GENDER-RESPONSIVE ASSEMBLIES

An Agenda for Concrete Action

INTERNATIONAL
GENDER
CHAMPIONS

The Gender-Responsive Assembly Toolkit is intended for all **actors that drive change** within organisations, including Director-/Secretary-Generals, Secretariats, Member States, civil society and staff. As **International Gender Champions**,* we aim to encourage the collaboration and mindset that will ensure international Assemblies advance gender equality.

This Toolkit was originally drafted in 2018, through the work of the IGC Representation Impact Group, and as Champions, we felt that the time was right to publish a new edition, which takes into account the progress which has been made in existing practices across organisations and in international standards. This includes **the adoption in 2024 of General Recommendation 40 by the United Nations Committee on the Elimination of Discrimination against Women** (CEDAW Committee) to provide authoritative guidance to States parties to the CEDAW Convention on reaching equal and inclusive representation of women in decision-making systems across all sectors and at all levels. The IGC contributed many of the practices and lessons learned from the first edition of the Toolkit to feed into the international-level representation section of CEDAW's General Recommendation, in line with Article 8 of the CEDAW Convention.

Despite progress made in many multilateral spaces since 2018 and CEDAW's new vision of gender parity, there is still a long way to go to reach the goal of making all Assemblies fully representative and inclusive in their deliberations, and gender-responsive in their outcomes. This Toolkit - which **contains concrete, up-to-date examples and guidance** - therefore remains a useful tool for transforming the way organisations plan, conduct and follow-up on their Assemblies, so that they can ensure their deliberations are informed by diverse perspectives, and their decisions are legitimate and effective.

We **undertake to uphold common standards for gender-responsive Assemblies** by sharing current actions on agenda-setting, participation, governance, working environment, and decision-making which, when used collectively, can work as a system to accelerate, achieve and sustain gender equality. And we encourage all readers to incorporate the standards and good practices contained in this Toolkit into their own work.

Heads of Organisations

Secretariats & Governing Bodies

Member States & Civil Society

This Toolkit is for you to raise gender equality higher on your organisational agenda. Please join your peers and direct your Secretariats to **apply the most pertinent and transformative parts of the Toolkit** to your Assemblies as you strive actively for parity.

This Toolkit is for you to help achieve parity by sharing **examples of current good practice** and **short and long term mechanisms** for evermore inclusive and effective Assemblies.

This Toolkit is for you as you **interact**, as a Chair or as a member/observer. Please **help lead this work** to mainstream the concepts and ensure our Assemblies are the Gender Responsive environments they must be if the world is to achieve the Sustainable Development Goals by 2030 and live in a gender equal and inclusive society.

About the Gender-Responsive Assembly Initiative

Assemblies are an important part of the work of any organisation, especially those that are international and multilateral in scope. Assemblies set strategic direction and create forums for robust debate and effective agreements. These gatherings bring together world leaders and decision-makers from across the geopolitical spectrum, most of whom are men. And it is their decisions that have an impact on the lives of men, women, boys, and girls, at the national level.

Gender equality objectives are placed high on the international agenda – through conventions such as CEDAW, Women, Peace and Security resolutions of the Security Council, and Agenda 2030 for Sustainable Development. These instruments call for accountability mechanisms to ensure that women's voices are heard equally and have proper influence.

Criteria for a Gender-Responsive Assembly

Ensuring gender equality in spheres of power, influence and decision-making requires a holistic approach that looks at the institutional environment, decision-making processes and the rules of the game.

Through experience-sharing of the International Gender Champions we have identified common denominators and basic ingredients for success to be applied in the planning processes **before, during** and **after** an Assembly:

- An enabling and inclusive environment for meaningful and substantive participation of women and the advancement of gender equality

- Gender equality in participation and governance

- Deliberations and decisions that advance gender equality

The Toolkit highlights both **good practices** and **lessons learned** on what can and should be done to achieve consistent, measurable progress on the road to parity and gender responsiveness.

General Recommendation 40 - GR40 (CEDAW Committee, 2024)

GR40 sets **50/50** gender parity between women and men as a **standard** across all spheres of decision-making and clarifies that equal representation is essential to gender equality. It outlines a transformative roadmap built around **seven pillars** to dismantle entrenched patriarchal norms:

- **50/50 parity** as a base-level requirement
- Effective, equal **youth** leadership
- Applying an **intersectional** lens to decision-making systems
- **Comprehensive approaches** to decision-making systems across spheres
- Equal **power** or **influence** exercised by women
- **Structural transformation** and reforms
- **Civil society** representation

GR40 also emphasizes procedural fairness in appointments to international bodies, the protection of women human rights defenders, legislative reforms, and attention to emerging technologies like artificial intelligence to ensure inclusive, rights-based decision-making by 2030.

Key to success

While there is no single way to achieve progress, it is clear that a **holistic approach** is required. Organisations can take incremental steps but by no means should they focus on only one single area. Measures tend to be mutually reinforcing.

➡ Increasing the numbers of women in the room can have a positive impact towards making the environment and outcomes of an Assembly more gender-responsive.

➡ Conversely, an agenda of work with a strong gender focus will encourage more gender balanced delegations.

➡ **Focusing only on numeric representation of women won't bring about effective change.** Women and men must occupy key decision-making positions. Also, establishing dedicated spaces for women to strategise will enhance their ability to influence decision-making processes.

In each of these areas, efforts must always include a few key ingredients – to **institutionalise** measures to the greatest extent possible, **communicate** on goals and achievements, and ensure there are **clear and transparent mechanisms for monitoring, reporting and accountability.**

Gender-Responsive Assembly Toolkit

- ☐ Designate experts tasked with mainstreaming gender into programming
- ☐ Recruit high-level members to serve as gender focal points
- ☐ Engage an even wider range of influencer champions from within membership

....

During an Assembly
Create an enabling and inclusive environment for meaningful and substantive participation by women and the advancement of gender equality

- ☐ Open with a strong statement regarding anti-harassment
- ☐ Provide prominent spaces for women delegates and mandate-holders
- ☐ Ensure that women and men members of the Secretariat are equally represented in interaction with Member States
- ☐ Institute gender-responsive / family-friendly arrangements
- ☐ Communications

....

Gender equality in participation and governance

- ☐ Convey the importance of gender-equality in representation to Members
- ☐ Track participation of women speakers
- ☐ Highlight the data in plenary
- ☐ Adopt resolutions that encourage higher participation
- ☐ Raise awareness
- ☐ Engage in dialogue with delegations that have no or few women

- ☐ Provide incentives through priority speaking rights
- ☐ Institute voting incentives

....

Advance gender equality in deliberations and decisions

☐ Mandates for integrating a gender perspective

....

After an Assembly
Gender equality in participation and governance

- ☐ Reach out to Members that have not reached minimum target of female participation in delegations
- ☐ Collect, track and publish sex-disaggregated data and statistics on gender balance in delegations, bodies, and panels

....

Advance gender equality in deliberations and decisions

- ☐ Give visibility to the Assembly's gender equality related outcomes
- ☐ Create clear roadmaps to implement resolutions, decisions with a feedback loop to next Assembly
- ☐ Begin drafting new resolutions if necessary

Before
an Assembly

Create an enabling and inclusive environment for meaningful and substantive participation by women and the advancement of gender equality

....

☐ **Demonstrate strong political will from the top (at political and executive level)**

Why? Leadership that takes gender equality issues seriously is the single best predictor of success in achieving gender parity.

How? Set the tone early both within the organisation and with the membership.

"A more gender-equal UN will be a more effective UN. One that serves all women and girls, champions political commitment, mobilizes investments, strengthens partnerships and ensures real accountability — and one that reflects the more equal world we want to shape. Gender equality is more than an aspiration. It is a human right and a fundamental requirement for breaking cycles of poverty, violence and inequality. Advancing gender equality paves the way for a more just, peaceful and sustainable future for all."

United Nations Secretary-General António Guterres at the Group of Friends on Gender Parity and the Circle of Women Permanent Representatives, 7 March 2025

"As a Gender Champion, addressing gender inequality is not only a moral imperative but also a critical pathway to achieving the Sustainable Development Goals, peace and prosperity for all. However, our efforts must be bolder and pursued with a greater sense of urgency, while ensuring the participation of everyone, women and men. As we mark the 30th anniversary of the Beijing Declaration and Platform for Action this year, it is an opportunity to reaffirm our commitment to these principles and accelerate our actions to bring about change for all."

President of the 79th session of the UN General Assembly, Gender Champion, Philemon Yang (PGA79)

"I know that centuries of prejudice and discrimination – against women, against the peoples of the Global South and many other discriminated and exploited groups – can be pushed back. This is work that has advanced in the past, and must move forward today. Social tensions are often rooted in systemic, long-standing discrimination based on race, religion, sex, sexual orientation, gender identity, migrant status, caste, and other characteristics. Policies to tackle such discrimination have had important successes in all regions of the world. Some call these DEI policies. I call them standing up for equality."

United Nations High Commissioner for Human Rights at the 59th session of the Human Rights Council, Gender Champion, Volker Türk

☐ **Ensure Secretariats have an institutional mandate and resources to advance gender equality**

Why? Secretariats need clear formal mandates from the top if they are to create the conditions for a gender-responsive Assembly.

Inter-Parliamentary Union (IPU)'s Gender Mainstreaming Strategy, Action Plan and Budgeting: Several measures were taken to operationalise IPU's strategic objectives on gender equality since its 2012-2017 Strategy. Beginning in 2013, the Governing Council adopted a gender mainstreaming strategy. An action plan is monitored by a dedicated body, the Gender Partnership Group. In addition, the budget includes dedicated sections related to gender mainstreaming objectives. In 2025, under the leadership of IPU Secretary General and Chair of the IGC Global Board Martin Chungong, gender mainstreaming was further Institutionalised through a specific provision in the IPU Statutes:

"In all of its work and functioning the IPU shall mainstream a gender perspective and apply a human rights-based approach. In particular, it shall foster gender-balanced representation in its structures and deliberations, with the ultimate goal of achieving overall parity."
IPU Statutes, Art. 1.5

United Nations Office at Geneva (UNOG)'s Policy for Gender Equality and the Empowerment of Women: In 2016, as part of the then Director-General and Gender Champion Michael Møller's IGC commitments, UNOG's Gender Policy was promulgated. The policy, which includes the UN accountability framework, aims to establish an inclusive and enabling organisational culture free from gender bias and discrimination; to increase the representation of women at all levels in view of reaching gender parity; and to ensure gender equality and the empowerment of women in the work of the organisation.

World Meteorological Organisation (WMO)'s Gender Policy and Governance: The policy stipulates that "policy-making organs, constituent bodies and top-level management will provide visible support, accountability and transparency to ensuring gender equality", operationalised through a Gender Action Plan.

United National Framework Convention on Climate Change (UNFCCC)'s Gender Action Plan: The COP invited Parties to "to achieve and sustain the full, equal and meaningful participation of women in the UNFCCC process."

International Telecommunications Union (ITU)'s Resolution, Strategy, and Action Plan: ITU's Governing Council 2022 re-endorsed a gender equality and mainstreaming policy. This has resulted in an annual action plan presented each year to the Council for endorsement.

Create a dedicated gender equality body

Why? The task of advancing gender equality must rest on the membership in order to gain political buy-in and effectiveness.

How? Establish a dedicated body tasked with promoting gender equality in the organisation, monitoring progress and ensuring accountability through regular reporting to members and governing bodies.

One route is to establish a specific dedicated gender equal body within the Governing Council / Board / Executive Committee tasked with gender equality. This group must have the ability to influence meeting agendas, texts of resolutions or directives, as well as to monitor and evaluate progress.

The IPU Gender Partnership Group ensures the interests and visions of both women and men are represented. The group is comprised of two women and two men members of the Executive Committee and reports twice a year to the Governing Council.

The ITU Gender and Youth Office was established within the Secretary General's office in order to create a clear pipeline for gender and youth activists to reach the Secretary General and give these issues more prominence.

An Advisory Panel of Experts on Gender Mainstreaming sits under the Executive Council and oversees implementation of the Gender Equality Policy and Gender Action Plan. (WMO)

Senior Advisors on Gender Equality have been seconded into the executive leadership team. (President of the General Assembly)

....

☐ Build internal gender mainstreaming mechanisms

Why? In order to operationalise commitments, gender equality objectives need to be mainstreamed in the work of all governing bodies and the executive office.

How? Establish internal arrangements including partnerships among staff and internal guidelines and accountability mechanisms.

Build gender partnerships among staff

Couple a **gender champion at the top management** level with a **secretariat member** to make gender equality an organisational priority, mainstream processes and allow initiatives to go ahead.

Executive management of the WMO established a Gender, Diversity and Inclusion (GDI) Network in 2024, which works to foster an inclusive, enabling environment that embraces equality, eradicates bias in the workplace, mainstreams gender and diversity into flagship initiatives and projects, and supports members with diversity initiatives.

Move the gender team to the same floor as the **Assembly/Governing Bodies Secretariat** with full access.

Provide guidance and tools to staff

The IPU Secretary General Guidance Note on "Pursuing gender parity on panels" sets a gender parity target (aim for 50/50 and have at least a 40/60 ratio) and includes a checklist for use by staff when organising panels and meetings.

Before its Assembly, the United Nations Environment Programme (UNEP) convened a retreat for Gender Focal Points for over 30 staff, to strengthen their gender equality architecture and foster greater collaboration, with the ultimate goal of integrating gender across UNEP's programmes, publications, projects, and reporting.

ITU offers its staff a Gender Equality and Mainstreaming Intranet Site, which contains a large number of key documents, trainings, guidelines, publications, and events year round.

Ensure accountability

Managers should report on their teams' gender mainstreaming efforts and achievements in relation with Assemblies.

☐ **Set dedicated policies to tackle harassment and sexism**

Why? organisations are now increasingly aware of the importance of sending a clear signal regarding sexist conduct and sexual harassment in environments that are predominantly male. organisations should foster safe and inclusive working environments for all individuals. It is important to set a clear, zero-tolerance policy regarding sexist conduct and sexual harassment.

How? Gather data on prevalence and perception of sexist conduct and harassment; adopt codes of conduct, establish adequate mechanisms to report, respond, and communicate early on the issue.

Gather data and communicate on results
Collect data on the prevalence of harassment experienced during Assemblies, and on perceptions and tolerance towards sexist behavior and harassment.

Adopt a harassment-free code of conduct and communicate the policy early and often
The Code of conduct for UNFCCC conferences, meetings and events spells out types of prohibited conduct, including conduct associated with sexual harassment, and the corresponding complaint procedure and sanctions. (UNFCCC)

Adopt an anti-harassment policy for Assemblies and other events, and a code of conduct for governance officials that includes provisions on sexual harassment and dedicated complaint mechanisms. (IPU, WIPO, UNEP)

A Code of Conduct to prevent harassment, including sexual harassment, at UN system events, was introduced in 2019, including for events at the Palais des Nations. The Code of Conduct is broadly disseminated among event participants. (UNOG)

An organisation's existing anti-harassment policy can be actively promoted via the Congress' registration and speaker sign-up systems, as well as in all supplier, exhibitor and sponsor contracts, making it mandatory for participants and sub-contractors to read and comply with the policy. (International Union for the Conservation of Nature – IUCN)

Set up adequate implementation mechanisms
Ensure that, ahead of the event, Congress or Assembly staff are trained and informed about the policy and know what to do in the face of harassment. Establish a complaint and tracking system that allows confidential reporting and counselling, as well as enforcement mechanisms that exclude delegates who break the code. (IUCN)

Provide anti-harassment training and design a communication strategy that is gender-responsive. (WMO, IPU)

Ensure anti-harassment policies are included in the host country agreement

Gender equality in participation and governance

☐ **Set specific targets on women's representation and increase the targets until parity is reached**

Why? Specific targets allow for starting a discussion on measures to reach goals.

How? Measures can range from awareness-raising efforts to mandatory quotas.

Staff:
Apply gender parity as relevant criteria in the selection of organising staff, volunteers or governance bodies for the event as applicable. (IUCN)

Governance :
- Integrate the requirement for gender balance in Terms of Reference of all new governance structures. (WMO)
- Include gender parity objective in guidelines for nomination of candidates. (IUCN)
- Actively encourage Members to nominate female/ male candidates for Council/ Commissions in cases where there is an imbalance in nominations. (IUCN)
- Set gender balance for candidates for President, Commission Chairs, bureau members, and councilors from regions. (IUCN, WMO, UNEP)

- Executive Committee and Boards of Standing Committees to comprise at least one third of members from either sex. In addition, chairing roles are to be shared among men and women. (IPU)
- Ensure an incremental approach, for newly established bodies mandate gender parity in the composition of their boards (one man and one woman per geopolitical group). (IPU)

Delegates :
Set targets to ensure that women comprise at least 30 per cent of each delegation, with the ultimate aim of a 50 per cent gender parity.

To help arrive at Delegate Gender Parity

☐ **Institutionalise gender balance on delegations**

Set a gender parity objective and incentives for gender-balanced delegations in the Statutes and Rules. Give visibility to gender-balanced delegations and diminish voting rights of single-sex delegations. (IPU)

As a result of **incremental targets, incentives and sanctions**, close to 40% of delegates attending IPU Assemblies are women. Similar targeted outreach and work, has seen women's delegate representation rise from 28% in 2018 to 36% in 2023 at the WMO's triennial World Meteorological Conference.

☐ Provide financial and capacity-building support to women delegates

Launch a **Women Delegates Fund (WDF)** with priorities on travel support, and training courses in technical language and negotiations skills that take place immediately prior to main negotiating sessions of the UNFCCC/COP. (Women's Environment and Development organisation – WEDO, with donor countries)

Organise a series of **two-day women's leadership workshops** targeted at female delegates to constituent body meetings. One of WMO's Constituent Bodies, INFCOM, organised 8 such capacity-building sessions throughout 2024 and 2025, supporting women's leadership and representation.

Establish delegate communities and mentoring programmes to support and encourage women in leadership roles, and cross-cutting and cross-sectoral training and upskilling of women delegates, through the establishment of **"Network of Women"** communities. (ITU)

The United Nations Office for Disaster Risks Reduction (UNDRR) established the **Women's International Network on Disaster Risk Reduction (WIN DRR)** to promote women's leadership and advance gender equality in DRR. With over 1,300 members across 100 countries, WIN DRR has supported policymakers to mainstream and integrate gender into DRR policy and decision-making processes, built capacity to strengthen women's leadership, and recognized outstanding contributions through the annual WIN DRR Leadership Awards.

☐ Communicate early and consistently with membership on targets and gaps

Visualise the gaps
Harvest underutilised data on country delegations to high-level meetings into infographics to render visible the gaps and progress/or lack thereof over time, seek high-level support, send out personalised invitation letters to high-level meetings and follow through with multiple measures. (International Labour organisation – ILO)

Encourage gender parity in all communications sent to Members during the pre-Assembly period

" … Member States should spare no effort to achieve gender parity in national delegations. In this respect, the infographic available on the Conference website shows that women accounted for 37.8 per cent of participants at the 112th Session of the Conference in 2024."

ILO Director-General's letter to Member States at the 113th Session of the International Labour Conference

"… in accordance with the mandate of the Environmental Assembly decision 6/7, I encourage member states to support gender balance and youth voices in the composition of their delegations to [the next Assembly]."

Letter of Invitation – UNEP

In invitations, the IPU encourages gender balance on delegations. Afterwards, the IPU writes to delegations registering single-sex delegations asking them to rectify the list. In most cases they do so before the Assembly starts.

Women's participation rose from 30% at the 2015 World Conference on Disaster Risk Reduction to 40% in 2022 as a result of direct invitations to governments to nominate more gender balanced delegations and support greater participation and leadership of women. (UNDRR)

Include gender equality among panelists as a key principle when deciding which group participants to fund, for all events. (UNEP)

Institutionalise gender balance on panels and among participants

Develop specific policies and guidelines
A set of guidelines includes a checklist for staff on how to achieve gender balance on panels (plan early and focus on expertise). (IPU)

Develop and provide specific guidelines to partner organisations or moderators on how to ensure active and equal engagement of all attendees. (IUCN, UNEP)

Gender balance as a selection criterion
Include gender balance among speakers as one of the criteria for side events. Proposals that demonstrate a multi-stakeholder, gender-balanced and intergenerational approach will be given priority. (UNFCCC, WHO)

"Applicants are asked to pledge to the commitment and indicate planned gender distribution of panellists during the application." Composition is recorded and informs the selection process. (UNFCCC)

Bridge contribution and participation gender gaps in activities by ensuring gender balance in selection processes for roles which serve to build expertise and expand opportunities, including heads and deputy heads of delegations. (ITU, UNDRR)

Advance gender equality in deliberations and decisions

Various PGAs have established an Advisory Board on Gender Equality, an informal mechanism through which to provide strategic guidance and high-level expertise on advancing gender equality and women's empowerment within the General Assembly's work and processes.

☐ **Institutionalise gender equality as a standing item on official agenda**

Make it a general practice to include gender equality as an item on the agenda of the governing body or all constituent body sessions (without an exception). (WMO, UNFCCC)

Feature dedicated sessions on gender equality within the agenda of an Assembly meeting, including participation from the highest levels of organisational leadership. These sessions should also provide opportunities for networking and introduce gender mainstreaming initiatives. (WMO)

☐ **Designate experts tasked with mainstreaming gender into programming**

Assign a **gender focal point** to assist in the design of each stream of Congress activities. This proactively provides guidance on how to mainstream gender to the programming leaders. (IUCN, UNDRR)

Propose **workshops and capacity building** sessions to the Call for Contributions that address the issue of gender from various perspectives (e.g., finance, policy, data, solutions, sustainability). (IUCN)

Have technical commissions and regional associations appoint a **gender custodian** whose role is to screen the agenda and documentation at meetings, identify relevant entry points for gender and diversity aspects, and ensure that they are considered and discussed. A requirement at WMO.

☐ **Create a dedicated body to discuss gender equality issues**

The Forum of Women Parliamentarians is a statutory body that meets the day prior to each Assembly, and discusses issues on the agenda of the Assembly from a gender perspective. It encourages participants to raise gender issues in Assembly debates. (IPU)

☐ **Recruit high-level members to serve as gender focal points**

Have high level members (including Vice-President and President) serve as gender focal points raising visibility and motivating others to take action. (WMO Executive Council)

The Gender Partnership Group engages leadership members of the IPU, who in turn become custodians of gender equality policies. (IPU)

☐ **Engage an even wider range of influencer champions from within membership**

Encourage member states to appoint women and men gender focal points. This is most effective if there is political support from the head of delegation and financial support to attend Assemblies or training for focal points on clear roles and responsibilities.

Organise events and networks for women leaders at Assemblies, in order to build capacity, spotlight the significant engagement and achievements of women leaders in technical fields, increase the participation of women, advocate for more inclusive policies, and discuss the role of gender equality within the industry. (ITU, UNEP)

During
an Assembly

Create an enabling and inclusive environment for meaningful and substantive participation by women and the advancement of gender equality

☐ **Open with a strong statement regarding anti-harassment**

"...zero tolerance for sexual misconduct is the hallmark of WHO; an organisation that is committed to do no harm, both in principle, and in practice."

World Health organisation Director-General Dr. Tedros Adhanom Ghebreyesus at the 2nd WHO PRS Stakeholder Review Conference, 3 December 2024

At the International Labour Conference, the ILO ensures that the Chairperson of each Committee opens the discussions by reiterating the organisation's zero-tolerance policy on violence and harassment, as well as the code of conduct on their prevention. This code of conduct is made publicly available on the Conference website as part of the official Rules and Procedures.

☐ **Provide prominent spaces for women delegates and mandate-holders**

The President of the IPU Bureau of Women Parliamentarians is a member of the high-level panel that opens the General Debates at Assemblies. She is also an ex-officio member of key decision-making bodies: the Executive Committee, of all Standing Committees' Bureaux and of the Assembly Steering Committee.

Use "observer" status to enable wider attendance and familiarity with processes. (WMO)

☐ **Ensure that women and men members of Secretariat are equally represented in interaction with Member States,**

whether as secretaries of committees or when presenting policies or interacting with delegates.

UNEP's Assemblies Bureau (from 2024-2025) has ten members and is gender-balanced, ensuring that women and men members of the bureau are equally visible in their interactions with delegates.

☐ Institute gender-responsive / family-friendly arrangements

Awareness Campaign. "I say no to sexism. What do you say?" outreach campaigns are carried out to promote a sexism-free zone and raise awareness of the harm done by casual sexism. Raising-awareness events are organised, the campaign logo is prominently displayed at the entrance of all meeting rooms and on all Indico registration forms and online event pages. (UNOG)

I SAY NO TO SEXISM
WHAT DO YOU SAY?

Family-friendly arrangements
Establish a programme of work to **avoid late meetings** that may impede participation by delegates with family/care duties. Member States may provide **financial support** for delegates to travel with infants to facilitate their participation.

Ensure physical layout and facilities at conference centres and Assemblies encourage participation by women – for instance, open breast-feeding rooms near major conference rooms, or ensure there are women-only prayer spaces available. (UNOG, UNEP)

☐ Communications

Assign staff from Gender Office or with gender expertise to work with the Global Communications Team to ensure appropriate gender-responsive messaging. (IUCN)

Promotional material, audiovisual, case studies and publications produced for the Assembly or Congress to be consciously diverse and gender-aware. (IUCN)

Secretariat to ensure that on the website and Congress mobile app, female and male speakers are promoted in a balanced way even if actual gender balance of speakers was not 50/50. (IUCN)

Feature gender issues in daily newsletters and other outreach, and ensure all photos of the day galleries show gender balance. (IUCN)

Promote gender-expert speakers in interviews and media. (PGA79)

Feature a dedicated section on website that features gender equality content, and ensure that remarks and statements feature messaging around gender equality. (PGA79)

Feature gender events in the weekly "Highlights at the General Assembly," bulletin disseminated widely to missions and media. (PGA79)

Place one line in the Daily Bulletin each day stressing that the Assembly is a harassment-free zone and an inclusive event that offers opportunities for all. (IUCN)

Gender equality in participation and governance

☐ **Convey the importance of gender equality in representation to Members**

The Chair can choose to give greater visibility to gender balanced delegations.

☐ **Track participation of women speakers**

ITU used machine learning software to analyse Assembly recordings in 6 official languages, isolate and remove the voice of the chair and determine the percentage of time of women's interventions.

The Secretariat tracks registration and participation data on gender balance among other age and geographical distribution demographic criteria. (UNEP)

☐ **Highlight the data in plenary**

The Gender Partnership Group reports in plenary on the overall percentage of women delegates as well as on the list of single-sex delegations. (IPU)

☐ **Adopt resolutions that encourage higher participation**

Adopt a resolution and/or a decision urging Members to nominate more women to constituent bodies and their working structures and to include in delegations. (WMO)

☐ **Raise awareness**

Organise a Gender Day with events and exhibits, institutionalised at every WMO Congress beginning in 2015. In addition to plenary discussion on gender and related side events, infographics video to present trends in gender balance of key structures shown on screens throughout the venue with profiles of prominent female leaders (role models) in the community.

Organise a seminar for delegates on the prevention of sexual harassment and technology-facilitated violence against women, to enhance the links between sexual harassment and women's economic empowerment and raise awareness on the latest prevention strategies. (PGA)

☐ **Engage in dialogue with delegations that have no or few women**

The Gender Partnership Group holds bilateral meetings with delegations that have no women, and offers to support them in redressing the situation. (IPU)

☐ **Provide incentives through priority speaking rights**

A Parity Debate is organised annually by the Forum of Women Parliamentarians. The underrepresented sex among delegations is given priority on the speaker's list. (IPU)

☐ **Institute voting incentives**

The IPU Governing Council, its plenary decision-making body, has 3-person delegations.
A single-sex delegation is permitted just one vote. Where single-sex delegations attend IPU Assemblies on two consecutive occasions, their voting rights are reduced by two and the number of delegates allowed is reduced by one.

Advance gender equality in deliberations and decisions

☐ **Mandates for integrating a gender perspective**

Mandate that a gender perspective be mainstreamed into all deliberations and resolutions adopted by the Assembly, including propose gender-focused amendments to resolutions before they are debated and adopted. (IPU Statutes and Rules of the Forum of Women Parliamentarians, IPU)

Mandate that gender considerations be mainstreamed across all programmes and projects. In 2024, out of 79 new project documents, 72 had fully integrated gender considerations, with the remaining 7 having partially incorporated gender considerations (UNEP).

After
an Assembly

Gender equality in participation and governance

- [ ] **Reach out to Members that have not reached minimum target of female participation in delegations**

Measure against progress made at last Assembly.

- [ ] **Collect, track and publish sex-disaggregated data and statistics on gender balance in delegations, bodies, and panels**

Maintain a comprehensive Gender Database tracking the gender composition of all bodies and gender balance at constituent body meetings; make data publicly available and regularly present at governance meetings. (WMO)

Create a public online interactive Gender Dashboard tracking women in the Council and among Chairs, Vice-Chairs and members of each country delegation. (ITU)

Include sex-disaggregated data on participation in the final Assembly report, providing both overall figures and the lists of single-sex delegations and gender-balanced delegations. (IPU)

Based on data obtained, assess performance and develop recommendations for future improvements. (IUCN)

Advance gender equality in deliberations and decisions

- [ ] **Give visibility to the Assembly's gender equality related outcomes**

Communicate on commitments focusing on the need to ensure follow-up at the national level. Proactively relay gender narratives that shaped Assembly discussions. (IUCN)

- [ ] **Create clear roadmaps to implement resolutions, decisions with a feedback loop to next Assembly**

In the agenda of future Assemblies, include an item for Members to report on action taken.

Members were called upon to report on implementation of the *Kigali Declaration: Gender equality and gender-sensitive parliaments as drivers of change for a more resilient and peaceful world* adopted at the October 2022 Assembly during a special Accountability Segment at a subsequent Assembly. (IPU)

- [ ] **Begin drafting new resolutions if necessary**

ABOUT INTERNATIONAL GENDER CHAMPIONS:

International Gender Champions (IGC) is a leadership network that brings together female & male decision-makers determined to break down barriers to gender equality. A tri-partite group founded in Geneva in 2015, the Gender Champions are heads of international and non-governmental organisations and Ambassadors who pledge to no longer sit on single-sex panels and to combat all forms of gender-based violence, and make two additional, individual commitments to advance gender equality within their organisations. They report on their pledge and commitments through the IGC Annual Report and the Gender Champions website. IGC has Hubs in Geneva, New York, Vienna, Nairobi, Paris and Den Haag.

IGC Representation Impact Group, co-chaired by the Inter-Parliamentary Union (IPU), Sweden, and Women@theTable, drafted the first edition of the Gender Responsive Assemblies Toolkit under the auspices of the International Gender Champions in 2018. The first edition included inputs from ILO, IOM, IPU, ISO, ITU, IUCN, OHCHR, UNAIDS, UNCTAD, UNFCCC, UNOG, WHO, WIPO, WMO, with special thanks to UN-Women. This second edition in 2025 was coordinated by the IGC Secretariat, in cooperation with the IPU and Women@theTable, and featured several updates as well as additional new inputs from UNEP and UNDRR.

For more information: genderchampions.com