-Economic Reintegration Specialist	10-19
10.	Ms. Brandi Tilton	External Collaborator	

E. Cooperatives (COOP)  
Geneva, 10-18 December 2001

No.	Name	Job Title	Office
1.	Mr. Juergen Schwettmann	Chief	11-15
2.	Mr. Finn Andersen	Associate Expert	
3.	Mr. Giancarlo Canzanelli (Feedback session only)	Local Economic Development Adviser	11-9
4.	Mr. Roberto di Meglio	Sr. Specialist in Cooperatives and Local Economic Development	11-4
5.	Mr. Carlien van Empel	Technical Officer in Local Economic Development	11-11

No.	Name	Job Title	Office
6.	Mr. Martin Gasser	Associate Expert	11-9
7.	Ms. Valérie Garnier	Associate Expert	11-9
8.	Mr. Emmanuel Kamdem	Senior Cooperative Specialist	11-6
9.	Mark Levin	Senior Cooperative Specialist	11-3
10.	Ms. Corinne McCausland	Secretary	11-13
11.	Ms. Anne-Brit Nippierd (Gender Focal Point)	Cooperative Development Specialist	11-1
12.	Mr. Huseyin Polat	Cooperative Development Specialist	11-10

F. InFocus Programme/Small Enterprise Development (IFP/SEED)  
Geneva, 18-28 February 2002

No.	Name	Job Title	Office
1.	Ms. Christine Evans-Klock	Director	11-50
2.	Mr. Cheikh Badiane (21 Feb)	Associate Expert	11-31
3.	Mr. Vitali Chelopoutov	Clerk	11-46
4.	Mr. Jens Christensen	Associate Expert	11-ter
5.	Mr. Martin Clemensson	Technical Specialist	11-61
6.	Ms. Julia Conway (26 Feb)	Fund Control Officer	11-32
7.	Ms. Christine Enzler	Junior Statistician	11-53
8.	Mr. Gerry Finnegan	Technical Specialist	11-33
9.	Ms. Annie Guyon	Secretary	11-47
10.	Mr. Klaus Haftendorn	Technical Specialist	10-63
11.	Ms. Rie Vejs Laursen	Technical Specialist	11-39
12.	Ms. Grania Mackie	Associate Expert	11-paysager
13.	Ms. Paula Miguel	Secretary	11-57
14.	Ms. Anne Posthuma	Technical Officer	1-37
15.	Ms. Maria Prieto	Technical Officer	11-65
16.	Mr. Gerhard Reinecke	Technical Officer	11-51
17.	Ms. Bas Rozemuller	Associate Expert	11-paysager
18.	Ms. Akemi Serizawa	Associate Expert	11-paysager
19.	Mr. Merten Sievers	Associate Expert	11-65
20.	Ms. Andrea Singh	Technical Specialist	11-49
21.	Ms. Akiko Suzuki	Associate Expert	11-31
22.	Ms. Lucille Turner	Executive Secretary	11-46
23.	Ms. Takafumi Ueda	Technical Specialist	11-61
24.	Mr. Nic van der Jagt	Associate Expert	11-paysager
25.	Mr. Kees van der Ree	Technical Specialist	11-31
26.	Ms. Chris Vuilleumier	Secretary	11-65

G. InFocus Programme on Promoting the Declaration  
Geneva, 27 February-14 March 2002

No.	Name	Job Title	Office
1.	Mr. Roger Bohning	Director	Programme Management and Technical Cooperation Activities
2.	Mr. Zafar Shaheed	Director	Promotional Activities Section
3.	Ms. Carmen Bernales	Secretary	Reports Section
4.	Ms. Caroline Chaigne-Hope	LAN administrator	
5.	Ms. Corinne Clet	Annual Reports Administrative Secretary	Reports Section
6.	Ms. Joanne Garnham	Office Assistant and Secretary	Promotional Activities Section
7.	Ms. Naomi Grobety	Regular Budget Administrative Assistant	
8.	Ms. Catherine Tappaz	Technical Cooperation Administrative Assistant	
9.	Ms. Coralie Thompson	IFP Secretary	
10.	Ms. Susan Brown	Communications Officer	Promotional Activities Section
11.	Mr. Jean-Pierre Delhomenie	Coordinator for Francophone countries	Technical Cooperation Activities Section
12.	Mr. Wael Issa	Technical Cooperation Support Officer	Technical Cooperation Activities Section
13.	Ms. Sasha Kamp	Intern	
14.	Ms. Thetis Mangahas	Programme and Operations Officer	Trafficked Forced Labour, Technical Cooperation Activities Section
15.	Ms. Caroline O'Reilly (Gender Focal Point)	Senior Programme Officer, Bonded Forced Labour	Technical Cooperation Activities Section
16.	Mr. Roger Plant	Head, Special Action Plan on Forced Labour	Technical Cooperation Activities Section
17.	Ms. Janine Rodgers	Technical Specialist on Discrimination	Reports Section
18.	Ms. Ana Romero	Senior Reports Officer	Reports Section
19.	Ms. Mara Steccazini	Associate Expert	
20.	Ms. Manuela Tomei	Senior Reports Officer Global Report on Discrimination	Reports Section
21.	Ms. Sanchir Tugschimeg	Young Professional	Technical Coop. Activities Section
22.	Ms. Maria-Luz Vega Ruiz	Labour Law and Relations Specialist	Technical Cooperation Activities Section

## II. Field Offices

### A. Kathmandu Area Office, 12-22 October 2001

No.	Name	Job Title	Office/Agency
1.	Ms. Leyla Tegmo-Reddy	Director	Area Office
2.	Mr. Krishna Acharya	National Project Coordinator, Nepalgunj	Sub-Regional Project of Prevention of Family Indebtedness Through Microfinance and Related Services
3.	Mr. Yadav Kumar Amatya	National Programme Coordinator	Area Office
4.	Mr. Rajan Aryal	Office Assisant	Area Office
5.	Ms. Rajni Bajracharya	Secretary	IPEC
6.	Mr. Erik Beemsterboer	Associate Expert	
7.	Ms. Charu Bist	Programme Assistant	Area Office
8.	Mr. Casper Edmonds	Associate Expert on Child Labour	IPEC
9.	Ms. Sita Devi Gurung	Secretary	Area Office
10.	Mr. A.F.M. Jamiluddin	Programme Officer	Area Office
11.	Mr. Hirendra L. Karna	Administrative Secretary	
12.	Mr. Mangal Maharjan	Driver	IPEC
13.	Ms. N. Shova Maharjan	Secretary (Nepal)	IPEC
14.	Ms. Anita Manandhar	Administrative Assistant/Secretary	
15.	Mrs. Nita Neupane	National Project Coordinator	Expansion of Employment opportunities for Women
16.	Ms. Anju Panday (SILWAL)	Secretary	
17.	Mr. Uddhav Raj Poudyal	National Project Manager	
18.	Mr. Suresh Pradhan	National Project Coordinator	Towards the Elimination of Bonded Child Labour in Nepal (Second phase)
19.	Ms. Shreejana Ranjitkar	Administrative Assistant	
20.	Mr. Bimal Rawal	National Project Coordinator	
21.	Mr. Syed Zahir Sadeque	Chief Technical Advisor	IPEC/DECLARATION Project on Sustainable Elimination of Bonded Labour in Nepal
22.	Mr. Sitaram Sapkota	Driver	
23.	Mr. Bekha Narayan Shahi	Senior Driver	Area Office
24.	Ms. Sonika Shresta	Administrative Secretary	Strengthening of the National Occupation Safety and Health Centre in the Ministry of Labour and Transport Management
25.	Ms. Kapila Singh (AMATYA)	Administrative Secretary	

No.	Name	Job Title	Office/Agency
26.	Ms. Tine Staermose	Chief Technical Advisor	South Asian Sub/Regional Programme to Combat the Trafficking of Children for Exploitative Employment in Bangladesh, Nepal and Sri Lanka
27.	Ms. Ismène R.A.C. Stalpers	Associate Expert	STEP
28.	Ms. Dilkumari Thapa	Secretary	Area Office
29.	Mr. Ram S. Thapa	Senior Secretary	

#### Workshop with partner organizations in implementation

No.	Name	Job Title	Office/Agency
1.	Mr. P.P. Acharya		Expansion of Employment Opportunities for Women (EOW) DEPROSC-N. (Development Program on rural micro credit, Nepal)
2.	Mr. Madhav Adhikari	President	Nepal National Teachers Association (NNTA) (Lawyers Association) Child Labour – Direct Support
3.	Ms. Shashi Adhikary		LACC
4.	Ms. Ishwori Bhattarai	Under-Secretary	MOWCSW (Ministry for Women, Children and Social Welfare)
5.	Ms. Pratima Chettri		Account Office, LACC (Lawyers Association)
6.	Mr. Tilak Jang Khadka		NTUC (National Trade Union Confederation of Nepal)
7.	Ms. Rima Manandhar	Programme Officer	CDS (Child Development Society), Chabahil
8.	Dr. T.R. Parajuli	Assistant Dean	Faculty of Education, TU (social justice education)
9.	Dr. Lokendra Paudyal		Medialine
10.	Mr. J. Pokhrel		Child Labour - Institution Building
11.	Mr. Rajendra B. Pradhan		SOLVE-Nepal
12.	Dr. Hari.D. Ranjitkar	AP Coordinator	Kathmandu Metropolitan Corporation (child domestic workers) (Kathmandu Municipality)
13.	Ms. Prema Regmi		ABC/Nepal, Executive Member
14.	Mr. Bhogendra Sharma	Executive Director	Trafficking/ CVICT (Centre for Victims of Torture) (psycho-social counselling, capacity building)
15.	Mr. Prakash Sharma	AP Supervisor	CDS (Child Development Society)
16.	Mr. Yub Raj Sharma	Project Chief	Occupational Safety and Health Centre (OSHC)
17.	Ms. Bina Shrestha		Bonded labour GEFONT (General Federation of National Trade Unions)
18.	Mr. Rajendra B. Shrestha		NASPEC (carpet industry)

### Workshop with partner organizations in implementation

No.	Name	Job Title	Office/Agency
19.	Ms. Sumitra Shrestha		MAITI Nepal (Mother's place)
20.	Mr. Nav Raj Simkhada	DVN (consultant)	Centre for Microfinance
21.	Mr. Govinda Subedi		CDPS, TU (Centre for Development and Population Studies, Tribhuvan University)

### Workshop with constituents (*Government*)

No.	Name	Job Title	Office/Agency
1.	Mr. Rabindra Adhikary		MOL/TM (Ministry of Labour and Transport Management)
2.	Mr. K.K. Kark		Ministry of Law, Justice and Parliamentary Affairs
3.	Mr. Durga Khatiwada		NPC (National Planning Commission)

### Workshop with constituents (*Employers*)

No.	Name	Job Title	Office/Agency
1.	Ms. Shanti Chada		Women Entrepreneurs in FNCCI
2.	Mr. Neupane		FNNCI

### Workshop with constituents (*Workers*)

No.	Name	Job Title	Office/Agency
1.	Ms. Tila K.J. Khadka		NTUC (National Trade Union Confederation)
2.	Ms. Lila Manandhar		NTUC-GEP
3.	Mr. Bishnu Rimal	General Secretary	GEFONT (General Federation of Nepalese Trade Unions)
4.	Ms. Bina Shrestha		GEFONT
5.	Mr. Sudarshan Sigdel		DECONT (Confederation of Nepalese Trade Unions)

### Workshop with *NGOs*

No.	Name	Job Title	Office/Agency
1.	Ms. Meera Dhavgena		Forum for Women, Law and Development
2.	Mr. Sarba Raj Khadka		RRN (Rural Reconstruction Nepal)
3.	Ms. Indira Rana		National Human Rights Commission Women
4.	Mr. Jiyam Shrestha		Concern for Children and Environment in Nepal (Concern-Nepal)
5.	Mr. Navin Singh	Programme Officer	Communicators' Forum (women in media)

B. ILO Gender Audit MDT/AO Budapest  
8-16 November 2001

No.	Name	Job Title	Office/Agency
1.	Mr. Jean Pierre Laviec	Director	Area Office
2.	Ms. Aranka Balas	Programme Assistant (working with Jean-Marie and Youcef)	
3.	Ms. Mercedes Birck	Programme Assistant (working with Elaine)	
4.	Mr. Marco Calamai	Consultant	Stability Pact
5.	Mr. Fabrizio Caponnetto	Associate Expert	Labour Market Policies
6.	Ms. Dimitrina Dimitrova	Senior Specialist	Workers' Activities
7.	Ms. Anna Farkas	Librarian	
8.	Ms. Elaine Fultz	Senior Specialist	Social Security
9.	Mr. Youcef Ghellab	Senior Specialist	Social Dialogue and Labour Relations
10.	Ms. Minna Hanhijarvi	Programme Officer	Gender Focal Point
11.	Ms. Eike Hindov (part-time)	National Correspondent	Estonia
12.	Ms. Eva Horvath	Senior Secretary for the Director	Area Office
13.	Mr. Vasil Kostrytsya	National Correspondent	Ukraine
14.	Mr. Tünde Lovko	Financial Assistant	
15.	Ms. Plamenka Markova	National Correspondent	Bulgaria
16.	Ms. Christina Mihes	National Correspondent	Romania
17.	Ms. Lilian Orz	Senior Finance Assistant	Finance Unit
18.	Ms. Annie Rice	Senior Specialist	Occupational Safety and Health
19.	Mr. Markus Ruck	Expert	Social Security (detached from German Ministry of Labour)
20.	Mr. Ildiko Simon	Programme Assistant (working with Annie)	
21.	Ms. Jean-Marie Standaert	Senior Specialist	Employers' Activities
22.	Ms. M.D. Stefanska	National Correspondent	Poland
23.	Mr. Balint Szabo	General Assistant	
24.	Ms. Eszter Szabo	Programme Assistant (working with Dimitrina)	
25.	Ms. Leyla Tanovic	National Correspondent	Bosnia and Herzegovina
26.	Mr. Gavlo Terez	Financial Clerk	



No. Name	Job Title	Office/Agency
27. Mr. A. Topi	National Correspondent	Albania
28. Ms. Agnes Toth	Financial Clerk	
29. Mr. Josef Varga	IT Assistant	
30. Mr. Boris Vavro (part-time)	National Correspondent	Slovakia

#### Meeting with ILO constituents

No. Name	Job Title	Office/Agency
1. Ms. Eva Geiger	CEHIC	Confederation of Hungarian Employers' Organizations
2. Ms. Erika Lukacs	Political State Secretary	Prime Minister's Office
3. Ms. Carmen Svastic		Women's Office, Ministry for Social and Family Affairs of Hungary
4. Ms. Elisabeth Szabo	MSZOSZ	National Confederation of Hungarian Trade Unions
5. Mrs. Erzsabeth Szita Zoldyne		Ministry for Social and Family Affairs of Hungary

#### C. Area Office Dar-es Salaam 3-4 December 2001

#### Workshop with Professional and General Staff

No. Name	Job Title	Office/Agency
1. Mr. Ali Ibrahim Mohamed+	Director	Area Office
2. Ms. Anushka Abeynayke**	Associate Expert	
3. Mr. Yusuf Bendera	Driver	SLAREA
4. Ms. Susan Chimalira**	Secretary	SLAREA
5. Ms. Sophia Emesu**	Administrative assistant	Area office
6. Mr. Seif Hamis	Finance and Administrative assistant	IPEC
7. Mr. Mohamad Johar	Senior messenger/driver	Area Office
8. Ms. Mwanamtanga Kajiru**	Secretary to Deputy director	Programming Unit, Area Office
9. Ms. Lucy Kanza**	Finance and Administrative assistant	SLAREA
10. Ms. Sophia Karanda**	Project secretary	IPEC
11. Mr. Alphonse Kiduko	Senior driver	Area Office

### Workshop with Professional and General Staff

No. Name	Job Title	Office/Agency
12. Mr. Arthur Luanda**	Finance assistant	Area office
13. Mr. William Mallya**	National Project Coordinator	IPEC Action Programme Tanzania
14. Ms. Marietta Ch.Mcha	Jobs for Africa Project Assistant	
15. Ms. Issa Mfinanga**	Programme assistant	Area office
16. Mr. Magnus Minja**	Registry Assistant	
17. Ms. Yolanda Missano**	Secretary to Director	Area office
18. Mr. Martin Mkuye	National Project Coordinator	IPEC Education and Training project
19. Ms. Naima Mohamed	Receptionist /Typist	
20. Ms. Margaret Mrisho**	Secretary/ typist	Area Office
21. Mr. M.Mulima	Clerk/ driver	SLAREA
22. Ms. E. Mwakalinga**	Senior Secretary	SLAREA
23. Mr. John Mwangosi**	Finance/ Administrative clerk	Area Office
24. Mr. Anthony Rutabanzibwa	Programme Officer	

### Workshop with constituents and partners (*Government*)

No. Name	Job Title	Office/Agency
1. Ms. Constansia Gabusa		Women and Gender Department Ministry of Community Development, Women Affairs and Children
2. Mr. David Kaali		Ministry of Labour, Youth Development and Sports, ILO Focal point

### Workshop with constituents and partners (*Workers*)

No. Name	Job Title	Office/Agency
1. Ms. Philippina Mosha	Project Coordinator /Education and Gender Coordinator	Trade Union Congress of Tanzania

### (*Women's NGOs*)

No. Name	Job Title	Office/Agency
1. Ms. Siham Ahmed		Tanzania Gender Networking Programme
2. Ms. Irene K.Bwire		Information, Lobbying and Advocacy, National Task Force, Tanzania Media Women's Association

(Women's NGOs)

No.	Name	Job Title	Office/Agency
3.	Mr. Damas Dandi**	National Programme Coordinator	Jobs for Africa-Tanzania
4.	Ms. Sefu Hamisi**	Finance & Admin. Assistant	IPEC – Tanzania
5.	Ms. Alodia Ishengoma**	National Expert	URT/97/022-Waste Management
6.	Ms. Mary Kibogoya**	National Project Coordinator	Commercial Agriculture project
7.	Ms. Dolla Kitundu**	Secretary	Jobs for Africa-Tanzania
8.	Ms. Betty Mingi	Consultant	Promoting women's employment in context of structural adjustment Task Force
9.	Ms. Flora Minja**	National Project coordinator	INT/99/01/MNET -LINKAGES
10.	Mr. Martin Mkuye**	National Project coordinator	IPEC – Tanzania Education and Training project
11.	Ms. Mayasa Mkwawa**	Project Senior Secretary	IPEC – Tanzania
16.	Mr. J. Ole-Kaunga**	Regional Programme Officer	Indigenous People of Africa

\* Attended the Audit and Feedback Sessions

\*\* Attended the Feedback Session only

+ Attended the Interview Session only

Bangkok Area Office/East Asia Multidisciplinary and Advisory Team (BAO/EASMAT)  
4-14 December 2001

No.	Name	Job Title	Office/Agency
1.	Mr. Ian Chambers	Director	Area Office
2.	Mr. E.F.G. Amerasinghe	Senior Specialist in Employers' Activities	Area Office
3.	Ms. Sumalee Arayakosol	Programme Officer	Area Office
4.	Ms. Suradee Bhadarsiri	Programme Assistant	Area Office
5.	Ms. Amittada Boonmontira	Secretary	Area Office
6.	Ms. Supaporn Chandraprasert	Senior Secretary	Area Office
7.	Ms. Maneewan Chat-uthai	National Program Manager	IPEC-Thailand
8.	Ms. Nelien Haspels	Women and Gender Questions	Area Office
9.	Mr. Chang Hee Lee	Senior Specialist on Industrial Relations	Area Office
10.	Mr. Wanchai Kaiyanan	Admin Assistant	Area Office
11.	Mr. Tsuyoshi Kawakami	Occupational Safety and Health Specialist	Area Office
12.	Ms. Eriko Kiuchi	Associate Expert on IPEC (Trafficking)	IPEC
13.	Ms. Wanida Losithong	Secretary	Area Office
14.	Ms. Elizabeth Morris	Labour Market and Human Resources Policies Specialist	Area Office
15.	Ms Pongsri Phamtumvanit	Deputy Director	Area Office
16.	Ms. Piyamal Pichaiwongse	Programme Officer	Area Office

No.	Name	Job Title	Office/Agency
17.	Ms. Taveevan Pinsuvan	Senior Secretary	Area Office
18.	Ms. Pranee Praepanitchai	Secretary	Area Office
19.	Ms. Naiyana Punnakitti	Senior Secretary	Area Office
20.	Mr. Raghwan	Senior Specialist in Workers' Activities	Area Office
21.	Mr. Damrong Santipongsak	Driver	Area Office
22.	Mr. Teerasak Sirirattanothai	Secretary	Area Office
23.	Mr. Junichi Takawa	Chief Technical Advisor	Japan Multi-bi Project
24.	Mr. John van Rijn	Associate Expert on Infrastructure	ASIST
25.	Ms. Malee Verojanavat	Senior Secretary	Area Office
27.	Ms. Chomesri Vichitlekakarn	Senior Programme Officer	Area Office
28.	Ms. Sugunya Voradilokkul	Secretary	Area Office
29.	Mr. Gunnar Walzholz	Technical Specialist on HIV/AIDS and the World of Work	Area Office

#### Workshop with constituents

No.	Name	Job Title	Office/Agency
1.	Ms Chantawipa Apisuk	Director	EMPOWER Foundation
2.	Ms. Boonyawee Aueasiriwon	Social Security Analyst	Technical Studies and Planning Division
3.	Ms. Ladda Buasuwan	Chief, Women Activities	Labour Congress of Thailand (LCT)
4.	Ms. Jeranan Chanpanit	General Administrative Official	Occupational Assistance Division
5.	Ms. Suwaree Jaihar	Senior Social Workers Occupational Assistance Division	Department of Public Welfare, Ministry of Labour and Social Welfare
6.	Ms. Patratipa Kanchanaguha	Chief, Technical and International Standards Sub-Division International Affairs Division	Office of the Permanent Secretary Ministry of Labour and Social Welfare
7.	Ms. Siriporn Suwanaprom	Foreign Relation Officer, Technical Studies and Planning Division	Social Security Office, Ministry of Labour and Social Welfare
8.	Ms. Chantip Kaosard	Director	Member Relations
9.	Ms Rakawin Leechanavanichpan (1)	Director	HomeNet
10.	Ms. Ariya Limsuwat	Chief, International Cooperation Sub-Division International Affairs Division	Office of the Permanent Secretary Ministry of Labour and Social Welfare
11.	Mr Pairat Lumyong	Director, Studies and Planning Division	Department of Employment, Ministry of Labour and Social Welfare
12.	Ms. Aroonwan Pengwanich	Senior Labour Officer	Department of Labour Protection and Welfare, Ministry of Labour and Social

### Workshop with constituents

No.	Name	Job Title	Office/Agency
			Welfare
13.	Mr. Poonsak Pramong	Policy and Plan Analyst	Labour and Social Welfare Studies Bureau
14.	Ms. Siriwan Romchatthong	Executive Director	Employers' Confederation of Thailand (ECOT)
15.	Ms. Puntrik Smiti	Director, Woman and Child Skill Development Coordination Division	Department of Skill Development, Ministry of Labour and Social Welfare
16.	Ms. Nimnual Songsanun	Senior Vocational Training Officer	
17.	Ms. Sukarnta Sookphaita	Treasurer	
18.	Ms. Suvanee Tirasest	Senior Labour Officer	Child and Women Labour Division
19.	Professor Pawadee Tonguthai	Faculty Member	Faculty of Economics Thammasat University
20.	Ms. Supa Wongthongdee	Senior Labour Administrative Officer	Employment Service Division

### Gender Audit in ILO Moscow, 7-18 March

No.	Name	Job Title	Office/Agency
1.	Ms. Pauline Barrett-Reid	Director	Area Office
2.	Mr. Sergey Aksentyev	Driver	Computer Maintenance
3.	Ms. Elena Amelina	Head of Administrative and Finance Unit	
4.	Mr. Erwin Blasum	Deputy Director Senior Specialist for employers' activities	Area Office
5.	Mr. Alexander Bondarenko	Senior Computer Specialist	
6.	Ms. Severine Deboos	Programme Assistant	Enterprise Development
7.	Mr. Vladimir Dekhtierov	Administration and Finance Assistance	
8.	Ms. Tatiana Dolgolenko	Cleaning personnel	
9.	Ms. Tatiana Dorinskaya	Administration and Finance Clerk	
10.	Ms. Anastasia Dubova	Documentation Clerk	
11.	Ms. Arina Gragenskaya	Programme Assistant	Workers' Activities
12.	Ms. Ekaterina Ivanova	Focal Point on the HIV/AIDs and the World of Work	
13.	Ms. Rimma Kalinchenko	Focal Point on Poverty	OSH and Programming
14.	Ms. Irina Melekh	Gender Focal Point	

Gender Audit in ILO Moscow, 7-18 March

No.	Name	Job Title	Office/Agency
15.	Ms. Pirjo Mikkonen	IPEC Coordinator	
16.	Ms. Svetlana Misikhina	Social Budgeting Project Coordinator	
17.	Ms. Elena Morozova	Programme Assistant	Employers' Activities
18.	Ms. Olga Mzhavanadze	Programme Assistant	Enterprise sector
19.	Ms. Ludmila Ouskova	Public Information Officer	
20.	Mr. Sten Toft Petersen	Senior Specialist for Workers' Activities	Area Office
21.	Mr. Vitaly Savine	International Labour Standards Senior Specialist	
22.	Ms. Natalya Shcharbakova	Programme Assistant	Social Dialogue, Migration

Meeting with constituents

No.	Name	Job Title	Office/Agency
1.	Ms. Gracheva Aleksandra Aleksandrovna		Employment Dept., Ministry of Labour and Social Dept.
2.	Ms. Melkinova Tatiana Aleksandrovna		Dept. for Family, Children and Women
3.	Ms. Matveeva Lubov Andreevna		Coordinating Council of Employers' Union of Russia
4.	Mr. Stepanov Viktor Fedorovich		International Dept.
5.	Ms. Razina Svetlana Grigorievna		All-Russia Confederation of Labour
6.	Mr. Nedoboy Igor Ivanovich		Coordinating Council of Employers' Union of Russia
7.	Ms. Myslyaeva Irina Nikolayevna		All-Russia Confederation of Labour
8.	Ms. Sudarikova Larissa Nikolayevna		Demography and Social Protection Department
9.	Ms. Moskvina Marina Valerievna		Coordinating Council of Employers' Union of Russia
10.	Mr. Lukonin Sergey Viktorovich		Coordinating Council of Employers' Union of Russia

(NGOs)

No.	Name	Job Title	Office/Agency
1.	Ms. Svetlana Aivazova		Commission on the Situation of Women under the Plenipotentiary of the President in the Central Federal Region
2.	Ms. Elena Bashun		Women's Union of Russia
3.	Ms. Marina Baskakova		Moscow Centre of Gender Studies

(NGOs)

No.	Name	Job Title	Office/Agency
4.	Ms. Natalya Bychkova		Moscow House of NGOs under the Moscow Govt.
5.	Ms. Elena Ershova		Consortium of Women's Non-Governmental Associations
6.	Ms. Svetlana Kainova		International Development Centre for Modular Training
7.	Ms. Elena Kulagina		Moscow Centre for Gender Studies
8.	Ms. Elena Shipilenko		Women's Information Network

Brasilia, 2-12 April 2002

No.	Name	Job Title	Office/Agency
1.	Mr. Armand F.Pereira	Director	
2.	Mr. Info Sabino Amaral de Aguiar	Motorista	
3.	Ms. Maria Informa Mello da Cunha	Oficial Infor de Programación	
4.	Mr. Lucienne Freire	Consultora del Proyecto de Información y Diversidad	
5.	Ms. Sônia Levi	Asistente de Finanzas y de Programación	
6.	Mr. Nadir Magalhães	Asistente Administrativa del Proyecto Informac para la Prevención y Información del Trabajo Informac Doméstico del IPEC*	
7.	Ms. Bernardeth Martins	Asistente de Finanzas, de Personal y de Administración	
8.	Mr. Renato J. Mendes	Coordinador Nacional del Proyecto Informac para la Prevención y Información del Trabajo Informac Doméstico do IPEC*	
9.	Mr. Jaime Mezzera	Director Adjunto	
10.	Ms. Josélia Abreu de Oliveira	Oficial de Información, Bibliotecaria	
11.	Mr. Pedro Américo Furtado de Oliveira	Coordinador Nacional del IPEC*	
12.	Mr. Moema Prado	Coordinadora Nacional del Proyecto de Educación del IPEC*	
13.	Ms. Márcia Maria Fonseca Prates	Asistente del Director	
14.	Ms. Nívia Maria Cardoso Rodrigues	Secretaria del Director Adjunto y de la Oficial de Programación	

Yaoundé, Cameroon, 15-29, April 2002

No.	Name	Job Title	Office/Agency
1.	Ms. Françoise Achio	Directrice	
2.	Mr. Jean-Paul Andika	Registry	
3.	Ms. Christine Bejedi	Appui à la Sécurité sociale	
4.	Mr. Pape Ibrahima Beye	Spécialiste Activités Employeurs	
5.	Mr. Carlos Garcia Blesa	Spécialiste-Emploi	
6.	Mr. Georges Bokally	Documentaliste	
7.	Mr. Alexis Nkongo Dikoume	Chauffeur-Messenger	
8.	Mr. Germain Djeutcheu	Assistant chargé des Affaires généraux	
9.	Ms. Jacqueline Ngonlong Elat	Assistante Normes & Dialogue Social	
10.	Ms. Flavienne Enoa	Assistante Secteur Emploi + Coopératives	
11.	Mr. Michel Nyunai Gwed	Assistant au Registry	
12.	Ms. Brigitte Kaptué	Appui à l'audit Genre	
13.	Ms. Fatoumata Keita	Chargée de programme	
14.	Mr. Sébastien Kouemo	Assistant au Chargé de programme	
15.	Mr. Fabien Lemnyuy	Chaffeur de la Directrice	
16.	Mr. Monique Ngo Likeng	Assistante chargée du Personnel + Voyages	
17.	Ms. Geneviève Pevoubou Magnifet	Assistante administrative et financière	
18.	Mr. Rawane Mbaye	Spécialiste Activités Travailleurs	
19.	Ms. Patricia Isimat-Mirin	Spécialiste- Normes	
20.	Mr. Joseph Jean Marie Momo	Chargée de programme	
21.	Mr Christine Okom	Assistante comptable et financière	
22.	Mr. Emmanuel Rubayiza	Director adjoint	
23.	Mr. Charles Kameni Tianguou	Assistant au SPASO	
24.	Ms. Mispa Tjeega	Secrétaire de Direction	
25.	Mr. Aboudou Cheaka Touré	Spécialiste-Coopérative	
26.	Ms. Yuka Okumura	Experte Associée	



## Meeting with constituents

No.	Name	Job Title	Office/Agency
1.	Mme. Cathérine Bakang Mbock	Madame le Ministre de la Condition féminine du Cameroun	
2.	Dr. Marie Madeleine Fouda	Madame le Ministre des Affaires Sociales du Cameroun	
3.	Mme. Beesike A. Koung	Madame la Secrétaire Générale, Ministère du Travail, de l'Emploi et de la Prévoyance sociale	
4.	Mme. Thérèse Tchouanga	GICAM	
5.	Mme. Ruth Ekout	Confédération syndicale des Travailleurs du Cameroun (CSTC)	
6.	Mme. Catherine Oubilitek	Confédération syndicale des Travailleurs du Cameroun (CSTC)	
7.	M. Philippe Njifon	Secrétaire confédéral chargé de l'information et de la communication de l'Union des Syndicats libres du Cameroun (USLC) ; Président de la Fédération Nationale professionnelle des travailleurs des collectivités territoriales du Cameroun	
8.	Honorée Essakal	Responsable, Section Femme de l'Union des Syndicats Libres du Cameroun	

## H. ARMAT/ROAS 15-29 April 2002

No.	Name	Job Title	Office/Agency
1.	Mr. Jean-Michel Servais	Director	
2.	Mr. Abhad	Ancillary Staff	
3.	Ms. Leila Bekdache	Administration	
4.	Ms. Rania Bikhazi	Enterprise specialist	
5.	Ms. Mrina Chmouny	Admin/IT	
6.	Ms. Magda Dajani	Librarian	
7.	Mr. Ali Danash	Driver, reception	
8.	Mr. Khaled Doudine	ILO Coordinator for Palestine	
9.	Ms. Amal El Fakhoury	Administrative Secretary	
10.	Mr. Harmoush Ghassan	Auditor	
11.	Mr. Walid Hamdan	Workers specialist	
12.	Ms. Zeina Harakeh	Secretary	
13.	Ms. Osseiran Hazat	IPEC project coordinator - Lebanon (local contract)	
14.	Ms. Rabia Jalloul	National Programme Officer	
15.	Ms. Shaya Al Jundi	National Programme Officer	
16.	Mr. Hadi Khazem	Office assistant	
17.	Ms. Ajami Maha	Secretary	

H. ARMAT/ROAS 15-29 April 2002

No.	Name	Job Title	Office/Agency
18.	Ms. Khawla Mattar	(IPEC coordinator and Information officer for ROAS) (international contract)	
19.	Ms. Najia Menassa	Secretary	
20.	Mr. Gaby Bou Mosleh	Driver	
21.	Ms. Safinaz Moughrabi	Secretary	
22.	Ms. Lynna Moukarzel	Secretary	
23.	Mr. Zousef Quarzouti	Rehabilitation specialist	
24.	Ms. Reham Rached	Information Assistant	
25.	Ms. Sasithorn Santiwongsakul	Chief Programme officer	
26.	Ms. Rasha Tabbara	National Programme officer	
27.	Mr. Abdallah Youhair	International Labour Standards Specialist	

## Annex II: List of Trained Gender Audit Facilitators

Sector	Unit	Name
Rights Sector	ED/NORM	Mr. Steven Oates
	IPEC	Ms. Anita Amorim
	POLNORM	Mr. Oliver Liang
Employment Sector	ED/EMP/MSU	Ms. Karin Klotzbuecher
	GENPROM	Ms. Sriani Ameratunga
	GENPROM	Mr. Ian Croucher
	GENPROM	Ms. Katerine Landuyt
	GENPROM	Ms. Naoko Otobe
	IFP/SEED	Mr. Gerry Finnegan
	IFP/SEED	Ms. Grania Mackie
	IFP/SEED	Ms. Akemi Serizawa
Social Protection Sector	ILO/AIDS	Ms. Sonia Smith
	ILO/AIDS	Ms. Brigitte Zug
	SOL/POL	Ms. Carmen Solorio
Social Dialogue Sector	ACTRAV	Ms. Amrita Sietaram
	GLLAD	Ms. Ileana Herrell
	GLLAD	Ms. Jane Hodges
	IFP/DIALOGUE	Mr. Chris Land-Kazlauskas
	SECTOR	Mr. Yasuhiko Kamakura
	SECTOR	Mr. John Myers
	Consultant	Ms. Lydia Rouamba
	Consultant	Mr. Tobias Pietz
	Gender Bureau	Ms. Adrienne Cruz
	Gender Bureau	Ms. Linda Wirth
	Gender Bureau	Ms. Petra Ulshoefer
Gender Bureau	Ms. Jane Zhang	
PROGRAM	Ms. Reiko Tsushima	
CODEV	Ms. Mara Steccazzini	
Turin Centre	Ms. Simonetta Cavazza	



# Annex III: DOCUMENTS ANALYSED IN THE GLOBAL DESK REVIEW AND THE 15 PARTICIPATORY GENDER AUDITS

## Notes:

1. Entries from local audits contain the name of the work unit to which they apply in parentheses after each reference, if not otherwise identifiable.
2. Many documents relating to IFP/DIALOGUE were read as part of a separate review of the IFP by Margarita Zambrano whose results were fed into the gender audit report. See M. Zambrano, 'Gender review of the InFocus Programme of Strengthening Social Dialogue' (November 2001).

## ▪ **International Labour Standards and the Declaration on Fundamental Rights and Principles at Work (the Declaration)**

### **GLOBAL DESK REVIEW**

Convention 3: Convention concerning the employment of women before and after childbirth. 1919 (came into force 1921). Revised in 1952 by Convention no. 103 and in 2000 by Convention no. 183

Convention 4: Convention concerning employment of women during the night (came into force 1921). Revised in 1934 by Convention no. 41 and in 1948 by Convention no. 89

Convention 100: Convention concerning equal remuneration for men and women workers for work of equal value. 1951 (came into force 1953)

Recommendation 102: Recommendation concerning welfare facilities for workers, 1952

Convention 111: Convention concerning discrimination in respect of employment and occupation. 1958 (came into force 1960)

Recommendation 111: Recommendation concerning discrimination in respect of employment and occupation, 1958

Convention 142: Convention concerning vocational guidance and vocational training in the development of human resources, 1975

Convention 149: Convention concerning employment and conditions of work and life of nursing personnel. 1977 (came into force 1979)

Convention 156: Convention concerning equal opportunities and equal treatment for men and women workers: workers with family responsibilities. 1981 (came into force 1983)

Convention 171: Convention concerning night work. 1990 (came into force 1995)

Convention 175: Convention concerning part-time work. 1994 (came into force 1996)

Convention 177: Convention concerning home work. 1996 (came into force 2000)

Convention 181: Convention concerning Private Employment Agencies. 1997 (came into force 2000)

Convention 182: Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour. 1999 (came into force December 2000)

Convention 183: Convention concerning the revision of the Maternity Protection Convention (Revised), 1952. June 2000 (not yet in force, May 2002)

Convention 184, Safety & Health in Agriculture, 2001

*Recommendation 4, concerning the protection of women and children against lead poisoning, 1919*

*Recommendation 12, concerning the protection, before and after childbirth, of women wage-earners in agriculture, 1921*

*Recommendation 13, concerning night work of women in agriculture, 1921*

Application of International Labour Conventions, ILC, 88th session, 2000. Report of Committee of Experts on application of the conventions during 1999—2000

*Declaration on Fundamental Principles and Rights at Work, and its Follow-up, 1998. ILC 86th session, June 1998*

*Review of annual reports under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work. Part 1: Introduction by the ... Expert-Advisers to the compilation of annual reports (GB.283/3/1), March 2002*

Report forms for the ILO Declaration annual follow-up concerning non-ratified fundamental Conventions:

- (a) Freedom of association and the effective recognition of the right to collective bargaining (2002);

- (b) Elimination of all forms of forced or compulsory labour (2002):
- (c) Effective abolition of child labour (2002):
- (d) Elimination of discrimination in respect of employment and occupation (2002)

*Seventh survey on the effect given to the Tripartite Declaration of Principles concerning multinational enterprises and society. Pt 1: Analytic report ....* [Governing Body agenda item on follow-up and promotion of MNE Declaration] March 2001.

A note on progress with the ILO Declaration on Fundamental Principles and Rights at Work.  
Presentation at conference of the ministers of Labour of G8 countries, Turin, November 2000  
Margarita Zambrano, 'Mainstreaming gender in the supervision of International labour Standards'.  
Evaluation report for EGALITE, March 2000  
Kaat Landuyt, 'Gender mainstreaming in the ILO International Labour Standards: an analysis'.  
Evaluation report for EGALITE, n.d. [1999]

**GENDER AUDITS (not including those documents already appearing in global desk review list):**

Analysis of Convention 122 in Poland, Romania and Croatia since 1999-2000 (Budapest)  
Review of the forms for Annual Reports under the Follow-up, March 2002 (GB.283/LILS/3) (DECLARATION)  
Follow-up to the ILO Declaration: priorities and action plans for technical cooperation, document for the Governing Body's Committee on Technical Cooperation (GB.279/TC/3) (DECLARATION)  
List of Expert-Advisers dated 22 Feb. 2002 (DECLARATION)

▪ **Policy documents (including Resolutions, Codes of Practice)**

**GLOBAL DESK REVIEW**

*Decent work*, Report of the Director-General, International Labour Conference, 87th session, 1999.  
Geneva: ILO, 1999

*Decent work for women: An ILO proposal to accelerate the implementation of the Beijing Platform for Action.* Geneva: Bureau for Gender Equality, ILO, 2000

Circular 564: Gender mainstreaming, Director-General's Office, 17 December 1999

*Circular 145: Policy statement on equality of opportunity and treatment for women in the ILO, Personnel, 24 July 1978*

*Circular 493: Promotion of equality of opportunity and treatment for women in the ILO, Personnel, 6 October 1993*

'The Decent Work agenda and poverty reduction: ILO contribution to the IMF/WB Comprehensive Review of the PRSP approach', Washington, January 2002

LC 88 (2000) Resolution on HIV/AIDS, June 2000

*ILO/AIDS, An ILO Code of Practice on HIV/AIDS and the world of work* Geneva: ILO, 2001

Bureau for Gender Equality, 'Gender equality between women and men in the world of work (general discussion based on the integrated approach)'. Proposal for general discussion at ILC 2004, 2001

**GENDER AUDITS**

A. Berar/ARMAT Team Members: Employment, Social Protection and Social Dialogue – An Integrated Policy Framework for Promoting Decent Work in Bahrain (January – February 2002) (Beirut)

Country Employment Policy Review (CEPR) Republic of Yemen, Terms of Reference, Regional Office for Arab States, Beirut, 2001. (Beirut)

Gender Policy booklet published in 1999 by Tanzania Federation of Free Trade Unions (TFTU) (Dar)

Gender Policy booklet published in February 2001 by Tanzania Plantation and Agricultural Workers Union (TPAWU) (Dar)

National Labour Policy (2056) 1999. Kathmandu Area Office (Kathmandu)

Employment in Nepal, Prospects and Policies. ILO South Asia Multidisciplinary Advisory Team (SAAT), New Delhi (Kathmandu)

Agreements of cooperation between the ILO and 8 countries: Slovakia, Poland, Bulgaria, Estonia, Latvia, Lithuania, Romania, Slovenia (mainly June 2000) (Budapest)

Proposal for the Bulgarian Government on youth employment policy (O'Higgins and others) (Budapest)

COOP's vision (COOP)

ILO/DANIDA: Policy on cooperative development in rural areas, Phase 2 (2001/02) (COOP)

-----, *Idem* (older version, 1993) (COOP)

- **Key Governing Body documents**

- **GLOBAL DESK REVIEW**

- LILS Committee, Third item on the agenda: ILO Declaration of Fundamental Principles ...: Review of the forms for annual reports under the follow-up (GB.283/LILS/3), March 2002

- Ninth item of the agenda, Reports of the PFA Committee, second report: personnel questions (GB.283/9/2), March 2002

- PFA Committee, Eleventh item on the agenda: Composition and structure of the staff (GB.283/PFA/11), March 2002

- -----, Tenth item on the agenda, Composition and structure of the staff (GB.280/PFA/10), March 2001

- -----, Composition and structure of the staff (GB.277/PFA/8), March 2000

- -----, Thirteenth item on the agenda: ILO human resources strategy (GB.283/PFA/13), March 2002

- -----, Third item on the agenda: Poverty Reduction Strategy Papers (PRSPs): An assessment of the ILO's experience (GB.283/ESP/3), March 2002

- -----, Twelfth item on GB agenda: ILO human resources strategy update (GB.279/PFA/12), including paper on Work—life agenda (Appendix VII, November 2000

- -----, Eleventh item on the agenda: ILO human resources strategy update (GB.280/PFA/11), March 2001

- -----, Eleventh item on the agenda Work and well-being: Work and family responsibilities in the ILO (GB.277/PFA/11), March 2000

- CODEV Implementation plan, 1999. Item on Gov Body agenda, on CODEV website, 1999

- *Report on Governing Body symposium: Decent work for Women*. Geneva, 24 March 2000

- ILO Evaluation strategy (GB.279/PFA/8), November 2000

- **Planning documents**

- **GLOBAL DESK REVIEW**

- ILO Action Plan on gender equality and mainstreaming in the ILO, in Governing Body doc.

- GB.277/5/2, March 2000.

- Strategic policy framework, 2002—2005, and preview of P&B proposals for 2002-03, Consolidating the decent work agenda (GB.279/PFA/6). Item on agenda, PFA, Governing Body meeting, November 2000

- Strategic Programme and Budget 2002—03, 2001

- *Programme and budget proposals 2002—03* (GB.280/PFA/7), March 2001

- Third report: Programme and Budget proposals for 2002—03. Reports of the PFA Committee, (GB.280/11/3), November 2000

- *Draft programme and budget 2002-03 and other financial questions*. Report II, ILC 89th session, 2001. Geneva: ILO, 2001 [contains GB.280/11/3—4 i.a.]

- *Programme and budget proposals for 2000—01. Strategy and orientation*. February 1999

- Programme and Budget proposals for 2000—01, Addendum: Resources and activities proposed for gender equality issues (GB.276/PFA/9 (Add.1), November 1999

- *Draft programme and budget 2000—01 and other financial questions*. Report II, ILC 87th session, 1999. Geneva: ILO, 1999

- 'Strengthening social dialogue (InFocus Programme: 2000–2001)'. Draft of submission to P&B 2000-2001, IFP/DIALOGUE, 22 March 2000

- IFP/DIALOGUE, 'Towards a unified vision of social dialogue' (Thoiry seminar, October 2001), various documents

- IFP SES, *The ILO InFocus Programme on Socio-economic Security (SES): A medium-term work plan*, October 1999

- **GENDER AUDITS**

- **FIELD OFFICES**

- **MDT Yaoundé:**

- Planification du séminaire sous-régional BIT/OIE/CPE/UNIPACE/GICAM sur les organisations d'employeurs et le développement de l'économie informelle, 14-15 mai 2002

- Rapport de formulation : « Appui à l'amélioration de l'accès à l'éducation primaire par la construction, la réhabilitation et l'équipement d'écoles primaires », Draft, juin 2002

- Liste des projets de coopération technique en cours ou en « pipeline » en Afrique centrale, 12 février 2002

- « Activités du BIT en Afrique Centrale: Plan de travail 2000-2001 » (Bureaux Yaoundé et Kinshasa)

2001, Programmation 2002–2003 et lancement de la formulation du programme « emploi » en RDC, 4–9 décembre 2001

Objectifs par pays: République du Gabon. Programme de coopération entre le Gabon et le Bureau international du Travail 2000–2001

Plan de développement stratégique de la Fédération des entreprises du Congo, 2001–2005, Kinshasa, septembre 2000

Objectifs par pays: République de Guinée Equatoriale. Rapport provisoire de la mission d'identification des objectifs de la coopération entre la Guinée Equatoriale et le Bureau International du Travail, Malabo, 12–17 septembre 1999

Programmes des emplois pour l'Afrique: « Stratégie pour l'emploi et la réduction de la pauvreté en Afrique ». Programme d'action nationale, 1999

#### **AO Dar es Salaam:**

Annual meeting of directors of Area Offices and MDTs, Pretoria, 29 September-7 October 2001: Poster presentation and Annex 3. Strategy for mainstreaming gender in the ILO Africa Region's decent work agenda ILO Office Dar es Salaam

Report on programme implementation 2000/01: Updating summary of achievements, ILO Office Dar es Salaam.

2001 Dar Area Office Work plan, ILO Dar es Salaam Office (2001)

Country Objectives: Tanzania, Written by ILO Dar es Salaam. (n.d.)

Fourth Semester 2000-2001 Expenditure Forecasts. July 2001 memorandum from ILO Regional Office/Abidjan to Dar Area Office concerning fourth semester forecast submitted to Program and Budget

#### **AO Beirut:**

Watfa, Nabil: ARMAT Workplan 2002–03 (Beirut)

Berar, Azita: 2000–2001 Workplans (December 2000) (Beirut)

ARMAT team members: Framework for Post-Conflict Employment Promotion and Socio-Economic Integration in South Lebanon (July 2000) (Beirut)

—, National Strategy for Women Employment – Yemen (2002–2011) (Beirut)

Al-Jundi, Shaza, Background notes for Draft Country Programme: Yemen 1990–2000 (Beirut)

—, Background notes for Draft Country Programme: State of Bahrain 1999–2000 (Beirut)

—, Background notes for Draft Country Programme: Syria (no date but probably 1999–2000) (Beirut)

—, Background notes for Draft Country Programme: Sultanate of Oman, March 2002 (Beirut)

Work plan for the ILO Area Office, Nepal for 2002--03 (Kathmandu)

#### **BAO/EASMAT:**

Strategic Budgeting Framework for the 2000-2001 Biennium. EASMAT, 17 March 2000

Work plan 2002-2003; Cambodia, Bangkok Office

Work plan 2002-2003; China, Beijing Office

Work plan 2002-2003; East Timor, Bangkok Office

Work plan 2002-2003; Magnolia, Bangkok Office

Work plan 2002-2003; Thailand, Bangkok Office

Work plan 2002-2003; Vietnam, Hanoi Office

Work plan 2002-2003; Lao PRD, Bangkok Office

Work plan, 2002-2003; EASMAT

#### **AO Brasilia:**

1996–1997:

Objetivos nacionais da OIT para o Brasil, 1996/1997

Agendas da OIT/Brasil para os anos 1999, 2000, 2001, 2002

2000–2001:

Briefing on Brazil for the Director-General, May 2001

Work plan 2000 according to strategic objectives, indicators, targets

Follow-up on the implementation plan, Mayo 2000

Quadro demonstrativo de programas y projetos de cooperacao da OIT no Brasil. Classificacao por objetivos estrategicos, 2000–2001



Table of ILO technical cooperation programmes, projects and activities 2001, according to the 4 strategic objectives

2002–2003:

Draft work plan for the biennium 2002/2003, covering strategic objectives, local objectives, local indicators, local targets and local strategy

Work plan for the biennium 2002/2003 including column on 'gender mainstreaming'

#### **MDT Moscow:**

Action programme outline on 'Comprehensive model for rehabilitation of working street girls in Saint Petersburg' (Moscow)

Action programme summary outline on 'Training of school social pedagogues and social workers on child labour related issues' (Moscow)

Defending workers' rights and promoting democracy and economic reform in Belarus, Project document (Moscow)

Implementation and further development of the new concept of trade union education in Russia, RUF/00/M02/NLO, Project document (Moscow)

Summary of ILO Moscow activities 2000–01, ILO Moscow

Anticipated priorities according to operational objectives 2002--03, ILO Office in Moscow, 26.9.01 (Moscow)

Personal work plan for IPEC coordinator in Russia for 2002 (Moscow)

#### **Programming documents of ILO-CEET and its senior specialists (Budapest):**

Report on programme implementation in 2000--2001, for each strategic objective; and one report from Dimitrina Dimitrova

Programming 2002--2003

Individual work plans for 2001 from 6 specialists;

Individual work plan for 2002--2003 from Dimitrina Dimitrova (workers' specialist)

#### **HEADQUARTERS-BASED WORK UNITS:**

IFP/CRISIS 2002--03 Summary Work Plan: Operational objectives, indicators and targets, update 19 October 2001 (IFP/CRISIS)

EMP/ENT: Cooperative Programme 2002--03 (COOP)

Proposed Joint Work Plans COOP/all MDTs and COOP Work Plan 2002-2003 (COOP)

COOPNET Tenth Progress Report Jan.-Dec. 2000 and Work Plan Jan.-Dec. 2001; undated (COOP)

COOP: draft work plan for 2000-01; undated (COOP)

'Strategic objective no. 4: Strengthening tripartism and social dialogue'. *Strategic programme and budget 2002–2003*, especially pp41–44, §§157–74. Programme and budget for the sector for 2002–2003 (IFP/DIALOGUE)

'Strengthening social dialogue (InFocus Programme: 2000–2001)', 22 March 2000. Draft of submission to P&B 2000–2001 (IFP/DIALOGUE)

Towards a unified vision of social dialogue: Planning for impact (Thoiry, 8–10 October 2001). Set of documents from annual planning seminar for Social Dialogue sector: programme, executive summary, some group work handouts, participants and presenters (IFP/DIALOGUE)

*Blueprint for the future: Successful strategies of technical cooperation projects on social dialogue. Recommendations, Turin 21–24 November 2000.* Guidelines for planning TC projects, drawing up ProDocs (IFP/DIALOGUE)

Social Finance Programme. Strategic Policy Framework 2002-05. Programme and budget period 2002-03. August 2001 (SFU)

Work plan 'Business Development Series 2002-2003' (SEED)

Work plan 2002-2003, 15 February 2002 (SEED)

Work plan proposal (draft) of Associate Expert in 'Promotion of Women's Participation in Rural and Plantation Development' (SEED)

ILO Global Programme on HIV/AIDS and the world of work, 2001 (ILO/AIDS)

Work plan 'InFocus Programme on Promoting the Declaration: Some parameters', 5 Nov. 2001 (DECLARATION)

- **Reporting, monitoring and evaluation documents**

### **GLOBAL DESK REVIEW**

For PROG/EVAL guidelines, see below, Procedural manuals, guidelines, etc.

'Implementation report (2000), Sector 4/IFP/DIALOGUE, draft. [Summary of activities of sector in 2000, (draft), and complete implementation results for 2000 for whole sector.] Late 2001

Thematic evaluation report: ILO projects on labour administration' (GB.283/TC/3), March 2002

'Thematic evaluation: ILO projects on training for employment' (GB.280/TC/1). March 2001

'ILO projects and programmes concerning occupational safety and health: A thematic evaluation' (GB.277/TC/1). Report of TC committee to Governing Body, March 2000

'Strategies to enhance women's income and expand opportunities: experiences from technical cooperation' (GB.267/TC/2), 1996.

STEP [Strategies and Tools against Social Exclusion and Poverty], *Evaluation du facteur 'genre' dans les projets de STEP: Evaluation à partir de l'étude de documents de projet et des rapports d'avancement*, February 2001

Madjzoub, Nassim, 'Review of SafeWork's consideration of gender in its work during 2000-2001. SafeWork, August 2001

Zambrano, Margarita, 'Gender review of the InFocus Programme of Strengthening Social Dialogue: Final report' [Desk review, based on document review and interviews]. IFP/DIALOGUE, November 2001

### **GENDER AUDITS**

- *FIELD OFFICES*

Atelier d'auto-évaluation du Bureau de l'OIT/EMAC, Rapport général des travaux, janvier 2002 (Yaoundé)

Atelier interne OIT/AMAC sur les perspectives de fonctionnement du bureau et de l'équipe multidisciplinaire pour l'Afrique centrale, Yaoundé, juillet 2001 (Yaoundé)

Rapport final de la retraite interne de l'EMAC, Kibri, 27-28 avril 2001 (Yaoundé)

ILO, Assessment Report of the Bahrain Training Institute (BTI), no date but reports indicates that assessment was conducted in 1998. (Beirut)

Kawar, Mary: Mid Term Performance – Women Workers and Gender Specialist (2001) (Beirut)

Moubayed, Lamia: Arab Women & Work – Review of Progress since Beijing, The Arab Region (July 1999) (Beirut)

Nasr, Lama, *Annual Report* (2000) (Beirut)

—, Employers' Activities Progress Report on Achievements of 2000/01 Targets (2001) (Beirut)

Watfa, Nabil: Review of Progress in the Implementation of Activities 2000-01 in Sector 2: Create greater opportunities for women and men to secure decent employment and income (Beirut)

Mid-Term Management Review Meeting. Proceedings on Trafficking Project. July 2001 (Kathmandu)

ILO action concerning discrimination in Employment and Occupation in Brazil, January – December 2001 (Brasília)

Implementation report ILO-Brazil 2000/2001 of 28 January 2002

ILO/Brazil technical cooperation report 2000/2001 to the November 2001 Governing Body Session

Table for the 2001 Resident Coordinator Annual Report (22.03.02), section on 'Promote gender equality and empower women' (Brasília)

ILO-Brazil Contribution to the UN Report (report for Res. Rep. of UNDP) (Brasília)

Relatório 2001 – Grupo Interagencial (Integração da dimensão racial as ações – Final) (Brasília)

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 ILO/AIDS (2001) Mission to Ouagadougou and Abidjan, 11–19 September 2001 (by Susan Leather and Marie- Claude Chartier)  
 ILO/AIDS (2001) Rapport de mission Consultation technique sur l'adaptation de Recueil de directives pratiques du BIT sur le VIH/SIDA et le monde du travail, Abidjan 17–19 septembre 2001 par Marie-Claude Chartier  
 Mission reports to Dubai, ITC Turin, London, Miami, Colombia. (DECLARATION)

- **Training and capacity-building materials**

#### **GLOBAL DESK REVIEW**

Interdepartmental Project, Equality for Women in Employment, *ABC of women workers' rights and gender equality*. Geneva: ILO, 2000  
*Gender, poverty and employment*. Modular training package. Geneva: ILO, 2000  
 Murray, Úna, 'Gender capacity building report'. Report prepared for the Bureau of Gender Equality, February 2001  
 Olney, Shauna, et al., *Gender equality: a guide to collective bargaining*. Pack of 6 booklets. Geneva: ILO, 1998  
 Blueprint for the future: Successful strategies of technical cooperation projects on social dialogue. Recommendations, from seminar held by IFP/DIALOGUE, Turin 21–24 November 2000  
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#### **GENDER AUDITS**

- *FIELD OFFICES*

Watfa, Nabil: *Occupational Safety and Health Training Book* (2001) (Beirut)  
 Zouhair, Abdallah: *Control of Occupational Hazards* (Textbook) (Beirut)  
 ARMAT Team Members: Gender Capacity Building Workshop for the ILO ROAS (Final Report 2001) (Beirut)  
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 Foo Gaik Sim, *Practical Guide: Integrating women and girls with disabilities into mainstream vocational training*. EASMAT/ ROAP (BAO/EASMAT)  
 Perry, Debra A., *Trainers' Manual for conducting a workshop for job seekers who face barriers to employment*. ILO, Geneva, n.d. (BAO/EASMAT)  
 PowerPoint presentation, 'Vocational rehabilitation and employment: international standards and recommendations'. By Debra Perry, August 17 2001 (BAO/EASMAT)  
 Gender Manual Introduction. Produced by the Vocational Training for Alleviation of Poverty Project in Cambodia, 1997 (BAO/EASMAT)

Proposta de programa de Turin: Sistemas nacionais para a prevenção de grandes acidentes industriais, a ser realizado em 2001 no Rio de Janeiro (Brasília)

- **HEADQUARTERS-BASED WORK UNITS**

*ILO's Generic crisis response modules*, Geneva: ILO IFP/CRISIS, September 2001 (1st edn) (IFP/CRISIS)

Presentation by Janine Rodgers, at workshop on gender mainstreaming in IPEC, 4-5 October 2001 (IFP/CRISIS)

ILO Crisis Response and Reconstruction Capacity-Building Training Workshop, Turin 23-27 October 2000, Final Report, May 2001 (IFP/CRISIS)

First Sub-regional Crisis Response Capacity-Building Workshop, Kribi, Cameroon, 22-26 April 2001, Interim Report (IFP/CRISIS)

Capacity-building strategy and plan 2000–05, ILO/CRISIS, Geneva, November 2001 (IFP/CRISIS)

Report on INDISCO Gender Training Workshop, New Delhi (Sept. 1999) (COOP)

User's Guide; training manual for trainers of cooperatives in Asia and Pacific, undated draft by ICA-ROA (COOP)

*Training Manual – Making micro insurance work for MFIs*. September. 2001 (SFU)

Social Finance Programme. Microfinance and gender issues: 2 case studies – used as training materials\Turin Gender Training Eng. Doc. n.d. (SFU)

- **Procedural manuals, guidelines, etc.**

**GLOBAL DESK REVIEW**

PROG/EVAL, 'Guidelines on preparation of independent evaluations of ILO programmes and projects'. May 1997. [Read on website, updated 15 November 1999.]

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Handbook of procedures relating to international Labour Conventions and Recommendations. NORMES, 1998

**GENDER AUDITS**

*Crisis response rapid needs assessment manual*. Geneva: ILO, October 2001 (1st edn) (IFP/CRISIS)

*Gender guidelines for employment and skills training in conflict-affected countries*, ILO Action Programme on Skills and Entrepreneurship Training for Countries Emerging from Armed Conflict, March 1998 (IFP/CRISIS)

Herrera, J. and A. de Simone, *Manual para implementar políticas de genero en las cooperativas*, COOPNET/ICA Latin America, undated (COOP)

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Perotin, Virginie, 'Guidelines and checklist for improving the representation of women and gender balance'. IFP/DIALOGUE, July 2001 (IFP/DIALOGUE)

Watfa, Nabil: SIYB Guidebook for Small Enterprises (Beirut)

- **HRD-related materials**

**GLOBAL DESK REVIEW**

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Competition and selection procedures, Intranet page, read 13 March 2002

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ILO Personnel Policy on HIV/AIDS, circular series 1 no. 576, 31 July 2001

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Tegmo-Reddy, Leyla, et al., 'Report of the Task Team on human resources and gender equality in the ILO'. FEMMES, January 1999

## **GENDER AUDITS**

Watfa, Nabil: External Collaborator Contract: Consultant on Vocational Training (2001) (Beirut)

ILO Organization Chart. January 2001 (BAO/EASMAT)

TOR for an external collaborator for a study on the Socio-economic Vulnerability of Urban-Based Indigenous and Tribal Peoples in Thailand, Gunnar Walzholz, September 28, 2001 (BAO/EASMAT)

Excol Contract System BAO/EASMAT, January 2000-December 2001 (Updated 10 December 2001)

External Collaborator Contracts for Social Security Activities. Project LAO/97/006. (BAO/EASMAT)

BOATT Management Evaluation Survey, n.d. (BAO/EASMAT)

Job descriptions of general service staff and professional staff (SEED)

ILO/AIDS (2001) HIV/AIDS Prevention: Managing Risk Behaviour (terms of reference for consultant)

Organigram (Spring 2002) and Staff List (DECLARATION)

Job descriptions: P.5 Senior Reports Officer (Annual Reviews); P.4 Communications Manager (Promotional Activities Section); P.3 Media Content Editor (Promotional Activities Section); G.5

Administrative Secretary (Annual Reviews & Global Reports Section); G.4 Secretary (DECLARATION)

### **▪ Public information and promotional documents**

#### **GLOBAL DESK REVIEW**

Bureau for Gender Equality, *GENDER! Partnership of equals*. Geneva: ILO, 2000

*ILO and gender equality at work: Beijing+5 and beyond*. Promotional booklet. Geneva: ILO, 2000

GENPROM, *More and better jobs for women and men*. Promotional booklet. Geneva: ILO, n.d.

*A new tool to combat the worst forms of child labour: ILO Convention 182*. Promotional booklet on the Convention, 1999

*Social Protection sector: Enhance the coverage and effectiveness of social protection for all as part of the ILO's Decent Work strategy*. Introductory booklet outlining work of Social Protection sector, June 2001

STEP information pack, n.d., consisting of:

- (a) colour brochure describing STEP;
- (b) single sheets on regional projects, research project;
- (c) single sheet outline of sub-programme on gender;
- (d) list of publications on social protection in health,

GLLAD (Government & Labour Law & Administration) information pack, consisting of series of information sheets. September 2001

*Strengthen social dialogue ... so all voices can be heard*. Promotional leaflet, IFP/DIALOGUE, n.d

ILO publications catalogue 2000—01

Press releases: e.g.

- 'ILO's mixed report on working conditions in Cambodian garment industry'. Friday 12 April 2002 (ILO/02/16);
- 'ILO urges new solutions to old age problems'. Monday 8 April 2002 (ILO/02/15);
- 'Tripartite meeting on civil aviation seeks way out of airline crisis'. Friday 25 January 2002 (ILO/02/03);
- 'Recruitment practices pose problems for construction industry', December 2001

## **GENDER AUDITS**

### **Publications list, ILO Moscow**

*The World of Work*, Arabic edition, 7 recent issues (Beirut)

'Thirty-five years of the ILO in Nepal'. Draft to be published for the 6--7 December 2001 celebrations of ILO presence in Nepal. Kathmandu Area Office (Kathmandu)

ILO/Japan multi-bilateral programme pamphlet. September 2001 (BAO/EASMAT)

Fact Sheet ILO/AIDS (project starting Jan. 2002). (BAO/EASMAT)

Brochure on Cooperative Development, 2001 (COOP)

*Communautés rurales en marche au Sahel -- l'impact d'un programme de développement participatif*.

Public information brochure; 2000 (COOP)

*Strengthen social dialogue ... so all voices can be heard*. Promotional leaflet (IFP/DIALOGUE)

- **Websites, CD-ROMs, databases**

**GLOBAL DESK REVIEW**

ILOLEX, database containing texts of Fundamental Conventions and other conventions and ILO instruments; information on ratifications, use of instruments, glossary of terminology, etc  
PROGRAM, Unit Objectives database, containing objectives and planning details of ILO projects  
PROG/EVAL website, containing i.a. evaluation guidelines. Latest document consulted dated 2000  
IFP/DIALOGUE website, various

**GENDER AUDITS**

Gender mainstreaming in technical cooperation projects for the social & labour spheres. (CD)  
(Moscow)

Eastern Europe and Central Asia News, No.5, December 1999, Internet Newsletter, ILO Moscow

Eastern Europe and Central Asia News, No.6, March 2000, Internet Newsletter, ILO Moscow

Eastern Europe and Central Asia News, No.8, October 2001, Internet Newsletter, ILO Moscow

What's new in the ILO Moscow, Internet document, ILO Moscow

Social Finance E-News (SFU)

'Work in Freedom': Declaration multi-media presentation flyer (DECLARATION)

'Work in Freedom': Declaration multi-media presentation booklet 'The ILO's Fundamental Conventions', 2002 (DECLARATION)

'Work in Freedom': Declaration Overview - multi-media presentation publicity kit with fact sheets (DECLARATION)

- **Other documents**

**GLOBAL DESK REVIEW**

*100 words for equality*. Brussels: European Commission,

Anker, Richard, *ILO multi-country databases*. Advisory Group on Statistics, 2000. [annual publication]

Central Library & Documentation Bureau, *ILO Thesaurus*, 1998. Fifth edition, 1997. [ILO official thesaurus and guide to standard ILO terminology]

Miller, Carol, 'Synthesis report of the findings of the joint ILO/UNRISD action research project on the gender focal point system', draft report for limited circulation, January 1999

Razavi, Shahra and Carol Miller, 'Gender mainstreaming: a study of efforts by the UNDP, the World Bank and the ILO to institutionalize gender issues'. Occasional Paper 4, Geneva: UNRISD, 1995

United Nations Inter-Agency Committee on Women and Gender Equality (IAMWGE), 'Mainstreaming gender perspectives into programme budget processes within the United Nations system: Synthesis report, 2000

**GENDER AUDITS**

- **FIELD OFFICES**

Comentarios respecto a las prioridades en materia de seguridad y salud en el trabajo fijadas para el SESI/DN en el año 2001 (Brasília)

Discrimination and Social Responsibility / Diversity in the companies (Brasília) Employment Promotion Sector, Main Trends and Directions in the ILO Moscow Office Labour code of the Russian Federation, Russian Government, Moscow, December 2001 (Moscow)

Mini programme outline on Creating a booklet on the forms of child labour performed by children in St. Petersburg (the booklet itself has been reviewed in terms of picture, the text is in Russian), ILO Moscow

Need for a national statistical survey on child labour in the Russian Federation, project idea (Moscow)

Orientación general de la OIT-Brasil para abordar la cuestión del desempleo y pobreza (Brasília)

Propuesta de seminario: 'Seminario internacional da CUT 'Impacto do banimento do amianto no Brasil', outubro 2001 (Brasília)

Register book of the ILO Moscow library (Moscow)

The Gaborone Trade Union Declaration involving workers in the fight against HIV/AIDS in the workplace. ICFTU, AFRO. Gaborone, September 2000 (Dar)

UN in Russia, No. 1 (14), January – February 2001, UNDP Moscow Office (Moscow)

▪ *HEADQUARTERS-BASED WORK UNITS*

Audit of the cooperative branch (VERIF), November 2001 (COOP)

COOPREFORM (COOP)

Participatory Cooperative policy making, a manual (1998)

Framework for cooperative legislation (1998)

PRODOC (1993)

10<sup>th</sup> progress report (Jan.-Dec. 2000) and work plan for 2001

Interim evaluation report for the three DANIDA interregional projects (March 1996)

ILO Action Programme on Skills and Entrepreneurship Training for countries emerging from armed conflict, 1997 (IFP/CRISIS)

Minute sheet 'Contracts for printing of publication, multimedia presentations and training material: the role of PRODOC.' (29 January 2002) (SEED)

Presentation 'From the Informal Sector to the Informal Economy', undated (SEED)

Presentation 'Global report on the informal sector', undated (SEED)

Presentation 'WEDGE', undated (SEED)

Presentation of the theme profile 'Association Building' (SEED)

Presentation on Social effects on Globalization in Bangladesh (23-24 January 2001) (SEED)

Presentation, Web Site on ILO Employment: Job Creation and Enterprise Development (SEED)

Sub-programme on Market Opportunities 'Strengthening Public-Private Partnership (PPA), theme profile 2002-2003 (SEED)

Social Finance Programme. ILO/UNHCR Technical workshop: Microfinance in post-conflict countries --

Towards a common framework for action. Four case studies (executive summaries) (from website)

n.d. (SFU)

## Annex IV: ILO Action Plan on Gender Equality and Mainstreaming in the ILO

Five key result areas

1. Policy statement on gender equality and gender mainstreaming
2. Gender mainstreaming in the structure of the International Labour Office
3. Capacity building for gender mainstreaming
4. Gender mainstreaming in the work of the ILO
5. Gender-sensitive human resource development

Main outputs	Main activities	Responsible units	Time frame
<b>1. Key result area: Policy statement on gender equality and gender mainstreaming – ILO Policy and Action Plan on Gender Equality and Mainstreaming in the ILO</b>			
<i>Objective: A strong consensus is achieved among all staff and constituents on the ILO's commitment to gender equality through gender mainstreaming</i>			
1.1. The <b>ILO Action Plan</b> on Gender Equality and Mainstreaming in the ILO is adopted and implemented	1.1.1. A Policy statement and the Action Plan are formulated, circulated, discussed, revised, approved and disseminated	<ul style="list-style-type: none"> <li>– Director-General and Senior Management</li> <li>– Bureau for Gender Equality</li> </ul>	November 1999
<b>2. Key result area: Gender mainstreaming in the structure of the International Labour Office</b>			
<i>Objective: An enabling gender-sensitive and gender-responsive environment for gender mainstreaming is created</i>			
2.1. Specific <b>institutional arrangements on gender mainstreaming</b> are set up at headquarters and in the field, at different levels: (a) Bureau for Gender Equality (b) Gender Team in each sector (c) Cross-sector Gender Advisory Team (d) Gender specialists and gender teams in the regions	2.1.1. Define roles and responsibilities at headquarters and in the field to enhance the Office's capacity to coordinate, advocate and support a mainstreaming strategy	<ul style="list-style-type: none"> <li>– Executive Directors</li> <li>– Regional Directors</li> <li>– IFPs</li> <li>– Departments: Human Resources Development (HRD) CODEV Gender Teams Gender Bureau</li> </ul>	December 1999 to June 2000 for headquarters and to December 2000 for the regions
	2.2.1. Improve gender balance in the new structure at headquarters and in the field	<ul style="list-style-type: none"> <li>– Management</li> <li>– HRD</li> </ul>	From 1999 onwards
2.2. <b>New organizational changes</b> are gender-sensitive and gender-responsive	2.2.2. Incorporate roles and responsibilities of managers and staff concerning gender in job descriptions, assignments	<ul style="list-style-type: none"> <li>– Sectors/Gender Teams</li> <li>– Field structure/Gender Teams</li> <li>– HRD</li> <li>– Gender Bureau</li> </ul>	2000

Main outputs	Main activities	Responsible units	Time frame
	and personal development plans		
<b>3. Key result area: Capacity building for gender mainstreaming</b>			
<i>Objective: The ILO as an institution, and ILO staff as individuals, are capable of mainstreaming gender issues and providing gender-sensitive and gender-responsive services to the constituents</i>			
3.1. A comprehensive <b>capacity-building programme</b> on gender equality and gender mainstreaming for ILO staff and managers is designed and implemented	3.1.1. Identify needs and design, implement and evaluate a gender capacity-building programme for ILO staff at all levels, both at headquarters and in the field	<ul style="list-style-type: none"> <li>- Gender Teams, Gender Advisory Team</li> <li>- Regional Gender Teams</li> <li>- Gender Bureau</li> <li>- HRD</li> <li>- Turin</li> </ul>	Ongoing
	3.1.2. Update and develop training materials relevant to the technical areas of the four strategic objectives for both ILO staff and constituents	<ul style="list-style-type: none"> <li>- Gender Teams</li> <li>- Regional Gender Teams</li> <li>- Gender Bureau</li> <li>- Turin</li> </ul>	November 1999 onwards
	3.1.3. Organize annual gender consultation workshops for Gender Teams and Gender Specialists at headquarters and in the field, focusing on strategy review, implementation and skills	<ul style="list-style-type: none"> <li>- Gender Bureau</li> <li>- Gender Teams</li> <li>- HRD</li> <li>- Turin</li> </ul>	Ongoing
<b>4. Key result area: Gender mainstreaming in the work of the ILO</b>			
<i>Objective: Gender is effectively mainstreamed and becomes a cross-cutting issue in the ILO's work</i>			
4.1. New gender-sensitive frameworks for labour market analysis and policy formulation are developed	4.1.1. Apply gender analysis systematically in the design, planning, implementation and evaluation of ILO programmes involving research, promotion of standards, technical cooperation and dissemination of information	<ul style="list-style-type: none"> <li>- Sectors: headquarters and field</li> <li>- InFocus Programmes</li> <li>- Gender Advisory Team</li> <li>- Gender Teams</li> <li>- Gender Bureau</li> </ul>	January 2000 onwards
4.2. <b>Knowledge base</b> on gender issues in relation to principles and rights at work, employment and incomes, social protection and social dialogue is expanded and the	4.2.1. Develop further and make full use of knowledge base on gender equality issues in the world of work based on	<ul style="list-style-type: none"> <li>- Sectors: headquarters and field</li> <li>- IFPs</li> <li>- Gender Advisory Team</li> <li>- Gender Teams</li> </ul>	December 2000



Main outputs	Main activities	Responsible units	Time frame
quality of ILO products, services and advocacy improved	applied research, collection of good practices and lessons learned from technical cooperation	<ul style="list-style-type: none"> <li>- Gender Bureau</li> </ul>	
4.3. <b>Mechanisms</b> are in place to ensure gender concerns are incorporated in planning, programming, implementation, monitoring and evaluation of the ILO's work, at headquarters and in the field	4.3.1. Gender issues are included as a standing item on the agenda of senior management meetings and regional directors' and programming meetings; gender specialists participate as appropriate	<ul style="list-style-type: none"> <li>- Senior Management</li> <li>- Regional Directors</li> <li>- CODEV</li> <li>- Gender Bureau/Specialists</li> </ul>	November 1999 onwards
	4.3.2. Introduce procedures, including gender impact analysis, to ensure that technical cooperation programmes and projects are gender-sensitive and gender-responsive, particularly in relation to identification of objectives, outputs, activities and indicators	<ul style="list-style-type: none"> <li>- Sectors/Gender Teams</li> <li>- Field structure/Gender Teams</li> <li>- PROGRAM</li> <li>- CODEV</li> <li>- Gender Bureau</li> </ul>	November 1999 onwards
	4.3.3. Undertake biennial gender audits on ILO programmes and report results to the Governing Body	<ul style="list-style-type: none"> <li>- External consultant/Gender Bureau, Gender Advisory Team, PROGRAM, CODEV and Gender Teams involved</li> </ul>	2001
4.4. Gender mainstreaming <b>tools and guidelines</b> are developed	4.4.1. Increase knowledge production on gender mainstreaming in the world of work and design checklists on gender mainstreaming relevant to ILO areas of competence	<ul style="list-style-type: none"> <li>- Sectors</li> <li>- InFocus Programmes</li> <li>- Departments</li> <li>- PROGRAM</li> <li>- Gender Bureau</li> </ul>	2000-01
	4.4.2. Develop gender mainstreaming indicators for monitoring and evaluation, as well as methodologies for gender impact assessment	<ul style="list-style-type: none"> <li>- PROGRAM</li> <li>- CODEV</li> <li>- Sector Gender Teams, Regional Gender Teams</li> <li>- Gender Advisory Team</li> <li>- Gender Bureau</li> </ul>	January 2000 onwards

Main outputs	Main activities	Responsible units	Time frame
	4.4.3. (a) Ensure that all ILO databases, including those on technical cooperation projects, are gender-sensitive  (b) Generate, collect and disseminate data disaggregated by sex	<ul style="list-style-type: none"> <li>- CODEV</li> <li>- STAT</li> <li>- PROGRAM</li> <li>- Sectors</li> <li>- Field Structure</li> <li>- BIBL</li> <li>- Gender Advisory Team</li> <li>- Gender Bureau</li> </ul>	By December 2000
	4.4.4. Publish guidelines on the use of gender-sensitive language	<ul style="list-style-type: none"> <li>- Gender Bureau</li> <li>- RELCONF</li> <li>- Gender Advisory Team</li> <li>- Consultant</li> </ul>	By December 2000
4.5. A comprehensive <b>information and communication programme</b> encompassing headquarters, the field and constituents is developed and functioning	4.5.1. Develop further and regularly update a comprehensive ILO gender website and issue a regular newsletter	<ul style="list-style-type: none"> <li>- Gender Bureau</li> <li>- Sectors: headquarters and field</li> <li>- CODEV</li> </ul>	Ongoing
	4.5.2. Collect and disseminate, on an annual basis, information on women's and men's participation in ILO meetings, including the establishment of a database	<ul style="list-style-type: none"> <li>- RELCONF</li> <li>- Sectors: headquarters and field</li> <li>- Gender Bureau</li> <li>- Turin</li> </ul>	Ongoing
	4.5.3. Ensure that all major ILO documents and publications distributed or sold to constituents and the public reflect a gender perspective	<ul style="list-style-type: none"> <li>- Sectors: headquarters and field</li> <li>- Gender Teams</li> <li>- PUBL</li> <li>- RELCONF</li> </ul>	2000
	4.5.4. Organize round tables and panel discussions on gender issues with in-house and external keynote speakers	<ul style="list-style-type: none"> <li>- Gender Bureau in collaboration with sectors at headquarters and the field</li> </ul>	November 1999 onwards
<b>5. Key result area: Gender-sensitive human resource and staff policy</b> <i>Objective: ILO's human resources policies are gender-sensitive and gender-balanced</i>			
5.1. A set of measures to reach <b>gender balance</b> (UN set target of 50/50) within the Professional and Higher Categories are designed and implemented	5.1.1. Set appropriate targets by grade for recruitment, internal mobility and promotion	<ul style="list-style-type: none"> <li>- HRD</li> <li>- Sector/Programme Directors</li> </ul>	2000
	5.1.2. Design and implement positive action measures to increase the number of women in management	<ul style="list-style-type: none"> <li>- HRD</li> </ul>	2000

Main outputs	Main activities	Responsible units	Time frame
	positions		
	5.1.3. Assess the gender implications of the mobility policy and design and implement measures to facilitate mobility for both men and women	<ul style="list-style-type: none"> <li>- HRD</li> <li>- Staff Union</li> </ul>	2000-01
5.2. Mechanisms and plans introduced to facilitate equality of treatment between men and women in <b>career development</b>	5.2.1. Assess and adapt training programmes to promote equality of opportunity in men's and women's career paths	<ul style="list-style-type: none"> <li>- HRD</li> <li>- Gender Bureau</li> </ul>	2000
	5.2.2. Review and adapt selection, job classification and performance appraisal procedures and develop an incentive system to ensure gender equity	<ul style="list-style-type: none"> <li>- HRD</li> </ul>	2000
5.3. Full-time staff <b>equality officer</b> position in the HRD department established	5.3.1. Appoint an equality officer and define terms of reference	<ul style="list-style-type: none"> <li>- Director-General</li> <li>- HRD</li> </ul>	2000
5.4. Gender-sensitive and <b>family-friendly working conditions</b> established and operational	5.4.1. Revise provisions and practices regarding childcare assistance and maternity, paternity, parental and family care leave	<ul style="list-style-type: none"> <li>- HRD</li> <li>- Staff Union</li> </ul>	By September 2000
	5.4.2. Revise the existing circular on sexual harassment, introduce special procedures for complaints and provide training and counselling	<ul style="list-style-type: none"> <li>- HRD</li> <li>- JUR</li> <li>- Staff Union</li> </ul>	By June 2000



## Annex V: Operational objectives, indicators, and strategies, P&B 2002-03

### GENDER SENSITIVITY (GS) KEY:

GE = mentions gender equality

G = mentions 'gender' or 'women & men'

W = mentions women or girls

C = inclusive (women or girls as members of larger group)

I = implicit, e.g. because of issue covered

T = token reference to gender, women or men

N = no reference to gender, women, or men

\* = recommendation for text revision

Operational Objectives			Indicators			Strategies		
No.	Text	GS	No.	Text	GS	No.	Text	GS
1a	ILO member states give effect to principles ...on ... discrimination in employment & occupation	I	1a 1	Ratifications ... all 8 fundamental Conventions	N	1a 1	nothing	N
			1a 2	Positive changes in reporting	N	1a 2	highlighting good practices could include good gender practices, but nothing there to ensure this	N
			1a 3	Member States that have begun implementation of gender-sensitive TC ...	G	1a 3	'gender-sensitive' disappears from the text !	N
1b	Child labour ...	N	1b 1	Member States that ratify CC 138, 182	N	1b 1	nothing	N
			1b 2	Member States that carry out studies on extent of Child Labour	N	1b 2	mentions 'special situation of the girl child'	W
			1b 3*	MS that formulate policies & programmes ... 'taking into account the special situation of the girl child'*	C	1b 3*	specifies taking advice of gender specialists	G
			1b 4*	'Children who benefit from ILO action in particular with regards to the WFCL and the girl child'*	C	1b4	no mention of girls or boys, SDD	N
1c	Supervisory bodies	N	1c 1	Improvements in ILO standards -related activities. Target refers specifically to OSH for 2002-03, two other areas for 2004-05	N	1c 1	nothing, e.g. no SDD, no stipulation in § 58 of e.g. attn to crosscutting issues such as gender equality'	N
			1c 2	Reports processed	N	1c 2	nothing on gender mainstreaming as part of 'higher quality'	N

Operational Objectives			Indicators			Strategies		
No.	Text	GS	No.	Text	GS	No.	Text	GS
			1c 3	Complaints examined	N	1c 3	nothing	N
			1c 4	Rate of response from governments	N	1c 4	nothing	N
			1c 5	Improvements in application of fundamental Conventions noted	N	1c 5	Additional EC resources ... [for] advocacy on GE in employment	GE
			1c 6	Progress in implementation of CC other than the fundamentals	N	1c 6	nothing	N
			1c 7	Cases of progress noted by Committee on Freedom of Association	N	1c 7	nothing	N
2a	Employment policy support : ... 'strategies for promotion of decent employment for men and women'	G	2a 1	Constituents who make used of ILO knowledge base	N	2a 1--2	§ 79 : 'improve ... gender-specific LM information' ; § 80 : that employment consequences of globalization can be negative, 'especially for women' ; §§ 84—5 specify work on population, HIV/AIDS, thus inclusive.	C (some G, some I, some C
			2a 2	Global and national employment policies influenced by ... ILO policy advice	N			
2b	ILO constituents invest more in training and skills development to provide men and women with improved and equal access to decent jobs	GE	2b 1	Constituents that adopt policies and invest in improvements in quality and effectiveness of skills development ..	N	2b 1	nothing on gender, women or men	N
			2b 2*	... 'women in general, and persons with special needs, such as disabled, displaced, [etc.] ...	C	2b 2*	'groups that face particular difficulties ... particularly women, young people' [etc.]	C
2c	ILO MS and constituents better equipped to design and implement promotion programmes .... paying particular attn to the situation of women	C	2c 1	Constituents et al that adopt ILO tools and advice for enterprise development	N	2c 1	at end, 'Gender concerns will be mainstreamed into all activities'	T
			2c 2	ILO MS that apply ILO approach to employment-intensive investment ...	N	2c 2	§ 97 : 'Another important element of the strategy is the mainstreaming of gender concerns ... and ensuring women's participation thro appropriate selection of schemes, ?'s participation in CBOs, non-discrimination in terms of pay, and access to jobs and training' :	G but mostly W

Operational Objectives			Indicators			Strategies		
No.	Text	GS	No.	Text	GS	No.	Text	GS
							§ 98 : GS needs assessment in crisis situations ; nothing on gender in JFA, PRSP	
3a	Social security	N	3a 1	extension of SS to 'previously uncovered sections of their populations'	I	3a 1	'orientation to needs of women, children home-based workers, an rural workers'	C
			3a 2	'financial architecture' of national SS systems	N	3a 2	'...quantitative analyses ... to support the Office activities on gender, migration, [etc.]'	C (T)
			3a 3	on data	N	3a 3	nothing on SDD, only reference to 'groups of people who are not covered', which probably includes women	I
3b	Working conditions	N	3b 1	MS which strengthen OSH capacity	N	3b 1	nothing	N
			3b 2	on hazards	N	3b 2	nothing	N
			3b 3	tools & methodologies to improve working conditions	N	3b 3	nothing	N
			3b 4	MS that ratify and apply ILO standards on work & family, maternity protection, and working time ...	C	3b 4	includes ratification of C183, and emphasize linkages with women's groups, NGOs, etc.	I, W
			3b 5	MS that establish policies and programmes for equal treatment of women and men migrants and against their trafficking	GE	3b 5*	strategy focuses more on TIW for prostitution	W
			3b 6	HIV/AIDS	I	3b 6	nothing on gender !	N
4a	Representation, services and influence of social partners are strengthened.	I	4a 1	Employers' or workers' organizations that provide new or improved services ... or strengthen their capacity to provide [them]	I	EMPs	§§ 144, 147: 'promotion of women's entrepreneurship' and 'enterprises headed by women' ; § 147 : this is applied to countering impact of HIV/AIDS	W
			4a 2	Employers' or workers' organizations who take policy or practical initiatives to extend representation of their organizations	I	TRAVs	§ 148: 'extending representation', but not explicitly to women. But § 153 is specifically on this	W
			4a 3	MS in which social partners have greater capacity to influence economic and social policies and programs	N			

Operational Objectives			Indicators			Strategies		
No.	Text	GS	No.	Text	GS	No.	Text	GS
4b	Legal frameworks etc, strengthened	N	4b 1	MS that ratify CC on social dialogue	N	4b 1	Nothing	N
			4b 2	MS that adopt legislation ... with involvement of social partners	N	4b2	Nothing	N
			4b 3	... legal frameworks, institutions, machinery ...	N	4b 3	mentions HIV/AIDS	I
			4b 4*	... social dialogue institutions or processes specifically address gender issues	G	4b 4	'Gender issues will be integrated throughout ... An important contribution ... will be a major report on participation of ? and ? in trade unions [which] will ID positive uses of SD to address gender equality issues as well as practical strategies for mainstreaming gender concerns.'	GE
			4b 5	ratifications of Labour Admin convention	N	4b 5	TC programmes to include 'special emphasis on strengthening the capacity to address gender issues and to design and implement policies to promote GE'	GE
			4b6	Orgs that integrate SD into labour-related policies, action plans, inst building	N	4b6	nothing	N

Summary:

	GE	G	W	C	I	T	N	Totals	%age GE/G
Operational Objectives	1	1		1	2		5	10	20
Indicators	1	2		4	4		27	38	7.9
Strategies	3	2	6	5	3	1	19	39	12.8



## Annex VI: Gender equality criteria for screening TC-RAM proposals

Scoring/classification:

Individual questions: 2 – to a significant extent  
1 – to a limited extent  
0 – not at all

Projects: Maximum score in each category of project is 10. Based on its score out of 10, each project will then be graded on a scale of 0-3, as follows:

3 – gender equality fully or extensively mainstreamed  
2 – gender equality mainstreamed to a significant extent  
1 – gender equality taken into account, but to a limited extent  
0 – gender equality not taken into account (gender-blind)

For projects which do not specifically target women, men or gender relations, fill in table 1. For projects which do specifically target women, men or gender relations, fill in Table 2.

Project name	Project ref. number	(tick one)	
		General	Gender specific

### I. General projects

Question	Supporting evidence	Yes	No	Score (2—0)
1. To what extent is the proposed project expected to improve gender equality?	Gender equality mentioned in Summary			
	Gender equality mentioned in Justification			
	Gender equality stated as objective of project			
	Indicators/targets or outputs specifically refer to gender equality			
2. To what extent does the proposal reflect the integration of gender equality concerns in the project?	Meaningful links between summary, logical framework categories and justification			
3. Are women and men identified separately within the target group? [score 2 for yes, 0 for no.]				

Question	Supporting evidence	Yes	No	Score (2—0)
4. Does the proposal take into account the different roles, experiences and needs of both men and women?	Relevant information in Summary			
	Relevant information in Outputs			
	Relevant information in Justification			
5. Do the implementing units have the gender expertise necessary to mainstream gender equality objectives into the project?	Association with ILO gender specialists			
	Association with ILO gender units			
	Association with external gender experts			
	Links with gender-related partner organizations			
Total score (maximum = 10):				

## II. Gender specific projects

Question	Supporting evidence	Yes	No	Score (2—0)
1. If the project targets women, will it contribute to women's empowerment?	<i>Project addresses strategic gender interests, not just practical gender needs</i>			
2. If the project targets women, will it contribute to gender mainstreaming?	Gender equality contributes to other goals, such as poverty reduction, decent work, good governance, social dialogue, etc			
3. Will the project promote gender equality beyond the target group?	Project specifies links to other stakeholders			
	Project has multiplying potential			
	Institution building included			
4. If the project targets men, will it contribute to gender equality?	Project identifies contributions to broader national or international gender equality goals			
	Men's contribution and benefits specified in relation to gender equality			
	Project addresses changing men's behaviour towards greater gender sensitivity			
	Links to gender-related partner organizations			
5. Does the project build on previous or ongoing gender-related work (by the ILO or others)?	Links to national and/or international gender equality goals			
	Reference to previous experiences and participating organizations at least once in the text.			
Total score (maximum = 10):				

**Annex VII: TOOLS FOR GENDER CAPACITY BUILDING AND MAINSTREAMING**  
*(Draft)*

BUREAU FOR GENDER EQUALITY



*GENEVA, OCTOBER 2001*

## TOOLS FOR GENDER CAPACITY BUILDING AND MAINSTREAMING

### 1. Women workers' rights

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Women Workers' Rights modular training package and briefing kit	1994/FEMMES	English, Spanish, French, Arabic, Dutch, Hindi, Chinese	ILO staff and, mostly, constituents	One of the most popular capacity building tools. Basic concepts and terminology. Overview on ILO's approach to gender. International labour standards of special relevance for women workers. Includes transparencies and practical suggestions for training set-ups. Especially Module 3 on National Action to promote gender equality has been widely used for its adaptation to various national contexts and training in tripartite settings
ABC on Women Workers' Rights	1999/FEMMES (Ingeborg Heide)	English, Ukrainian; Spanish and French forthcoming	ILO constituents ; specifically non-academic, non-expert public	Totally revised and updated version of the previous ABC taking account of recent socio-economic developments. As a reference guide and for training, especially in trade unions
CD-Rom on Women Workers' Rights	1999/ Turin Centre	English, French, Spanish, Italian	Constituents, ILO staff, public in general	Self guided software, contains a revised computerized version of the core elements of the ILO Information Kit on International Labour Standards and Women Workers' Rights. For selflearning and group learning
An outline concerning recent developments concerning equality issues in employment for labour court judges and assessors	1997/EGALITE (Jane Hodges)	English, Portuguese	Labour court judges, social partners sitting in tribunals, legal professionals, ILO constituents, UN agencies, University students	Contains special reference to equal pay; HIV/AIDS; sexual harassment; non-discrimination and equality issues. Regularly used by the Turin Centre in its courses on International Labour Standards (ILS) for legal practitioners. Can be used in specific courses on Conventions No. 100 and 111, as well as in the context of "domesticating" ILS into the national legal system, and when dealing with sexual harassment and HIV/AIDS issues

## 1. Women workers' rights

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Labour Law Guidelines: Chapter on Non-discrimination/equality of opportunity and treatment	Forthcoming 2001/GLLAD (Eduard Yemin; Jane Hodges for equality chapter)	English	Legal drafters, policy makers deciding the content of new labour laws, social partners	Provides examples of good practices for labour law drafting. Can be used in courses on the Declaration follow-up on equality and when commenting on draft employment equality policy texts. Also useful for addressing members of Parliament, University students, specialists involved in labour law reforms and with civil service training colleges

## 2. General briefing/overviews on gender issues in the ILO

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Gender! A partnership of equals	2000/Gender Bureau	English, French, Spanish, Arabic	Constituents and ILO staff	Widely used as a briefing kit or training tool on ILO's approach to gender in various substantive issues. Includes also a section on gender issues in the different regions
Decent Work for Women: An ILO proposal to accelerate the implementation of the Beijing Platform of Action	2000/Gender Bureau (Janine Rodgers)	English, French, Spanish, Arabic	International community, constituents, ILO staff	Prepared for Beijing +5, this document turned out to be a useful overview on the gender dimension in the ILO's Decent Work Agenda. It makes reference to the critical areas of concern of the Beijing Platform for Action
ILO Gender Equality Website	Functional in early 2002/Gender Bureau (Adrienne Cruz)	English, French, Spanish	ILO staff, constituents, gender networks, UN, media, public in general	Totally redesigned, it will serve multiple purposes. It will provide: quick help on gender topics; basic information and guidance material; information exchange through a resources database and links; and an overview on ILO events and achievements. It will also be a gender knowledge tool, initially accessible only for ILO staff

### 3. Specific gender training materials

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Gender Issues in the World of Work: 2 volumes (Briefing Kit and Training Package)	1995/FEMMES	English, non-published versions in Spanish and French	ILO staff, constituents, women's and gender network	One of the most used materials for gender training in the ILO. Provides background information as well as suggestions for the set-up of training sessions. Needs updating, but will be replaced by the Turin Centre's Open and Virtual Learning Space
Open and Virtual Learning Space on mainstreaming gender equality in the world of work	Forthcoming 2002/ Turin Centre (Gender Coordination Unit/Simonetta Cavazza, Una Murray)	English (initially)	ILO staff, constituents, staff of other private or public institutions	Online training programme to create/strengthen gender competences. Contains 6 modules: Introductory; legal tools; approaches and methodologies; statistical tools; planning, designing and evaluating tools; advocacy, sensitisation and networking; institutional machinery. Users will be able to select the training/learning tools and information resources that meet their specific needs. The "model" training curriculum lasts 150 hours. A tutorial support system will be installed as well as an e-forum for interactive exchange of views
ILO/SEAPAT's Online Gender Learning and Information Module (see SEAPAT's web page)	1998 SEAPAT (MDT Manila – Naoko Otake)	English	ILO staff, constituents	Tool for gender training for Asia/Pacific adaptable to other regions
Guidelines for Organizing Gender Training	1998/FEMMES	English	ILO staff: gender network	Summary of ILO experiences 1994-1998, with practical recommendations. Addresses gender training as a tool to enhance mainstreaming
Gender capacity building report including gender capacity building needs assessment	2000/ Gender Bureau (Una Murray)	English	ILO staff, especially the gender network	Comprehensive analytical overview on ILO capacity building activities for staff since 1994, with special emphasis on 1999-2000. Critical analysis of survey on gender capacity building needs among ILO staff. Provides a set of recommendations for organising capacity building programmes to enhance gender mainstreaming, building on past experiences
Gender Audit Manual	2001/Gender Bureau	English, French, Spanish	ILO staff, gender network, especially the units directly participation in the local gender audits	Detailed description of the methodology of the ILO's first Office-wide Gender Audit. Contains 12 different audit/capacity building techniques which will be adapted to the specific context of the local audit. Can also be used as a capacity building tool for other gender training activities

#### 4. Gender mainstreaming in technical cooperation

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
PROG/EVAL guidelines for the integration of gender issues into the design, monitoring and evaluation of ILO programmes and projects	1995/ PROG/EVAL	English, French, Spanish	ILO staff, CTAs of projects	Widely used guidelines for gender in technical cooperation projects. First part deals with gender concepts and ILO's approach to gender equality. Second part provides a detailed checklist with key questions for each stage of the programming cycle. Will be updated by CODEV in collaboration with the Gender Bureau (early 2002)
Appendix 2 of "Decent Work for Women": ILO's contribution on the Platform of Action through its operational activities (see chart 2)	2000/ Gender Bureau	English, French, Spanish, Arabic	International community, constituents, ILO staff, CTAs of projects	Brief overview with examples on how gender issues are mainstreamed in major ILO projects
Manual on technical cooperation	Forthcoming in 2002/CODEV	English?	ILO staff, CTAs	Gender will be incorporated throughout the manual. In addition, a gender-specific appendix will be drafted based on the updated PROG/EVAL guidelines

## 5. Reviews of gender mainstreaming in major ILO programmes

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Gender mainstreaming in the activities of the NORMES Department/HQ	1999/ EGALITE (Katherine Landuyt)	English	ILO staff of the Department	Non published working document used for capacity building of staff
Review of Gender Mainstreaming in the Application of ILO Standards by Governments and Supervisory Bodies including reporting procedures	1999/EGALITE (Margarita Zambrano)	English	ILO staff of the Department, Committee of Experts	Analysis of 10 Conventions, including reporting procedures, reports by Governments and comments provided by the Committee of Experts to these reports. Provides a detailed account of the extent to which Governments and Supervisory Bodies have mainstreamed gender in the application of the ILO Conventions. Highlights good practices and provides suggestions to improve reporting. The document has been used for training of staff.
Mainstreaming gender into IPEC	2001/ report for IPEC by Robert Jensen based on 2 previous reports (Jensen/Zambrano)	English (working document)	IPEC staff and gender network (as a good practice example)	Based on analysis of work conducted by IPEC, staff survey and interviews. Covers IPEC's 3 subprogrammes: IPEC/OPS, knowledge, campaign. Provides a series of detailed recommendations and examples of good practices and gaps in gender mainstreaming. Will be discussed in forthcoming gender training workshop for selected IPEC staff and gender specialists, with a view to setting up a framework for a comprehensive capacity building programme for IPEC staff
Promoting gender equality in action against child labour: a practical guide	2000/ILO-EASMAT (Nelien Haspels)	English	Specialists and programming staff in the child labour field, in particular IPEC staff	Contains 2 modules: Promoting gender equality in programmes against child labour; and Integration of gender issues in the design of child labour action programmes. Each module starts with a brief explanation on the main issues and strategies, provides tools in form of checklists and concludes with a bibliography.
Evaluation du facteur "genre" dans les projets de STEP; Guidelines for gender mainstreaming in STEP's technical cooperation projects for social protection	2001/STEP (Evy Messell, Sandrine Lo lacono)	French, English	STEP staff and gender network (as a good practice example)	Succinct analysis of gender mainstreaming in 9 STEP projects, followed by matrix of conclusions and recommendations and an appendix with reference documents. Used as training material for STEP's project staff



## 6. Gender mainstreaming in specific technical Areas

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
Gender, Poverty and Employment. Reader's Kit and Facilitator's Kit (Modular training package)	2001/ IFP Skills-Turin Centre (Amy King-Dejardin, Simonetta Cavazza)	English, forthcoming: Spanish, French, Portuguese, Arabic	ILO staff, constituents, local governments, UN system, NGOs, private sector	9 mutually reinforcing modules for training and sensitization of key players in the context of poverty reduction and women's empowerment. Packages have been adapted to different national and sub-regional settings
Gender Equality: A Guide to Collective Bargaining	1998/ ACTRAV-LEG/REL (Olney, Goodson, Maloba, O'Neill)	English, French and Spanish (2002)	Trade unions, ACTRAV and Social Dialogue specialists	Consisting of 6 booklets, dealing with different categories of bargaining issues, as well as how to prepare for gender inclusive collective bargaining and to follow up after collective bargaining. It provides a gender perspective to "traditional" issues found on the bargaining agenda, as well as examining issues of particular concern to women, and suggesting strategies to have these issues placed on the bargaining agenda. To be used in training, negotiations and awareness raising
Promoting Gender equality: a resource kit for trade unions	Forthcoming 2001/ GENPROM/ ACTRAV	English?	Constituents (trade unions), ILO staff, NGOs working with trade unions	7 booklets: The role of trade unions in promoting gender equality; promoting gender equality within trade unions; -at the workplace; gender equality bargaining; organizing the unorganized; organizing in diversity; alliances and solidarity to promote women workers' rights
Breaking through the Glass Ceiling: women in management	2001/Linda Wirth (Gender Bureau)	English, summary is forthcoming in French and Spanish	Wide public, decision-makers in governments, employers' organisations and enterprises, trade unions, women's networks, ILO staff	Published as a book, it can also be used as reference and training material. Discusses the occupational segregation that exists in private and public management. Provides updated figures, statistics and data as well as examples of good practices and strategies for improving women's qualifications, career-building, mentoring, networking. Explores such issues as discrimination, equal remuneration and gender mainstreaming and presents a concise overview of the glass ceiling and its effects on women around the world

## 6. Gender mainstreaming in specific technical Areas

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
“As one employer to another...What’s all this about Equality: Guidelines for employers on equality at work	1996/ ACT/EMP	English, French, Spanish	Employers’ organisations and ILO officials working with them	Reference and training material on equality issues, the rationale for employers’ action; equal opportunity policies at the workplace
Rural women in micro-enterprise development. Training manual and guide	1997 POL/DEV (Naoko Otobe)	English	Constituents, organizations and individuals engaged to assist rural women workers, ILO CTAs	Developed in an African context, can be adapted and applied in projects aimed at poverty alleviation through employment creation at the grassroots level
Women in management in Africa. Modular training package	1997(?) ENT/MAN (Josiane Capt) and Turin Centre	English	Women managers and policy makers in public and private organizations, human resources staff, ILO staff as trainers	Contains 7 training modules on gender, personal and career development; organization; communication, and a personal diary
Gender guidelines for employment and skills training in conflict-affected countries	1998/IFP Crisis	English, French, Spanish	Personnel involved in crisis response and reconstruction activities, ILO CTAs, UN staff	Based on a series of country studies. Geared to facilitate mainstreaming of policies and programmes in the context of crisis. Can be used by themselves or with other materials on the conflict-affected issue. For discussion, advocacy and action
CD Rom on E.quality at work: An information base on equal employment opportunities for women and men (also: <a href="http://www.ilo.org.genprom.eeo">www.ilo.org.genprom.eeo</a> )	2001/GENPROM	English. TU Kit available in French, Spanish, parts in Chinese	Government policy makers, Equal opportunities officers, human resources managers, social partners, academia, NGOs, UN staff, ILO staff	Database on 39 countries: Provides background information on gender issues for research, technical assistance and situation reports. Can provide good practices for other countries on new legislation, institution building, policies and programmes

## 6. Gender mainstreaming in specific technical Areas

TOOL	DATE/UNIT	LANGUAGES	AUDIENCE	GENERAL REMARKS ABOUT ITS USE
ILO Code of Practice on HIV/AIDS and the world of work	2001/ HIV/AIDS programme	English, French, Spanish	Constituents (policy makers) and other social partners, international community, UN agencies, ILO staff	Covers key principles such as recognition of HIV/AIDS as a work place issue; non discrimination; gender equality; screening and confidentiality; social dialogue; prevention; care and support, as the basis for addressing the epidemic at the workplace
Promoting Decent Work for Women: some lessons learned	2000/Gender Bureau	English	Constituents, ILO staff, other interested partners	4 presentations made at the ILO Symposium for the Governing Body on Decent Work for Women (March 2000): How to promote women workers' rights; Management development and entrepreneurship for women; Poverty, employment and social protection: a gender perspective; and, Gender in crisis response and reconstruction: complicating the already complex process
Guidelines and checklists on improving the representation of women and gender balance	2001/IFP/Dialogue (V. Perotin)	English	Social Dialogue specialists	Internal document to assist colleagues in improving the representation of women/gender balance in our internal and external activities, including workshops, meetings, technical cooperation and research. It also provides a checklist of questions and useful examples for mainstreaming gender into the substance of our work. In addition, the need for monitoring and follow-up is addressed, as well as the use of gender-inclusive language.

### **7. Articles / Working papers/ Web pages (Examples)**

World of Work Magazine	Bi/monthly ILO publication (D.COMM) in all official ILO languages	Contain regular features on specific gender issues, with bibliographic references. Provide information on new publications, and news around the world. Can be used not only as reference material, but also for training
International Labour Review	2- 3 editions per year in English, French and Spanish, for academia and a wider public, researchers	Special edition on gender equality issues (Nos. 3 and 4, 2000); Article on men and masculinities by Mark Lansky, nos. 1 and 2, 2001. Contains regularly articles on gender issues or gender specific data in general articles
Working papers produced by different units and regions	Irregular, in different languages	Examples: Cooperatives and gender Women and enterprise development (SEED/WEDGE) Microcredit and women's empowerment (Social Finance Unit) Gender and armed conflicts; gender and natural disasters (IFP Crisis)
Web pages	CINTERFOR's (Latin American Regional Centre for Information and Documentation on Vocational Training) Webpage on Women and Gender Equality (in Spanish / "FORMUJER")	Information on news, events and full texts of relevant training materials, working papers and publications on women and gender issues, with a special emphasis in vocational training (mainly Latin America including ILO headquarters)

## Annex VIII: ILO GENDER AUDIT: DOCUMENT ANALYSIS SHEET

<i>Name of document:</i>	
<i>Work unit/sector</i>	
<i>Kind of document</i>	

1. This section seeks to elicit general evidence of a gender perspective or gender analysis in the document being reviewed, and is applicable to any document.						
<i>Criterion</i>	<i>yes</i>	<i>no</i>	<i>to some extent</i>	<i>not enough info</i>	<i>not applicable</i>	<i>Explanatory comments</i>
1.1 Is this document considered a key document for your work unit? Why?						
1.2 Is the document specifically about gender issues, or not?						
1.3 Does the document show conceptual clarity on what gender equality, gender mainstreaming, etc. mean?						
1.4 Does the document use gender-disaggregated data/information?						
1.5 Does the document use gender-sensitive language?						
1.6 If there are visual images, are these gender-sensitive?						
1.7 Does the document take into account the different experiences of women and men, and in what ways?						
1.8 Does the document deal with women only, with men only, or with gender relations as relations of power and the different experiences, positions, and needs of women and men?						

1. This section seeks to elicit general evidence of a gender perspective or gender analysis in the document being reviewed, and is applicable to any document.						
<i>Criterion</i>	<i>yes</i>	<i>no</i>	<i>to some extent</i>	<i>not enough info</i>	<i>not applicable</i>	<i>Explanatory comments</i>
1.9 Does the document show awareness of the difference between a focus prioritizing one sex and a focus on gender relations?						
1.10 Does the document mention women or gender equality routinely but in a mechanistic or tokenistic way (lip-service)?						
1.11 Does the document represent the views of both women and men (e.g. reports of meetings, trainings; newsletters)?						
1.12 Is the author of the document a woman or a man? If there is more than one author, please indicate in Comments column how many co-authors are women and how many are men.						
1.13 Does the document show awareness of the differential impacts of technical cooperation on women and men?						
1.14 Is gender equality fully mainstreamed in the document? (If not, please indicate in the Comments column how gender equality is treated in the document – as an add-on, in terms of women’s empowerment, largely or totally absent.)						

2. This section seeks to help you analyse documents according to the thematic areas A–K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.						
A: The ILO takes into consideration gender issues in the context in which it works	A.1 Does the document show that: (a) the ILO/ work unit has incorporated a gender perspective into its analysis of economic, social, political and environmental factors related to the world of work? (b) international agreements on gender equality inform ILO/ work unit policies,					

2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	activities and products? (c) the ILO/ work unit takes the institutional gender context into consideration in analyses, research, advocacy related to the ILO's four strategic objectives?						
B: The ILO is effectively mainstreaming gender equality in the policy development, planning and budgeting of programmes related to the four strategic objectives	B.1 Does the document show that: (a) the project and programme objectives, strategies, activities and results are defined in a gender-specific manner? (b) the objectives specify equality of opportunity and treatment between men and women in the world of work through available ILO/ work unit means of action? (c) gender-related results and indicators are specified? (d) gender-related objectives for institutional strengthening in the world of work, specifically related to the ILO constituents, have been defined?						
	B.2 Does the document state clearly what resources are available for gender-related work within the plan or budget under discussion?						
C: The ILO is effectively mainstreaming gender in the implementation of programmes and technical cooperation activities	C.1 Does the document reflect that the application of a gender perspective or analysis as shown in section 1 above has led to: (a) the identification of gender equality related priorities for the whole programme in terms of sector (strategic objectives), region, constituents or other target groups? (b) the identification of key issues on which the programme will work? (c) programme/project activities which serve the interests of women and men equally?						

2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	C.2 Does the document make it clear what time and human resources are made available for gender mainstreaming?						
	C.3 Does the document show: an approach which mainstreams gender equality? a women's empowerment approach? a masculinities approach? a gender-'neutral' approach? (You can tick more than one approach if the document's approach fluctuates or shows elements of more than one approach. Please briefly indicate the reasons for your choices.)						
	C.4 Do the modalities of implementation reflected in the document include: explicit integration of gender equality? separate programmes and projects? project components? separate budget allocation for women/ gender mainstreaming?						
D: Gender expertise is strengthened through building competence and capacity in the organization, work units and individuals	D.1 Does the document give information on the total number of ILO staff who are: gender experts on the staff? gender focal points? gender experts on technical cooperation teams?						
	D.2 Does the document state how many of those mentioned are women, and how many are men? If yes, please give numbers or proportions mentioned, in Comments column.						
	D.3 Does the document state who works full-time on gender, and who works part-time? If yes, please give details in Comments column.						
	D.4 Does the document give information on the male/female distribution of gender competence and expertise among staff who do not have gender specifically in their job description?						



2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	D.5 Does the document state what capacity-building initiatives on gender for staff, constituents and partner organisations have been carried out in the past three years?						
	D.6 If the document is a report on a training or capacity-building exercise, does it show that: gender issues were on the agenda of the exercise being reported? both women and men took part actively?						
E: Knowledge and information management is geared towards increasing the existing knowledge on gender equality in the world of work	E.1 Does the document reflect that the ILO/ work unit has undertaken one or more of the following activities to promote knowledge management on gender? Research Publications Library and documentation Seminars/ conferences, meetings Network building Web sites						
	E.2 Does the document indicate whether sources of information on gender issues widely accessible, and to whom? Please give details in Comments column.						
F: Planning, reporting, monitoring and evaluation systems are capable of promoting and following up the implementation of the ILO's cross-cutting objective on gender equality	F.1 Does the document show that there are mechanisms for planning, monitoring and evaluation that are conducive to mainstreaming gender equality?						

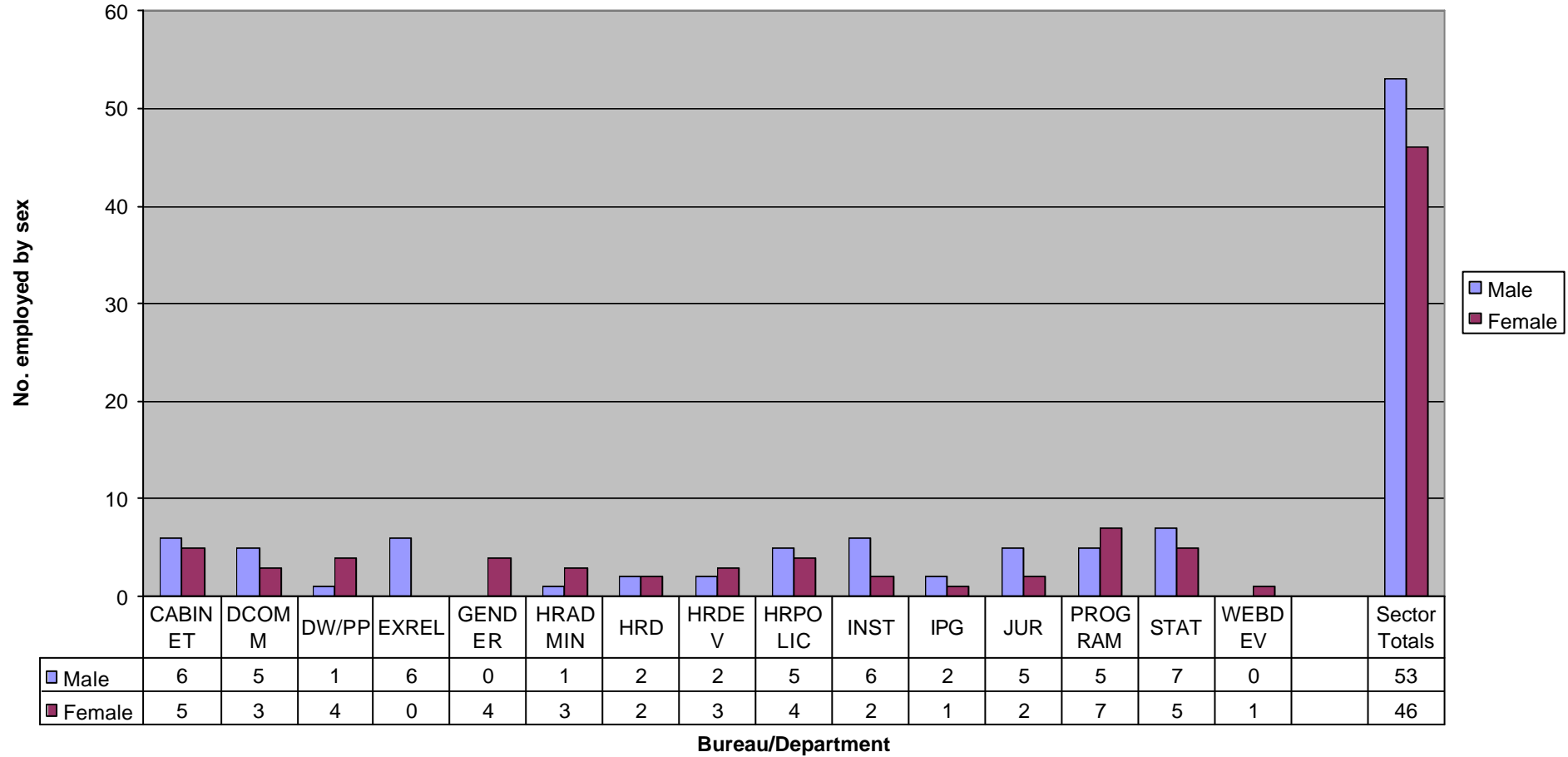
2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	F.2 Is there a mechanism in place that monitors the following factors in a gender-disaggregated manner? Resources allocated and spent on gender equality goals; Results for equal opportunity and equal treatment of men and women in the world of work; Institutional goals related to gender equality; Sex balance of participation in activities of projects, seminars/ workshops/ conferences; Sex balance among ILO staff and constituents.						
	F.3 If the document contains TORs for consultancies or reports, does it stipulate that gender equality issues should be reported upon substantially?						
G: Choice of partner organizations allows for a strengthening of ILO's capacity to mainstream gender equality in all its activities	G.1 Does the document reflect whether the ILO has chosen partner organizations that are capable of contributing to the achievement of gender equality? Please give details in the Comments column.						
H: Products and public image present a clear image of ILO as a gender-sensitive organization striving for gender equality.	H.1 Does the document indicate how the ILO is perceived by constituents and other partner organizations, from a gender point of view? How is it perceived by the wider public, from a gender point of view? Please give details.						
	H.2 (a) If the document is a promotional or public relations document (e.g. brochure promoting a unit's work), does it represent the work unit / the ILO as a gender-sensitive body? (b) Is this an accurate representation of						

2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	the real situation?						
I: Decision-making and participation on gender mainstreaming gives opportunities to a broad representation of ILO's personnel to contribute to gender mainstreaming in ILO	I.1 Does the document reveal: who participates in meetings and decision-making processes, with what influence, and from which hierarchical levels or sectors? whether gender issues are regularly addressed in meetings? Please give details where appropriate.						
	I.2 If the document is a report of a meeting, does it show: how many of the participants were women and how many are men? whether both women and men were taking part actively? whether there were gender issues on the agenda and how important they were considered?						
	I.3 Does the document show who are the people championing gender equality in ILO, and/or at what levels are support and resistances located? Please give details.						
J: Staffing and human resources are geared towards gender balance at all levels in the organization	J.1 Does the document show whether the ILO/ work unit has taken explicit measures to promote a more equal sex balance among staff in the organization at all levels? Please indicate these measures in the Comments column.						
	If the document is a procedural document or handbook containing guidelines, rules and regulations, etc. relating to HRD, does it reflect the ILO's policy on equality of opportunity and treatment between women and men?						
	If the document concerns staff recruitment/selection (e.g. job vacancy notice, job description/person specification, contractual document), does it specify demonstrable gender sensitivity or competence as a						

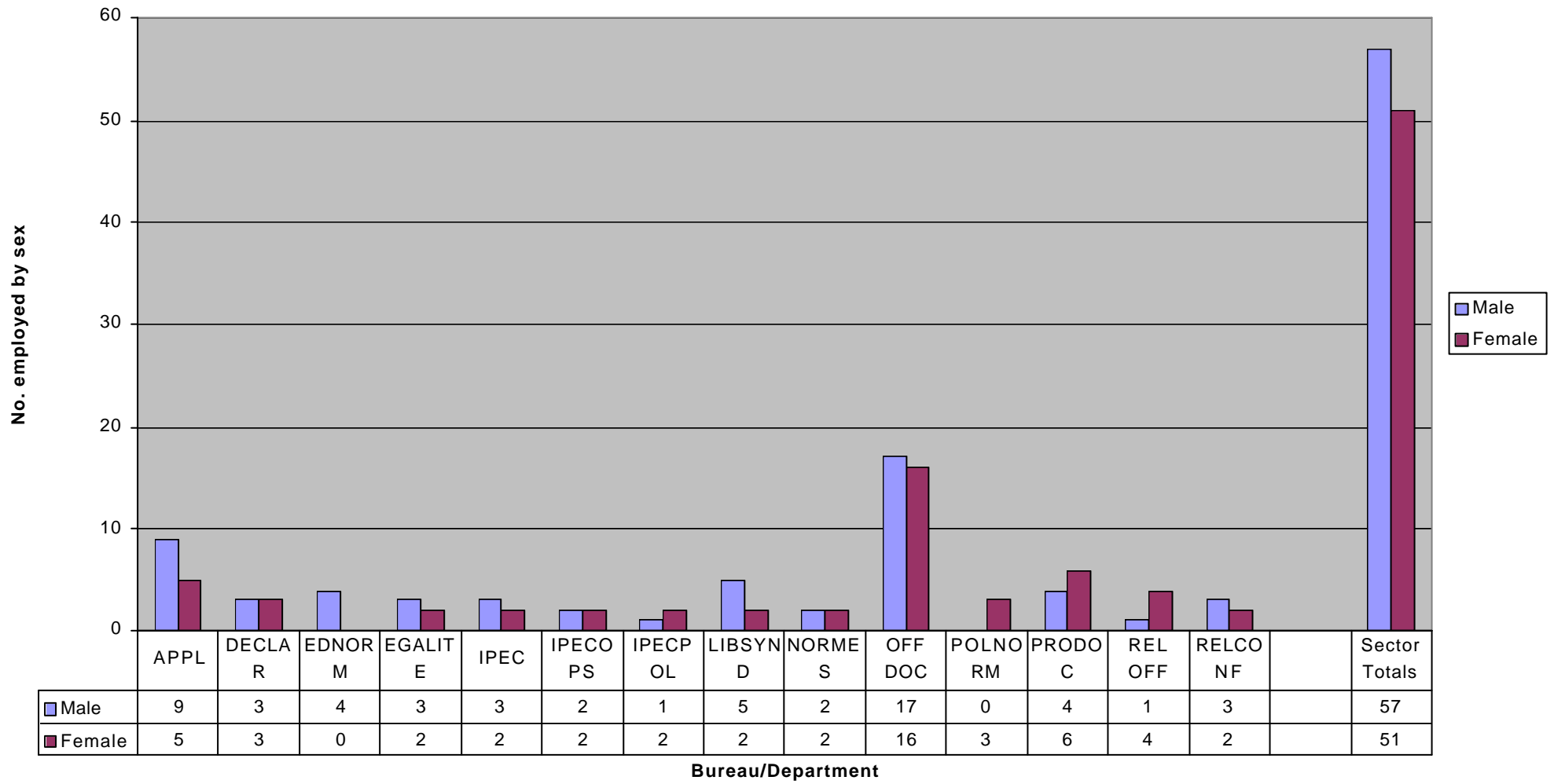
2. This section seeks to help you analyse documents according to the thematic areas A—K. These categories are used here to maintain consistency of analysis between the desk reviews (local and global) and the participatory audits.							
	requirement for ILO staff?						
	If the document contains terms of reference and job descriptions for external consultants, do they specify demonstrable gender sensitivity or competence as a criterion for selection?						
K: Organizational culture is conducive to respectful inter-personal relations and allows both women and men to take up non-traditional roles and responsibilities.	K.1 Does the document give indications that the organizational culture is conducive to the realization of gender equality in ILO and its work? Please indicate in the Comments column how this is apparent.						

# ANNEX IX: STAFF AT HEADQUARTERS BY SECTOR AND SEX

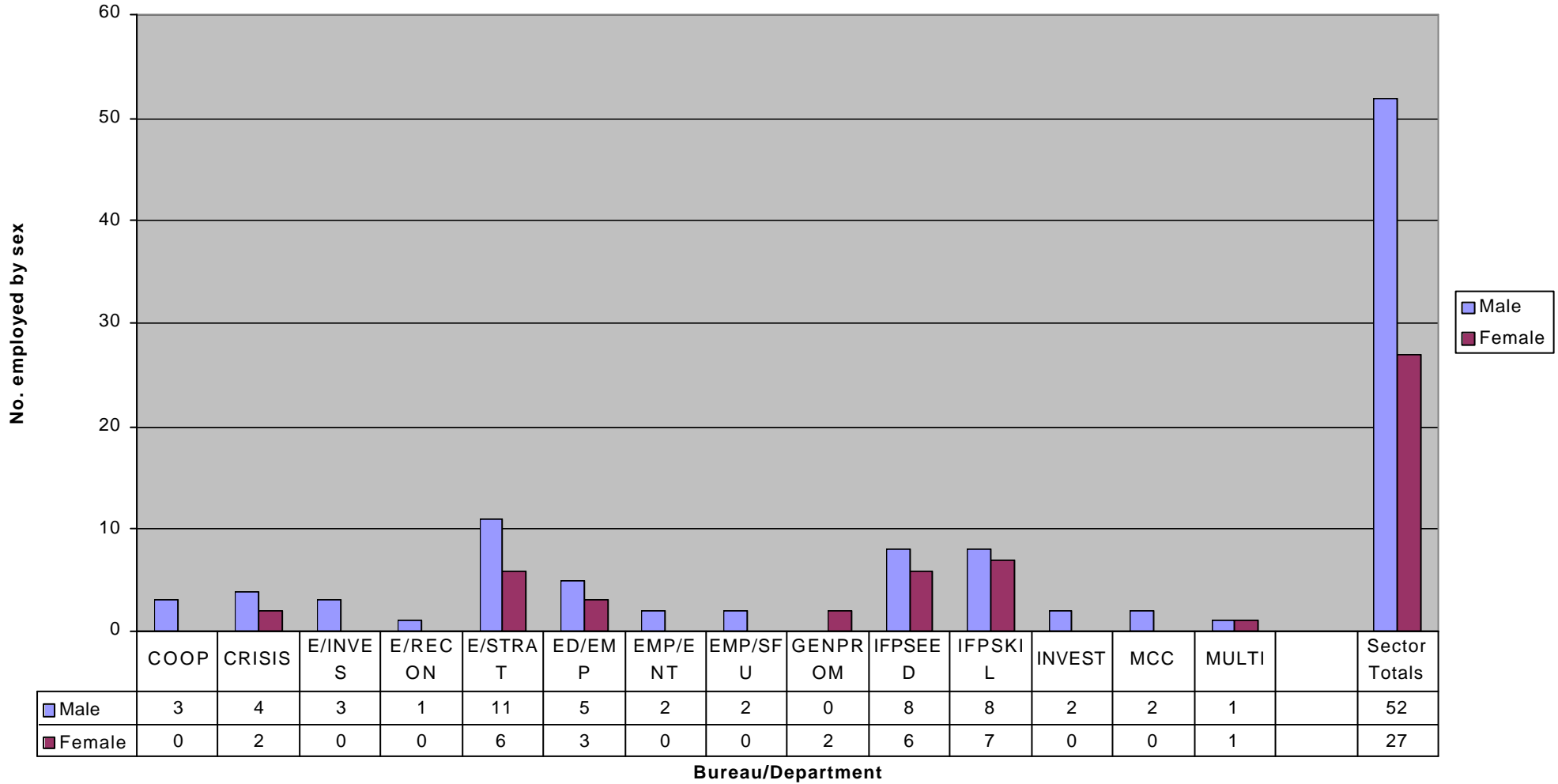
## DG REPORTS - P STAFF AT HEADQUARTERS BY SEX



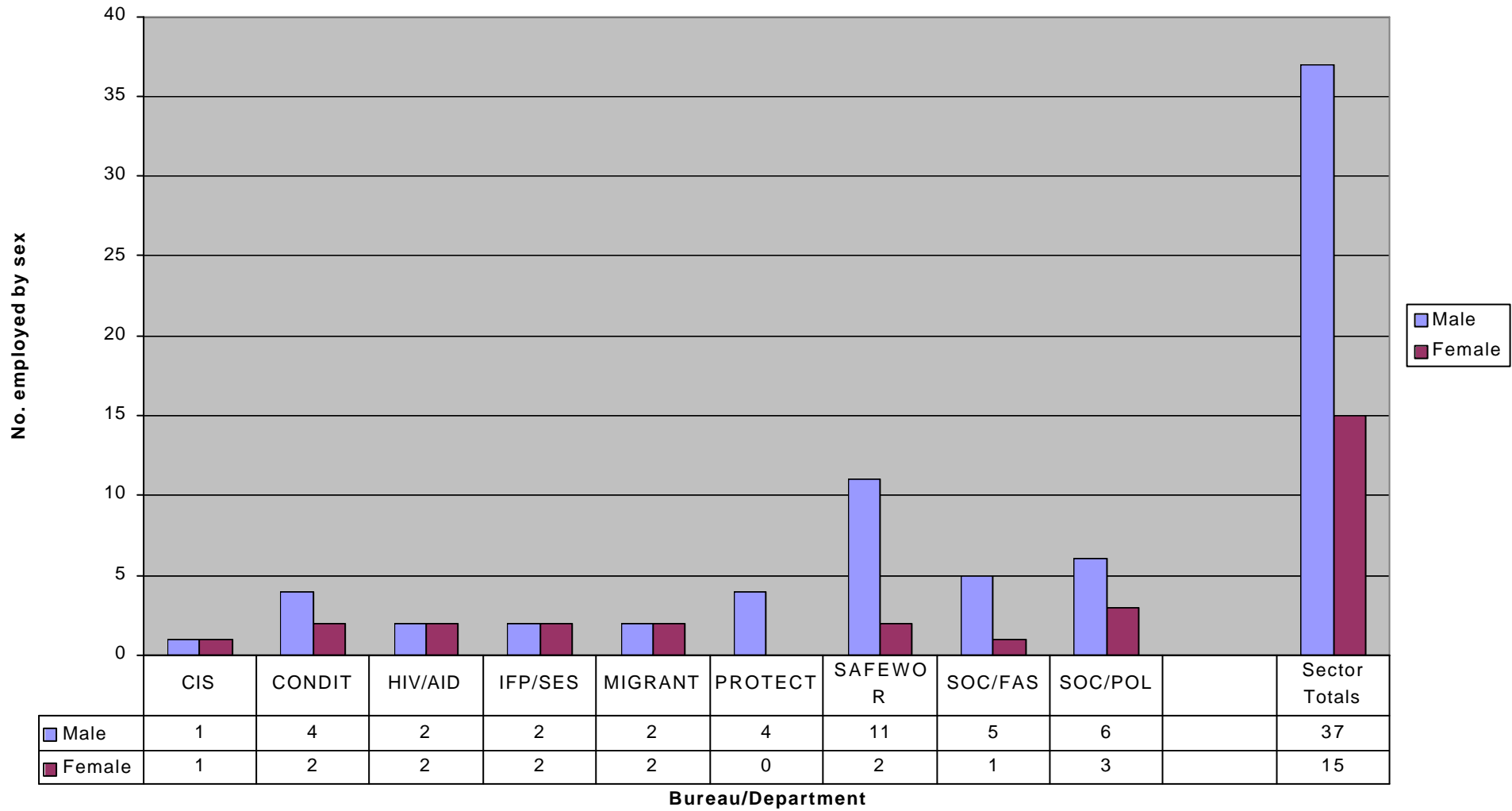
### STANDARDS- P STAFF AT HEADQUARTERS BY SEX



**EMPLOYMENT- P STAFF AT HEADQUARTERS BY SEX**

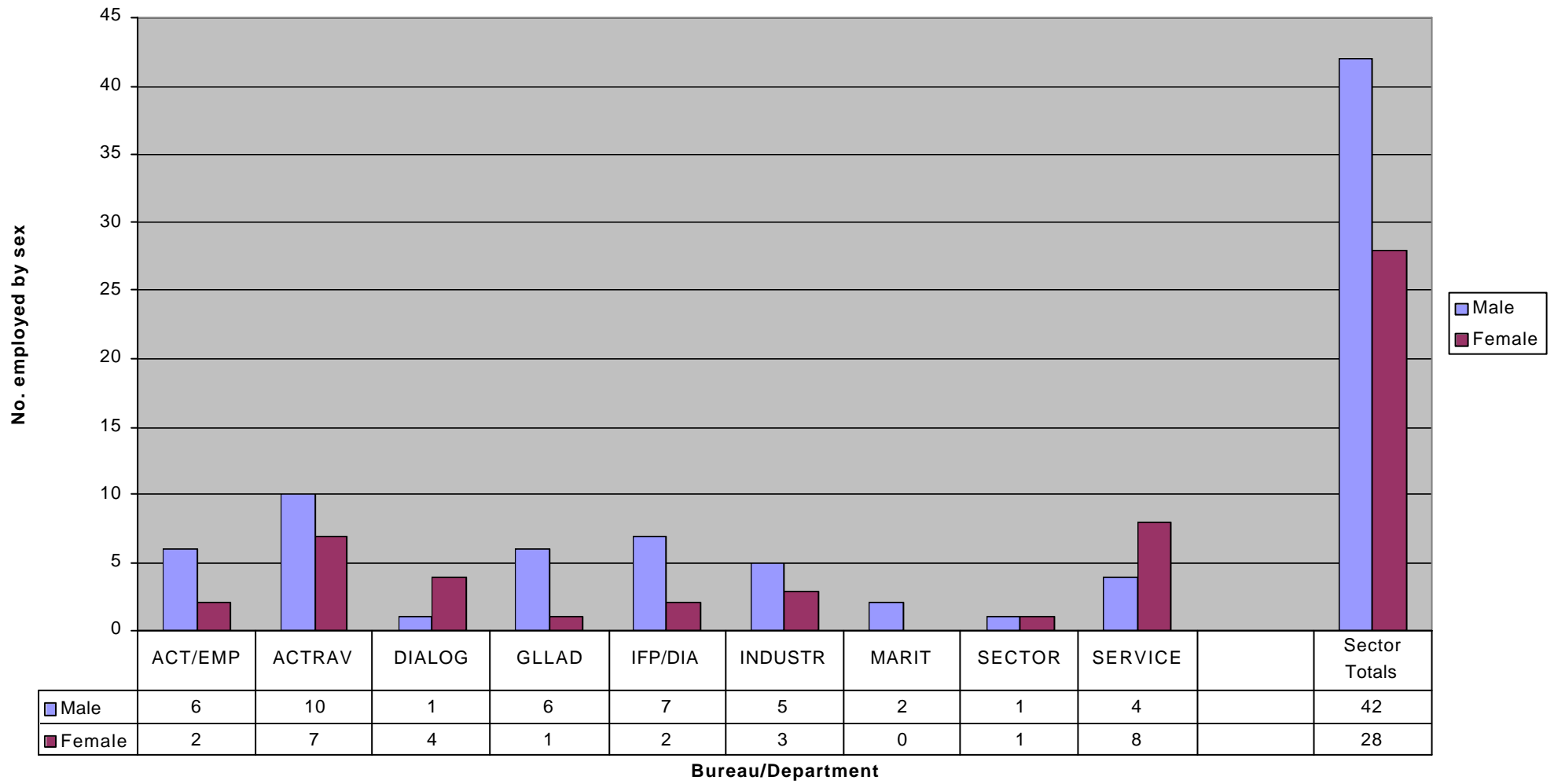


**PROTECTION- P STAFF AT HAEDQUARTERS BY SEX**

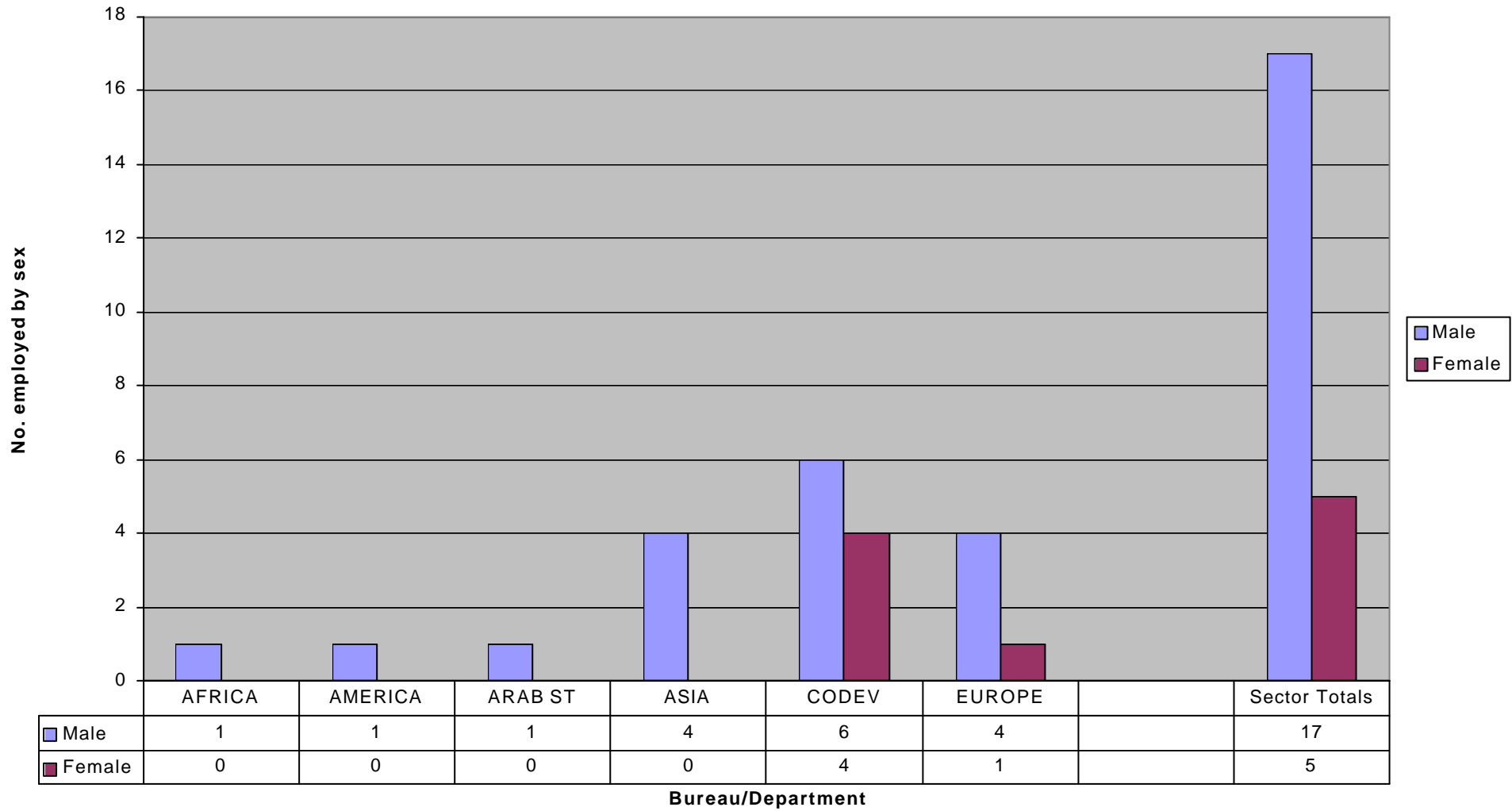




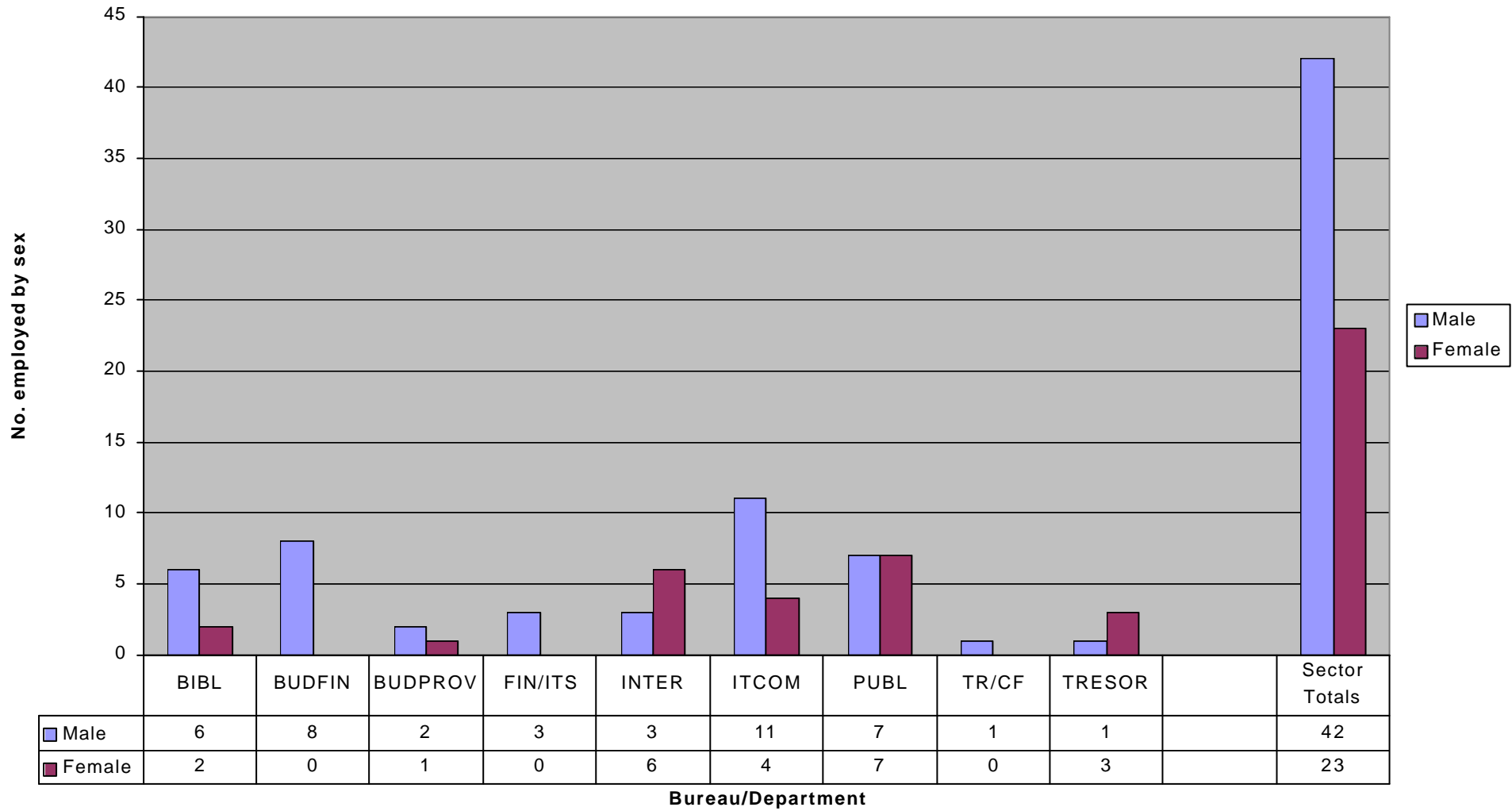
### DIALOGUE- P STAFF AT HEADQUARTERS BY SEX



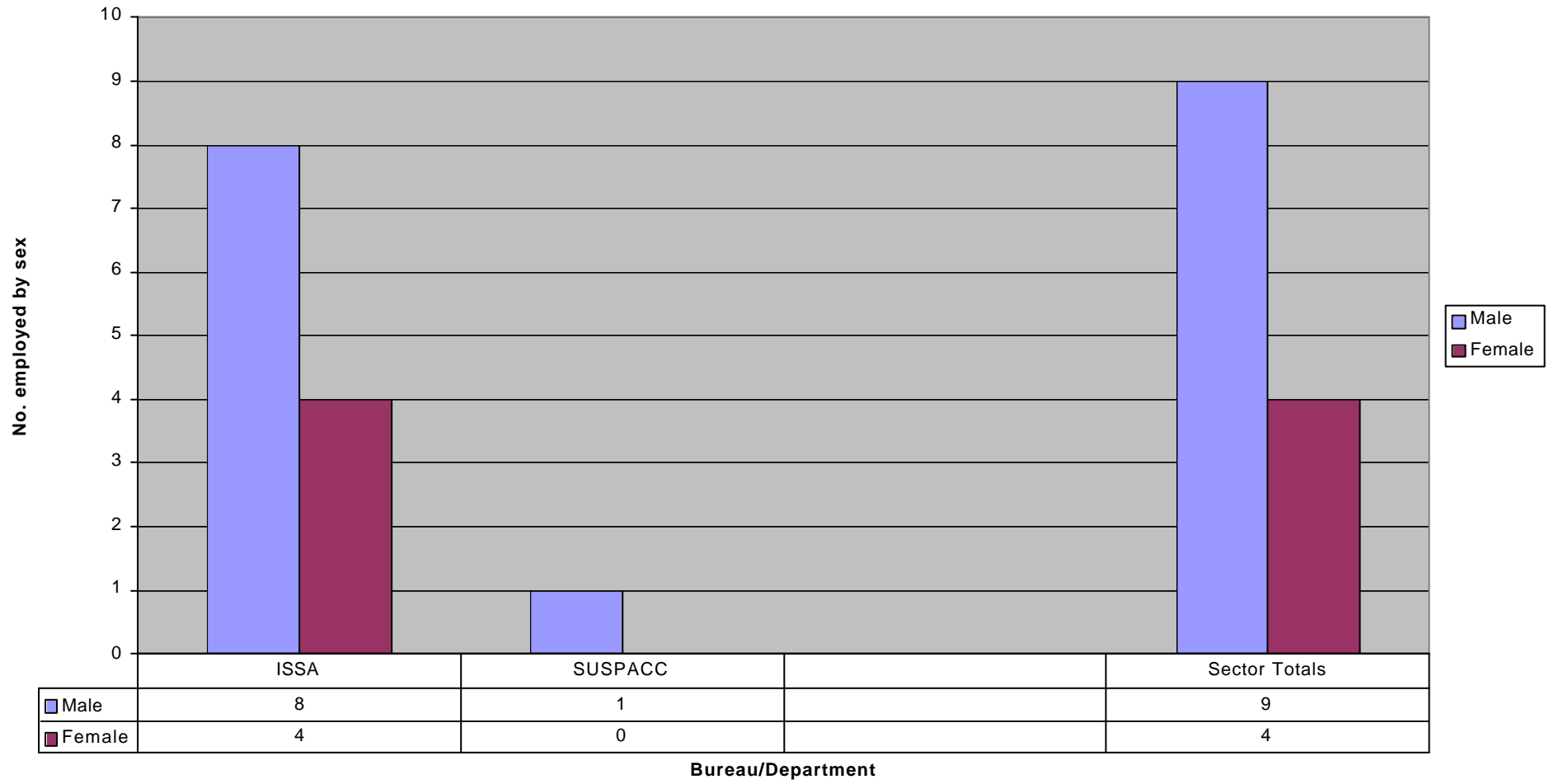
### REGIONS- P STAFF AT HEADQUARTERS BY SEX



### SUPPORT- P STAFF AT HEADQUARTERS BY SEX



**OTHER- P STAFF AT HEADQUARTERS BY SEX**



<b>Sector</b>	<b>P5</b>	<b>Women P5</b>	<b>% Women P5</b>	<b>D1 + above</b>	<b>Women D1 +</b>	<b>% Women D1 +</b>
DG Reports						
CABINET	3	1		4	1	
DCOMM	2	0		2	2	
DW/PP	0	0		3	2	
EXREL	5	0		0	0	
GENDER	2	2		1	1	
HRADMIN	1	1		0	0	
HRD	0	0		0	0	
HRDEV	0	0		1	0	
HRPOLIC	4	3		3	1	
INST	2	0		0	0	
IPG	1	0		0	0	
JUR	2	0		1	0	
PROGRAM	2	1		3	0	
STAT	6	1		1	0	
WEBDEV	0	0		0	0	
<b>Sector Totals</b>	<b>30</b>	<b>9</b>	<b>30</b>	<b>19</b>	<b>7</b>	<b>37</b>

Standards						
APPL	3	0		1	1	
DECLAR	1	1		2	0	
EDNORM	2	0		0	0	
EGALITE	1	1		1	0	
IPEC	3	1		0	0	
IPECOPS	1	0		1	0	
IPECPOL	0	0		1	1	
LIBSYND	3	1		1	0	
NORMES	0	0		0	0	
OFF DOC	4	2		1	0	
POLNORM	1	1		0	0	
PRODOC	0	0		1	0	
REL OFF	2	2		1	0	
RELCONF	1	0		0	0	
<b>Sector Totals</b>	<b>22</b>	<b>9</b>	<b>41</b>	<b>10</b>	<b>2</b>	<b>20</b>

Employment						
COOP	3	0		0	0	
CRISIS	4	1		1	1	
E/INVES	3	0		0	0	
E/RECON	0	0		1	0	
E/STRAT	10	2		1	0	
ED/EMP	3	0		2	0	
EMP/ENT	0	0		1	0	
EMP/SFU	1	0		0	0	
GENPROM	0	0		1	1	
IFPSEED	3	1		1	1	
IFPSKIL	6	2		1	0	

<b>Sector</b>	<b>P5</b>	<b>Women P5</b>	<b>% Women P5</b>	<b>D1 + above</b>	<b>Women D1 +</b>	<b>% Women D1 +</b>
INVEST	2	0		0	0	
MCC	1	0		0	0	
MULTI	1	1		0	0	
<b>Sector Totals</b>	<b>37</b>	<b>7</b>		<b>9</b>	<b>3</b>	<b>33</b>

Protection						
CIS	1	0		0	0	
CONDIT	1	0		1	1	
HIV/AID	1	0		1	0	
IFP/SES	1	1		1	0	
MIGRANT	2	0		0	0	
PROTECT	1	0		3	0	
SAFEWOR	9	0		1	0	
SOC/FAS	1	0		1	0	
SOC/POL	5	0		1	0	
<b>Sector Totals</b>	<b>22</b>	<b>1</b>		<b>9</b>	<b>1</b>	<b>11</b>

Dialogue						
ACT/EMP	4	0		2	1	
ACTRAV	9	4		2	0	
DIALOG	2	1		2	2	
GLLAD	5	1		1	0	
IFP/DIA	2	0		2	0	
INDUSTR	5	0		0	0	
MARIT	1	0		0	0	
SECTOR	0	0		2	1	
SERVICE	5	2		0	0	
<b>Sector Totals</b>	<b>33</b>	<b>8</b>	<b>24</b>	<b>11</b>	<b>4</b>	<b>36</b>

Regions						
AFRICA	1	0		0	0	
AMERICA	1	0		0	0	
ARAB ST	0	0		0	0	
ASIA	0	0		2	0	
CODEV	3	1		4	2	
EUROPE	1	0		3	0	
<b>Sector Totals</b>	<b>6</b>	<b>1</b>	<b>17</b>	<b>9</b>	<b>2</b>	<b>22</b>

<b>Sector</b>	<b>P5</b>	<b>Women P5</b>	<b>% Women P5</b>	<b>D1 + above</b>	<b>Women D1 +</b>	<b>% Women D1 +</b>
Support						
BIBL	1	1		1	1	
BUDFIN	3	0		1	0	
BUDPROV	0	0		1	1	
FIN/ITS	1	0		0	0	
INTER	2	0		1	0	
ITCOM	4	1		1	0	
PUBL	3	3		2	0	
TR/CF	0	0		1	0	
TRESOR	1	0		1	1	
<b>Sector Totals</b>	<b>15</b>	<b>5</b>	<b>33</b>	<b>9</b>	<b>3</b>	<b>33</b>

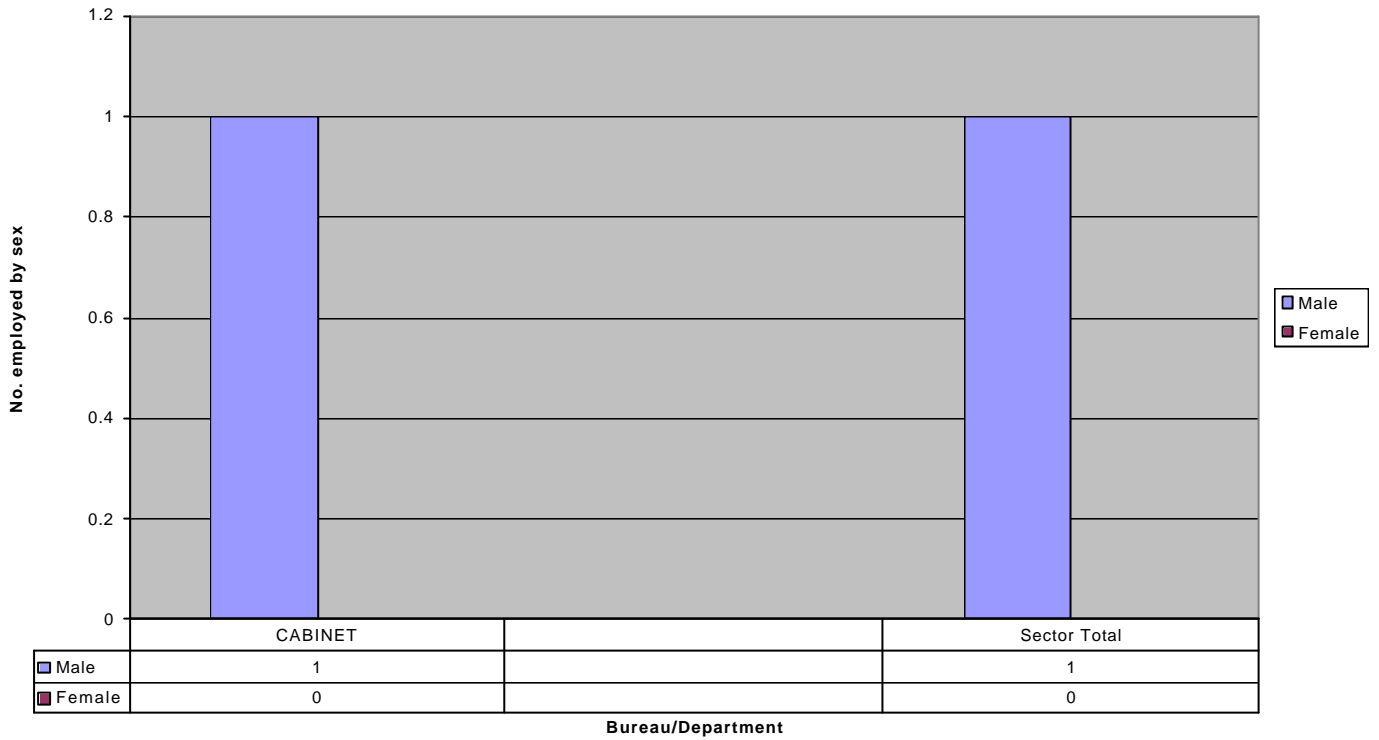
Other						
ISSA	5	2		1	0	
SUSPACC	1	0		0	0	
<b>Sector Totals</b>	<b>6</b>	<b>2</b>		<b>1</b>	<b>0</b>	<b>0</b>



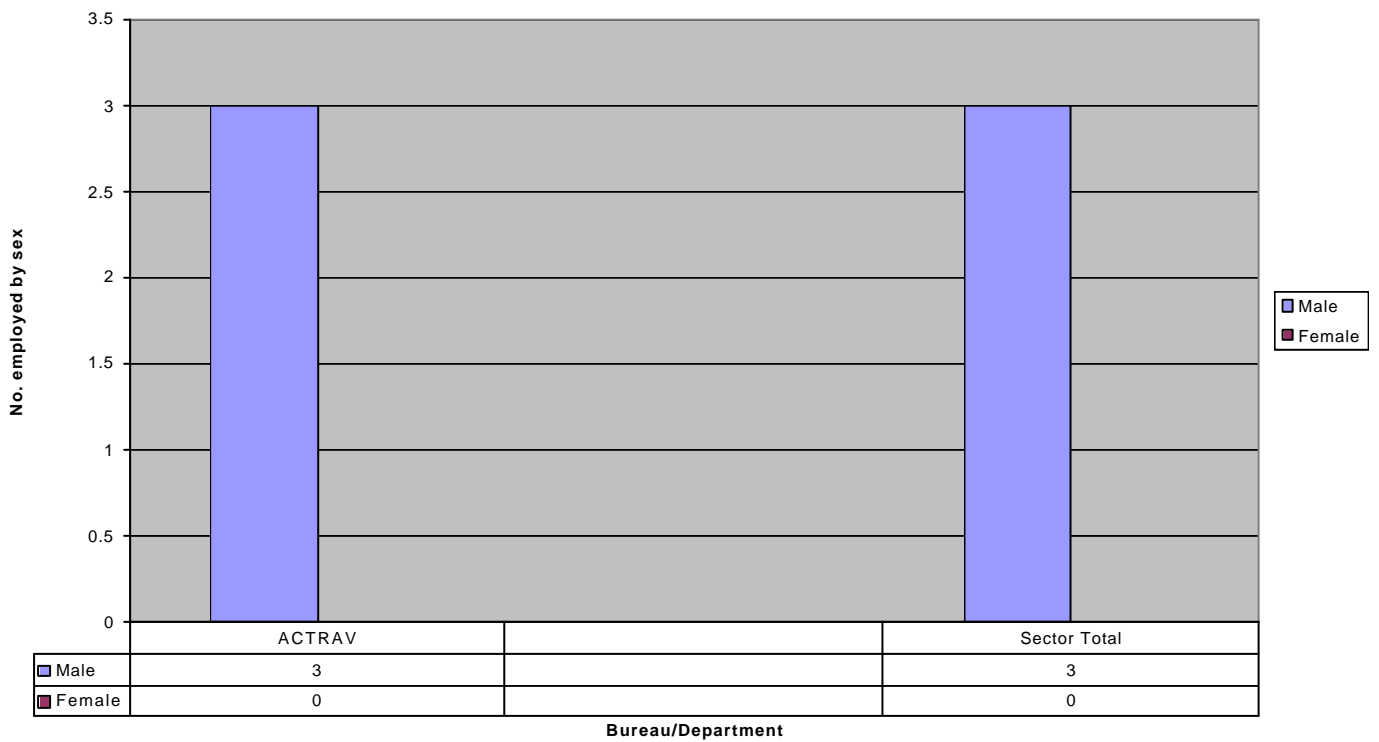


# Annex X: P STAFF BY REGION AND SEX

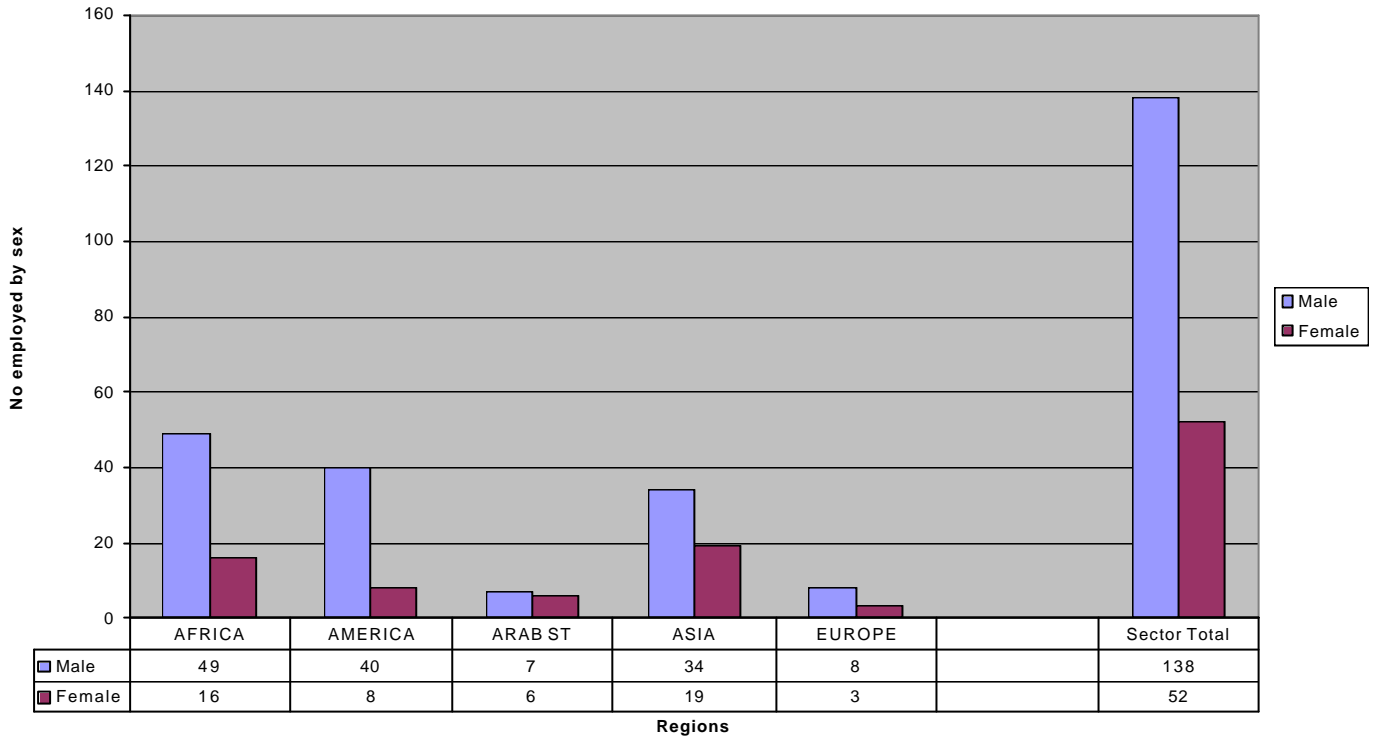
DG REPORTS- P FIELD STAFF BY REGION AND SEX



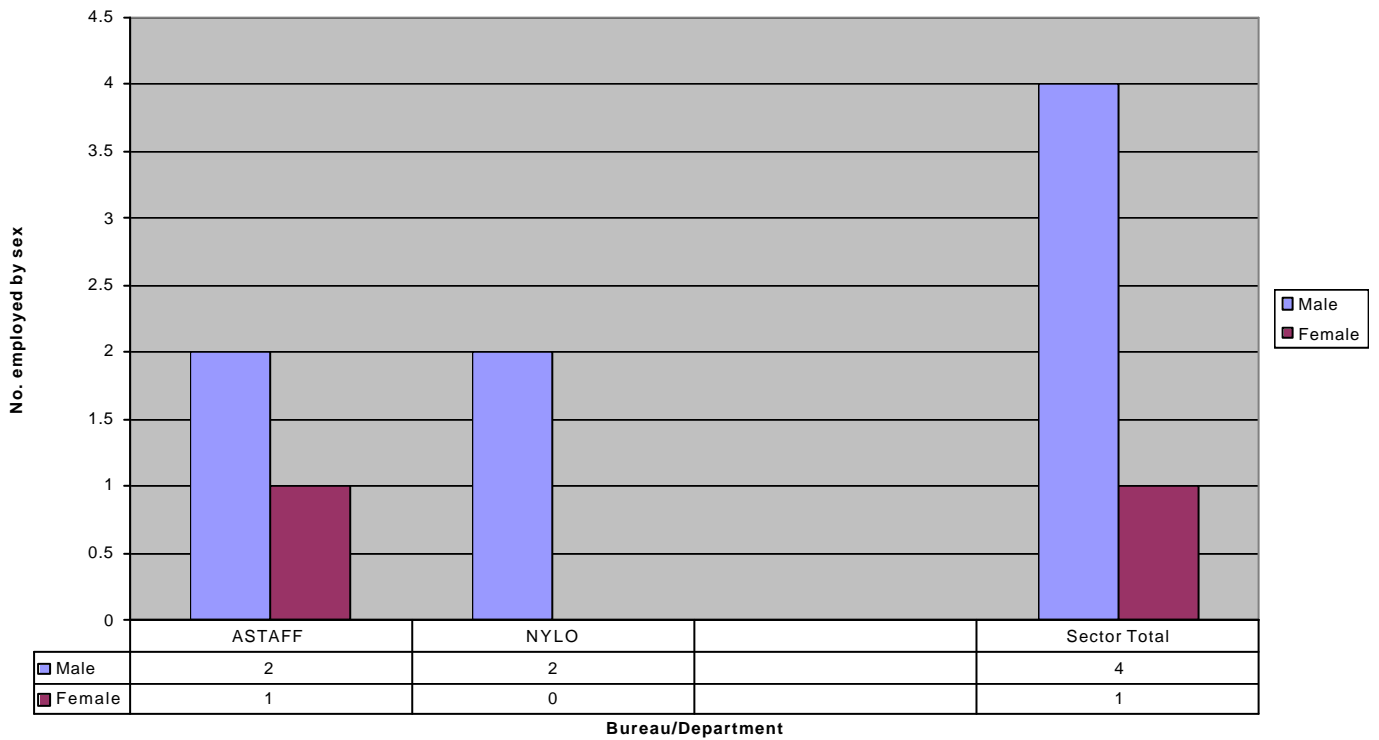
DIALOGUE GROUP-P FIELD STAFF BY REGION AND SEX



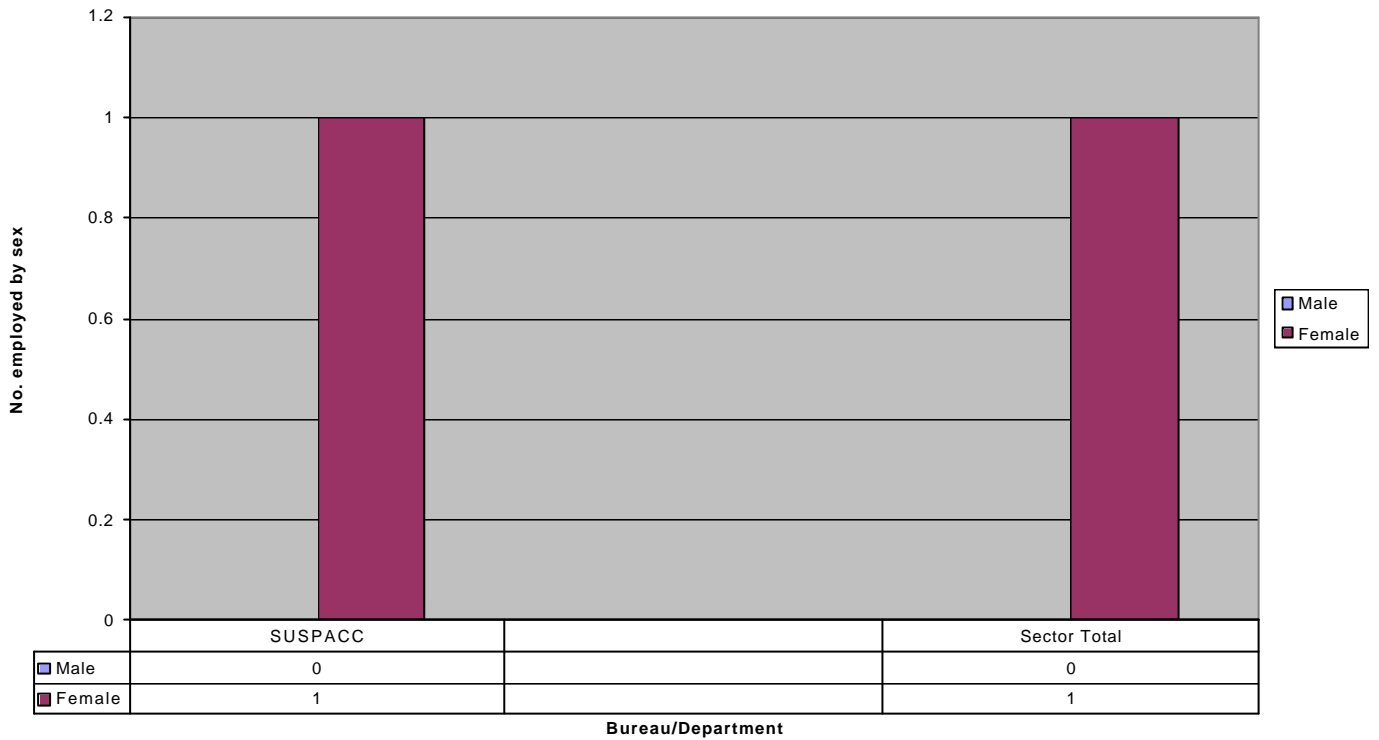
**REGIONS- P FIELD STAFF BY SEX**



**P FIELD STAFF BY REGION AND SEX**



OTHER- P FIELD STAFF BY REGION AND SEX



	P5	Women P5	% women P5	D1 + above	Women D1+	% women D1+	
ASTAFF	3	1		0	0		
NYLO	1	0		1	0		
<b>Sector Total</b>	<b>4</b>	<b>1</b>	<b>25</b>	<b>1</b>	<b>0</b>	<b>0</b>	
<i>DG Reports</i>							
CABINET	0	0		0	0		
<b>Sector Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<i>Dialogue</i>							
ACTRAV	2	0		0	0		
<b>Sector Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<i>Regions</i>							
AFRICA	35	7		10	2		
AMERICA	29	7		6	0		
ARAB ST	5	1		2	0		
ASIA	28	8		6	0		
EUROPE	7	3		2	1		
<b>Sector Total</b>	<b>104</b>	<b>26</b>	<b>25</b>	<b>26</b>	<b>3</b>	<b>12</b>	
<i>Other</i>							
SUSPACC	1	1		0	0		
<b>Sector Total</b>	<b>1</b>	<b>1</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## Annex XI: ILO FIELD OFFICES HEADED BY WOMEN

	Asia/Pacific	Africa	Americas	Europe/Central Asia	Arab States	Total	% women
<i>Regional Offices</i>	Bangkok	<b>Abidjan</b>	Lima	Geneva	Beirut	5	20%
MDT's	Bangkok	Abidjan	Lima	Budapest	Beirut		
	Manila	Addis Ababa	Port of Spain	<b>Moscow</b>			
	New Delhi	Cairo	San José				
		Dakar	Santiago				
		Harare					
		<b>Yaoundé</b>				16	12.5%
Area Offices	Beijing	Alger	Brasilia				
	<b>Colombo</b>	Antanarivo	<b>Buenos Aires</b>				
	Dhaka	Dar es Salaam	Mexico				
	<b>Hanoi</b>	<b>Kinshasa</b>					
	Islamabad	Lagos					
	Jakarta	Lusaka					
	<b>Kathmandu</b>	Pretoria					
	Suva					18	28%
Branch Offices	<b>Tokyo</b>		Washington	<b>Ankara</b>			
			New York	Bonn			
				Brussels (Liaison EU)			
				London			
				Madrid			
				Rome			
				Tirana (Support office)		10	20%
Other				CINTERFOR	ITC Turin	2	0%
					National Correspondents 5 out of 9 are women	9	55%
Total Offices <sup>1</sup>	13	14	11	10	3	51	
Total women <sup>2</sup>	4	4	1	2	0	11	21.5%

Women directors are in bold print .

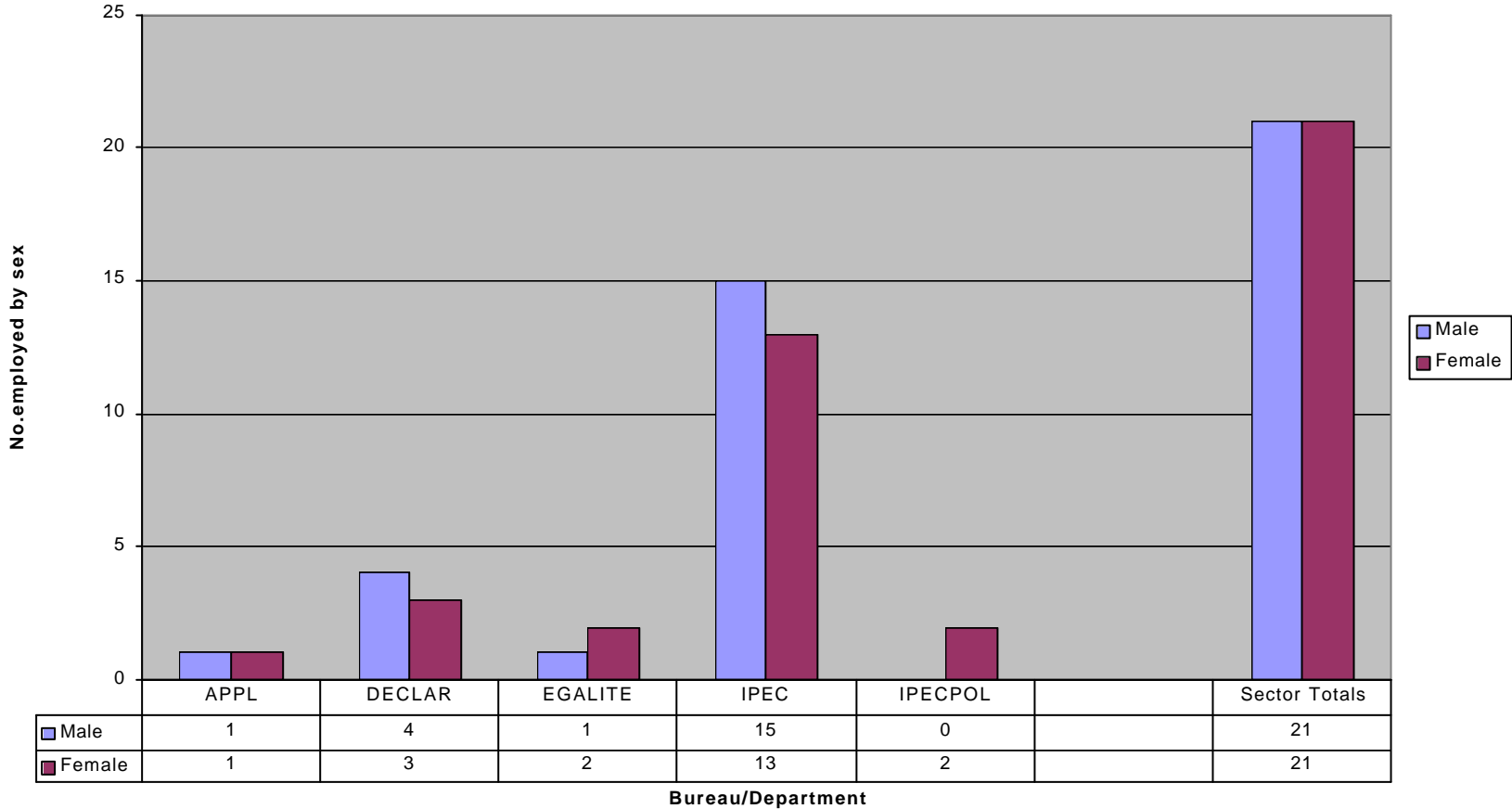
<sup>1</sup> National correspondents not included

<sup>2</sup> National correspondents not included

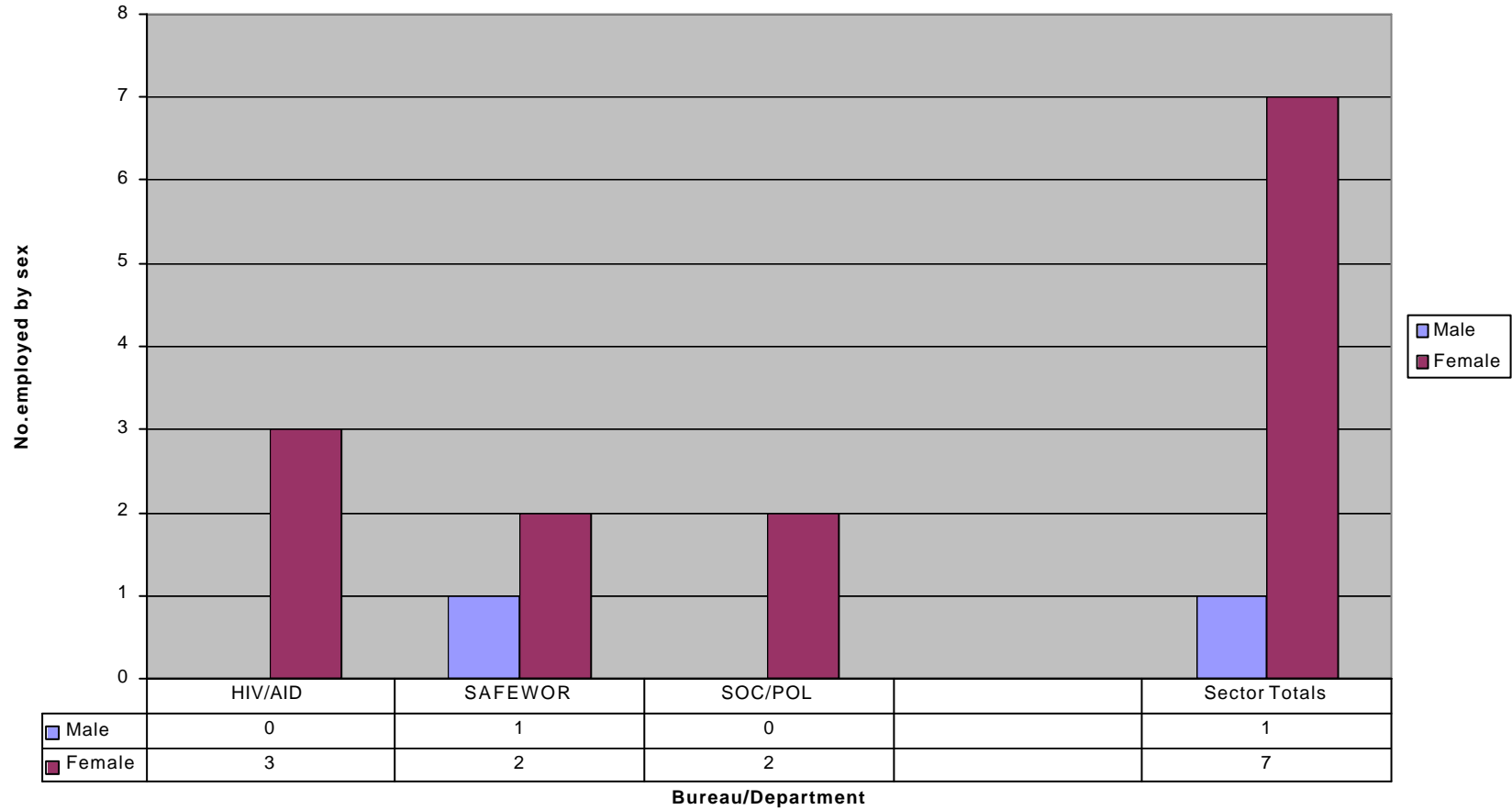


# Annex XII: (A) ILO INTERNATIONAL EXPERT STAFF BY SEX AND HQ

STANDARDS- EXPERT STAFF BY SEX AND HQ

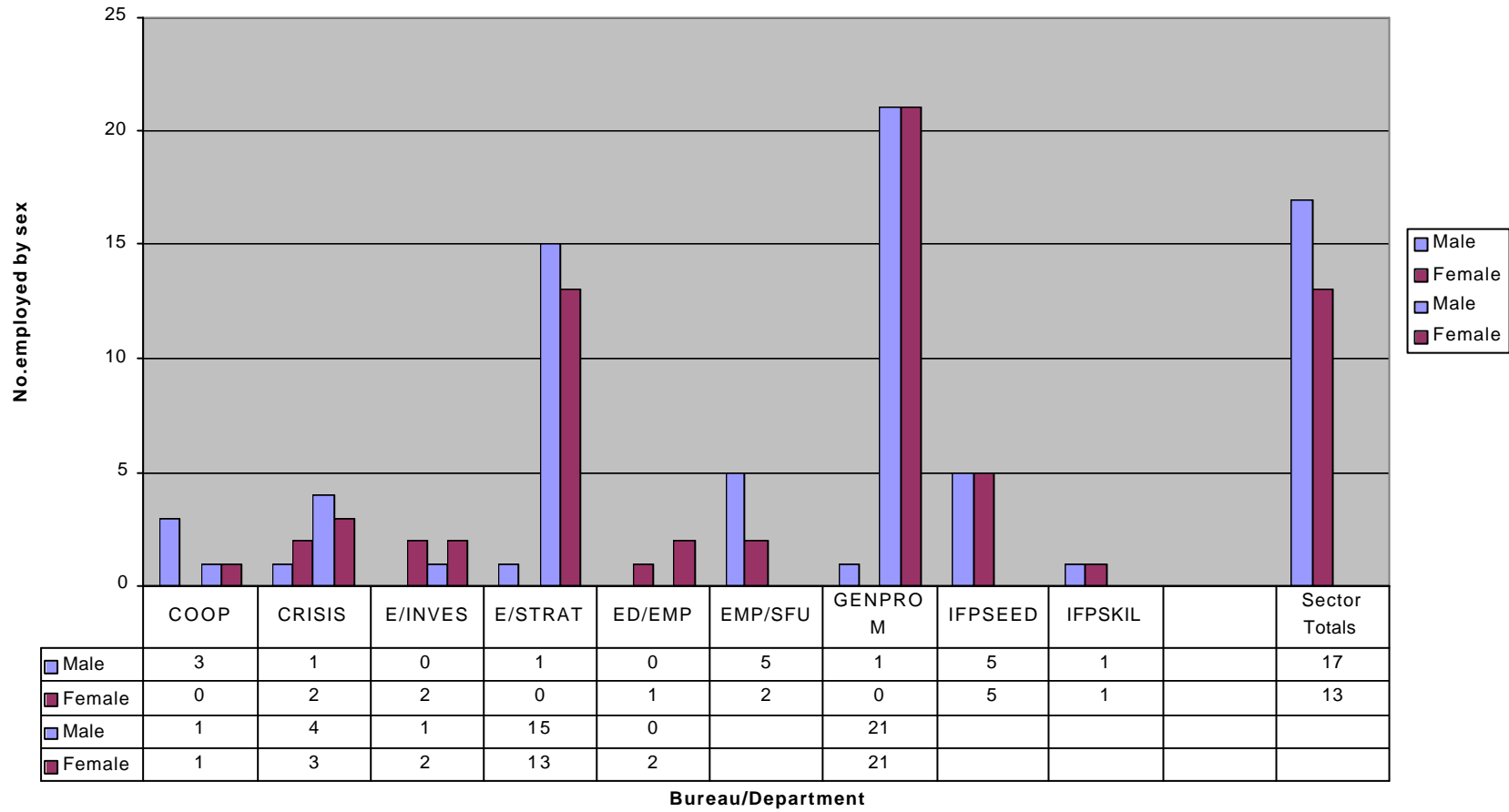


**PROTECTION- EXPERT STAFF BY SEX AND HQ**

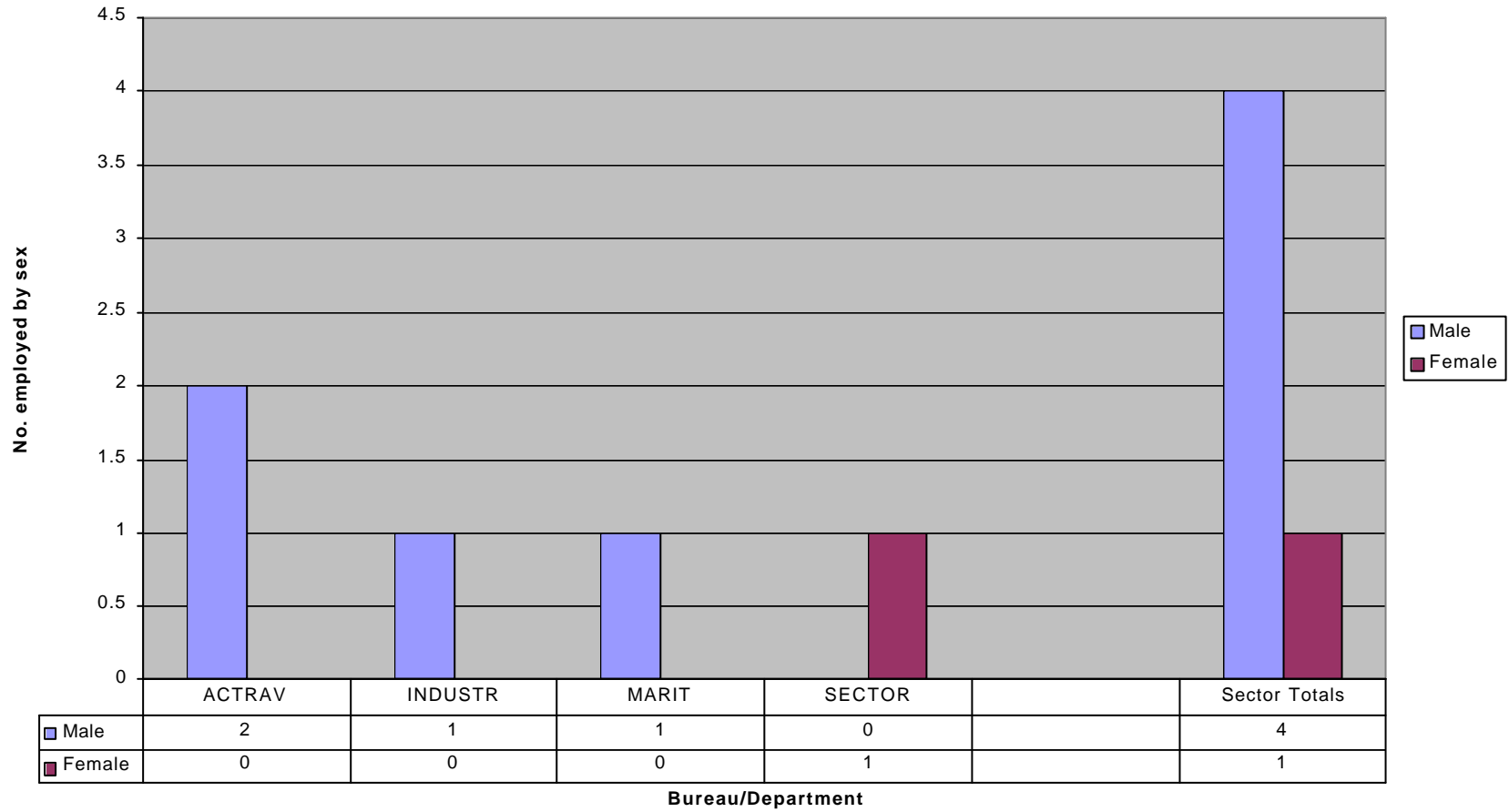




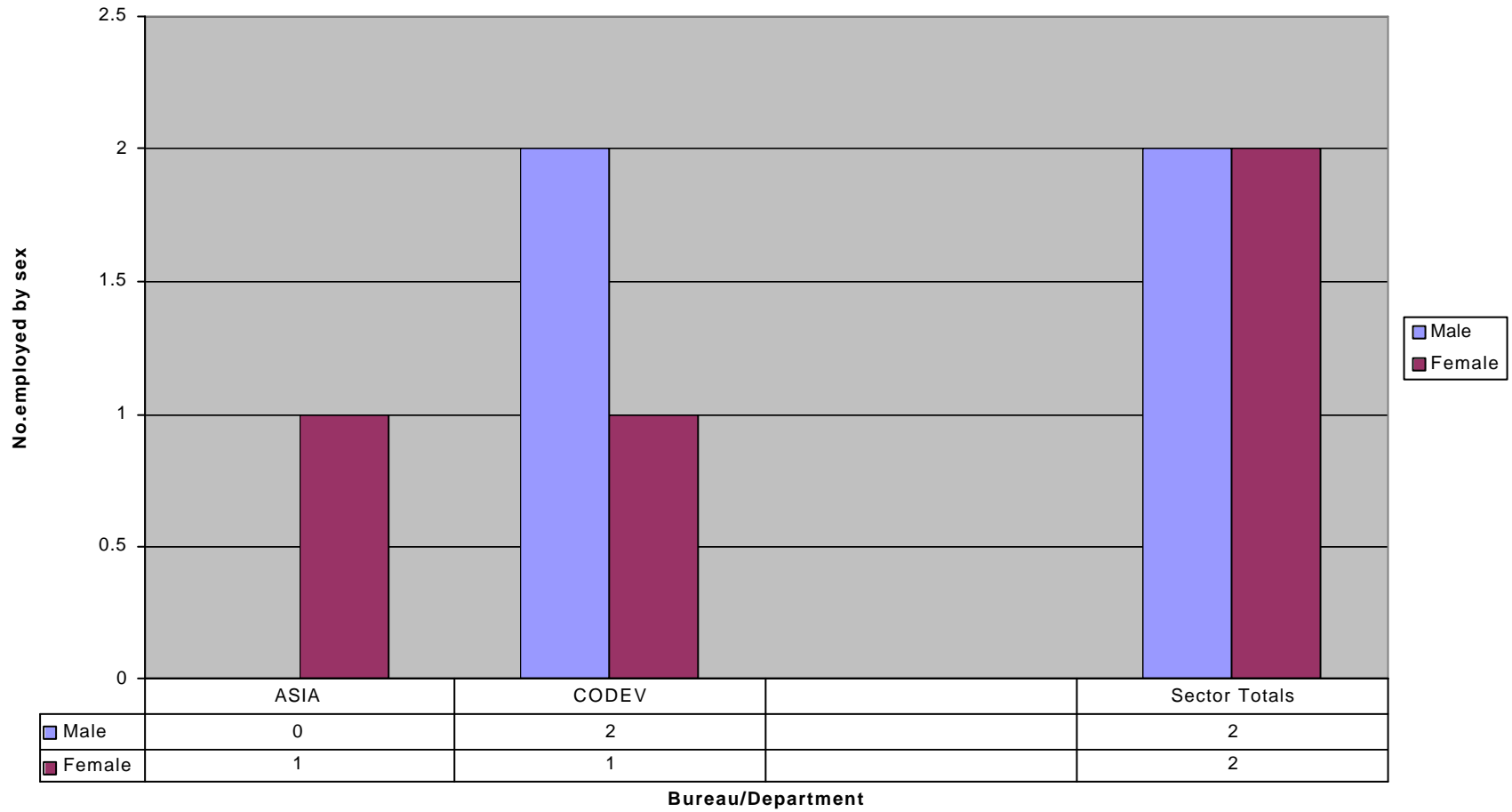
### EMPLOYMENT- EXPERT STAFF BY SEX AND HQ



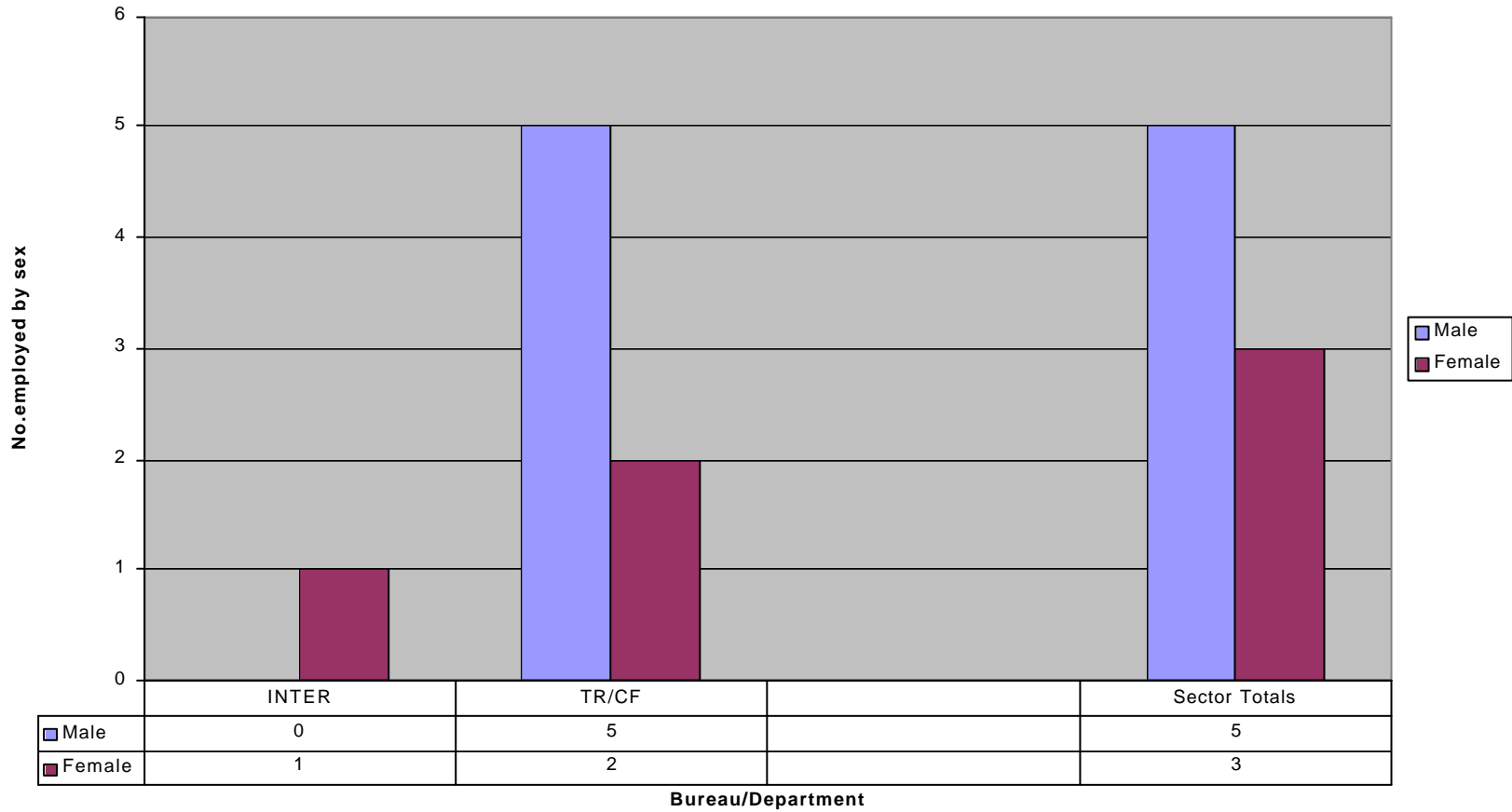
**DIALOGUE - EXPERT STAFF BY SEX AND HQ**



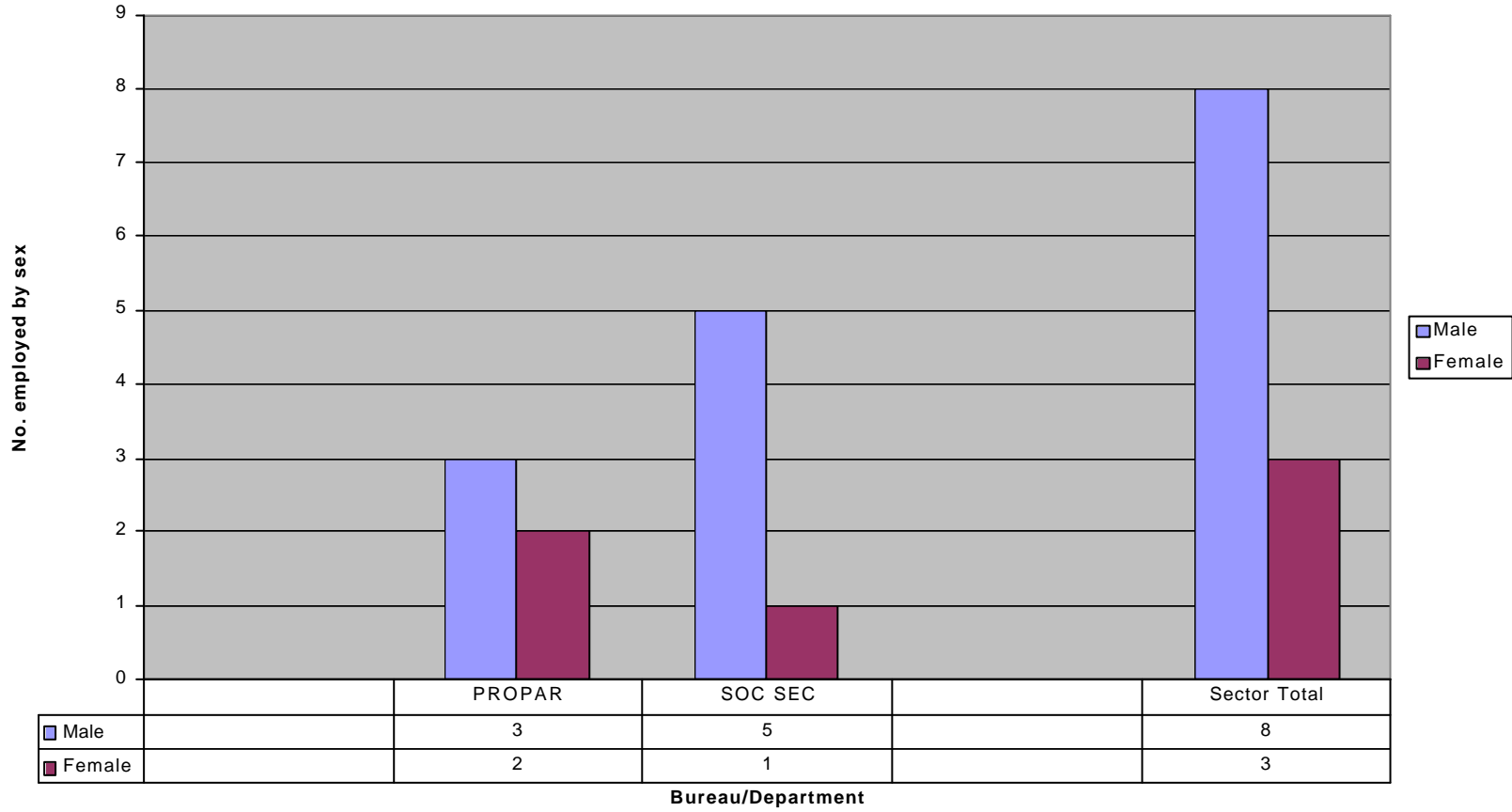
**REGIONS- EXPERTS STAFF BY SEX**



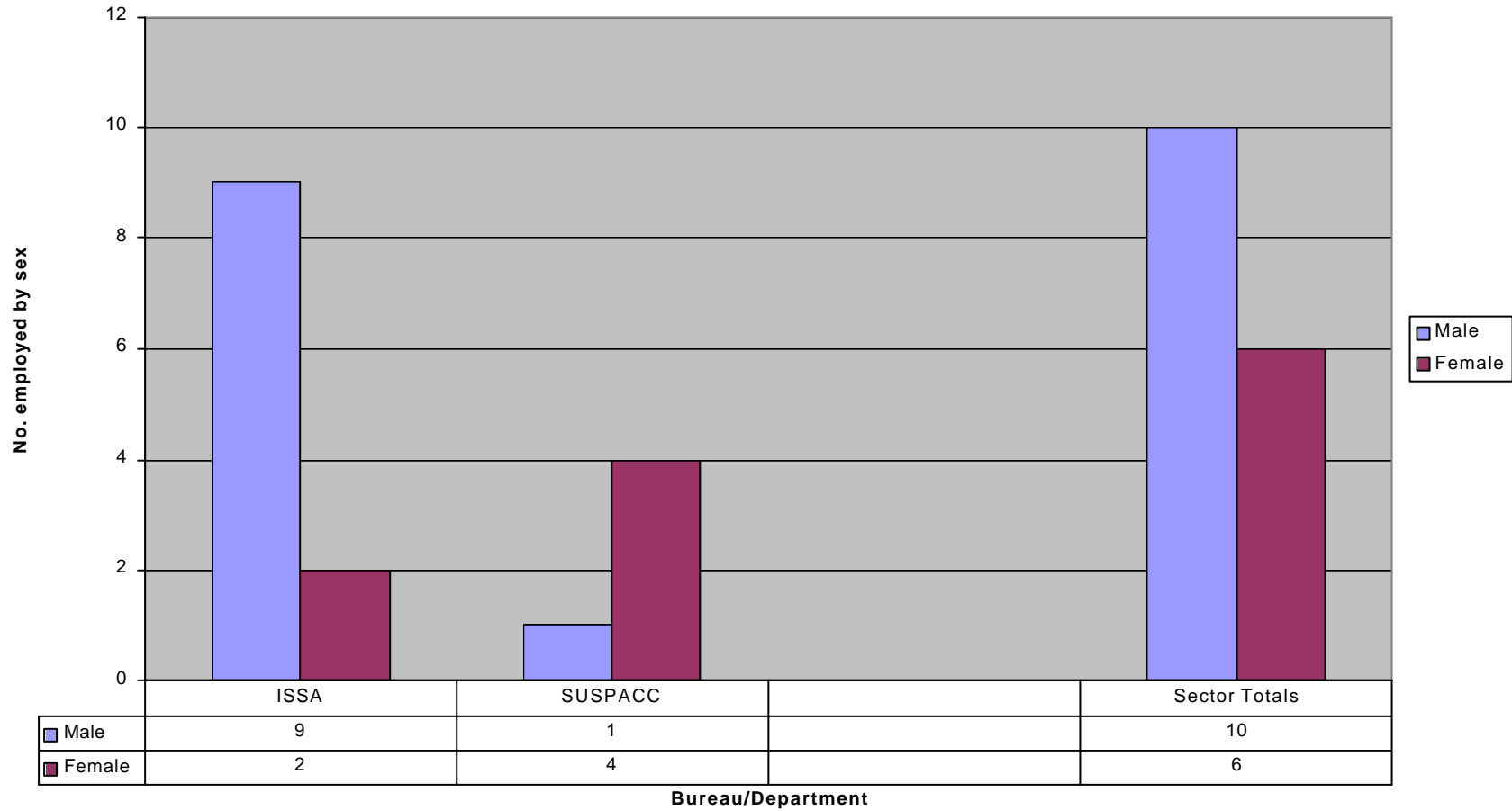
**SUPPORT- EXPERT STAFF BY SEX AND HQ**



**EXPERT STAFF BY SEX AND HQ**



**OTHER- EXPERT STAFF BY SEX AND HQ**



(Please note that there are no female expert staff in the D1+ above category).

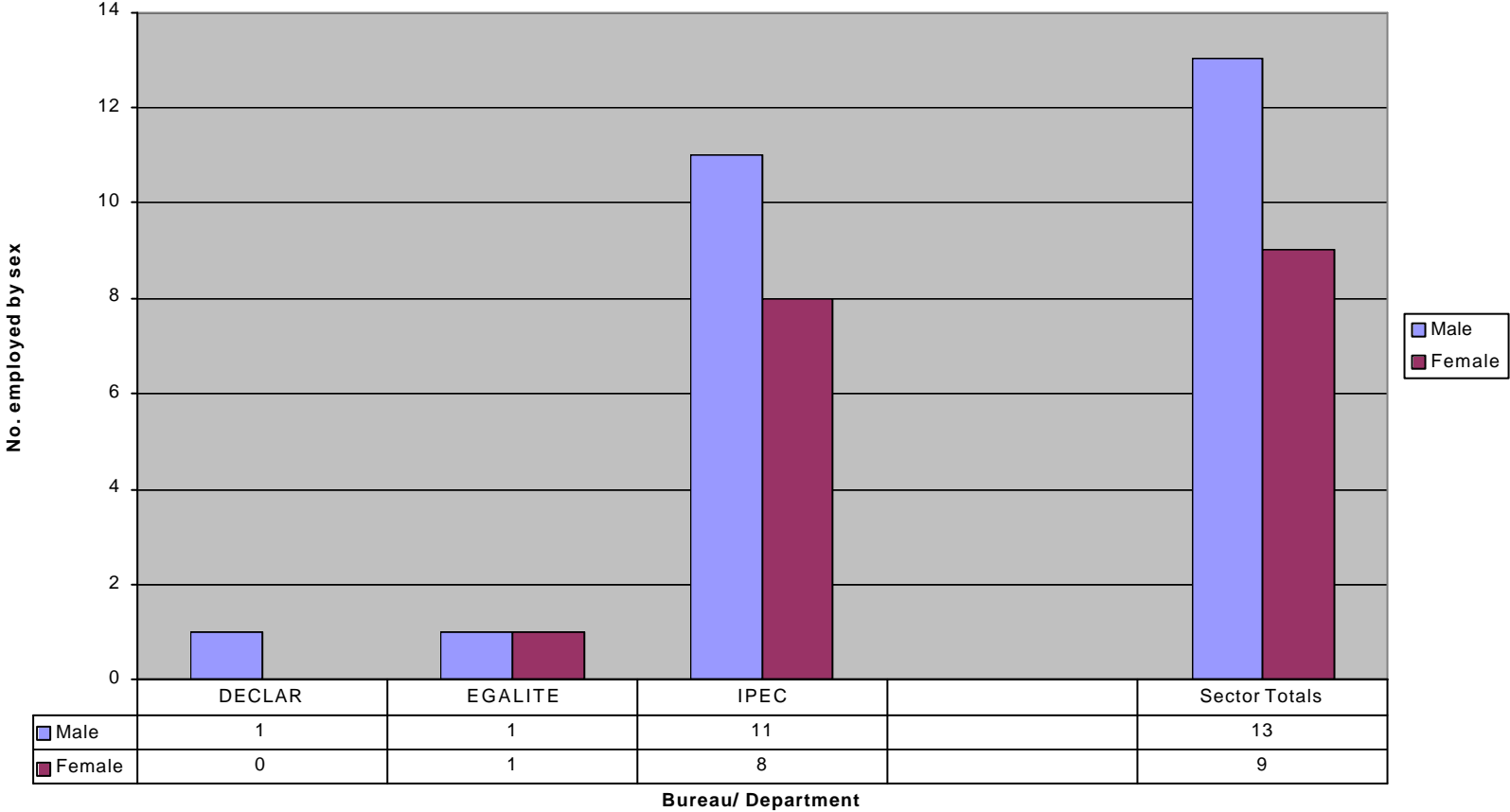
	<i>P5</i>	<i>Women P5</i>	<i>Women P5 %</i>
<b>Sector</b>			
PROPAR	1	0	
SOC SEC	3	0	
<b>Sector Total</b>	<b>4</b>	<b>0</b>	<b>0</b>
<b>DG Reports</b>			
DCOMM	0	0	
HRD	0	0	
HRPOLIC	0	0	
INST	0	0	
PROGRAM	0	0	
<b>Sector Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Standards</b>			
APPL	0	0	
DECLAR	3	1	
EGALITE	1	1	
IPEC	3	0	
IPECPOL	0	0	
<b>Sector Totals</b>	<b>7</b>	<b>2</b>	<b>29</b>
<b>Employment</b>			
COOP	1	0	
CRISIS	0	0	
E/INVES	0	0	
E/STRAT	1	0	
ED/EMP	0	0	
EMP/SFU	0	0	
GENPROM	0	0	
IFPSEED	1	0	
IFPSKIL	0	0	
<b>Sector Totals</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Protection</b>			
HIV/AID	0	0	
SAFEWOR	0	0	
SOC/POL	1	1	
<b>Sector Totals</b>	<b>1</b>	<b>1</b>	<b>100</b>

	<i>P5</i>	<i>Women P5</i>	<i>Women P5 %</i>
<b>Dialogue</b>			
ACTRAV	2	0	
INDUSTR	0	0	
MARIT	1	0	
SECTOR	0	0	
<b>Sector Totals</b>	<b>3</b>	<b>0</b>	<b>0</b>
<b>Regions</b>			
ASIA	0	0	
CODEV	0	0	
<b>Sector Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Support</b>			
INTER	0	0	
TR/CF	3	0	
<b>Sector Totals</b>	<b>3</b>	<b>0</b>	<b>0</b>
Other			
ISSA	1	1	
<b>Sector Totals</b>	<b>1</b>	<b>1</b>	<b>100</b>

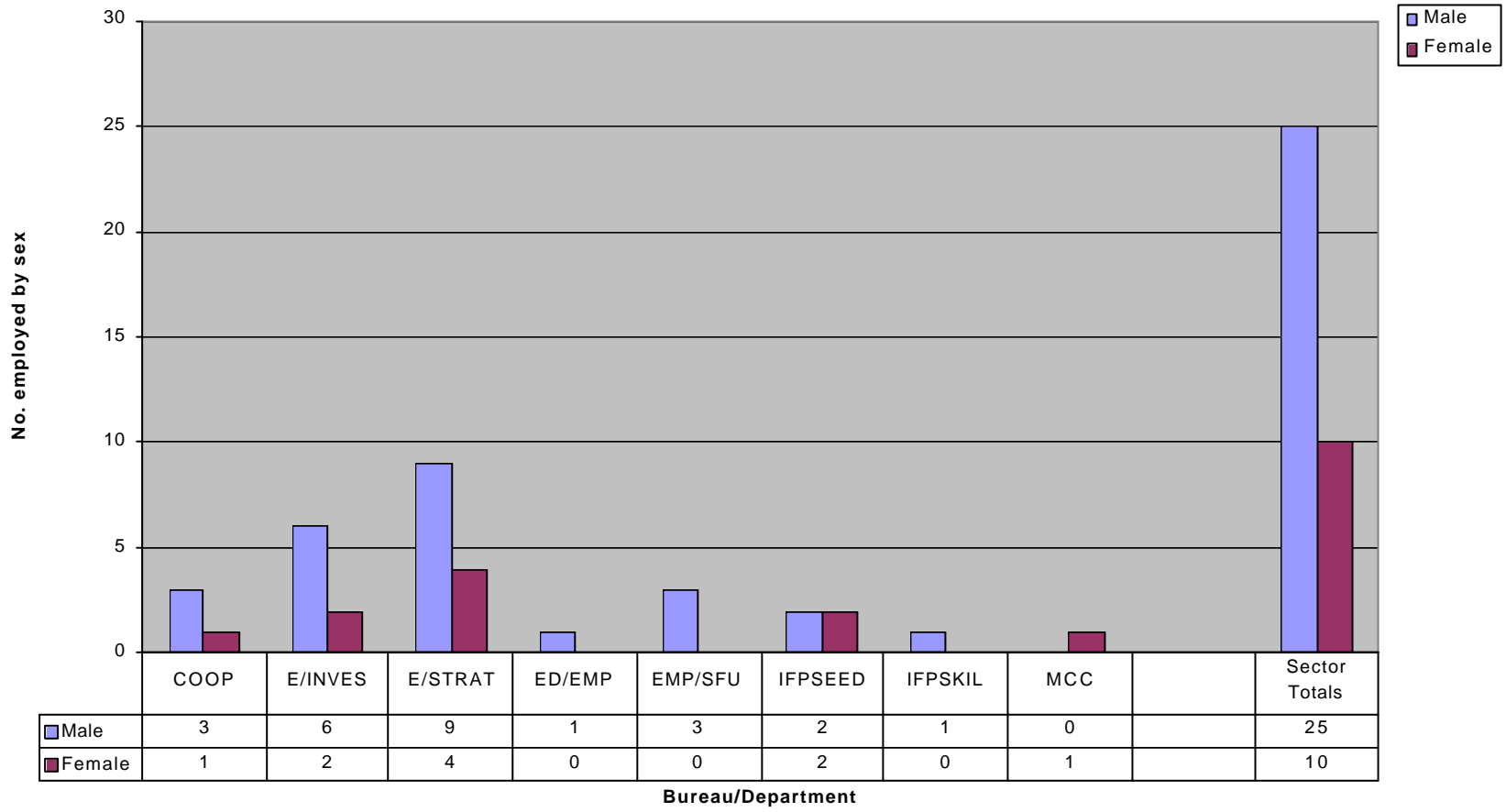


# ANNEX X11(B): ILO INTERNATIONAL EXPERT STAFF BY SEX AND REGION

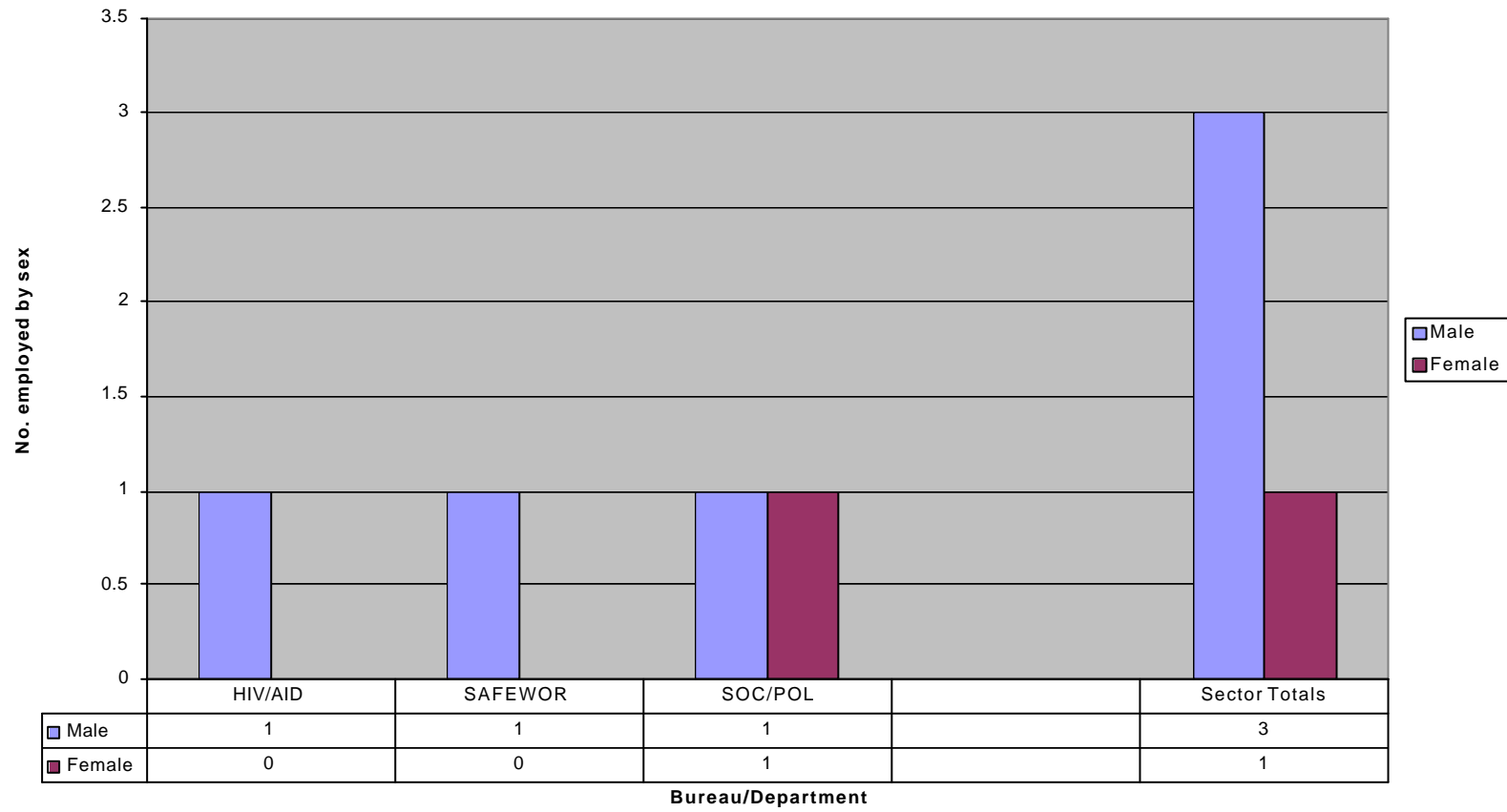
STANDARDS- EXPERT STAFF BY SEX AND REGION



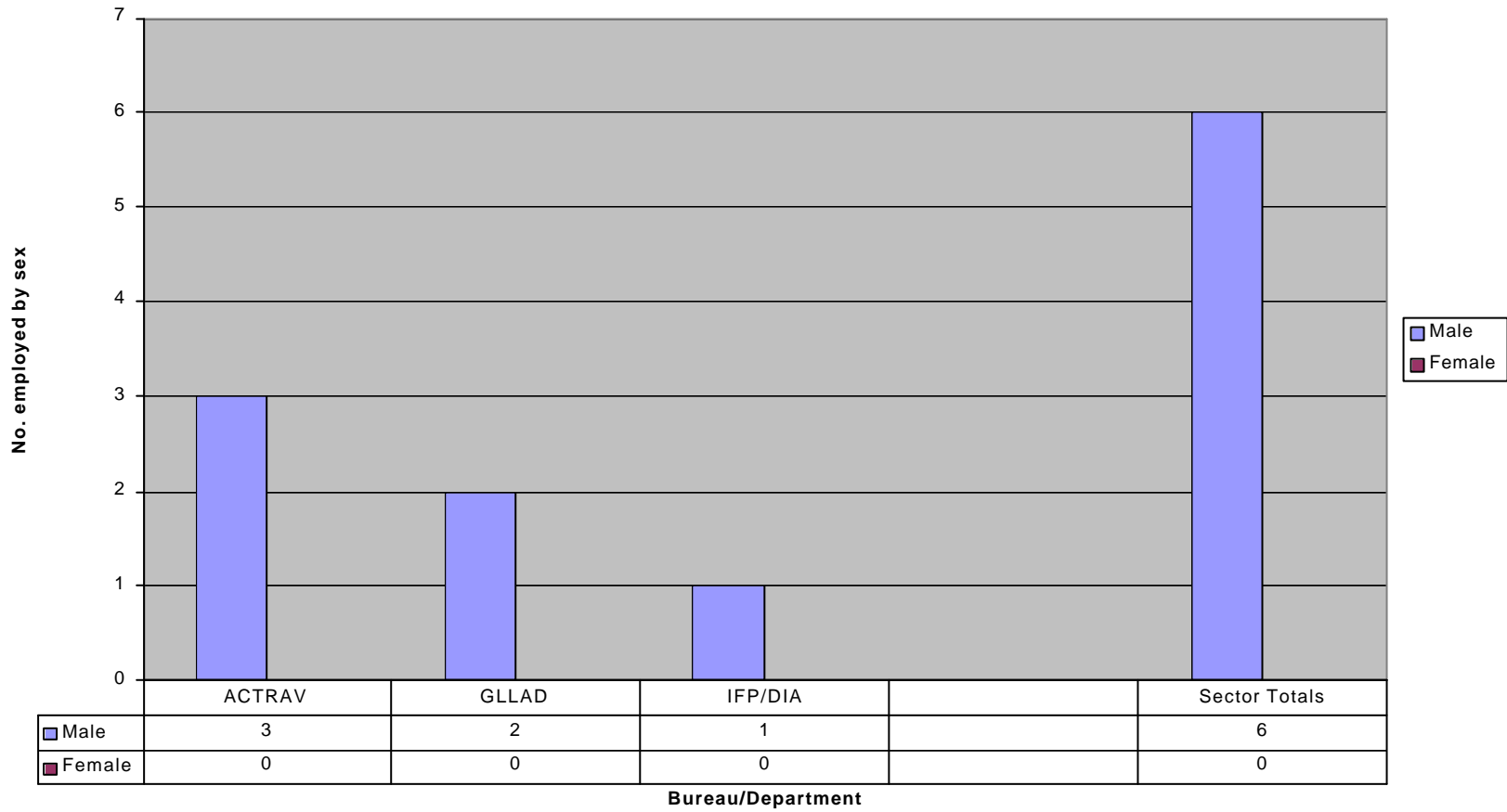
**EMPLOYMENT- EXPERT STAFF BY SEX AND REGION**



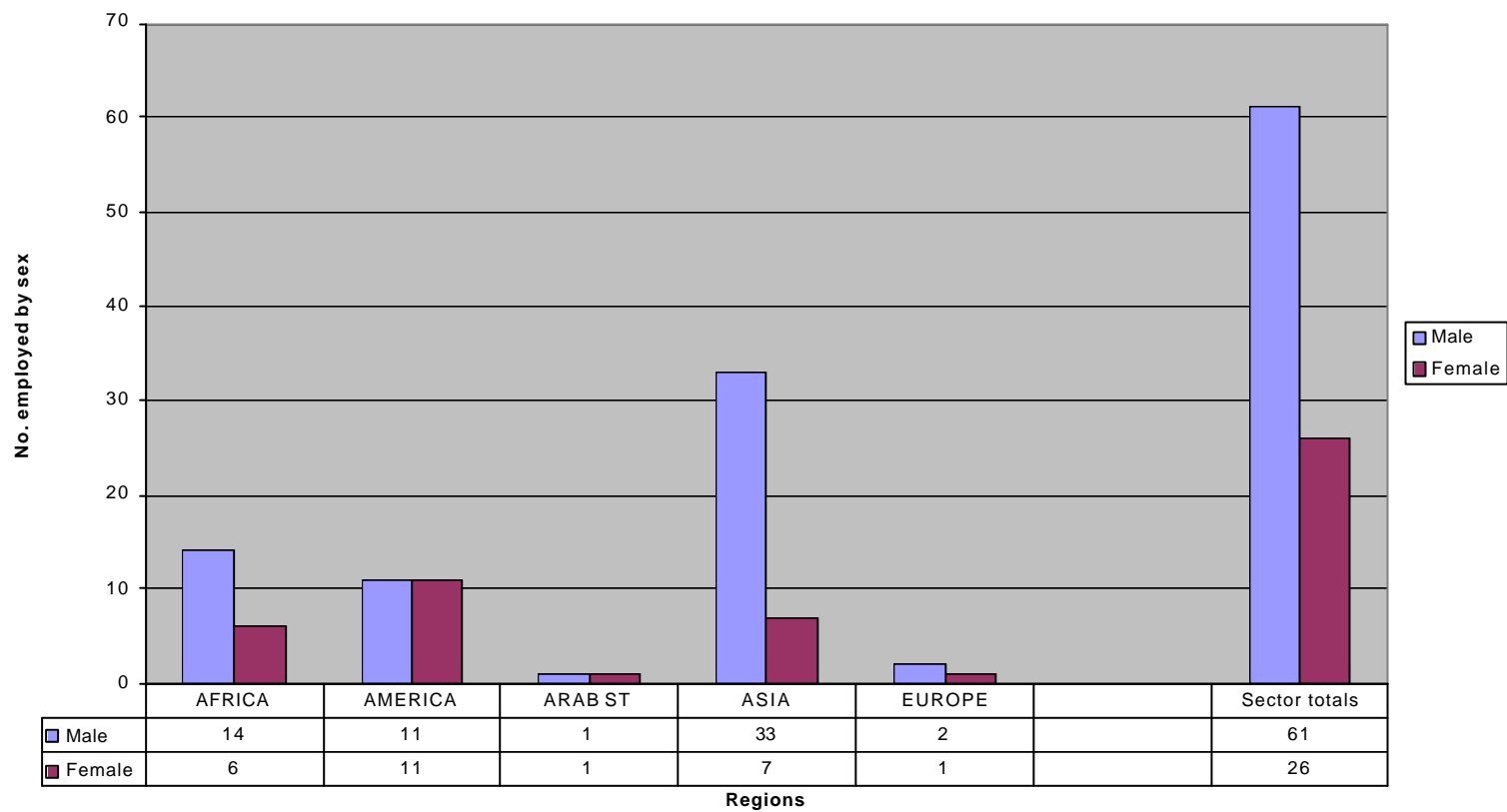
**PROTECTION- EXPERT STAFF BY SEX AND REGION**



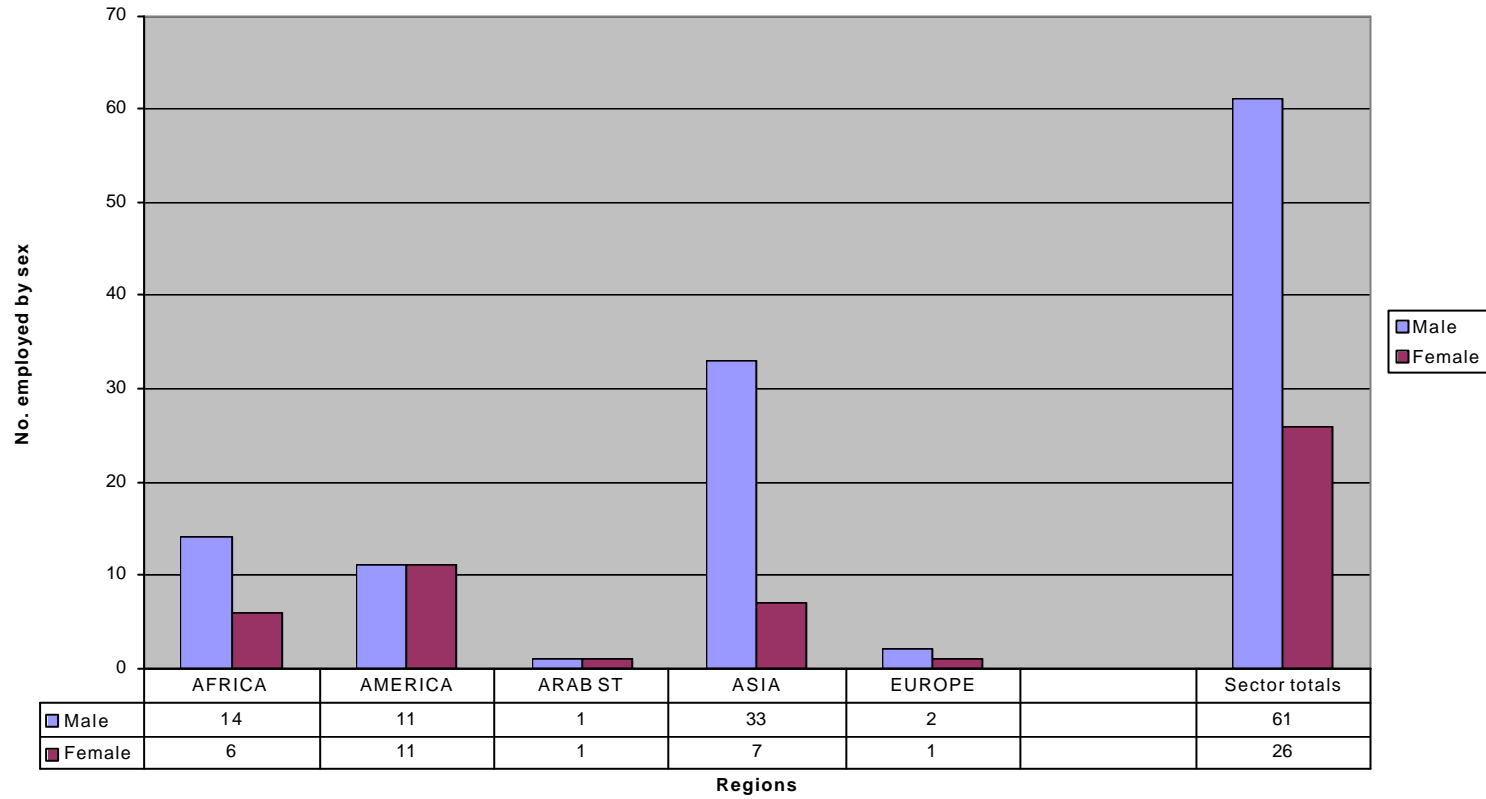
**DIALOGUE- EXPERT STAFF BY SEX AND REGION**



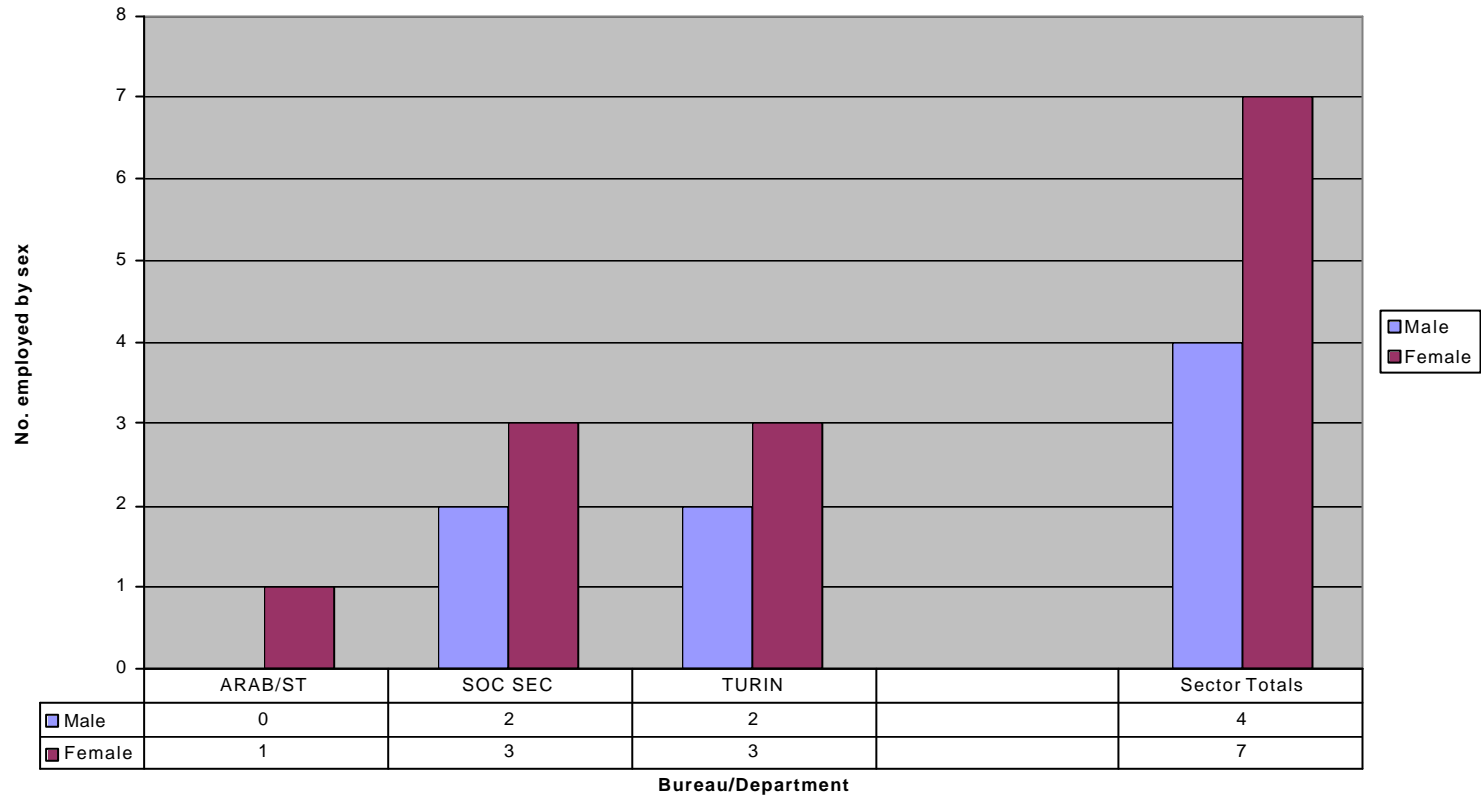
**REGIONS- EXPERT STAFF BY SEX AND REGION**



**REGIONS- EXPERT STAFF BY SEX AND REGION**



**ARAB ST/SOC SEC/TURIN EXPERT STAFF BY SEX AND REGION**







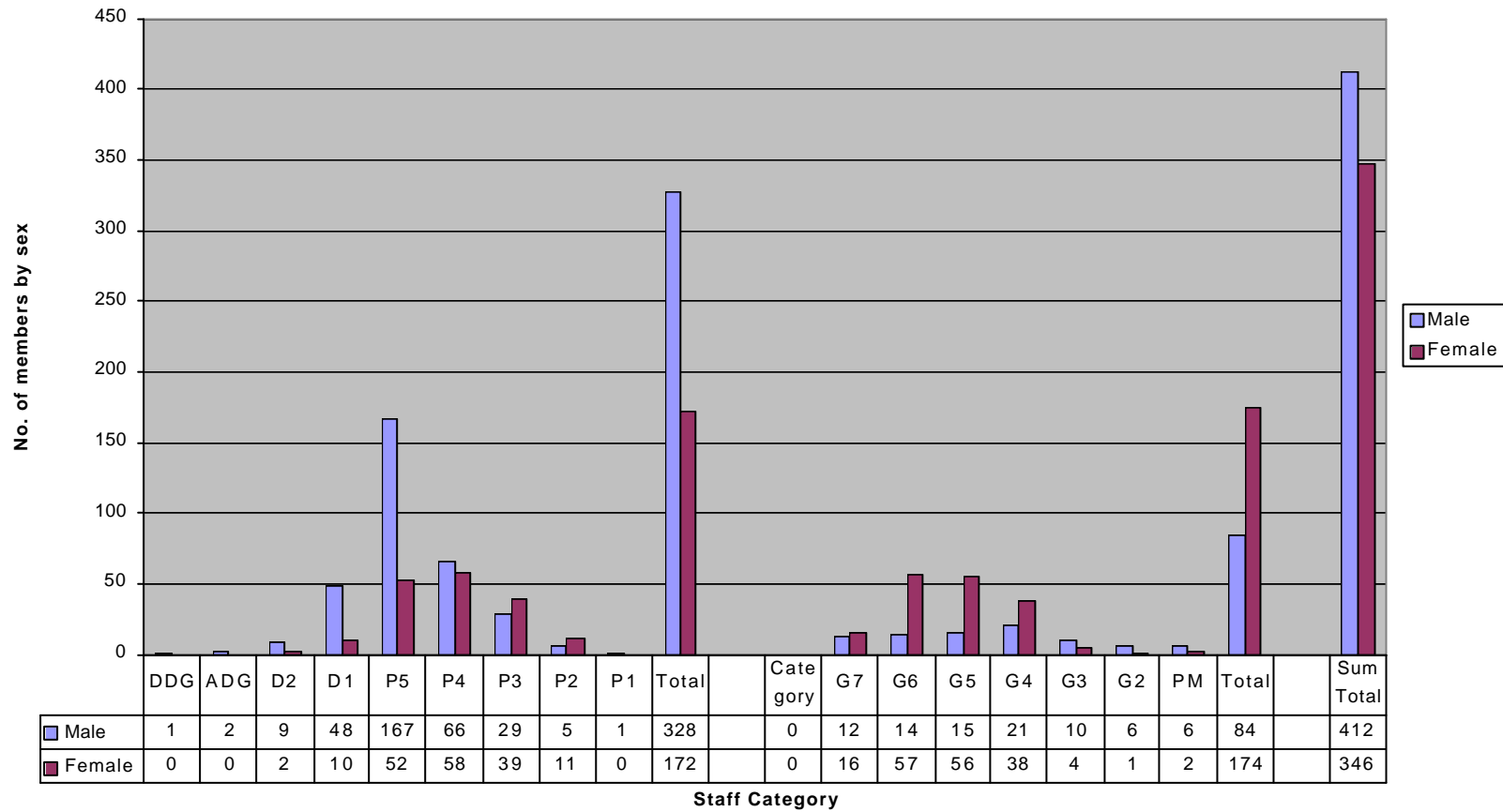
(Please note that there are no female expert staff in the D1+ above category).

<b>Sector</b>	<b>P5</b>	<b>P5 women</b>	<b>Women P5 %</b>
ARAB/ST	0	0	
SOC SEC	4	3	
TURIN	0	0	
<b>Sector Totals</b>	<b>4</b>	<b>3</b>	<b>75</b>
<i>Standards</i>			
DECLAR	0	0	
EGALITE	0	0	
IPEC	2	1	
<b>Sector Totals</b>	<b>2</b>	<b>1</b>	<b>50</b>
<i>Employment</i>			
COOP	1	0	
E/INVES	3	0	
E/STRAT	12	3	
ED/EMP	1	0	
EMP/SFU	2	0	
IFPSEED	1	0	
IFPSKILLS	1	0	
MCC	1	1	
<b>Sector Totals</b>	<b>22</b>	<b>4</b>	<b>19</b>
<i>Protection</i>			
HIV/AIDS	0	0	
SAFEWORK	1	0	
SOC/POL	1	0	
<b>Sector Totals</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>Sector Totals(Emp/Pro)</b>	<b>26</b>	<b>4</b>	<b>18</b>
<i>Dialogue</i>			
ACTRAV	3	0	
GLLAD	2	0	
IFP/DIA	1	0	
<b>Sector Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>
<i>Regions</i>			
AFRICA	8	0	
AMERICA	6	0	
ARAB ST	0	0	
ASIA	22	3	
EUROPE	0	0	
Sector totals	36	3	8
<i>Other</i>			
ISSA	0	0	
SUSPACC	0	0	
<b>Sector Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>

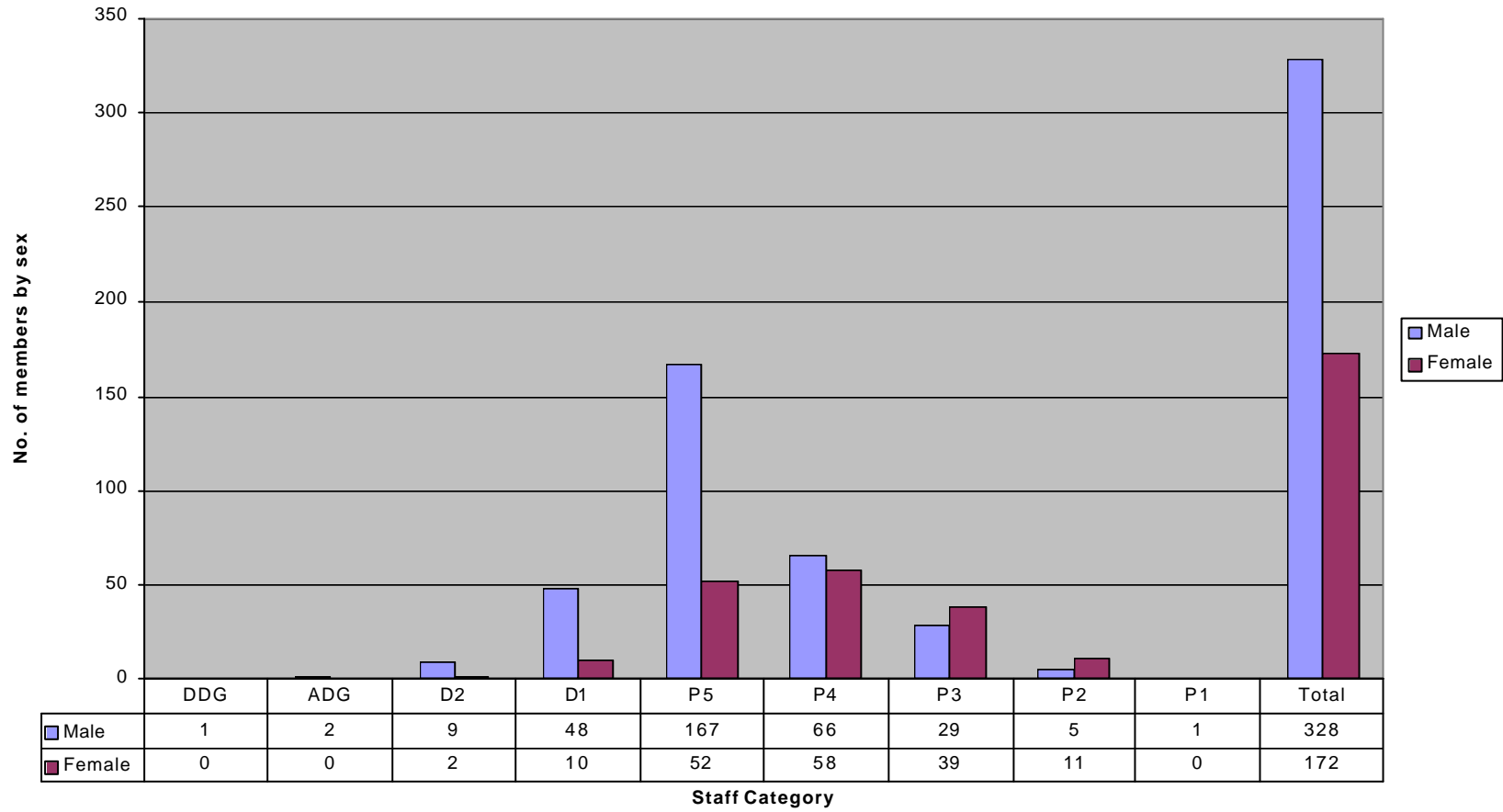


# Annex XIII: STAFF UNION MEMBERSHIP BY SEX AND STAFF CATEGORY

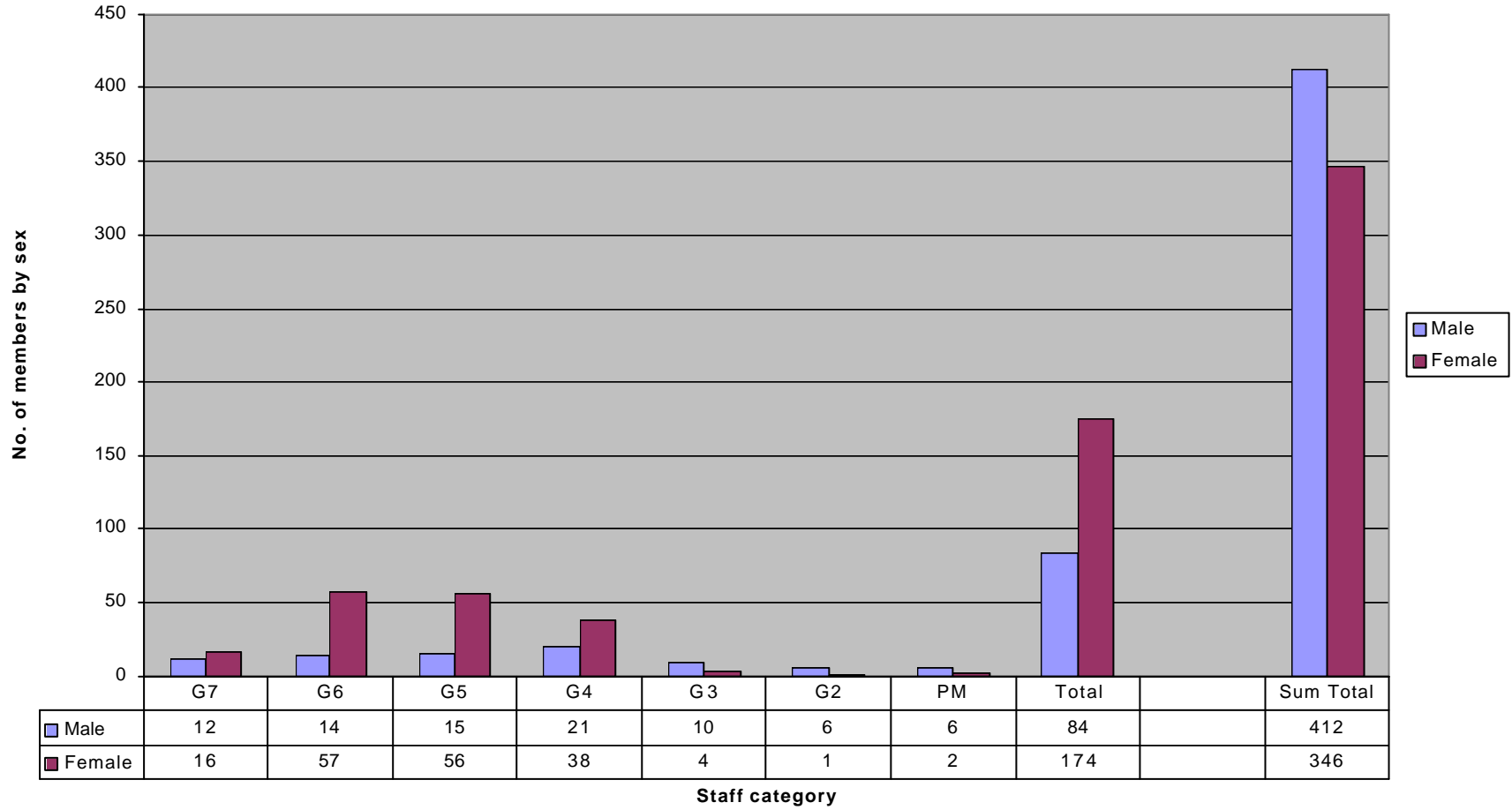
STAFF UNION MEMBERSHIP BY SEX AND STAFF CATEGORY



### PROFESSIONAL STAFF UNION MEMBERSHIP BY SEX



### GENERAL STAFF UNION MEMBERSHIP BY SEX



## STAFF UNION MEMBERSHIP BY SEX AND STAFF CATEGORY

Category	Male	Female
DDG	1	0
ADG	2	0
D2	9	2
D1	48	10
P5	167	52
P4	66	58
P3	29	39
P2	5	11
P1	1	0
<b>Total</b>	<b>328</b>	<b>172</b>
Category	Male	Female
G7	12	16
G6	14	57
G5	15	56
G4	21	38
G3	10	4
G2	6	1
PM	6	2
Total	84	174
<b>Sum Total</b>	<b>412</b>	<b>346</b>

## Annex XIV: List of Work Unit Gender Audits

October 2001 – April 2002

Period	Unit	Team	Contact person
15-30 April 2002	MDT/Yaoundé	Adrienne Cruz, Oliver Liang, Lydia Rouamba	Patricia Isimat-Mirin
15-30 April 2002	MDT/Beirut	Kaat Landuyt, Tobias Pietz Omar Traboulsi, Linda Wirth,	Mary Kawar
2-13 April 2002	AO/Brazil	Lais Abramo, Takako Mochizuki, Petra Ulshoefer, Brigitte Zug,	Jaime Mezzera
4-18 March 2002	MDT/Moscow	Grania Mackie, Mara Steccazzini, Linda Wirth, Tatyana Tchetvernina	Irina Melekh
27 February - 8 March 2002	IFP/ DECLARATION	Anita Amorim, Verona Groverman, Jane Hodges, John Myers	Caroline O'Reilly
18-28 February 2002	IFP/SEED	Chris Land-Kazlauskas, Tobias Pietz, Chongcharoen Sornkaew, Marije te-Riele	Gerry Finnegan, Grania Mackie
10-18 December 2001	COOP	Ian Croucher , Gerry Finnegan, Karin Klotzbuecher, Petra Ulshoefer	Anne-Britt Nippierd
4-14 December 2001	MDT /Bangkok	Naomi Cassirer ,Chongcharoen Sornkaew, Noor Tabbers, Linda Wirth	Nelien Haspels
29 November - 7 December 2001	IFP/ CRISIS	Sonia Smith, Mara Steccazzini, Hetti Walters	Janine Rodgers
29 November – 07 December 2001	AO/Dar-es Salaam	Adrienne Cruz, Judica Amri-Makhetha, Reiko Tsushima, Lida Zuidberg	Flora Minja
19-27 November 2001	Social Finance Unit	Verona Groverman, Oliver Liang, Jyoti Tuladhar	Sabrina de Gobbi
12-16 November 2001	ILO/AIDS	Verona Groverman, Tobias Pietz, Amrita Sietaram	Sonia Smith
8-16 November 2001	MDT /Budapest	Simonetta Cavazza, Irina Melekh, Petra Ulshoefer	Minna Hanhijarvi
5-13 November 2001	IFP/DIALOGUE	Mandy Macdonald, Naoko Otobe, Margarita Zambrano	Marleen Catry-Rueda
12-20 October 2001	AO Kathmandu	Jyoti Tuladhar , Linda Wirth, Lida Zuidberg,	Leyla Tegmo





## Annex XV: Key criteria checklist for the Gender Audit

<i>Criteria</i>	<i>Issues/questions</i>	<i>Means of verification</i>
A: The ILO takes into consideration gender issues in the context in which it works	<p>Has the ILO incorporated a gender perspective* into its analysis of economic, social, political and environmental factors related to the world of work?</p> <p>Do international agreements on gender equality inform ILO policies, activities and products?</p> <p>Does the ILO take the institutional gender context into consideration in analyses, research, advocacy related to the ILO's four strategic objectives?</p>	<p>Analysis of the positions of women and men provided in research, advocacy and information materials related to the world of work</p> <p>Analysis of the positions of women and men as reflected in ILO conventions, biennial plans, work plans and/or separate gender analysis documents and plans.</p> <p>The Beijing Platform for Action and/or Copenhagen Declaration are mentioned in and inform ILO programming and products.</p> <p>Institutional context analysis also refers to at women's movement, social movements, gender/women's machineries)</p> <p>SWOT and stakeholder analysis also includes stakeholders who represent women/ gender interests.</p>
B: The ILO is effectively mainstreaming gender equality in the policy development and planning of programmes related to the four strategic objectives.	<p>Are project and programme objectives, strategies, activities and results defined in a gender-specific manner?</p> <p>Do the objectives specify equality of opportunity and treatment between men and women in the world of work through available ILO means of action?</p> <p>Are clear gender-related results and indicators specified?</p> <p>Are adequate resources available for carrying out gender mainstreaming activities?</p> <p>Have gender-related objectives for institutional strengthening in the world of work specifically related to the ILO constituents been defined?</p>	<p>Biennial plans and budgets</p> <p>Work plans</p> <p>Terms of reference for reports, consultancies, projects, missions, advisory services, standard-setting, research, etc.</p> <p>Diagnostic analyses</p> <p>Technical cooperation, programming and project documents</p> <p>Baseline information</p> <p>Meeting, conference, workshop and seminar documents</p>

<i>Criteria</i>	<i>Issues/questions</i>	<i>Means of verification</i>
C: The ILO is effectively mainstreaming gender in the implementation of programmes and technical cooperation activities	<p>Has the analysis mentioned in A above led to: the identification of gender equality related priorities for the whole programme in terms of sector (strategic objectives), region, constituents or other target groups? the identification of key issues that the programme will work on? To what extent do the programme/project activities serve the interests of women compared with those of men?</p> <p>What are the approaches/ strategies that the ILO uses in its programmes and projects? mainstreaming for gender equality; women's empowerment; masculinities approach; gender-'neutral' programming.</p> <p>What are the modalities of implementation used? explicit integration of gender equality; separate programmes and projects ; project components; separate budget allocation for women/ gender mainstreaming. Priority setting related to gender issues in policy &amp; planning documents (see B)</p>	<p>Key issues identified and included in planning documents such as work plans and project documents Gender disaggregated data Descriptions of partner organisations Descriptions of target groups Sectoral (strategic objectives) perspective</p> <p>Programme and project documents Research reports Seminars and workshops Training manuals</p> <p>Tools/ instruments, planning Planning instructions Programme and budget</p>
D: Gender expertise is strengthened through building competence and capacity in the organisation, work units and individuals	<p>What is the total number of ILO staff who are: gender experts on the staff? gender focal points? gender experts on technical cooperation teams? How many of these are women? How many are men? Who works full-time on gender? Who works part-time? What capacity-building initiatives on gender for staff, constituents and partner organisations have been carried out in the past three years? What is the male/female distribution of gender competence and expertise among the staff in general (i.e. those who do not have gender specifically in their job description)?</p>	<p>Numbers and percentages of total personnel (male and female) with gender expertise and/or gender remits Location (professional and geographical) of such personnel Personnel data, job descriptions Type and level of training Other methods used Special functions created, Special projects Publications, manuals, reports, etc. Number and type of capacity-building initiatives over a given period</p>
E: Knowledge and information management is geared	Has the organisation undertaken one or more of the following activities to promote knowledge management on	What has been done, how many participants are involved, what is their influence, etc.

<i>Criteria</i>	<i>Issues/questions</i>	<i>Means of verification</i>
towards increasing the existing knowledge on gender equality in the world of work	gender? Research Publications Library and documentation Seminars/ conferences, meetings Network building Web sites <i>Who has access to these sources?</i>	Meeting and training reports Physical inspection of documentation centres User reports on web sites
F: Planning, monitoring and evaluation (PME) systems are capable of promoting and following the implementation of the ILO's cross-cutting objective on gender equality	Are there mechanisms for planning that are conducive to mainstreaming gender equality?  Is there a mechanism in place that monitors the following factors in a gender-disaggregated manner? Results for equal opportunity and equal treatment of men and women in the world of work; Institutional goals related to gender equality; Sex balance of participation in activities of projects, seminars/ workshops/ conferences; Sex balance among ILO staff and constituents; Resources allocated and spent on gender equality goals.	Planning and reporting / evaluation formats Qualitative/ quantitative data in project/ programme reports, from personal communication by informants, local audits Outputs and outcomes presented in reports Percentages of men and women participating in programmes Information on quality and influence of female participation in different for a Statistics showing sex balance of ILO staff, constituents and staff of partner organisations
G: Choice of partner organisations allows for a strengthening of ILO's capacity to mainstream gender equality in all its activities	Has the ILO chosen partner organisations that are capable of contributing to the achievement of gender equality?	Descriptions of partner organisations in planning documents, project proposals, etc. Proportion of partner organisations that can be considered competent on gender equality (personal communication by informants) Proportion of gender-sensitive partner organisations in programme implementation (personal communication by informants)
H: Products and public image present a clear image of ILO as a gender-sensitive organisation striving for gender equality.	How is the ILO perceived by constituents and other partner organisations, from a gender point of view? How is it perceived by the wider public, from a gender point of view?	Personal communications by ILO staff, constituents and partner organisations Local gender audits

<i>Criteria</i>	<i>Issues/questions</i>	<i>Means of verification</i>
I: Decision-making on gender mainstreaming gives opportunities to a broad representation of ILO's personnel to contribute to gender mainstreaming in ILO	Who participates, with what influence in the decision-making process, from which hierarchical levels or sectors? Who are the people championing gender equality in ILO? At what levels are support and resistances located? Are gender issues regularly addressed in meetings?	Personal communications by informants Local gender audits Personnel statistics Minutes of meetings, etc.
J: Staffing and human resources are geared towards gender balance at all levels in the organisation	Has the organisation taken explicit measures to promote a more equal sex balance among staff in the organisation at all levels? What are these?	Affirmative action plans Personnel statistics Family-friendly policy documents Procedural HRD documents Recruitment and selection materials
K: Organisational culture is conducive to respectful inter-personal relations and allows both women and men to take up non-traditional roles and responsibilities.	Is the organisational culture conducive to the realisation of gender equality in ILO and its work? How is this apparent?	Local audits Personal observation by audit facilitators Communication by informants

\* Adopting a gender perspective for the ILO means focusing systematically on both women and men when analysing social and labour issues and planning and implementing programmes and activities. It means understanding the roles of men and women and their relationships in the world of work so as to comprehend more fully the complexity of gender differences in labour market participation (in both the formal and informal sectors) and of the constraints and opportunities in relation to knowledge and skill requirements, conditions of work, social protection, family responsibilities and economic and political decision-making (ILO *action plan on gender equality and mainstreaming in the ILO*).