



UNEP/CHW.13/INF/46
UNEP/FAO/RC/COP.8/INF/32
UNEP/POPS/COP.8/INF/49



**Basel Convention on the Control of
Transboundary Movements of Hazardous
Wastes and Their Disposal**

Distr.: General
1 March 2017

English only



**Rotterdam Convention on the Prior
Informed Consent Procedure for Certain
Hazardous Chemicals and Pesticides in
International Trade**



**Stockholm Convention on Persistent
Organic Pollutants**

**Conference of the Parties to the
Basel Convention on the Control
of Transboundary Movements
of Hazardous Wastes and
Their Disposal**

Thirteenth meeting

Geneva, 24 April–5 May 2017

Item 5 of the provisional agenda*

**Enhancing cooperation and
coordination among the Basel,
Rotterdam and Stockholm
conventions**

**Conference of the Parties to the
Rotterdam Convention on the Prior
Informed Consent Procedure for
Certain Hazardous Chemicals and
Pesticides in International Trade**

Eighth meeting

Geneva, 24 April–5 May 2017

Item 6 of the provisional agenda**

**Enhancing cooperation and
coordination among the Basel,
Rotterdam and Stockholm
conventions**

**Conference of the Parties to the
Stockholm Convention on
Persistent Organic Pollutants**

Eighth meeting

Geneva, 24 April–5 May 2017

Item 6 of the provisional agenda***

**Enhancing cooperation and
coordination among the Basel,
Rotterdam and Stockholm
conventions**

Mainstreaming gender in the Secretariat

Note by the Secretariat

As referred to in the note by the Secretariat on mainstreaming gender (UNEP/CHW.13/20-UNEP/FAO/RC/COP.8/19-UNEP/POPS/COP.8/19), the annex to the present note sets out a report on gender-related activities implemented by the Secretariat, including projects, programmes and the updated gender action plan. The present note, including its annexes, has not been formally edited.

* UNEP/CHW.13/1.

** UNEP/FAO/RC/COP.8/1.

*** UNEP/POPS/COP.8/1.

Annex

Report on gender related activities implemented by the Secretariat, including projects, programmes and the updated gender action plan

I. Implementation

A. Updated gender action plan

1. The gender task team, which was set up by the executive secretaries in July 2012 to develop targets and an approach to gender mainstreaming for the Secretariat's internal operations as well as the mainstreaming of gender issues in all Secretariat-executed activities, projects and programmes, updated the "Gender Action Plan of the Secretariat of the Basel, Rotterdam and Stockholm conventions (BRS-GAP)" in September 2016, as set out in appendix I to the present report. The updated BRS-GAP includes actions implemented during the period between January 2014 and September 2016 and identifies activities to be implemented in the short- and medium -terms within the programme of work of 2016-2017. The plan will be updated for the biennium 2018-2019.

B. Gender mainstreaming within the Secretariat

2. Gender statistics of staffing within the Secretariat are compiled on an annual basis. The goal of the Secretariat is to achieve gender equality in the staffing of the Secretariat at all levels.

3. Staffing tables are scrutinized from a gender perspective. During all recruitment processes, at least one out of three panel members is a woman. The gender ratio among Secretariat staff as at December 2016 was as follows:

- (a) Total staff 52 per cent female and 46 per cent male;
- (b) Professional staff:
 - (i) D level staff zero per cent female and 100 per cent male;
 - (ii) P5 level staff 50 per cent female and 50 per cent male;
 - (iii) P4 level staff 63 per cent female and 37 per cent male;
 - (iv) P3 level staff 57 per cent female and 43 per cent male
 - (v) P2 level staff zero per cent female and 100 per cent male;
- (c) Support staff: G4-6 level staff 60 per cent female and 40 per cent male:
 - (i) G6 level staff 57 per cent female and 43 per cent male;
 - (ii) G5 level staff 63 per cent female and 37 per cent male;
 - (iii) G4 level staff 50 per cent female and 50 per cent male;0
 - (iv) G3 level staff 100 per cent female and zero per cent male.

4. Adequate backup arrangements are put in place when a staff member takes parental leave or part-time work. Staff members can chose flexible working hours, including telecommuting, staggered work arrangements, or the possibility of a compressed work schedule.¹

C. Programmatic mainstreaming of gender issues in training activities, projects and programmes implemented by the Secretariat

5. The Secretariat keeps track of gender distribution of participants in all training activities organized by the Secretariat. The percentage of women and men attending webinars and training activities under the three conventions, as described in appendix II to the present report, are considered, among others, as indicators for monitoring the achievement of gender balance in the Secretariat's activities.

6. Standard operating procedures and gender mainstreaming materials for activities, projects and programmes are available to guide the Secretariat's actions towards gender equality. Training for staff

¹ Such arrangements are applicable to UNEP-administrated staff of the Secretariat.

on gender issues related to developing and implementing work plans, projects and programmes were held on 9 October 2015 and 17 October 2016. Brown bag lunches were held on 28 August 2015, 9 October 2015 and 1 September 2016 with external experts to discuss gender mainstreaming in chemicals and waste management.

7. In November 2015, the Executive Secretary joined the Geneva Gender Champion Initiative² with the commitment to strive for gender parity in all panel discussions organized or attended by staff of the Secretariat. The Secretariat provided input to the annual report survey of the initiative in September 2016 and attended meetings of the initiative in 13 September 2016 and 20 October 2016.
8. Representatives of the Secretariat are members of the United Nations Environment Programme (UNEP) Gender Team and Food and Agriculture Organization of the United Nations (FAO) Gender focal points, and cooperated with the UNEP Gender and Social Safeguard Unit in the development of the UNEP report on the United Nations System-wide Action Plan as well as the development of UNEP gender trainings relevant to chemicals and waste conventions.
9. The Secretariat was involved in the development of the first Global Gender and Environment Outlook (GGEO)³ under the leadership of UNEP's Office of Operations/Gender and Social Safeguard Unit, and UNEP Division of Early Warning and Assessment.
10. The Secretariat also participates in the Global Environment Facility (GEF) Gender Partnership. The activities of the partnership include the development of the GEF Gender Equality Action Plan, compilation of best practices on mainstreaming gender into projects under the GEF focal areas, updating the GEF's policy and guidelines on gender and the development of the e-learning course on gender equality, women's empowerment and the environment which is expected to include a module on chemicals and waste.
11. In 2016 the Secretariat initiated two projects on integrating gender issues into the implementation of the Basel, Rotterdam and Stockholm conventions funded by the governments of Germany and Sweden. The first project is related to the development of the gender baseline assessment. Through the set of specific indicators data will be gathered in the first half of 2017 to provide a multi-faceted perspective on how men and women's participation and gender equality mandates are being realized in practice. The methodology used is based on a tested methodology of the Multilateral Environment Agreement (MEA) Gender Survey conducted by the International Union for Conservation of Nature (IUCN).
12. The second project is supported by the Women Engage for a Common Future (WECF) and includes activities in Nigeria and Indonesia, in particular the case studies on gender equality in the context of management of hazardous chemicals and wastes, and integrating gender considerations into the policies, legislation, and practices for the implementation of the three conventions. The case studies will be followed by the pilot projects in these countries to address specific national challenges related to the implementation of the Basel, Rotterdam and Stockholm conventions from the gender perspective. The results from by projects will be presented at the side-event during the 2017 conference of the parties.
13. Furthermore, the Secretariat participated at FAO activities at field level in six countries with economies in transition to identify vulnerable groups in national pesticides' use patterns. Among the groups, a specific attention was given to gender prospective since women are involved in pesticide application playing an important role in preparing or mixing pesticides. Social dimension analysis is a key element for pesticides risk reduction strategies.
14. A new investigation was carried out by PAN-UK in Georgia in 2016, focusing on collecting evidence to improve pesticide regulation in order to protect vulnerability of groups. The activity was conducted in the context of the preparation of proposals for listing severely hazardous pesticide formulations (SHPF) in Annex III to the Rotterdam Convention in accordance with Article 6 of the Convention. A total of 472 women were interviewed as family farm workers and as paid farm workers, results of this activity will be present at PAN-UK side event during 2017 at conference of the Parties.
15. The Secretariat held a webinar on gender aspects of pesticides exposure and gender prospective for all FAO gender focal points and agriculture department on 17 November 2017.

² <http://genderchampions.com/>.

³ http://web.unep.org/gender/sites/unep.org.gender/files/documents/Gender%20and%20environment%20outlook_opt.pdf.

16. In order to mainstream gender in training activities, projects and programmes, the Secretariat has also taken into consideration the approaches followed under other multilateral environmental agreements and related entities, such as the Convention on Biological Diversity, the United Nations Framework Convention on Climate Change and the Montreal Protocol and gender: Decision of the Conference of the Parties.⁴

⁴ <http://synergies.pops.int/Gender/AdditionalResources/tabid/4462/language/en-US/Default.aspx>.

Appendix I

Gender Action Plan of the Secretariat of the Basel, Rotterdam and Stockholm conventions (BRS-GAP) for 2016-2017

Updated version, 6 September 2016

I. Introduction

1. Mainstreaming from a gender perspective is the process of assessing the implications for women and men of any planned action, such as the introduction of legal and policy measures or programmes, to promote gender equality at work, including in our delivered activities, and to promote gender-neutral procedures and approaches. “Gender mainstreaming” has been defined by the United Nations Economic and Social Council as ‘a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of the policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated’.⁵

II. Mandate

2. The Basel, Rotterdam and Stockholm conventions, and pertinent decisions of the respective Conventions’ bodies, make reference to gender issues at various points. Gender is relevant in the composition of subsidiary bodies, such as in the appointment of experts to subsidiary bodies of the Rotterdam and Stockholm Conventions.⁶ Gender issues related to implementation of the conventions have also been discussed and taken into account by the Conferences of the Parties, particularly the impact of poor management of hazardous chemicals and wastes on vulnerable groups such as women and young children.⁷ This is reflected in meeting reports,⁸ as well as in certain guidance documents,⁹ declarations and statements issued by Parties.¹⁰

⁵ “Equality between women and men (gender equality) refers to the equal rights, responsibilities and opportunities of women and men and girls and boys. Equality does not mean that women and men will become the same but that women’s and men’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Gender equality implies that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men. Gender equality is not a women’s issue but should concern and fully engage men as well as women. Equality between women and men is seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centered development.” (source: www.un.org/womenwatch/osagi/conceptsanddefinitions.htm).

⁶ Article 18, paragraph 6(a), Rotterdam Convention; Article 19 paragraph 6(a) of the Stockholm Convention as elaborated within Annex to the decision SC-1/7.

⁷ For example, monitoring activities under the Stockholm Convention Global Monitoring Plan included bio monitoring of human milk for persistent organic pollutants: (<http://chm.pops.int/Implementation/GlobalMonitoringPlan/MonitoringActivities/tabid/181/Default.aspx>); Paragraph 4 of the Bali Declaration on Waste Management for Human Health and Livelihood “We are convinced that full and effective action to implement the Basel Convention will contribute to the achievement of sustainable development, notably internationally agreed development goals, including those contained in the United Nations Millennium Declaration, through waste prevention and minimization, the control of transboundary movements of hazardous wastes and safe and environmentally sound management of waste. In this way, progress can be made in the area of poverty eradication, health, education, gender equality, environmental sustainability and the global partnership for development” <http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop9/bali-declaration/BaliDeclaration.pdf>.

⁸ Para. 7, document UNEP/CHW.10/28; para. 261, document UNEP/CHW.12/27; para. 210, document UNEP/FAO/RC/COP.7/21; para. 282, document UNEP/POPS/COP.7/36.

⁹ “The objective of developing an incident reporting system is to identify incidents of acute human health effects related to pesticide exposure. The system may be designed to identify high risk groups or to better understand the risks for vulnerable groups, e.g. children, pregnant women, landless agricultural workers.” Developing a pesticide incident reporting system, SHPF Kit: Guidance on monitoring and reporting pesticide poisoning incidents related to severely hazardous pesticide formulations: <http://www.pic.int/Implementation/SeverelyHazardousPesticideFormulations/SHPFKit/Developingapesticideincidentreportingsystem/tabid/3123/language/en-US/Default.aspx>

¹⁰ For example, Bali Declaration on Waste Management and Human Health (<http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop9/bali-declaration/BaliDeclaration.pdf>); Ministerial statement on partnerships for meeting the global waste challenge

3. Recognising the need to promote gender equality both within the Secretariat and externally, in line with applicable United Nations and UNEP rules, regulations, and policies as to gender, in July 2012 the Executive Secretary established the BRS Gender Task Team to develop targets and an approach to gender mainstreaming within the BRS Secretariat. The BRS Gender Task Team was also to liaise with the UNEP Gender Task Team established in July 2012 by the Executive Director of UNEP to deal with a range of policy issues and recommend strategic direction for the UNEP Gender Programme.

4. The importance of gender mainstreaming in the activities and structure of the Secretariat as part of achieving the objective of its long-term sustainability was also included in the Executive Secretary's proposal for the modification of the organization of the Basel Convention Secretariat, the Stockholm Convention Secretariat and the United Nations Environment Programme part of the Rotterdam Convention Secretariat.¹¹ The Conferences of the Parties, in their resulting omnibus decisions on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions, took note of the Executive Secretary's intention to include a report on the gender balance of the Secretariat and actions to improve it at all levels. These decisions requested the Executive Secretary to ensure that the reports listed in paragraphs 31 - 32 of those decisions are linked to biennial and annual work plans.¹²

5. The BRS Gender Task Team was subsequently tasked with developing the BRS Gender Action Plan (BRS-GAP), including a vision, a list of expected short, medium and long-term goals, and monitoring and reporting plans. This was to be a basis for ensuring the accountability of the Executive Secretary in implementing gender equality with respect to the Secretariat's internal operations as well as the programmatic mainstreaming of gender issues in all secretariat-executed activities, projects and programmes. A Drafting Group was established in April 2013 to develop the BRS-GAP which was finalized and adopted by the BRS senior management in December 2013.

6. At the conferences of the Parties to the Basel, Rotterdam and Stockholm conventions in May 2015, the Secretariat provided to the Parties an information document¹³ on mainstreaming of gender within the Secretariat and on programmatic mainstreaming of gender issues in Secretariat training activities, projects and programmes. The Secretariat highlighted that, in order to mainstream gender in the Secretariat, it has also taking into consideration the approaches followed under other multilateral environmental agreements. In decisions BC-12/25, RC-7/15 and SC-7/33 the Parties requested the Executive Secretary to include a section on the implementation of the gender action plan in the next report on joint and convention-specific activities.

III. Vision

7. The BRS-GAP's vision is that gender equality is an integral part of the implementation of the Basel, Rotterdam and Stockholm conventions, including the secretariat activities.

8. BRS-GAP provides the blueprint for actions to promote gender equality within the Secretariat and gender mainstreaming in its programme of work and activities, including those undertaken in partnership with other stakeholders. The ultimate goal is to incorporate gender equality into achieving the common objective of the conventions, namely protecting human health and the environment. It is also hoped that the BRS-GAP would lead to a greater recognition of the links between gender, poverty and hazardous chemicals and wastes.

IV. Objectives

9. The BRS-GAP's vision aims to ensure that principles of gender equality are firmly embedded in activities undertaken by the BRS Secretariat. Achieving the vision of the BRS-GAP means pursuing the following actions:

(a) Developing an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities;

(Annex V, document UNEP/CHW.7/33;

http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop7/cop7_ministerial_dec.pdf).

¹¹ Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/2/Add.2.

¹² Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/4, Annex I, Section VI: Transparency and Accountability

¹³ UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54.

- (b) Developing a baseline on gender-related issues and measuring progress in achieving GAP objectives and implementing activities;
- (c) Ensuring that the Secretariat's programmes and projects are planned and implemented from the gender equality perspective;
- (d) Promoting the consideration of gender issues in hazardous chemicals and wastes management at the national and regional levels; and
- (e) Supporting staff in achieving a sustainable work-life balance.

V. Proposed actions

10. The proposed actions aim to establish a framework on gender mainstreaming enabling the Secretariat to assess whether its activities impact men and women differently and if so, to suggest actions as to how to rectify this situation.

11. The updated plan identifies actions to be implemented in the short to medium-term (2016-2017) and ensures that these actions have a catalysing effect which compounds the impacts to be achieved in the long term. It is expected that the actions will contribute to the achievement of the long-term objectives and vision of the BRS-GAP.

12. It is suggested that the present document is reviewed and updated in 2017 to review the objectives, assess any achievements and to propose new actions as appropriate.

13. The actions proposed in the BRS-GAP are broken down into the following categories (for details see table below):

- (a) BRS gender mainstreaming activities within the Secretariat:
 - (i) Baseline of gender-related issues within the Secretariat;
 - (ii) Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners;
 - (iii) Training and skill development on gender-related issues;
 - (iv) Gender equality in human resources management;
 - (v) Secretariat staffing;
 - (vi) Promotion of gender equality through the standard operating procedures;
 - (vii) Monitoring and reporting on mainstreaming activities within the Secretariat;
- (b) Implementing gender mainstreaming activities with partners:
 - (i) Baseline of gender related issues in projects and programmes;
 - (ii) Gender components in the Secretariats' projects and programmes;
 - (iii) Awareness-raising and outreach;
 - (iv) Capacity-building through pilot projects;
 - (v) Conferences of the Parties and meetings of subsidiary bodies;
 - (vi) Cooperation with other partners on gender related activities;
 - (vii) Monitoring and reporting on projects and programmes.

VI. Table setting out proposed actions

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
I. BRS gender mainstreaming activities within the Secretariat										
I. A. Baseline of gender-related issues within the Secretariat										
Objective	Establish a Secretariat internal baseline on gender issues using both qualitative and quantitative indicators									
Activities	1. Identify the indicators (key issues) to be included in the baseline	Keys issues that assist in understanding the status quo regarding the gender issues identified	Indicators are available	Short-term	Information is available on the indicators identified	Gender Task Team	Cost-neutral (staff costs only)	Done	UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54	
	2. Compile the Secretariat internal baseline information and develop the report	Statistics are compiled about the status quo on key issues such as: - Gender equality in the demographics of the Secretariat; - Other.	Baseline report to be produced	Short-term	Information is available on the indicators identified	Gender Task Team	Cost-neutral (staff costs only)	Done	UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54	
I. B. Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners										
Objective	Ensure that BRS staff, Parties and partners are aware of the BRS-GAP and other relevant gender-related information									
Activities	3. Organize a session to present the updated BRS-GAP to BRS staff	- A session is organized; - Discussion amongst staff members took place, including questions and answers	Information session	Short-term		BRS-GAP Drafting Group / EO	Cost-neutral (staff costs only)	High		
	4. Establish a dedicated gender-related section on the BRS website	Webpage prepared and regularly updated	Website	Short-term		Gender Task Team / IT team	Cost-neutral (staff costs only)	Done		
	5. Participate in the Geneva Gender Champions initiative (GGC)	Information on the BRS commitment gender parity pledge is available on the web	GGC website	Short-term		BRS Gender Coordinator / GGC focal points	Cost-neutral (staff costs only)	High	Pledge is available on the website, yearly updates to be submitted to the GGC initiative	
	6. Compile a library or databank of information on the impacts of poor chemicals and waste management on women	Library/Database prepared and made available to Secretariat and possibly online	Secretariat records	Medium-term	There is a responsible person to compile and update the database	Gender Task Team (for content) IT team (technical issues)	Staff costs if done in-house, Could be a task for an intern	Ongoing	Gender website and Gender Heroes publication available: http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
I. C. Training and skill development on gender-related issues										
Objective	Develop an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities									
Activities	7. Organize a training session for BRS staff on gender equality at least once a year	BRS staff is aware of the importance of gender equality in its work and actions that need to be taken to promote gender equality	Secretariat records – number of staff trained	Short to medium term	This could be integrated in other training e.g. the matrix training for BRS staff	EO /HR in cooperation with Gender Task Team	Cost-neutral, if integrated into other training sessions	High, ongoing	Trainings / gender sessions organized on: 17 Dec 2013, 9 Oct 2015, 17 October 2016	
Objective	Provide staff with the skills, tools and equal opportunity to apply for senior management roles									
Activities	8. Create a mentoring programme for staff in the context of gender equality (e.g. job shadowing for a day, mentoring of lower grade staff by upper grade staff, assignment/training of staff at entry level to take on managerial tasks)	Mentoring programme is established and made accessible to all staff	Secretariat records number of staff engaged in mentoring programme	Short to medium term	EO has initiated the expression of interest among UNEP offices in MIE	EO (HR)	Cost-neutral (staff costs only)	Ongoing		
	9. Organize and provide opportunities for training for staff on management skills (e.g. UNEP Women leadership programme)	P2-P5 staff can access and attend management training courses (other than those which are already mandatory)	Statistics on staff training	Medium-term	Should be implemented in line with the recommendations by the Training Task Team	EO	Costs for training depending on the programme	Ongoing	Trainings in Turin attended by BRS GTT staff (Oct 2014, Nov 2015)	
	10. Invite female and male role models within the UN system to share their career development experiences (e.g. brown bag lunches)	Brown bag lunches are held regularly with a different guest speaker(s) each time and are well attended	Attendance at brown bag lunches	Medium-term	Could be a BRS activity or co-organized with others, e.g. UNOG Gender Focal Point, GEN for a larger audience (e.	Gender Task Team	Cost-neutral (staff costs only)	Ongoing	Meetings held on 28 Aug 2015, 9 Oct 2015, 1 September 2016	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assump-tions	Responsi-bilities	Funding	Priority	Comments	
					g. MIE I & II) Should be implemented in line with the recommendations by the Training Task Team					
	11. Undertake other initiatives for gender-related career development, skill development and cooperation with other organizations (e.g. supporting mobility of staff members to other organizations and/or bringing “visiting” staff from other organizations, e. g. from regional centres)	Number of such secondments and “visiting” staff facilitated; number of men/female staff trained for senior management positions	Secretariat records	Medium to long-term	Should be implemented in line with the recommendations by the Training Task Team	EO (HR) Gender Task Team	Can have cost implications depending on the types of initiatives	Ongoing	Exchange of two staff members with UNECE facilitated; staff visit from BCRC China initiated	
I. D. Gender equality in human resources management										
Objective	Create a working environment which is supportive of the work-life balance of staff									
Activities	12. Introduce the option for telecommuting as an alternative type of working arrangement	Staff members can choose from special working arrangements including flexitime, telecommuting, compressed and normal working hours.	Revised working arrangements form; HR records	Short-term		MT	Cost-neutral (staff costs only)	Done		
	13. Maintain the BRS “Family Room”	BRS family room is re-located following consideration by the Office Space Task Team	Physical existence of the room or plans detailing its re-establishment	Short-term	The Space Task Team will include the “Family Room” in its recommendation	The Space Task Team / MT	Part of the overall cost maintenance	Done	A family room has been created by GEN and is available for use by all staff in MIE I and II.	
I. E. Secretariat staffing										
Objective	Strive towards gender equality in the staffing of the secretariat									

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/Medium/Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
	14. Using the identified baseline data on gender in the staffing of the Secretariat, monitor the changes in staffing (see also section I (e) and (f) on monitoring and reporting	Gender equality in the staffing of the Secretariat at all levels	Statistics to be updated on regular basis every two years	Short-term		EO (HR)	Cost-neutral (staff costs only)	Ongoing	Report 2015 available: UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54	
	15. Evaluate the impact on gender equality and take action as may be necessary	Principles of gender equality applied in the hiring process	Statistics indicating gender balance in hiring / SOPs applied to hiring process	Medium-long term		Management team	Cost-neutral (staff costs only)	Ongoing		
I. F. Promotion of gender equality through the Standard Operating Procedures (SOPs)										
Objective	Incorporate incentives and requirements of gender equality in the standard operating procedures (SOPs)									
Activities	16. Include specific text in the invitation and confirmation letters to encourage women to participate in meetings and training activities	Revised templates are available	Secretariat records	Short-term		COB for meetings TAB for training activities (as necessary)	Cost-neutral (staff costs only)	Done	applied on regular basis	
	17. Include gender question(s) in the evaluation form for training activities	Revised evaluation forms are available	Secretariat records	Short-term		TAB	Cost-neutral (staff costs only)	High		
	18. Include gender considerations in funding proposals and reporting to donors	Proposals and reports include a section/sub-section on gender issues	Secretariat records	Done		Resource Mobilization Group	Cost-neutral (staff costs only)	Done	Applied on regular basis	
	19. Invite both men and women to register in consultant rosters	Text on gender equality in the consultancy announcements, with reference to gender-related website section	Secretariat records	Short-term		EO (HR)	Cost-neutral (staff costs only)	Done	Applied on regular basis	
	20. Include requirements for gender equality in projects in legal agreements	Standard legal agreements include a clause on the female participation	Secretariat records	Short-term		COB, in cooperation with programme officers	Cost-neutral (staff costs only)	High , not yet started		
I. G. Monitoring and reporting on mainstreaming activities within the Secretariat										
Objective	Measure the progress in achieving GAP objectives and implementing activities within the Secretariat, including by collecting measurable information on gender, relating to both qualitative and quantitative indicators									

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
Activities	21. Collect information according to the indicators developed for the baseline assessment and evaluate the progress that has been made as a result of the GAP	Statistics are compiled on Secretariat internal gender issues and considered in conjunction with the baseline information compiled in baseline section above	Secretariat report on GAP implementation	Monitoring on annual basis; Medium-long term; next report for COPs in 2017	Baseline information has been compiled Statistics are available	Gender Task Team (overall responsibility) with input from other branches	Cost-neutral (staff costs only)	Medium/long-term once baseline is developed, ongoing	First report in 2015 for COPs available: UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54
	22. Include gender-related information in the reporting / evaluation forms and format	Statistics are compiled on gender issues	Compilation of reports to donors, meeting reports, etc.	Medium - long term	Donor reporting formats allow for reporting on such issues	Gender Task Team (overall responsibility) with input from other branches and groups	Cost-neutral (staff costs only)	Done	Applied on regular basis
II. Implementing gender mainstreaming activities with partners									
II. A. Baseline of gender-related issues in projects and programmes									
Objective	Establish a baseline on gender issues in projects and programmes with partners using both qualitative and quantitative indicators								
Activities	23. Identify the indicators (key issues) to be included in the baseline	Keys issues that assist in understanding the status quo regarding the gender issues identified	Indicators are available	Short-term	Information is available on the indicators identified	Gender Task Team, in cooperation with external expertise as appropriate	Voluntary funding needed only)	High , not yet started	Subject to funding available, Explore possibility of engaging IUCN
	24. Develop and make available a survey on gender issues e.g. post on website and interested stakeholders could reply	Number of responses / feedback from the stakeholders	- Responses to survey from Parties and other stakeholders - Compilation of responses	Short-term	Some interested Parties respond to survey	Gender Task Team; ASB (for posting on website); Parties	Cost-neutral (staff costs only)	Medium, not yet started	
	25. Compile the baseline information and develop the report	Statistics are compiled about the status quo on key issues such as: - Gender participation in meetings and workshops; - Number of men/women managing projects at national level; - Number of men/women in management	Baseline report to be produced	Short-term	Information is available on the indicators identified	Gender Task Team to coordinate with inputs from EO, TAB and other branches as	Cost-neutral (staff costs only), voluntary funding needed if external support is requested (consultancy)	High	Data on activities is available, Compile data and develop report for COPs in 2017, explore possibility of engaging IUCN

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
		posts at the national level; - Other				appropriate				
II. B. Gender components in Secretariat's programmes and projects										
Objective	Include gender components in Secretariat's programmes and projects									
Activities	26. Determine types of activities to be undertaken that will have the greatest impact on gender issues	Impact assessment study, based on information documented in website/Clearing House Mechanism (CHM), questionnaire and pilot projects	Impact assessment study	Medium-term	Information is available through website/ CHM, questionnaire and pilot projects	Gender Task Team in cooperation with COB, TAB, and SSB	Possible consultancy costs	Medium, not yet started	To be available for COPs in 2017	
	27. Develop a checklist / guidance for staff on gender considerations in meetings and training activities (e.g. making staff more aware of the need to have a gender balance to enable female participants to be actively engaged in meetings and training activities), see also section C on Conferences of the Parties and meetings of subsidiary bodies	Checklist / guidance for staff on gender developed	Checklist / guidance on gender considerations	Short – medium term		Gender Task Team in cooperation with COB / TAB	Possible consultancy costs	Done		
	28. Include gender in planning and implementation of new and ongoing programmes and projects to support activities that have an impact on gender issues	Gender component in new and ongoing projects included Proposals and reports include a section/sub-section on gender issues/considerations	Men and women are equally involved in implementation of activities at national level e.g. waste management plans, legal and policy measures (through activities led by the partners and/or Secretariat) Organizations protecting specific	Medium-long term	Staff have sufficient awareness to include gender in planning and implementation	All branches	Cost-neutral in planning, costs of implementation of programmes and projects	High , gender section is included in project and activity fact sheet templates	All fact sheets for biennium 2018-2019 consider gender issues	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/Medium/Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
			interests of vulnerable groups are included in project steering committees Programme and project proposals and reports							
II. C. Awareness-raising and outreach										
Objective	Alert vulnerable groups and the general public on hazardous chemicals and wastes issues to improve awareness of health and environmental impacts on such groups of hazardous chemicals and waste exposure									
Activities	29. Identify areas where vulnerable groups and sub-groups, are specifically impacted, e.g. e-waste, DDT, mercury, etc.	Number of areas identified	Secretariat records	Short-term		Gender Task Team	Cost-neutral (staff costs only)	Medium, ongoing		
	30. Prepare news items on gender issues and chemicals/waste exposure for and between Parties and other stakeholders and disseminate them using available electronic tools	News tweeted and information disseminated through BRS CHM, website, regional centres and other partners	Secretariat records on website posting, twitter, facebook entries	Short-term		COB in cooperation with Gender Task Team	Cost-neutral (staff costs only)	Medium, ongoing	Gender website: http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx	
	31. Develop awareness-raising materials on gender issues and chemicals/waste exposure	Brochures, videos, exhibitions or other awareness-raising material produced and circulated to/among vulnerable groups and sub-groups	Secretariat records	Medium-term	Awareness-raising materials which are already planned and budgeted for should include a component on gender issues	COB, TAB, others	Cost neutral if subsumed into existing materials and activities. If not, then cost implications	Medium, ongoing	Gender Heroes publication available	
	32. Raise awareness on gender issues with partners on issues pertinent to the three conventions	<ul style="list-style-type: none"> - Number of presentations that include gender issues made at different events - Frequency of use of materials developed by the Secretariat and in cooperation 	Meeting presentations, reports and other materials	Medium-term	Gender issues are included in BRS secretariat's	COB (international cooperation), TAB (workshops,	Cost-neutral (staff costs only)	Medium, ongoing		

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assump- tions	Responsi- bilities	Funding	Priority	Comments
		with partners			outputs on the ongoing basis BRS staff have sufficient awareness to be able to raise awareness amongst partners	training activities, partnerships and Regional Centres), SSB (POPRC, CRC)(, others with the guidance of Gender Task Team			
	33. Seek and collect information from IGOs, including IOMC organizations, civil society organizations and Parties about initiatives and success stories related to the gender mainstreaming of hazardous chemicals and wastes management addressed by the three conventions	Collection of success stories / information from, at least, three IGOs, three NGOs, and three Parties	Information available on the website	Medium-term	Effective cooperation with partners whose work is relevant to the subject area and gender issues are possible to illustrate	Gender Task Team (coordination) with input from other branches	Cost-neutral (staff costs only) This can be a task for an intern	Medium, ongoing	Global Gender and Environment Outlook, GEF Gender Guidance, Global Chemicals Outlook, Global Waste Outlook, Regional Waste Outlooks under development
	34. To develop a publication on gender issues	E-publication is prepared and posted in the dedicated gender-related section on the BRS website	Website/CHM	Medium to long-term	The publication will, among others, collect best practices and success stories on the role of men and women in hazardous chemicals and waste management , with a focus on	Gender Task Team for the content, ASB for the preparing a publication	Subject to availability of resources	Done	Gender Heroes publication available

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					developing countries and economies in transition.				
	35. To develop recognition schemes for organizations actively engaged in hazardous chemicals and wastes management for vulnerable groups (also see section on Conferences of the Parties and meetings of subsidiary bodies)	Recognition schemes developed	Secretariat records	Long-term	Suitable participants are nominated	EO / COB	Possible cost of recognition schemes – approximately 500CHF – 1000 CHF p.a. (depends on scheme and number of awards)	High, not yet started	34, 36, 40, 41, subject to availability of funds
	36. To engage “gender champions” or use another recognition scheme among observers and Parties (also see section C on Conferences of the Parties and meetings of subsidiary bodies)	Gender champions are appointed or awards of the agreed format and at the agreed intervals are made	Gender champions	Long-term	Suitable participants are nominated	EO / COB		Done	Recognition of Gender Heroes during gender side event at COPs in 2015
II. D. Capacity-building through pilot projects									
Objective	Promote the consideration of issues of gender and vulnerable groups in hazardous chemicals and wastes management at the national and regional levels								
Activities	37. Develop and implement pilot projects with gender focus on specific challenges faced by vulnerable groups	<ul style="list-style-type: none"> - At least one pilot project is implemented - Materials on hazardous chemicals and wastes for vulnerable groups are adapted for the pilot projects - Specific vulnerable groups are aware of hazardous chemicals and wastes or practices that may expose those groups to harmful effects - Measures addressing hazardous chemicals and wastes management take gender issues into considerations at the national level, etc. 	Progress and final reports	Medium-term	Identifying activities planned for 2016-2017 which could be used to include specific component (s) re: vulnerable groups Voluntary funds for TA activities are	TAB in cooperation with COB, SSB with an overall oversight by the Gender Task Team	This activity can be linked to one or more of Programme of Work (POW) activities: 14, 15, 16 or 17	Medium, ongoing	Pilot project with The Gambia under development

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/Medium/Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					raised				
II. E. Conferences of the Parties and meetings of subsidiary bodies									
Objective	Promote gender-balanced participation in meetings of the Conferences of the Parties and subsidiary bodies								
Activities	38. Promote active gender-balanced participation in meetings: <ul style="list-style-type: none"> - Inform the bureaux, including at their joint meetings, about the BRS approach on gender - Consider gender balance in selecting co-chairs - Consider gender balance in selecting / proposing rapporteurs - Consider gender balance in proposing speakers, leads for specific tasks, etc. 	<ul style="list-style-type: none"> - Gender balanced approach taken into consideration by bureaux including at their joint meetings - Greater awareness and acceptance among Secretariat staff and participants of the need for a gender balanced approach, as well as recognition of the role and interests of vulnerable groups in chemicals / waste management - Active gender-balanced participation is encouraged by Secretariat and others e.g. proposing gender-balance in co-chairing - Gender balance in allocation of roles in meetings, particularly the co-chairs 	<ul style="list-style-type: none"> - Bureaux decisions, including at their joint meetings, and meeting reports include consideration of gender issues, where appropriate - Meeting reports of Conferences of the Parties and subsidiary bodies: <ul style="list-style-type: none"> o Allocation of roles during meetings o Proportion of men/women selected as co-chairs for meetings 	Medium to long term	Appropriately trained / qualified candidates are available to ensure gender balance. Quality of service delivered during the COPs should be maintained and actions only occur if appropriate i.e. based on the knowledge of those on the podium and the subject being discussed	COB, in collaboration with other branches as appropriate	See 3. below	High, ongoing	To be supported by activity 27
	39. Provide training for men/women on chairing meetings	<ul style="list-style-type: none"> - Training sessions on chairing meetings are organized - Equally trained women and men to chair meetings and greater acceptance of women in such roles - Improved gender balance on the podium. 	<ul style="list-style-type: none"> - Number of men/women participating in training activities - Number of men/women chairing meetings 	<ul style="list-style-type: none"> - Short-term for the pilot training - Medium to long term for 	This activity could be a part of broader training for male and female	EO (training) in collaboration with COB (in relation to meetings)	Funding for the pilot training is available. Cost implications to organise gender equality training	High, ongoing	Completed for 2014 and 2015, under preparation for 2017

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assump-tions	Respon-sibilities	Funding	Priority	Comments
			(meeting reports)	gender balance on the podium	participants.		sessions – costs will vary according to number of persons trained and duration of training. Also could be linked to introductory sessions of subsidiary bodies		
	40. Develop recognition schemes to be presented at COPs for those actively engaged in hazardous chemicals and wastes management for vulnerable groups (e. g. “gender champions” among observers / Parties, gender awards for Parties ensuring gender balance related to meetings)	<ul style="list-style-type: none"> - Number of incentives created for nominating participants at meetings using a gender-balanced approach - Number of men and women nominated to participate and participating in meetings - Greater awareness and acceptance of the need for a gender balanced approach, as well as recognition of the role and interests in chemicals / waste management by different groups of society - Awards given to organizations / Parties in relation to their work with vulnerable groups and gender balance - Number of men/women working on chemicals and waste issues at national level 	<ul style="list-style-type: none"> - Percentage of COP/subsidiary body representative nominations that are men/women - Recognition schemes/awards presented at COPs in 2015 - Number of initiatives during the meetings on gender issues e.g. side events, round tables, documents - Percentage of designated country contacts that are men / women, where possible to determine 	Long-term	Suitable participants are nominated	EO / COB	Possible cost of recognition schemes – approximately 500CHF – 1000 CHF p.a. (depends on scheme and number of awards)	High, ongoing	GEN Inspirational Women for the Environment launched in March 2016 See also activities 34, 35, 36, and 41
	41. Invite / encourage organizations (IGOs or/and NGOs) to present gender-related issues of hazardous chemicals and wastes management at the COPs (e.g. in side-event, thematic round	<ul style="list-style-type: none"> - Number of side-events and other events organized at the COPs - Level of visibility of gender issues at the COPs - Number of INF documents that include gender issues 	<ul style="list-style-type: none"> - Meeting reports and documents - List of side events 	Medium-long term	Organizations have gender-related issues of hazardous chemicals	COB (In relation to meetings) ASB (liaison with NGOs)	Cost-neutral	High, ongoing	Gender side event at COPs in 2015, planned for COPs in 2017 See also activities 34, 35, and 36 and 40

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assump- tions	Respon- sibilities	Funding	Priority	Comments
	table, INF document, etc.)				and waste management to present				
	42. Include gender focus in appropriate decisions at next meetings of COPs	Number of decisions taking into consideration gender issues related to chemicals and waste management, where appropriate	Decision texts and meeting reports	Medium-term		All branches	Links with training for staff in gender equality issues	High , ongoing	Decisions BC-12/25 , RC-7/15 and SC-7/33 ; decisions for COPs in 2017 to be developed
II. F. Cooperation with other partners on gender-related activities									
Objective	Cooperate with IGOs and NGOs to support the integration of gender-related activities into their programmes as they relate to hazardous chemicals and wastes management								
Activities	43. Identify organizations, including IGOs and NGOs, that are involved in activities related to BRS and gender issues	Information is documented on the website/CHM	Website/CHM	Short-term	Done in connection with information collection under "Awareness raising"	Gender Task Team in cooperation with COB/IT team	Cost neutral (Staff time only)	Medium, ongoing	
	44. Develop a partnership programme to promote BRS/gender issues that links vulnerable groups in developed and developing countries (in public and private sector)	Up to six people (three from developed and three from developing countries) meet at least once to exchange experiences and develop concepts in the margins of existing meetings and training activities or online	Report of meeting(s)	Short-medium term	Sufficient travel funds can be raised Meeting could be held electronically or in the margins of other meetings/workshops under the programme of work	TAB	Travel funds: additional days' DSA Staff time	Medium, ongoing	To be linked with gender pilot projects, see activity 37.
	45. Support incorporation of BRS issues in development agenda of NGOs representing interests of vulnerable groups	Up to three NGOs have included or expanded upon chemicals and waste management issues in their work programmes or development agendas	Development agenda of NGOs	Ongoing	NGOs that have an interest in the chemicals and waste	COB/TAB	Staff travel Staff time	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium/ Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					agenda and its impact on vulnerable groups can be identified				
	46. Develop BRS/gender-related activities with other IGOs and cooperate with IGOs in gender task teams	Up to three activities developed with IGOs, BRS participates in up to two IGO gender task teams	Secretariat activities and reports, IGO gender task team reports	Medium-long term	IGOs that have an interest in the chemicals and waste agenda and its impact on vulnerable groups are interested in partnering to develop activities with BRS	COB/TAB, Gender Task Team	Depends on activity(ies) developed Staff travel Staff time	Medium, ongoing	Activities: WHO Gender and e-waste, GEF Gender Guidance, GGEO, GCO, GWO (see also activity 37.); GEF Inter-Agency Working Group on Gender, UNEP Gender Network
II. G. Monitoring and reporting on projects and programmes									
Objective	Measure the progress in achieving GAP objectives and implementing gender related activities in projects and programmes, including by collecting measurable information on gender, relating to both qualitative and quantitative indicators								
Activities	47. Collect information according to the indicators developed for the baseline assessment and evaluate the progress has been made as a result of the GAP (including staffing as mentioned in section III (b))	Statistics are compiled on gender issues and considered in conjunction with the baseline information compiled in baseline section above	Secretariat report on GAP implementation	Monitoring on annual basis; Medium-long term; next report for COPs in 2017	Baseline information has been compiled Some statistics are available	Gender Task Team (overall responsibility) with input from other branches	Cost-neutral (staff costs only)	Medium, ongoing	Report for COPs in 2015 available on BRS Gender website
	48. Include gender-related information in the reporting / evaluation forms and format	Statistics are compiled on gender issues	Compilation of reports to donors, meeting reports, etc.	Medium - long term	Donor reporting formats allow for reporting on such issues	Gender Task Team (overall responsibility) with input from all branches	Cost-neutral (staff costs only)	Medium, ongoing	See also activity 22

Appendix II

Gender distribution of participants who attended training activities organized by the Secretariat in 2015 and 2016

Activities	Number of participants 2015		Number of participants 2016		Total	
1. Global, regional and national face-to-face training activities:						
Overall number of participants who attended global, regional and national face-to-face training activities organized by the Secretariat	803		1,519		2,322	
Gender distribution of participants who attended global, regional and national face-to-face training activities organized by the Secretariat	Female participants	Male participants	Female participants	Male participants	Female participants	Male participants
	323	480	621	898	944	1,378
2. Webinars and online training activities:						
Overall number of participants who attended webinars and online training activities organized by the Secretariat	1,119		2,174		3,293	
Gender distribution of participants who attended webinars and online training activities organized by the Secretariat	Female participants	Male participants	Female participants	Male participants	Female participants	Male participants
	612	507	1,114	1,060	1,726	1,567