

Gender Unit Pocket Guide

How to make your

**2021/2022
performance goals**

more inclusive

Questions? Reach out to gender@intracen.org

The process

START

Adopt a growth-mindset

Learning doesn't end with reaching a certain age or position. Especially on topics of equity, diversity & inclusion, we navigate constant shift. Know what you don't know YET and embrace the process!

Ask yourself some (honest) questions

Challenge yourself to engage with your blind spots. How might your personal privilege shape your worldview and how does that impact your work? Which discourses, methods, terminology make you uncomfortable and why?

Seek support & inspiration

Find someone who can offer you a safe space for this kind of reflection and brainstorm ideas. Reach out to the Gender Unit team/ Inclusion Group. Check the resources available on the intranet.

Set objectives

Identify linkages with your work and prioritize 1-2 objectives in conversation with your supervisor/ team.

Make them SMART

Specific
Measurable
Attainable
Relevant
Time-based

Consider making a pledge

Make a pledge on how you will contribute to gender equality, diversity and inclusion. Share it with your colleagues/ the Gender Unit. The last page offers some inspiration!

FINISH

For supervisors

Manage your team in an effective, empathetic and impactful way. Foster awareness and an enabling work environment that champions gender equity, embraces diversity and eradicates bias.



- Am I considering the gendered impacts of my work and the projects I oversee?
- Am I ensuring the systematic collection of sex-disaggregated data?
- Am I actively promoting work-life balance and mental health?
- Am I holding meetings at times that are family-friendly and support a healthy work schedule?
- Am I engaging constructive feedback mechanisms in my team?
- Am I actively promoting a culture in which every team member feels comfortable speaking up?
- Am I tracking participation in meetings/ events to account for diverse representation?
- Am I supporting the UN System-wide Strategy on Gender Parity at each grade level?
- What are my blind spots or unconscious biases? How does my social identity and positional power impact the way I make sense of the world?
- How can I learn from my team? Which specific skills and workstyles do my team and I value?



And now? Consider integrating these reflections into your next performance cycle! Below are some suggestions of relevant goals you might want to work towards.

1. Read and learn about the [Secretary General's System-wide Strategy on Gender Parity](#) and the [Enabling Environment Guidelines](#) and [Supplementary Guidance](#) (UN Women).
2. During the 2021/22 cycle, meet with your team and, with team input, design one target to strengthen an inclusive organizational culture, within the scope of the team's overall mandate, to be entered into team members' performance management in the 2022/23 cycle.
3. Participate in one training, workshop, e-course or engage in a community of practice around issues of gender equality, diversity and inclusion.
4. Schedule a meeting with the Gender Unit team to discuss how you can best promote an enabling work environment within your specific context.
5. Over the 2021/22 PM cycle, send two communications to your work unit, informing your staff about work-life balance options available at ITC and actively encourage their uptake.



For all employees

Supporting an enabling, inclusive, gender-sensitive, responsive and balanced work environment at ITC that fosters a growth mind-set and embraces equality, eradicates bias and is free of any form of prohibited conduct.



Am I considering the gendered impacts of my work and the projects I oversee?

Am I ensuring the systematic collection of sex-disaggregated data?

Am I using gender-sensitive and inclusive language and imagery in all communications?

Am I actively reaching out to my colleagues to check in on their mental health and well-being?

Am I scheduling meetings at times that are family-friendly and support a healthy work schedule?

Am I speaking up when I witness any form of discrimination, harassment, including sexual harassment, and abuse of authority?

Am I organizing meetings/ missions/ events that account for diverse representation? For instance, am I ensuring gender balance when organizing panel discussions?

What are my blind spots or unconscious biases? How does my social identity and positional power impact the way I make sense of the world?



And now? Consider integrating these reflections into your next performance cycle! Below are some suggestions of relevant goals you might want to work towards.

1. Read and learn about the [Secretary General's System-wide Strategy on Gender Parity](#) and the [Enabling Environment Guidelines](#) and [Supplementary Guidance](#) (UN Women).
2. Contribute to reflecting a gender dimension (as relevant) in written documents and oral communication (project proposals, memoranda, reports, briefing notes, statements, press releases, web stories, morning meetings, talking points for senior officials, speeches etc.).
3. Ensure the collection of sex-disaggregated data by recording participants' gender identity when engaging surveys, feedback forms or other tools of data collection.
4. Participate in one training, workshop, e-course or engage in a community of practice around issues of gender equality, diversity and inclusion.
5. Schedule a meeting with the Gender Unit team to discuss how you can best promote an enabling work environment within your specific context.



Going the extra mile

- MAKE A PLEDGE -

Each of us can be a leader! Choose from the examples below, or come up with your own pledge for promoting gender equality, diversity and inclusion in and beyond ITC. Share your pledge with your work unit and/or the Gender Unit team via gender@intracen.org.

**"DARING LEADERS
WORK TO MAKE SURE
PEOPLE CAN BE
THEMSELVES AND FEEL
A SENSE OF
BELONGING."**

- BRENE BROWN

1. I will challenge the absence of female speakers, (or male speakers on topics addressing gender equality) by discussing panel composition with event organizers, and, if apt, recommending other speakers on the topic.

2. I will actively promote allyship and active bystander behaviour in my work unit, encouraging colleagues of all genders to become champions for gender equality, diversity and inclusion.

3. I will partner with a peer to exchange ideas and best practices on how to promote gender equality, diversity and inclusion, an enabling work environment, mental health, and a growth mind-set in my specific work context.

4. I will ensure that meeting minutes track participation and speaking time to balance power in meetings and address micro-inequalities.

5. I will listen to colleagues or external stakeholders who represent a traditionally disadvantaged community to educate myself on the challenges employees can face within the work context.

6. I will educate myself on the challenges employees can face within the work context, focusing on challenges that stem from institutional barriers and discrimination.

7. I will participate in ITC's Mentoring Programme for Women as a mentee, mentor or both to foster gender equality, diversity and inclusion.

8. I will stop stereotypes and harmful gendered norms by using gender-inclusive language in my oral and written communications.

9. I will champion themes of gender equality, diversity and inclusion in my internal and external communications.

10. I will actively engage with my personal blind spots by seeking out learning resources, courses, or books, movies, and TV shows that reflect the voices of marginalized communities.