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

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**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  
Twelfth meeting**  
Geneva, 4–15 May 2015  
Item 5 of the provisional agenda\*  
**Programme of work and budget**

**Conference of the Parties to the  
Rotterdam Convention on the  
Prior Informed Consent Procedure  
for Certain Hazardous Chemicals  
and Pesticides in International  
Trade  
Seventh meeting**  
Geneva, 4–15 May 2015  
Item 6 of the provisional agenda\*\*  
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Stockholm Convention on  
Persistent Organic Pollutants  
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## Mainstreaming gender in the Secretariat

### Note by the Secretariat

#### I. Introduction

1. As referred to in the note by the Secretariat on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions (UNEP/CHW.12/23/Rev.1-UNEP/FAO/RC/COP.7/17/Rev.1-UNEP/POPS/COP.7/33/Rev.1), the present note sets out information regarding the mainstreaming of gender in the Secretariat.

2. In line with applicable rules, regulations, and policies of the United Nations, of the United Nations Environment Programme (UNEP) and of the Food and Agriculture Organization of the United Nations (FAO) as to gender, being relevant to the Basel, Rotterdam and Stockholm conventions, and consistent with the decisions of the three conventions' bodies, the Executive Secretaries, recognising the need to promote gender equality, decided to establish the "BRS Gender Task Team" in July 2012, in order to develop targets and an approach to gender mainstreaming 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.

\* UNEP/CHW.12/1.

\*\* UNEP/FAO/RC/COP.7/1.

\*\*\* UNEP/POPS/COP.7/1.

3. The existing and planned gender-related activities of the Secretariat are described in paragraphs 4 to 17 below. The present note, including its annexes, has not been formally edited.

## II. Implementation

4. In December 2013, the task team developed the “Gender Action Plan of the Secretariat of the Basel, Rotterdam and Stockholm Conventions (BRS-GAP)”, as set out in annex I to the present note. The BRS-GAP includes a list of expected short, medium and long-term goals, such as baseline development, trainings and tools for gender related issues in projects and programmes as well as monitoring and reporting plans, and aims to ensure that principles of gender equality are firmly embedded in activities undertaken by the BRS Secretariat.

5. The task team has established two sub-groups to facilitate the implementation of the BRS-GAP, one group focusing on gender mainstreaming within the Secretariat, the other on programmatic mainstreaming of gender issues in secretariat training activities, projects and programmes.

### A. Gender mainstreaming within the Secretariat

6. Gender statistics are compiled on an annual basis. The goal is to achieve 50 per cent gender balance at all levels.

7. 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 2014 was as follows:

- (a) Total staff 58 per cent female and 42 per cent male;
- (b) P-staff 55 per cent female and 45 per cent male;
- (c) G-staff 61 per cent female and 39 per cent male.

8. The detailed staffing report as at 31 December 2014 has been posted on the synergy website as part of the quarterly management reports.<sup>1</sup>

9. 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 staggered work arrangements and the possibility of a compressed work schedule.

### B. Programmatic mainstreaming of gender issues in secretariat training activities, projects and programmes

10. 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 annex II to the present note, are considered, among others, as indicators for monitoring the achievement of gender balance in secretariat activities.

11. Standard operating procedures and gender mainstreaming materials for activities, projects and programmes are available in draft form to guide the Secretariat’s actions towards gender equality. This includes training for staff on gender issues related to work plan implementation as well as planning and organizing workshops, projects and programmes.

12. Representatives of the Secretariat are members of the UNEP Gender Team and FAO Gender focal points, and cooperate with the UNEP Gender and Social Safeguard Unit in the development of the UNEP report on the UN System-wide Action Plan as well as the development of chemicals and waste conventions relevant aspects in UNEP gender trainings.

13. The Secretariat is involved in the development of the first Global Gender and Environment Outlook (GGEO) under the leadership of UNEP’s Office of Operations/Gender and Social Safeguard Unit, and UNEP Division of Early Warning and Assessment. The Secretariat participated in GGEO expert meetings in February and November 2014.

14. The Secretariat has also participated in the development of the Global Environment Facility (GEF) Gender Equality Action Plan, which was adopted at the 47<sup>th</sup> GEF Council Meeting, held from 28 to 30 October 2014 in Washington, D.C.

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<sup>1</sup> <http://synergies.pops.int/tabid/3717/Default.aspx>

15. The Secretariat launched a pilot activity at the field level in six countries with economies in transition to identify vulnerable groups in national pesticides' use patterns. Among the groups, a specific attention is given to women and women farmers in order to understand the problems and to elaborate, with policy and decision-makers, risk reduction strategies for vulnerable groups and for women. Raw data among farmers have been collected through the use of a gender specific and vulnerable groups' specific questionnaire and by the end of June 2015, initial results will be available to be analysed.

16. In order to mainstream gender, the Secretariat has also taking into consideration the approaches followed under other multilateral environmental agreements.

17. The following documents containing approaches related to gender mainstreaming within other multilateral environmental agreements and related entities have been made available on the conventions' synergy website, as part of the management section on gender, for reference:<sup>2</sup>

- (a) The GEF Gender Equality Action Plan;
- (b) The Convention on Biological Diversity and gender:
  - (i) Decisions by the Conference of the Parties adopted at its ninth and tenth meetings;
  - (ii) Gender Plan of Action (2008);
- (c) The United Nations Framework Convention on Climate Change and gender:
  - (i) Decision by the Conference of the Parties adopted at its eighteenth meeting (No23/CP.18);
  - (ii) "Options and ways to advance the gender balance goal - Submissions from Parties and observer organizations" (Conference of the Parties, nineteenth session, 2013);
  - (iii) Working document on Global Gender and Climate Alliance (GGCA) member and partner activities, twentieth session of the Conference of the Parties, December 2014;
- (d) The Montreal Protocol and gender: Decision of the Conference of the Parties No XXIV/8, selected paragraphs;
- (e) "Introduction to the Proposal of the Open Ended Working Group for Sustainable Development Goals": selected paragraphs related to gender issues;
- (f) "FAO Policy on Gender Equality, Attaining Food Security Goals in Agriculture and Rural Development."

### III. Conclusion

18. The need is recognized for women and men, from developing and developed country parties, to be represented equally in all aspects of the processes pertaining to bodies established under the Basel, Rotterdam and Stockholm conventions, in order to inform and decide on gender-responsive hazardous chemicals and wastes policies.

19. Recent efforts made by the Secretariat, with respect to the Secretariat's internal operations as well as towards the programmatic mainstreaming of gender issues in Secretariat-executed activities, projects and programmes, including the BRS-GAP, aim to contribute towards improving the sound management of hazardous chemicals and wastes and the advancing of gender equality in international and environmental policy, in line with the United Nations, FAO and UNEP relevant bodies, applicable rules, regulations and policies, consistent with the decisions of the Basel, Rotterdam and Stockholm conventions' respective bodies.

20. Notwithstanding the efforts made by parties and by the Secretariat to promote gender equality, efforts are still needed so that women and men, from developing and developed country parties, may be equally involved in the implementation of the Basel, Rotterdam and Stockholm conventions and represented in these conventions bodies and processes.

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<sup>2</sup> <http://synergies.pops.int/tabid/4462/Default.aspx>.

## Annex I

# Gender Action Plan of the Secretariat of the Basel, Rotterdam and Stockholm conventions (BRS-GAP) for 2014-2015

Final Draft

2 December 2013

### 1. Introduction

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’.<sup>1</sup>

### 2. Mandate

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.<sup>2</sup> 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<sup>3</sup>. This is reflected in meeting reports<sup>4</sup>, as well as in certain guidance documents<sup>5</sup>, declarations and statements issued by the Parties<sup>6</sup>.

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<sup>1</sup> “**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](http://www.un.org/womenwatch/osagi/conceptsanddefinitions.htm)).

<sup>2</sup> Article 18, paragraph 6(a), Rotterdam Convention; Article 19 paragraph 6(a) of the Stockholm Convention as elaborated within Annex to the decision SC-1/72.

<sup>3</sup> 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>.

<sup>4</sup> Para. 7, document UNEP/CHW.10/28.

<sup>5</sup> “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>.

<sup>6</sup> For example, Bali Declaration on Waste Management and Human Health

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.

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<sup>7</sup>. 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<sup>8</sup>.

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.

### 3. Current state of affairs

Some statistical data was previously collected and presented at the ordinary and extraordinary meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions in the Executive Secretary's proposal for the organization of the Secretariats of the three conventions<sup>9</sup> and in a document on mainstreaming gender in the Secretariat<sup>10</sup>. The existing data mainly address human resource-related gender issues, such as the gender distribution of staff and of participants in training activities organized by the Secretariats. Although this provided valuable statistical data, more comprehensive data needs to be collected in relation to this and other gender issues to establish a broader baseline from which to measure progress in the implementation of the BRS-GAP and draw meaningful conclusions on gender equality within the Secretariat and in the activities undertaken. This applies to statistics related to consultants' rosters, participation in meetings, focal points and official contact points, etc. Furthermore, the data collected should be both quantitative and qualitative in nature. Although assessing qualitative characteristics and impacts of gender-related activities and operations of the Secretariat is challenging, a broader baseline nonetheless needs to strive to include both quantitative and qualitative aspects of gender issues.

### 4. Vision

*Gender equality is an integral part of the implementation of the Basel, Rotterdam and Stockholm conventions, including the secretariat activities*

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

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

[http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop7/cop7\\_ministerial\\_dec.pdf](http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop7/cop7_ministerial_dec.pdf)).

<sup>7</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/2/Add.2.

<sup>8</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/4, Annex I, Section VI: Transparency and Accountability.

<sup>9</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/INF/7.

<sup>10</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/INF/25.

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.

## 5. Objectives

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:

- Developing an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities;
- Developing a baseline on gender-related issues and measuring progress in achieving GAP objectives and implementing activities;
- Ensuring that the Secretariat's programmes and projects are planned and implemented from the gender equality perspective;
- Promoting the consideration of gender issues in hazardous chemicals and wastes management at the national and regional levels; and
- Supporting staff in achieving a sustainable work-life balance.

## 6. Proposed actions

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.

The plan identifies actions to be implemented in the short to medium-term (2014-2015) 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.

It is suggested that the present document is reviewed and updated in 2015 to review the objectives, assess any achievements and to propose new actions as appropriate.

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

### I. BRS gender mainstreaming activities within the Secretariat

- A. Baseline of gender-related issues within the Secretariat
- B. Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners
- C. Training and skill development on gender-related issues
- D. Gender equality in human resources management
- E. Secretariat staffing
- F. Promotion of gender equality through the Standard Operating Procedures (SOPs)
- G. Monitoring and reporting on mainstreaming activities within the Secretariat

### II. Implementing gender mainstreaming activities with partners

- A. Baseline of gender related issues in projects and programmes
- B. Gender components in the Secretariats' projects and programmes
- C. Awareness-raising and outreach
- D. Capacity-building through pilot projects
- E. Conferences of the Parties and meetings of subsidiary bodies
- F. Cooperation with other partners on gender related activities
- G. Monitoring and reporting on projects and programmes

Table: Proposed actions<sup>1</sup>

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
<b>I. BRS gender mainstreaming activities within the Secretariat</b>										
<b>I. A. Baseline of gender-related issues within the Secretariat</b>										
<b>Objective</b>	Establish a Secretariat internal baseline on gender issues using both qualitative and quantitative indicators									
<b>Activities</b>	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 force, in cooperation with ASB	Cost-neutral (staff costs only)	Priority 1		
	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 force (TBC) to coordinate with inputs from ASB	Cost-neutral (staff costs only)	Priority 1		
<b>I. B. Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners</b>										
<b>Objective</b>	Ensure that BRS staff, Parties and partners are aware of the BRS-GAP and other relevant gender-related information									
<b>Activities</b>	3. Organize a session to present the 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)	Done		
	4. Establish a dedicated gender-related section on the BRS website	Webpage prepared and regularly updated	Website	Short-term		Gender Task Force / ASB	Cost-neutral (staff costs only)	Done		
	5. Upload the final draft BRS-GAP on the BRS website	Information is available online	Website	Short-term		ASB	Cost-neutral (staff costs only)	Done		

<sup>1</sup> Numbering of activities in the table was revised on 25 March 2014.

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
							only)		
	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 Force (for content) ASB (technical issues)	Staff costs if done in-house, Could be a task for an intern	Priority 2	
<b>I. C. Training and skill development on gender-related issues</b>									
<b>Objective</b>	Develop an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities								
<b>Activities</b>	7. Organize a training session for BRS staff on gender equality	BRS staff are 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 /ABS (HR) in cooperation with Gender Task Force	Cost-neutral, if integrated into other training sessions	Priority 3	
<b>Objective</b>	Provide staff with the skills, tools and equal opportunity to apply for senior management roles								
<b>Activities</b>	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, etc.)	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 / ASB (HR)	Cost-neutral (staff costs only)	Priority 4	
	9. Organize and provide opportunities for	P2-P5 staff can access and attend management training courses (other than those	Statistics on staff training	Medium-term	Should be implemented in line with the	ASB	Costs for training depending	Priority 3	

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	training for staff on management skills (e. g. UNEP Women leadership programme)	which are already mandatory)			recommendations by the Training Task Force		on the programme		
	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. g. MIE I & II) Should be implemented in line with the recommendations by the Training Task Force	Gender Task Force	Cost-neutral (staff costs only)	Priority 3	
	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)	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 Force	ASB (HR) Gender Task Force	Can have cost implications depending on the types of initiatives	To consider at a later stage	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	and/or bringing "visiting" staff from other organizations, e. g. from regional centres)								
<b>I. D. Gender equality in human resources management</b>									
<b>Objective</b>	Create a working environment which is supportive of the work-life balance of staff								
<b>Activities</b>	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/ASB	Cost-neutral (staff costs only)	Priority 5	
	13. Maintain the BRS "Family Room"	BRS family room is re-located following consideration by the Office Space task force	Physical existence of the room or plans detailing its re-establishment	Short-term	The Space Task Force will include the "Family Room" in its recommendation The family room has also been recently created by GEN and is to be available for use by all staff in MIE I and II.	The Space Task Force / MT	Part of the overall cost maintenance	Priority 5	
<b>I. E. Secretariat staffing</b>									
<b>Objective</b>	Strive towards gender equality in the staffing of the secretariat								
<b>Activities</b>	14. Using the identified baseline data on gender in the staffing of the	Gender equality in the staffing of the Secretariat at all levels	Statistics	Short-term		ASB	Cost-neutral (staff costs)	Priority 6	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
	Secretariat, monitor the changes in staffing (see also section I (e) and (f) on monitoring and reporting						only)			
	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 / ASB	Cost-neutral (staff costs only)	Priority 6		
<b>I. F. Promotion of gender equality through the Standard Operating Procedures (SOPs)</b>										
<b>Objective</b>	Incorporate incentives and requirements of gender equality in the standard operating procedures (SOPs)									
<b>Activities</b>	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 and ASB for meetings TAB for training activities (as necessary)	Cost-neutral (staff costs only)	Priority 7		
	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)	Priority 7		
	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)	Priority 7		
	19. Invite both men and women to register in	Text on gender equality in the consultancy announcements, with reference to gender-	Secretariat records	Short-term		ASB (HR)	Cost-neutral (staff	Priority 7		

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	consultant rosters	related website section					costs only)		
	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)	Priority 7	
<b>I. G. Monitoring and reporting on mainstreaming activities within the Secretariat</b>									
<b>Objective</b>	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								
<b>Activities</b>	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; first report in 2015 for COPs	Baseline information has been compiled Statistics are available	Gender task force (overall responsibility) with input from other branches	Cost-neutral (staff costs only)	Medium/long-term once baseline is developed	
	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 force (overall responsibility) with input from other branches and groups e.g. resource mobilization group	Cost-neutral (staff costs only)	Priority 7	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
<b>II. Implementing gender mainstreaming activities with partners</b>									
<b>II. A. Baseline of gender-related issues in projects and programmes</b>									
<b>Objective</b>	Establish a baseline on gender issues in projects and programmes with partners using both qualitative and quantitative indicators								
<b>Activities</b>	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 force, in cooperation with external expertise as appropriate	Cost-neutral (staff costs only)	<b>High</b>	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 force; ASB (for posting on website); Parties	Cost-neutral (staff costs only)	Medium	
	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 posts at the national level; - other	Baseline report to be produced	Short-term	Information is available on the indicators identified	Gender task force (TBC) to coordinate with inputs from ASB, TAB and other branches as appropriate	Cost-neutral (staff costs only)	<b>High</b>	Explore possibility of engaging IUCN
<b>II. B. Gender components in Secretariat's programmes and projects</b>									
<b>Objective</b>	Include gender components in Secretariat's programmes and projects								
<b>Activities</b>	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/CHM, questionnaire and pilot projects	Impact assessment study	Medium-term	Information is available through website/CHM questionnaire and pilot	Gender Task Force in cooperation with COB, TAB, and SSB	Possible consultancy costs	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					projects				
	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 Force in cooperation with COB / TAB	Possible consultancy costs	<b>High</b>	
	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 interests of vulnerable	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	<b>High</b>	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
			groups are included in project steering committees Programme and project proposals and reports						
<b>II. C. Awareness-raising and outreach</b>									
<b>Objective</b>	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								
<b>Activities</b>	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 Force	Cost-neutral (staff costs only)	Medium	
	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	Short-term		ASB in cooperation with Gender Task Force	Cost-neutral (staff costs only)	Medium	
	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	ASB, TAB, others	Cost neutral if subsumed into existing materials and activities.	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					a component on gender issues		If not, then cost implications		
	32. Raise awareness on gender issues with partners on issues pertinent to the three conventions	<ul style="list-style-type: none"> <li>- Number of presentations that include gender issues made at different events</li> <li>- Frequency of use of materials developed by the Secretariat and in cooperation with partners</li> </ul>	Meeting presentations, reports and other materials	Medium-term	Gender issues are included in BRS secretariat's outputs on the ongoing basis BRS staff have sufficient awareness to be able to raise awareness amongst partners	COB (international cooperation), TAB (workshops, training activities, partnerships and Regional Centres), ASB (NGOs), others with the guidance of Gender Task Force	Cost-neutral (staff costs only)	Medium	
	33. Seek and collect information from IGOs, including IOCM 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 Force (coordination) with input from other branches	Cost-neutral (staff costs only) This can be a task for an intern	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	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 developing countries and economies in transition, e.g. men/women ministers; impact of chemicals / waste management on different groups of society and their interests.	Gender Task Force for the content, ASB for the preparing a publication	Subject to availability of resources	<b>High</b>	Linked with activity 35, 36, 40 and 41
	35. To develop recognition schemes for organizations actively engaged in hazardous chemicals and wastes	Recognition schemes developed	Secretariat records	Long-term	Suitable participants are nominated	EO /ASB / COB	Possible cost of recognition schemes – approximately 500CHF –	<b>High</b>	34, 36, 40, 41

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	management for vulnerable groups (also see section on Conferences of the Parties and meetings of subsidiary bodies)						1000 CHF p.a. (depends on scheme and number of awards)		
	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 /ASB / COB		<b>High</b>	34, 35, 40 and 41
<b>II. D. Capacity-building through pilot projects</b>									
<b>Objective</b>	Promote the consideration of issues of gender and vulnerable groups in hazardous chemicals and wastes management at the national and regional levels								
<b>Activities</b>	37. Develop and implement pilot projects with gender focus on specific challenges faced by vulnerable groups	<ul style="list-style-type: none"> <li>- At least one pilot project is implemented</li> <li>- Materials on hazardous chemicals and wastes for vulnerable groups are adapted for the pilot projects</li> <li>- Specific vulnerable groups are aware of hazardous chemicals and wastes or practices that may expose those groups to harmful effects</li> <li>- Measures addressing hazardous chemicals and</li> </ul>	Progress and final reports	Medium-term	Identifying activities planned for 2014-2015 which could be used to include specific component(s) re: vulnerable groups Voluntary funds for TA activities are raised	TAB in cooperation with COB, SSB with an overall oversight by the Gender Task Force	This activity can be linked to one or more of PoW activities: 14, 15, 16 or 17	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
		wastes management take gender issues into considerations at the national level, etc.							
<b>II. E. Conferences of the Parties and meetings of subsidiary bodies</b>									
<b>Objective</b>	Promote gender-balanced participation in meetings of the Conferences of the Parties and subsidiary bodies								
<b>Activities</b>	38.Promote active gender-balanced participation in meetings: a. Inform the bureaux, including at their joint meetings, about the BRS approach on gender b. Consider gender balance in selecting co-chairs c. Consider gender balance in selecting / proposing rapporteurs d. Consider gender balance in proposing speakers, leads for specific tasks, etc.	<ul style="list-style-type: none"> <li>- Gender balanced approach taken into consideration by bureaux including at their joint meetings</li> <li>- 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</li> <li>- Active gender-balanced participation is encouraged by Secretariat and others e.g. proposing gender-balance in co-chairing</li> <li>- Gender balance in allocation of roles in meetings, particularly the co-chairs</li> </ul>	<ul style="list-style-type: none"> <li>- Bureaux decisions, including at their joint meetings, and meeting reports include consideration of gender issues, where appropriate</li> <li>- Meeting reports of Conferences of the Parties and subsidiary bodies:                             <ul style="list-style-type: none"> <li>o Allocation of roles during meetings</li> <li>o Proportion of men/ women selected as co-chairs for meetings</li> </ul> </li> </ul>	Medium to long term	<ul style="list-style-type: none"> <li>- Appropriately trained / qualified candidates are available to ensure gender balance.</li> <li>- 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</li> </ul>	COB, in collaboration with other branches as appropriate	See 3. below	<b>High</b>	To be addressed by activity 27

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					being discussed				
	39. Provide training for men/women on chairing meetings	<ul style="list-style-type: none"> <li>- Training sessions on chairing meetings are organized</li> <li>- Equally trained women and men to chair meetings and greater acceptance of women in such roles</li> <li>- Improved gender balance on the podium.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of men/women participating in training activities</li> <li>- Number of men/women chairing meetings (meeting reports)</li> </ul>	<ul style="list-style-type: none"> <li>- Short-term for the pilot training</li> <li>- Medium to long term for gender balance on the podium</li> </ul>	This activity could be a part of broader training for male and female participants.	EO (training) in collaboration with COB (in relation to meetings)	Funding for the pilot training is available. Cost implications to organise gender equality training sessions – costs will vary according to number of persons trained and duration of training. Also could be linked to introductory sessions of subsidiary bodies	<b>High</b>	Completed for 2014
	40. Develop recognition	<ul style="list-style-type: none"> <li>- Number of incentives created for nominating</li> </ul>	<ul style="list-style-type: none"> <li>- Percentage of COP/subsidiary</li> </ul>	Long-term	Suitable participants are	EO / ASB/ COB	Possible cost of	<b>High</b>	See also activities 34,

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	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)	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	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		nominated		recognition schemes – approximately 500CHF – 1000 CHF p.a. (depends on scheme and number of awards)		35, 36, and 41
	41. Invite / encourage organizations (IGOs or/and NGOs) to present gender-related issues of hazardous chemicals and wastes management at	- 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	- Meeting reports and documents - List of side events	Medium-long term	Organizations have gender-related issues of hazardous chemicals and waste management to present	COB (In relation to meetings) ASB (liaison with NGOs)	Cost-neutral	<b>High</b>	See also activities 34, 35, and 36 and 40

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	the COPs (e.g. in side-event, thematic round table, INF document, etc.)								
	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	<b>High</b>	
<b>II. F. Cooperation with other partners on gender-related activities</b>									
<b>Objective</b>	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								
<b>Activities</b>	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 Force in cooperation with COB/ASB	Cost neutral (Staff time only)	Medium	
	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/work shops under the programme of work	TAB	Travel funds: additional days' DSA Staff time	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	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 agenda and its impact on vulnerable groups can be identified	COB/TAB	Staff travel Staff time	Medium	
	46. Develop BRS/gender-related activities with other IGOs	Up to three activities developed with IGOs	Secretariat activities and 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	Depends on activity(ies) developed Staff travel Staff time	Medium	
<b>II. G. Monitoring and reporting on projects and programmes</b>									
<b>Objective</b>	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								
<b>Activities</b>	47. Collect information according to the indicators developed for the baseline assessment and evaluate the progress has been made as a result	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; first report in 2015 for COPs	Baseline information has been compiled Some statistics are available	Gender task force (overall responsibility) with input from other branches	Cost-neutral (staff costs only)	Medium	

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	of the GAP (including staffing as mentioned in section III (b))								
	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 force (overall responsibility) with input from other branches and groups e.g. resource mobilization group	Cost-neutral (staff costs only)	Medium	

**Annex II****Gender distribution of participants that attended training activities organized by the Secretariat during 2013 and 2014**

<b>Activity</b>	<b>Number of participants 2013</b>		<b>Number of participants 2014</b>		<b>Total</b>
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 under the three conventions	536		1011		<b>1547</b>
Gender distribution of participants who attended global, regional and national face-to-face training activities under the three conventions	Female participants	Male participants	Female participants	Male participants	<b>Female participants: 568 Male participants: 979</b>
	208	328	360	651	
2. Webinars and online training activities:					
Overall number of participants who attended webinars and online training activities under the three conventions	766		1139		<b>1905</b>
Gender distribution of participants who attended webinars and online training activities under the three conventions	Female participants	Male participants	Female participants	Male participants	<b>Female participants: 944 Male participants: 961</b>
	357	409	587	552	