

A "HOW TO" CHECKLIST FOR INTERNATIONAL GENDER CHAMPIONS

Embedding gender equality across structures, systems and mindsets



INTERNATIONAL
GENDER
CHAMPIONS

WHAT YOU CAN DO AS AN INDIVIDUAL

Be proud to be a Gender Champion and show it

- Share that you are an International Gender Champion
 - add it to your organizational bio, and introduce yourself as a Champion when speaking.
 - Share your commitments with all your staff. Send an all staff message and invite them to contribute to the achievement of your commitments.
 - Share your commitments with your governing body or Board. Articulate why these commitments are key to achieving your organization's mission.
 - Share your commitments with the world! Use social media and other means to share why gender equality is important to you.

Communicate with a gender-lens

- Explicitly acknowledge both women and men when you speak.
- Recognize and speak about the gender dimensions of all your work - not only when the main focus of an initiative is gender or women's empowerment.
- Call out sexist remarks or jokes. Make it clear that sexism is not acceptable or funny and demonstrate you have zero tolerance for sexual harassment.

Support participation from all—in the workplace and at home

- Think: Is there equal participation between women and men in the project/initiative/panel?
- If there is not equal participation, reach out to partners that can help address this gap.
- Be mindful of who is and isn't speaking. In meetings, notice if mostly men or women are speaking, and explicitly encourage those that are not being heard to speak.
- Be mindful of people interrupting each other and intervene when it happens – research shows that women are interrupted 3 times more often than men.
- Don't make assumptions about people's career aspirations. Both women and men encounter gender bias about parenting roles and career aspirations. To avoid this, don't assume: ask!

TOP 5 TO DOs FOR ORGANIZATIONS

Use this checklist to ensure that you are embedding gender equality in your organization's:

1 Initiatives and projects

- Will the initiative/project respond to gender and or sex-specific risks, vulnerabilities and needs?
- Has a simple gender-based analysis been done?
- Is the project beneficial to both women and men?
- Does the initiative use data disaggregated by sex?

- Does the budget contribute to addressing the gender dimensions of the issue at hand?
- Does the monitoring and evaluation strategy track the gender dimensions of the initiative?

2 Recruitment and selection of staff

- Provide bias-reduction training for those responsible for recruitment and selection interviews.
- Rework your job descriptions—even subtle word choice can have a big impact on the applicant pool.
- Make flexible working the norm, not the exception.
- Require at least 40% of both male and female applicants at every step of the recruitment process.
- Introduce equal parental leave for all parents and encourage male staff to take parental leave.
- Facilitate effective return to work for employees after taking leave / career breaks.
- Proactively recruit women and men for jobs where they are underrepresented.
- Set diversity goals and track progress.

3 Staff development

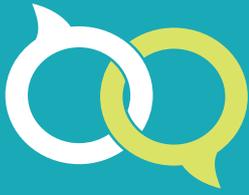
- Integrate gender equality as key component in employee induction and training
- Ensure that women and men have equal access to learning and development opportunities, and support dedicated sustained training to overcome gender barriers
- Implement an active career management policy with minimum thresholds for professional advancement of the underrepresented sex
- Organise and provide mentoring, coaching and sponsorship programmes
- Give visibility to women occupying decision-making positions as role models

4 Performance management and evaluation

- Implement remuneration and reward systems that ensure equal pay for equal work.
- Mainstream gender equality in each staff member's performance and learning objectives
- Design a performance evaluation model that is free of any gender bias.
- Ensure zero tolerance for sexual harassment throughout the organization – including in the performance review of staff members with managerial responsibility regarding how they handle allegations related to sexual harassment

5 Approach to work-life balance

- Implement measures that facilitate a balance between personal, family and working life.
- Organise meetings within established working hours.
- Establish protocol(s) with providers of child care and home care services for working parents.
- Champion the uptake of flexible working arrangements.



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Interested in getting in touch? Contact us
at admin@genderchampions.com

The International Gender Champions is a leadership network that brings together female and male decision-makers to break down gender barriers. There are some 200 Champions around the globe including in Geneva, New York, Vienna, Bonn/Berlin and Nairobi.

This checklist was developed by the International Gender Champions, Change Management Impact Group, co-chaired by the Permanent Mission of the United Kingdom to the United Nations in Geneva and the Joint United Nations Programme on HIV/AIDS (UNAIDS).