

CHAMPION gender equality

Ideas to take action



International
Labour
Organization

- **Support meaningful participation of women and men**
- **Sensitize colleagues**
- **Support work-family balance**
- **Make initiatives and projects gender responsive**

Every single day, we take decisions that cumulatively have a tremendous impact on the ILO's overall work and organizational culture.

These ideas to take action include tips that each of us can act upon immediately to effectively embed gender equality across structures, processes and mindsets.

Together, we can ensure the ILO is a gender-responsive and inclusive workplace.

HOW TO

- **Challenge remarks**, attitudes and behaviours that are based on sex or gender stereotypes.
- **Make it clear that sexism is not acceptable** or funny when you hear someone making sexist remarks or jokes.
- **Share with your team** your desire to take action regarding gender equality, discuss their ideas and define together shared commitments.
- **Do not organize single-sex panels** for report launches, international days or other ILO events. Remember that the DG is an International Gender Champion and has taken the Panel Parity Pledge.
- **Query invitations to single-sex panels** and discuss with the organizers how to address the gender imbalance. If already on a single-sex panel, or if the composition changes at the last minute, note this in your remarks.

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HOW TO

Support meaningful participation of women and men

- **Explicitly acknowledge women and men** when you speak and seek participation from all.
- **Be mindful of who is and isn't speaking.** In meetings, notice when mostly men are speaking, and explicitly encourage women to speak.
- **Ensure that women and men are equally considered** when assigning tasks and projects.
- **Be mindful of people interrupting each other** and intervene when it happens – research shows that women are interrupted three times more often than men.
- **Raise the question: Is there gender balance in the project/initiative/panel/team?** If not, reach out to partners that can help address this gap.
- **Don't make assumptions about people's career aspirations.** Women and men encounter gender bias about parenting roles and career aspirations. To avoid this, don't assume, ask!

- **Take time to discuss unconscious bias** with your team and share information and ideas on how to mitigate biases.
- **Ask yourself and colleagues to rethink assumptions**, decisions or gut-reactions and consider whether they would react in the same way towards a person of a different gender.
- **Give visibility to women** in decision-making positions as role models.
- **Monitor allocation of staff development funds** for men and women and track their participation in missions and delegations.
- **Encourage professional development** of the underrepresented sex.
- **Champion the inclusion of gender considerations** in work planning through setting gender-sensitive indicators and using gender-responsive language in line with ILO regulations and requirements.
- **Encourage colleagues to further develop their gender competency** through on-the-job learning activities, online courses and training events.

Sensitize colleagues

HOW TO

Support work-family balance

- **Raise awareness of the availability** of flexible working arrangements (teleworking and working 50% or 80%), for women and men.
- Organize, where feasible, meeting and training schedules so that they coincide with **regular working hours**.
- **Set realistic objectives** that can be achieved within standard working hours so that overtime is the exception and not the norm.
- **Avoid sending non-urgent e-mails after hours** or over the weekend so that colleagues do not feel pressured to respond in their personal time. If you choose to work after hours, save e-mails in draft and send them at the start of the next work day.
- **Initiate an open dialogue** about the different options available for colleagues planning their return to work following maternity, paternity or adoption leave.

- **Recognize and speak about the gender dimensions** of all your work – not only when the main focus of an initiative is gender equality or women’s empowerment.
- Raise the question: **Does the project adhere to [ILO requirements](#) for gender-responsive analysis**, design, strategy including outputs and indicators, implementation, monitoring and evaluation?
- **Conduct a gender analysis**, based on sex-disaggregated data, and ensure that the rest of the project or initiative’s phases build on this.
- **Incorporate gender equality** in the project’s logical framework and include at least 30% of indicators that are gender-inclusive or contain sex-disaggregated data.
- **Ensure that the budget includes specific gender-related products**, services and events, as well as expertise and other support.
- Confirm that the monitoring and evaluation strategy **track the gender dimensions of the initiative/project**, and that the evaluation terms of reference include that all outputs of the evaluation including the report will incorporate gender issues.
- **Incorporate into all terms of reference** the responsibility to adhere to relevant ILO requirements concerning gender-responsive outputs, for all products, services or expertise rendered.

HOW TO

Make initiatives and projects gender responsive