ANNOTATED BIBLIOGRAPHY OF INTERNATIONAL MATERIAL ON GENDER ANALYSIS AND GENDER MAINSTREAMING

Produced by the New South Wales Department for Women, Australi

January 2001

Enquiries: **Department for Women** (02) 9287 **1860**
Email: **dfw@women.nsw.gov.au**

EXPLANATORY NOTE

Materials in this bibliography are divided into two major sections – Part One contains material relating to gender analysis and gender mainstreaming specifically in an international development context and Part Two consists of other, more general material, or that which relates mostly to mainstreaming in developed countries.

Within these sections each entry includes detail on the country of publication, the publication type and intended audience.

With regard to publication type, five categories have been developed, with a view to helping readers quickly identify the type of material and possible relevance. These categories are: 1) research (includes any material at the general level, such as articles, outcomes from workshops or conferences, 2) policy (includes general policy statements, frameworks and related documents), 3) practical resources, (such as guidelines, 'how-to' guides, and practical frameworks), 4) training materials and 5) case studies.

PART ONE: MATERIALS RELATED TO INTERNATIONAL DEVELOPMENT

AusAid *Guide to Gender and Development,* Australia

Country: Australia

Publication Type: Practical resources

Audience: AusAid Staff

This is a practical guide, which has been developed to facilitate gender planning in AusAid Development programs. It is intended to be used as a tool to assist AusAid Activity Managers, AusAid Officers at Post and consultants involved in planning, managing, implementing or reviewing development activities. This guide includes a series of questions, which provide a basic framework to conduct gender analysis. The first section of the guide contains general "gender" questions that can be used to ensure that a gender perspective is incorporated into every project. These questions

address country and sectoral planning, activity identification and preparation, activity implementation and monitoring and activity evaluation. More detailed questions pertaining to particular sectors, such as education, environment and human rights are provided in the second part of the report.

Baden, S, Milward, K, Oxaal, Z, Masika, R. *Gender Inequality and Poverty: Trends, Linkage, Analysis and Policy Implications, Part 1 & Part II*, Briefing Prepared for Gender Equality Unit, Swedish International Development Cooperation Agency (SIDA) April, 1998

Country: Sweden

Publication Type: Research

Audience: Development agencies, policy makers

This report is a compilation of material prepared by BRIDGE (briefings on development and gender) at the Institute of Development Studies for SIDA over the period 1994-1997 to inform the development of SIDA's strategy to reduce poverty and promote sustainable livelihoods. Part I contains an introductory analysis and sections on trends, measurements, households and labour markets, and an overview in the form of short summaries for the thematic sections covered in Part II. Part II provides a detailed analysis of gender and poverty issues and linkages across the range of themes and sectors of relevance to SIDA's development cooperation efforts.

Canadian International Development Agency (CIDA) *Policy on Gender Equality,* March 1999

Country: Country

Publication Type: Policy

Audience: Development agency staff

CIDA's revised policy document on gender equality states the goals, objectives and guiding principles of this policy. Drawing on lessons learned, this policy offers sample results, strategies and activities that support the achievement of gender equality and implementation of this policy. Gender analysis as a tool for both understanding the local context and promoting gender equality is briefly discussed and guidelines are included.

Commission of the European Communities *Incorporating Equal Opportunities for Women and Men into all Community Policies and Activities* Progress Report from the Commission, Brussels 1998

Country: Belgium

Publication Type: Research

Audience: Policy makers

This document is the first progress report on the implementation of the equal opportunities dimensions in all Community policies and activities. The report finds that despite of the large number of activities, the majority are isolated measures without major impact on the overall situation with regard to gender equality. Barriers to further progress are identified as being lack of awareness of gender issues at the decision-making levels, lack of human and budgetary resources allocated to these tasks, and lack of gender expertise. To improve the organisational and methodological framework for gender mainstreaming the report suggests awareness raising for senior and middle management, large-scale training to develop gender expertise, gender impact assessment of policies as regular procedure and gender proofing to guarantee the quality of any legislative proposal or policy document. Some discussion of these initiatives is provided.

Corner, Lorraine (Regional Programme Adviser, UNIFEM E&SEARO Bangkok), *Capacity Building for Gender Mainstreaming: background paper for the ESCAP High Level Meeting, October 1999.*

Country: United Nations

Publication type: Research

Audience: General

This paper provides a thorough and critical review of mainstreaming both as a concept which has been defined and understood in various ways, and a set of various but related practices. Part I discusses the emergence of mainstreaming as a concept, from its evolution in the UN Global Conferences on Women since 1985, to its adoption by national development agencies and UN agencies Post-Beijing. Part II asks 'what is mainstreaming?' and addresses the substantial confusion over what the term refers to. A 'mainstreaming primer' offers in dot point form an explanation of what mainstreaming is and is not, in an attempt to address some common misconceptions. Differences and linkages between the concepts of mainstreaming women's issues, and mainstreaming gender are discussed and related to the debate about the Gender and Development (GAD) approach versus that of Women in Development (WID). These approaches are also usefully summarised in a table at Annex 1. The paper argues that mainstreaming women and mainstreaming gender need to be understood as different processes, but that they are complementary and equally necessary if gender equality in its widest sense is to be achieved. This section goes on to address the issue of transforming the mainstream, asserting that 'adding women' to existing institutions is insufficient if there is not also a fundamental transformation in the nature of those mainstream institutions and development paradigms. Part III deals with implementation issues and the significant challenge of 'transforming the mainstream' in practice. Four common themes are identified as running through most mainstreaming guides and handbooks, and the value of and current progress on each of these strategies is critically assessed, with reference to work by various national and international agencies. Part IV provides an overview of how mainstreaming gender and mainstreaming women have been practiced.

The paper also contains a bibliography of useful resources.

Corrin, Chris, *Gender Audit of Reconstruction Programmes in South Eastern Europe*, The Urgent Action Fund and The Women's Commission for Refugee Women and Children, 2000.

Country: USA

Publication Type: Research with case studies

Audience: Women's groups / NGOs and international development agencies.

This paper is a gender analysis of reconstruction programmes in South Eastern Europe in 2000. The primary focus is on the UN Interim Administration Mission in Kosova (UNMIK), with a briefer consideration of the Stability Pact for South Eastern Europe of June 1999. The paper considers the impact of these programmes on women and girls, particularly whether and how the international community is ensuring the participation of women in rehabilitation and reconstruction efforts. It assesses the extent to which women's social, economic, educational and political participation is encouraged at both informal and formal levels of power. The audit aims to help women's groups and NGOs in the region to assess opportunities and barriers to working with the international donor community, as well as enabling international donor agencies to develop effective tools for gender mainstreaming.

Corrin finds evidence of discrimination against women in the administration of change in Kosova, and a lack of regard in the international community for mainstreaming gender issues within the political and policy processes of reconstruction. For example, she asserts that the role of Kosovar women women within the emergent politics was not acknowledged, few women were appointed to decision-making positions in the transitional administration, and women's needs were marginalized. Corrin is critical of UNMIK for tending to work in a top-down manner, consulting only with male power brokers at the expense of community leaders and NGOs, and effectively denying local ownership of the process. The decision to channel funding through international umbrella groups is found to be problematic, encouraging dependence among local groups which may develop only in response to perceived international needs, and also hindering the development of local grassroots women's groups. Corrin also finds that sex-and age-disaggregated statistics are not made a sufficient priority, despite the importance of such data to mainstreaming the needs of women. Given these problems, the paper identifies a need to develop processes for women's integration in key areas of political, economic and social reconstruction and rehabilitation. Substantial recommendations on how this might be achieved are provided.

Diamond, N & Sims Feldstein, H. *The WID Officers Workshop: Building Expertise, Skills and Linkages*, Women in Development Technical Assistance Project, USAID July 1998

Country: United States

Publication Type: Research

Audience: USAID staff, development agencies

Website: http://www.widtech.org/publications

This eleven page report summarises the outcome of a workshop attended by Women in Development (WID) officers, the purpose of which was to improve participants' capacity as a resource on WID and gender. The report provides a summary of issues identified by participants as necessary for the integration of gender in Mission programming. These include (1) importance of senior management support (2) feasibility and usefulness of sex-disaggregated data collection (3) importance of communication between agencies. The report also provides a five page list of recommendations arising from the workshop. These recommendations concern three areas; structural/organisational issues, program issues and WID officer technical skills.Appendices include gender presentation highlights, workshop program and notebook.

Food and Agricultural Organisation of the United Nations (FAO) *Corporate Progress Report on Gender Mainstreaming*, Eighty Second Session Rome 13-17 September 1999

Country: Italy

Publication Type: Research

Audience: Development agencies

This report is the result of an internal exercise, aimed at providing a mid-term review of the progress of gender mainstreaming in FAO departments and divisions and at the institutional level of the organisation itself. It is a summary of results. The first part of the report discusses the FAO mandate on gender mainstreaming and provides an observation on the progress of implementing this mandate. The report is also divided into sections that correspond to each of the eight FAO departments and Divisions. Tables that summarise divisional reporting and issues emerging from the review are included in the conclusion. Review of gender mainstreaming at the institutional level of FAO is discussed in regard to monitoring and evaluating the FAO Plan of Action for Women in Development, budgetary implications of gender mainstreaming in-house and human resource development and training.

Food and Agriculture Organisation (FAO) United Nations Sub-Regional Training Course on women in wood energy development, Bangkok Thailand, 27th November - 1 December 1997

Country: United Nations Agency

Publication Type: Training materials

Audience: FAO staff

This document provides a background to and course content of training held for higher and middle-level staff from institutions and departments connected with wood energy planning, policies and strategies. The objective of this course was to familiarise trainees with the use of gender analytical tools and review and assess their appropriateness. The main areas covered in the course programme are (1) personal awareness of gender, (2) placing gender, (3) gender analysis tools which includes step by step methods and procedures with respect to planning and assessment of project proposals, (4) adapting checklists to local circumstances, and (5) gender analysis field tools and procedures. Participatory exercises are included. Case studies are also provided as illustration.

Greenberg, A, *Learning from Experience: Lessons from Integrating Gender into Democracy and Government Training*, Women, Law and Development International, Women in Development Technical Assistance (WIDTECH) Project, USAID June 1999

Country:	United States
Publication:	Training materials
Audience:	Development agencies
Website:	http:/www.widtech.org/publications

This short report discusses the process and recommendations of a workshop attended by USAID democracy specialists, on the issue of integrating gender into technical training. The workshop focussed on three aspects (1) the objective of gender integration in democracy training (2) to identify effective approaches to integrate gender issues into training (3) to formulate recommendations based on these approaches. Responses to issues (1) and (2) are contained in Chapter Two. This chapter includes a table of various gender-integration approaches and an itemised list of effective and non-effective approaches identified by the participants. Chapter Three contains recommendations for future training. These include (a) tailoring gender issues to the training focus, (b) maintaining continuous and explicit efforts to address gender in training and (c) weaving gender issues into the cirriculum. Further responses of the two small groups that engaged in brainstorming and discussion can be found in Annex B and C.

International Labour Organisation and South-East Asia and the Pacific Multidisciplinary Advisory Team *ILO/ SEAPAT Online Gender Learning and Information Module* 1998

Country:	ILO/SEAPAT
Publication Type:	Training materials
Audience:	Development agency staff

This module has been designed as on-line tool for learning about gender issues in the world of work, with particular reference to the ILO's areas of operation. It has been

designed for ILO staff working in the ILO/ SEAPAT sub region but is also intended to be a resource for those working in other areas such as government ministries, departments, workers organisations and women's organisations. Developed as an internet resource, it is intended to be a "self-paced" tool. The module contains six units. These are: (1) a conceptual framework for gender analysis and planning, (2) gender issues in the world of work, (3) how to mainstream gender in ILO operations, (4) ILO instruments related to gender and the world of work, (5) tools for mainstreaming gender concerns, and (6) staff and agencies working on gender issues. Participatory exercises, checklists and case study examples are provided.

International Labour Organisation *Gender Analysis and Planning*, July 1999

Country: ILO

Publication Type: Practical resources

Audience: ILO staff, development agencies

This brief document, outlines the ILO's recommendations for gender analysis and planning. It asserts that Gender analysis requires the identification of the division of labour, access to and control of resources and benefits, needs of women and men, constraints and opportunities and the capacity of partner organisations to promote equality between men and women. Gender planning strategies are developed once these are known. A number of gender principles and practical measures are also recommended when developing strategies. These include: (1) active participation and mobilisation of women and their organisations, (2) awareness raising, (3) addressing women's practical needs such as access to employment, credit and training, (4) addressing linguistic and visual biases, (5) allocation of adequate resources, and (6) adoption of a multi-disciplinary and phased approach.

Moser, C. *Mainstreaming Gender and Development in the World Bank: Progress and Recommendations*, World Bank, 1998

Country: World Bank

Publication Type: Research

Audience: Development agencies, policy makers

This report presents the main findings of a completed study on the World Bank's existing gender and development rationale, language and operational procedures from a social development perspective. Written for the Social Development Family in the Environmental and Socially Sustainable Development Network, the purpose of this study was to evaluate the extent to which these procedures were Bank-wide and to make recommendations concerning future steps towards mainstreaming gender. This review produced five major findings. These are (1) World Bank policy documents on gender lack a common conceptual rationale, language and underlying policy approach (2) World Bank Gender studies, strategies and action plans vary extensively in terms of their conceptual rationale and language (3) Staff expressed a need for a conceptual rationale, tools and training for mainstreaming gender and development (4)

Development agencies outside of the World Bank were adopting a policy approach to gender that integrates equality and people-centred sustainable development (5) World Bank socially related plans have limited success in integrating gender as a social development priority. The author concludes there is a need for a Bankwide rationale and framework that sets out the fundamental reasons for mainstreaming gender and development into operational practices. Recommendations for how to accomplish this are provided.

Pan American Health Organisation (PAHO) *Workshop on Gender, Health and Development: A Facilitators Guide* Washington D.C, United States, 1997

Country: United States

Publication Type: Training material

Audience: Development Agencies

This training manual is designed for facilitators to use when conducting workshops on gender, health and development and incorporates a number of different training methods and approaches. The methodology used in this manual is primarily a participatory one, based on the awareness that all participants have a wide range of experience and knowledge that will enhance the learning process. The workshop includes an introduction on gender analysis before participants are taken through seven learning modules. These are: (1) sex and gender, (2) gender roles, access to and control of resources and household stereotypes, (3) the origin of health needs, (4) practical and strategic gender approaches, (5) applying concepts to case studies, and (7) applying gender analysis to existing health projects. The authors state that this training manual has been developed as a guide that can be adapted and experimented with in terms of methodology, technique and approach.

Peck, L *Evaluating Gender Equality - Policy and Practice*: *An assessment of SIDA evaluations in 1997-1998*, Department for Evaluation and Internal Audit, Swedish International Development Co-operation Agency (SIDA) 1998

Country: Sweden

Publication Type: Research

Audience: Development agencies

This report deals with how gender equality is and should be addressed in SIDA evaluations. Its purpose is to provide background information as well as identify good approaches to gender equality and women's empowerment in evaluations. The report consists of two main parts, followed by a chapter containing conclusions and recommendations to SIDA. The first section provides a theoretical discussion of why, when and how gender equality should be addressed in evaluations. The second section, addresses how gender equality is included in SIDA's evaluation at present based on an analysis of 42 SIDA evaluation reports from 1997/98.The key findings of this report suggest that the term "gender equality" is misunderstood by those working in the field. The term is commonly discussed with respect to the implementation

processes but not objectives and results. Recommendations provided in the report include increasing training for staff, use of common vocabulary and development of impact indicators and practical methods for assessing gender equality.

Pfannenschmidt, S., McKay, A. & McNeill, E *Through a Gender Lens: Resources for Population, Health and Nutrition Projects*, Family Health International for the Gender Working Group, Population, Health and Nutrition Center, USAID, 1999

Country: United States

Publication Type: Research

Audience: Development agencies

This paper reviews existing models and methodologies for incorporating a gender perspective into US Agency for International Development (USAID) development initiatives. Its purpose is to make recommendations and initiate discussion amongst those working in the Population, Health and Nutrition Sector about their specific gender needs and how best to adapt current models and methodologies to meet them. This paper is not designed as a gender analysis guide, rather the authors illustrate key ideas necessary for understanding how gender might effect PHN projects and direct the reader to key documents. The first section provides a brief introduction to gender issues in population and health, frameworks for understanding them and discussion of tools for their application. The second section includes a series of questions to use as a gender analysis framework when designing, implementing and reviewing projects. The final section briefly discusses future steps for USAID to integrate gender principles into development work.

Rau, Aruna, Mary B Anderson and Catherine Overholt, (Eds.), *Gender Analysis in Development Planning*, Kumarian Press Inc, Connecticut USA, 1991.

Country: USA

Publication Type: Practical resources and case studies

Audience: Development planners and practitioners,
                                  teachers/trainers, students

This book begins by outlining a framework for gender analysis in development work. Six case studies from development projects are then described in detail. The case studies were generated from development work and research conducted by the author in Asia during the mid to late 1980s. The book is designed to provide a set of conceptual perspectives and analytical techniques for approaching issues of gender and development. The case studies describe actual projects that encourage application of the authors' Gender Analysis Framework. The studies are designed for use in teaching, allowing participants to develop their own responses to the issues raised and thus increase their knowledge and skills in addressing issues related to the role of women in development at project and policy levels.

Rojas, M & de la Paz Lopez, M *Including Gender in the work of USAID/Mexico: Lessons Learned*, Development Alternatives Inc.,Women in Development Technical Assistance (WIDTECH) Project, USAID, August 1997.

Country: United States

Publication Type: Research and training materials

Audience: USAID staff, development agencies

Website: http://www.widtech.org/publications

It is intended that this document be used as a guide for staff of USAID/Mexico and their partners as they work to include gender in their projects and programs. It is the result of a consultancy undertaken in Mexico City in July 1997 by WIDTECH, USAID/G/WID and sponsored by USAID/Mexico. This consultancy also included a workshop *Including a Gender Perspective in Development*. This document is divided into five sections. Section One reports on the USAID/Mexico strategy related to gender. Section Two reports on the conversations on gender with USAID/Mexico partners. Section Three reports on *Gender Perspectives in Development: The Workshop*. It is intended that USAID staff will use the workshop format and their partners for other training sessions and the results are used as a basis for monitoring and evaluating their work. Section Four, provides specific recommendations to the staff of USAID/Mexico for their follow-up and action. Section Five contains instructional materials on gender in Spanish.

Sontheimer, S *Lessons from Namibia*, FAO, September 1997

Country: Food and Agriculture Organisation

Publication Type: Case Study

Audience: Development agencies

This is a case study of two projects undertaken in Namibia. The aim of these projects was to strengthen the Ministry of Agriculture, Water and Rural Development's (MAWRD) capacity to address the needs of both men and women farmers and to mainstream gender issues in its policies, strategies and programs. The purpose of this document is to review the combined experience of the two gender projects *Training for the Integration of Women in Agriculture and Rural Development*, and *Improving Information on Women's contribution to Agricultural Production for Gender Sensitive Planning*. Lessons learned concern: (1) how to build capacity within extension services to use gender sensitive, participatory approaches, (2) how to use Participatory Rural Appraisal (PRA) to enhance learning about gender issues in agriculture as well as to gather information that can inform policy analysis, and (3) how to mainstream gender in the Ministry's programmes through a combination of gender analysis training, sensitisation and the formulation of gender-responsive policies and strategies.

The first section of this case study provides some background discussion on Namibia. Following this introduction, project rationale and design are explained. The next section describes the implementation process in terms of four phases: (a) training

workers in gender analysis and PRA, (b) PRA research and follow-up, (c) information sharing and formulation of the Gender Action Plan, and (d) completing training and building support. The fifth section of the paper analyses the lessons learned from implementation and provides a discussion on the strengths and weaknesses of approaches used. The final section highlights the main lessons learned in the form of advice to others who are interested in supporting similar processes.

Thomas-Slayter, Barbara, Polestico, Rachel et al *A Manual for Socio-Economic and Gender Analysis: Responding to the Development Challenge*, ECOGEN, October 1995.

Country: United States

Publication Type: Practical resources

Audience: Development agencies

This manual argues that Socio-Economic and Gender Analysis (SEGA) provides a valuable approach for both development professionals and the residents of local communities, in addressing constraints to equitable, effective and sustainable development. SEGA focuses on disadvantages that people face, in the hope that it will contribute to building capacities and empowering those who seek livelihood and security, basic human rights, and an opportunity to participate more fully in society. The manual contains an overview, which clarifies the main elements of the SEGA approach and outlines the conceptual framework. Part II, 'Participatory Strategies and Tools', offers 40 tools and strategies for socio-economic and gender analysis. Part III, 'Scenarios', provides ten examples of a broad range of development activities in different settings around the world. Part IV, 'Measuring Effectiveness', suggests ways to clarify goals and objectives and to measure outcomes.

Torres, Amaryllis T, 'Linking up with Women in Government: Mainstreaming Gender in the Bureaucracy', paper presented at the *6th International Interdisciplinary Congress on Women,* University of Adelaide, Australia, 22-26 April, 1996.

Country: Philippines

Publication Type: Research with case study

Audience:

This paper reviews an attempt to mainstream gender and development in the executive line agencies of the Phillippine government. The project, commenced in 1991 by the National Commission on the Role of Filipino Women (NCRFW) is the *Strengthening of Institutional Mechanisms for Gender-Responsive Development*. It aimed to enable each government agency to implement, monitor and assess the Philippine Development Plan for Women. The project represented a paradigm shift, from a Women in Development (WID) approach to a Gender and Development

(GAD) framework, and the paper discusses the impact of this shift on development approaches in the Philippine bureaucracy.

The paper discusses in detail the four stages of the project, namely: (1) reseach to produce diagnostic studies of six line agencies, consisting of organisational and program reviews conducted from a gender perspective, (2) development of a clear set of organisational and program guidelines for gender mainstreaming, (3) capability-building in the agencies, including securing top-level sponsorship for GAD, developing support mechanisms and securing resources for the agencies' gender mainstreaming processes, and developing and running training sessions for the agencies on gender awareness, gender analysis and planning, and gender mainstreaming tools and strategies, and (4) development of a sourcebook for GAD advocates in government (Torres and Del Rosario with R Pineda-Ofraneo (1994*) Gender and Development: Making the Bureaucracy Gender-Responsive*, Manila: UNIFEM-NCRFW-HRS Fnd).

Specific outcomes of the program and its impact on individual agencies are discussed, and difficulties and shortcomings identified.

United Nations, *Moving From Policy to Practice: A Gender Mainstreaming Strategy for UNDP India*, United Nations Development Agency [date?]

Country: United Nations (India)

Publication Type: Research and practical resources

Audience: UNDP staff

This report has been written for staff at the UNDP Indian Country Office and outlines why and how gender mainstreaming strategy can be implemented in policies and programs in India. The report begins by addressing "gender mainstreaming" as a United Nations mandate and includes official statistics to demonstrate the extent of gender inequality in India. A brief outline of constraints to achieving effective mainstreaming are also included. These were identified from a review of experiences of gender mainstreaming in twenty country offices by the Gender in Development Programme Unit.

Gender mainstreaming as a concept and a process at the policy, programme and organisational level is discussed. The authors identify a successful strategy of mainstreaming being dependent on "in-house" capacities and provide discussion of "gender training" as a an essential tool for organisational change. Building and maintaining alliances with other organisations such as the women's movement and non-government organisations is also addressed as an important part of a gender mainstreaming strategy. A twelve page checklist is provided at the back of the report, which suggests mechanisms and processes for engendering an organisation and its programme planning and management.

United Nations Development Program *Tracking Gender Mainstreaming in MDGD Activities* Management Development and Governance Division of the Bureau for Development Policy, UNDP, September 1998

Country: United Nations

Publication Type: Research and practical resources

Audience: Development agencies

This report contains the findings of a two week review undertaken by the MDGD. The purpose was to investigate the status of gender mainstreaming in its sub-programmes and other activities, identify ways to strengthen gender mainstreaming and develop a tracking system to monitor resource allocation. This process involved reviewing policy documents and interviewing key staff. The findings suggest that gender issues are not being addressed in all subprogrammes in a uniform manner, despite staff interest and concern. Reasons provided include a lack of staff training and the underdevelopment of relevant concepts and methodologies, appropriate systems and processes to put these into effect. This report provides a number of conceptual elements and tools to assist staff in tracking gender mainstreaming in activities at the process and programming levels. Checklists to assess and track gender mainstreaming are provided.

United Nations Inter-agency Committee on Women and Gender Equality and OECD/DAC Women in Development Expert Group, *Working Bibliography: Gender Mainstreaming* (author: Eva Friedlander, Consultant) 1997.

Country: United Nations

Publication type: Bibliography (annotated)

Availability: http://www.un.org/womenwatch/daw/news/gender

An annotated bibliography of materials on the subject of gender mainstreaming. Its focus is primarily on institutional/organisational mainstreaming. With the exception of a few entries on the subject of human rights, it does not include literature and training material on gender mainstreaming in particular fields. Similarly, entries regarding mainstreaming at a project level are limited. The bibliography is designed as a tool for both gender specialists and other interested readers, and it is intended that it be expanded in the future. The bibliography is in three parts: an annotated list of research-oriented articles, books and papers, listed alphabetically by author; an annotated list of more practical materials – such as training packages, manuals, guides, case materials and workshop reports; and an unannotated list by organisation (some entries in the last section are annotated in parts I and II).

United Nations Development Program *Guidance Note on Gender Mainstreaming*: Senior Management Review Meeting on Gender Mainstreaming, UNDP, February 5-7 1997

Country: United Nations

Publication Type: Research and practical resources

Audience: Development Agencies

This document provides the main conclusions and recommendations of this meeting. The findings suggest that the role of senior staff, systematic and consistent attention throughout the programming cycle and effective information and communication is necessary for mainstreaming gender equality goals. Appendix One provides a four page checklist of questions that may be used as a guide to gender mainstreaming policies and programs and as a tool to assist in monitoring and reporting upon activities.

United Nations Development Programme *Gender Mainstreaming*, presented at the United Kingdom Planning Unit Conference Mainstreaming Gender in Policy and Planning: South North Experience, UNDP, July 1999

Country: United Nations

Publication Type: Research / policy

Audience: Development agencies

For the UNDP a gender mainstreaming approach involves ensuring that the outcomes of a gender socio-economic and policy analysis are incorporated appropriately into all decision-making processes of an organisation, and their implementation. This document reports on the Learning, Consultation and Briefing (LCB) methodology developed as part of the UNDP capacity building programme for gender mainstreaming. This methodology was developed following consultation with 120 UNDP country offices, government and development partners. It comprises four elements: (a) substantive content, (b) an inter-locking set of facilitation team functions, (c) a set of systems to manage the workshop documentation, and (d) a tracking and follow-up system to ensure these issues are carried forward. Findings indicate that the adult education principle of basing capacity building on existing experience is effective for learning. Findings also indicate a number of organisational constraints to achieving progress. These are: (a) staff capacity and confidence, (b) networking and learning, (c) the role of management, (d) isolation and disconnection, (e) specific experiences of men and women in the organisation. Strategies suggested to address these issues include management training, creating networks for facilitators of LCB and publishing manuals on facilitation and workshop systems.

United Nations Development Programme, *Gender, Urban Development and Housing*, UNDP, New York, 1996 (author: Sylvia Chant).

Country: United Nations

Publication type: Research

Audience: Policy makers, development workers

Part of a series of books produced for *Habitat II* – the second United Nations

conference on Human Settlements in 1996 – this book looks at urban development as a gendered phenomenon. The book considers key aspects of gender and housing affecting low-income women in urban areas of developing countries. By exploring the gendered dynamics of urbanisation and reviewing key problems associated with gender-differentiated experiences of shelter, the book demonstrates the need to mainstream gender in urban planning and policy-making. The focus is on low income groups, with a view to promoting empowerment at a grass-roots level, and achieving more effective urban management and greater social equity.

The book contains four chapters. Chapter 1 introduces the concept of 'gendered urban development'. Chapter 2 examines gendered urbanisation in the context of 'the household', as a crucial arena of women's lives. Conceptualisations of the household are discussed, and the impact of urbanisation on household structure, diversity and relations are explored. One of the key arguments here is that urban women's experiences are heavily mediated by the households to which they belong, and that women are often disadvantaged in relation to men in respect of their inputs to and benefits from household survival strategies. Chapter 3 considers the interrelationship between gender, housing and shelter in urban areas. It discusses both the way gender affects demand for housing and the way housing and services in turn affect the lives and labour of low-income men and women. This chapter also considers the concepts of practical and strategic gender interests and needs, drawing on the work of Molyneux and Moser. The final chapter considers the policy implications of mainstreaming gender in urban planning. General and specific recommendations for policy makers and planners are made, with suggestions for developing a framework for gender-aware urban planning and shelter policy.

Vainio-Mattila, A, *Navigating Gender* , Department for International Development Cooperation, Ministry for Foreign Affairs, Finland, 1999

Country: Finland

Publication Type: Practical resources

Audience: Development Agencies/ Policy Makers

This eighteen page manual has been written to assist the reader in applying the theoretical understanding of gender issues in their practical work. The manual provides definitions of key concepts and terms and discussion on the use of gender analysis in programme planning, project formulation, implementation and evaluation. A case study is provided to illustrate the use of three alternative gender analysis frameworks. Rapid Gender Analysis, Gender Analysis Framework and Gender Analysis Matrix are assessed for their strengths and weaknesses and suggestions are provided as to their use. It is intended that this manual be used as an individual study guide or as the basis for discussion in groups.

World Bank *Gender In Agriculture: A WorldBank Learning Module*

Country: World Bank

Publication Type: Training materials / practical resources

Audience: Development agencies/ World Bank staff

This website learning module has been developed to make basic information on gender issues more accessible to those working in this area. This module is divided into six sections; overview, issues, techniques, tools, case studies and references and techniques.

World Bank, *Implementing the World Bank's Gender Policies* Progress Report No 1, March 1996.

Country: World Bank

Publication Type: Research / policy

Audience: Development Agencies

This is the first report on the World Bank's progress in implementing policies that promote the full participation of women in social and economic development. The report reviews the evolution and current status of World Bank operations (lending and non-lending operations) with respect to gender and the actions and initiatives that have been undertaken to support the Beijing Platform for Action. Section One addresses how the World Bank has promoted the participation of grassroots women's groups in economic policy formulation. Section Two reports on methods and tools that have been developed to institutionalise a gender perspective in the design and implementation of projects. Section Three provides a brief overview and description of world regions that have received funding for education, health and credit programs benefiting women. Section Four reports on the World Bank's internal initiatives to increase the number of women in positions of senior management.

World Bank Gendernet, *Checklists for integrating gender issues into development projects*, World Bank

Country: World Bank

Publication Type: Practical resources

Audience: Development agencies

This document provides a number checklists that have been designed both within and outside the World Bank, for those incorporating gender issues in the project cycle. This document has been divided into two sections. The first section provides checklists for various stages of the project cycle. The second section focuses on project identification and design. Checklists have also been provided for sectors such as agriculture, water and sanitation, health and credit.

World Bank Gendernet, *Sectoral Indicators for monitoring gender-related aspects of development policies or projects*, World Bank

Country:	World Bank
Publication Type:	Practical resources
Audience:	Development agencies

This document contains possible indicators or questions, by sector, for monitoring and evaluating gender-related aspects of policies and programs. The sectors covered in this document include agriculture, water and sanitation, health, credit and education. The indicators used for planning projects in the agricultural sector, are presented in table form and cover topics including laws, government policies and recruitment and training. The indicators for water and sanitation are divided into project monitoring and evaluation. Within each section, indicators are divided into categories such as involvement, benefit and community management. Indicators for women's health and nutrition include child mortality, maternal mortality, contraceptive use and pregnancies. These are presented in chart form, which includes suggestions on how to measure and interpret these indicators. Statistical Indicators for Female Participation in Education are provided in terms of access and attainment. The Indicators used have been gathered from various sources within the World Bank and from the UNDP.

World Bank Gendernet**,** *Toolkit on Gender in Water and Sanitation* World Bank, 1998

Country:	World Bank
Publication Type:	Practical resources
Audience:	Development agencies

The toolkit comprises ready-to-use material designed expressly for the World Bank task managers working in the area of water and sanitation sector. It presents a range of tools for gender analysis and practical 'how to' strategies collected from program and project experience around the world. It also identifies resources available to those working in this sector. This is one of a series of toolkits that have been designed to assist task managers in improving project performance by incorporating gender in their work.

PART TWO: GENERAL MATERIALS (ie not specifically related to international development work)

Council of Europe (EG-S-MS (98) 2) *Gender Mainstreaming: Conceptual framework, methodology and presentation of good practices*, Final Report of Activities of the Group of Specialists on Mainstreaming, Strasbourg, May 1998

Country: European Commission

Publication Type: Research

Audience: Policy makers

The information contained in this report is the result of a survey of existing policy documents, methodologies, strategies and initiatives that have been developed by the member States of the Council of Europe and regional and international organisations. This report has been written for policy actors in order to facilitate initiatives and concrete actions in the field of gender mainstreaming. The recommendations are designed to be general and valid for development at the national, regional and local levels.

The report is divided into three sections. The first section of the report provides a history of gender mainstreaming, a conceptual framework and explains the relationship between gender mainstreaming and specific gender equality policy. It also discusses the difficulties that may occur when implementing a gender mainstreaming strategy. Section Two addresses the necessary prerequisites and facilitating conditions for gender mainstreaming. This section also addresses what techniques and tools are available for gender mainstreaming, identifies the actors concerned and discusses their role in the policy process. Section Three addresses the development of a policy plan and provides some indicators for monitoring the process. This section also contains examples of particular mainstreaming instruments and initiatives that have been developed in the Netherlands, New Zealand, Belgium, Denmark and Sweden.

Development Assistance Committee *DAC Guidelines for Gender Equality and Women's Empowerment in Development Corporation,* OECD, Paris 1998

Country: France

Publication Type: Practical resources

Audience: Development agency staff

These guidelines reflect a change from a "women in development" approach to a broader gender approach. The emphasis of these guidelines is upon mainstreaming gender equality issues into policy formulation, planning and decision-making,

establishment of effective development partnerships and the supportive role of DAC members. Section V addresses the equality strategies of DAC members. Recommendations concerning leadership and accountability, specialist support, procedures and measurable targets and strategies are addressed. Section VI provides recommendations on mechanisms to monitor implementation of these guidelines. These include annual country memorandum, peer review process, country-based aid reviews, statistical reporting and working groups.

Danilda, I. & Nordqvist, M. *Equal Opportunities and Mainstreaming at National, Regional and Local Level in Sweden* A Report within the framework of Ricetter per il Mainstreaming, under the Medium-Term Community Action Programme on Equal Opportunities for Women and Men (1996-2000) March 1999

Country: Sweden

Publication Type: Research and case study

Audience: Policy makers

This paper is divided into three sections and describes mainstreaming strategies and methodologies which have been developed and implemented at the national, regional and local level in Sweden. The first section discusses how gender equality goals have been achieved at the national level. This includes discussion of the role of legislation and the empowerment of governmental authorities and bodies such as the Equal Affairs Division of the Ministry of Equality Affairs to ensure inclusion of a gender perspective in all governmental proposals and budgets. The role of the National Resource Centre for Women as a tool for mainstreaming is also addressed.

At the regional level, gender mainstreaming by the Country Administrative Board is addressed, with the County of Stockholm provided as an example. The equal opportunities plan, mainstreaming action plan and evaluation measures of the Stockholm County Council is also included and addressed separately. This section also includes discussion on the "Gender Equality Reflex", a tool for mainstreaming used widely by Administrative Boards in Sweden. Section three includes discussion of the "Jamkon project" which developed and tested the "3R method" as a means for incorporating gender equality into the work of local authorities. The methodology and results of implementing the "3R Method" are provided. Gender mainstreaming strategies of the Municipality of Sodertalje are also included in this section.

Department of Indian and Northern Affairs Canada, *Gender Equality Analysis Policy*, Ottawa, Canada, 1999

Country: Canada

Publication Type: Policy / practical resources

Audience: Department staff

This policy document is intended to provide a general introduction and explanation of gender equality analysis as an integral part of the policy development process. A

checklist of questions has been included in order to assist staff undertaking gender equality analysis in their day to day work. These questions relate to identifying the issue, defining outcomes, information gathering, development and analysis of options, communication and evaluation.

Division for the Advancement of Women (DAW) United Nations, *National Machineries for Gender Equality, Expert Group Meeting*, Santiago, Chile, 31 August - 4 September, 1998

Country: United Nations

Publication Type: Research

Audience: Policy makers

The purpose of the Expert Group Meeting was to analyse new trends and to propose concrete actions and policies to strengthen the role of institutional mechanisms in implementing the Beijing Platform for Action. The first section contains a summary of the debate on three areas (1) role of national government in mainstreaming gender (2) links with civil society (3) mechanisms to hold governments accountable for mainstreaming gender. Section Two provides the conclusions and recommendations. Specific strategies and mechanism for government's national machineries to promote gender mainstreaming at the national level are identified and discussed. Annex IV provides a sample project document to strengthen national machineries, to be carried out by the Division for the Advancement of Women. Annex V contains a collection of "best practices" based on papers submitted by experts to the meeting.

Equal Opportunities Commission *Mainstreaming Gender Equality in Local Government* as part of the Fourth Action Programme on Equal Opportunities for Men and Women(1996-2000) December 1997

Country: Great Britain

Publication Type: Practical resources, case study

Audience: Local government

The aim of this document is to provide a framework, which will facilitate the process of mainstreaming gender equality in local government. The purpose of this framework is to provide a guide to local authorities on how to establish mainstreaming as a corporate strategy. It has been written for senior officers in local authorities with responsibilities for service delivery, trade union officials and the relevant local partners of each authority. It is illustrated by examples of good practice, which have been drawn from case study research in Ireland, Italy, Sweden and England. The framework explains why mainstreaming is significant for local government; states how to establish and develop mainstreaming as a policy, and implement and evaluate mainstreaming as a corporate approach and lists some of the potential problems associated with this approach.

European Union *Recipes for Mainstreaming* : *Equal Opportunities for Women and Men* Medium Term Community Action Programme for Equal Opportunities for Women and Men 1996-2000.(Draft Copy)

Country: European Union

Publication Type: Case studies

Audience: Policy makers

This document includes thirty two case study examples or "recipes" for mainstreaming that have been implemented in countries such as Sweden, Spain, Germany, Belgium and Italy. Each recipe provides a brief description of the rationale and outcomes of this process. References of those involved are also provided.

Food and Agriculture Organisation (FAO) & SAEGA *Macro-Level Handbook: Socioeconomic and Gender Analysis Programme*, prepared by the Bureau of Applied Research In Anthropology, University of Arizona, United States 1998

Country: United Nations (FAO)

Publication Type: Practical resources

Audience   Development agencies:

The Macro Level Handbook is a comprehensive manual, designed for use by a wide range of policy makers, from ministry officials in governments to those in non-government organisations or private institutions working in policy at the national and international level. In Chapter Two, the Handbook presents a rationale for using the SEAGA approach at the macro level. This approach seeks to analyse how development programs and policies effect people differently, based on socio-economic patterns and structures. Chapter Three presents the conceptual framework. This framework employs the key dimensions of the SEAGA approach and discusses the kinds of disaggregations that must underpin data collection and analysis at the macro level. Chapter Four presents a kit of twenty-six tools for applying the SEAGA approach to the policy making process. It is structured along a five-step policy process (1) defining the issue, (2) examining policy alternatives, (3) making policy choices, (4) implementing policy, and (5) monitoring and evaluation. In the final two sections, issues and processes specific to macroeconomics as well as various sectors of national systems including education, health and natural resources are addressed.

Government of Newfoundland and Labrador, Women's Policy Office, Department of Development and Rural Renewal, *Towards Gender Equity in Regional Economic Development: a handbook for regional economic development boards*, 1996

Country: Canada

Publication: Practical resource

Audience: Regional Economic Development Boards

This handbook is designed as a practical resource for the volunteer Regional Economic Development Boards, which administer each of the zones of economic planning in the Canadian Province of Newfoundland and Labrador. The REDBs focus on developing the regional economy with a community-driven, 'bottom-up' approach, and gender equity is one of the principles by which they are guided. The handbook aims to help REDBs understand the issue of gender equity and develop strategies to help ensure women's full participation in regional economic life.

The concept of gender equity is discussed briefly, and a basic framework of recommended actions for organisations is provided. There then follows a series of checklists to help the Boards assess their activities and plan an approach based on gender equity principles. Individual checklists are provided under the headings of Systems and Structures, Leadership, Resource Allocation, Activities, and Education, Awareness and Promotion. Each checklist defines a goal and a suggests a number of strategies for achieving it, encouraging Boards to assess which of these strategies are suitable and achievable in their region, and to prioritise them and set timelines accordingly. The handbook suggests that progress on gender equity will be reflected in the gender composition of the Boards and in the level of women's participation in economic activities and community leadership roles in their regions. The handbook also includes a sample policy statement on gender equity for REDBs.

Gronvall, M, *A Brief Presentation of Swedish Work and Policies on Gender Equality*, Swedish Development Cooperation Agency (SIDA), Sweden, October 1998

Country: Sweden

Publication Type: Policy and research

Audience: Policy makers

This booklet provides a brief presentation of the processes and methods used to increase equality between men and women in Sweden. Information contained in the booklet is on work done on gender equality during the 1990s and examples are provided of a number of projects and development programmes at national, regional and local levels. This report describes developments in the gender equality policy in Sweden during the last few years and outlines the main features of the focus of the policy in the future.

Health Canada, Human Resources Development Canada, Statistics Canada, Status of Women Canada, *Gender Equality Indicators: Public Concerns and Public Policies*, Proceedings of a Symposium held at Statistics Canada, March 26th and 27th, 1998

Country: Canada

Publication Type: Policy and research

Audience: Policy makers

This document provides an extensive overview and discussion of gender mainstreaming in Canada by those in government and non-government organisations.

It contains 13 background papers, which address the four themes of the symposium. These themes are (1) Gender equality indicators and gender-based analysis (2) paradigms implicit in social and economic indicators (3) Best practices for developing and using gender equality indicators (GEI) (4) technical problems and data gaps confronting GEI development. Summaries of the outcome of discussion in the related workshops are also included. Key recommendations arising from these workshops concern: (a) methods to improve gender-based analysis, (b) improving access to needed data and usage of available data, (c) building alliances to improve effectiveness, (d) multi-sector partnering including community-based groups, (e) enhancing the capacity to produce policy relevant information based on statistics, and (f) training of data users.

Health Canada, *Womens Health Strategy*, March 1999

Country: Canada

Publication Type: Policy and research

Audience: Policy makers

This document sets out *Health Canada's Women's Health Strategy* which was developed to promote understanding of the distinct nature of women's health issues and address the biases and insensitivities of the health system to women and their issues. It reviews some of the ways in which the health system has failed to respond adequately to women's health needs and concerns. It highlights issues surrounding causes of death among women, their illnesses and life conditions, quality of life and social and economic factors which influence their life. It also outlines a broad range of areas where Departmental actions can address these issues. As part of the *Strategy*, gender-based analysis has been fully integrated in all of the Department's program and policy development work.

Hummrich, M, *Mentoring and Networking: Effective Concepts to Support Gender Equity* a paper prepared for Made to Measure Symposium, Maritime Centre for Excellence for Women's Health, Halifax, Nova Scotia, October 3rd 6th, 1999

Country: Germany

Publication Type: Research

Audience: Policy makers

This paper discusses the importance of mentoring and networking projects in the field of education as strategies to support gender equity . Discussion of the origin of gendered networks and a review of the importance of mentoring and networking projects for women is provided. This paper focuses on the success of two projects in Germany. The Ada-Lovelace Project, developed to motivate young women to chose a career in science, engineering or mathematics and the Merhaba Project which has been developed to encourage ethnic women to participate in higher education. A brief overview of the objective, methods and summary of these projects is provided. The

author also addresses how mentoring can support gender equity and networking projects and provides a response to criticisms of gendered educational programs

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International Labour Organisation (ILO) *Guidelines for the Integration of Gender Issues into the Design, Monitoring and Evaluation of ILO programmes and projects*, January 1995

Country: ILO

Publication Type: Practical resource

Audience: Development agencies

The aim of these guidelines is to assist ILO staff in recognising problems which hamper the promotion of equality of opportunity, design and implement programs which are responsive to the needs of both men and women workers and ensure benefits from ILO programmes are distributed equally. Section One of the report describes the conceptual framework and ILO strategy. It explains how women workers may be effectively addressed in ILO activities through the application of gender analysis and training and concludes with a brief overview of four international labour standards of prime importance to women workers. Section Two contains a series of checklists. The first deals with the inclusion of gender in the planning and design of programmes. The remaining checklists explain how to address gender issues in monitoring and evaluation and provide guidance on the preparation of review reports and self-evaluation reports. A list of relevant ILO publications is also included in Annex 1.

International Service for National Agricultural Research (ISNAR), South African Development Community (SADC) & Eastern and Southern African Management Institute (ESAMI) *Gender Analysis for Management of Research in Agriculture and Natural Resources: A Training Module*, May 1997

Country: Development Agency

Publication Type: Training materials

Audience: Policy makers, program anagers

This module provides the trainer with information and materials required for planning and implementing a four day workshop. The workshop starts from the perspective that those involved do not need further "sensitisation" with regard to gender issues. Rather it aims to strengthen capacity and awareness of gender analysis for management. The workshop is divided into three sections: (1) 'Gender and Policy' explains key gender concepts and the relevance of gender issues for agricultural and natural resource research, (2) 'Gender and Institutional Organisations' address issues such as operational structures and human resource management, and (3) 'Gender Tools and Analysis' provides an introduction to gender analysis and identifies relevant tools. It is intended that the trainer will draw upon the ideas presented to devise tailor-made exercises appropriate to the specific training situation. The training plan includes pre-

workshop instructions, tips for trainers, daily training programs, overheads and reference material

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Landuyt, K *Gender Mainstreaming: A How to Manual*, International Labour Organisation (ILO)& South East Asia and the Pacific Multidisciplinary Advisory Team (SEAPAT) 1999

Country: ILO/SEAPAT

Publication Type: Practical resources

Audience: ILO officials/ development agencies

This manual provides a brief summary of concepts and tools for gender mainstreaming. It has been written to provide ILO officials involved in technical and programming activities with guidelines on how to make their projects more gender responsive. The first part of this manual provides a basic framework for gender mainstreaming by outlining a series of main steps and principles for the reader to consider. These include identifying the issue, formulating the strategy, identifying target group, setting up institutional work, specifying objectives and indicators for success, defining outputs, activities and inputs and specifying monitoring and evaluation procedures. The second part of the manual includes a number of annexes, which are intended to provide the reader with more information on gender mainstreaming. Annex I provides further discussion on steps in gender analysis. These include constructing an activity profile for men and women, a resource and benefits profile, an identification of needs profile and a constraints and opportunity profile. These profiles are presented in chart form in Annex II. Annex III presents three design options for gender planning, discusses how each approach should be used and highlights their respective advantages and disadvantages.

Mackay, F & Bilton, K Learning From Experience: *Lessons in Mainstreaming Equal Opportunities*, Governance of Scotland Forum, University of Edinburgh, March 2000

Country: Scotland

Publication Type: Research

Audience: Policy makers

This study addresses the issue of how mainstreaming equal opportunities can be instigated and sustained in the work of government and public bodies by drawing upon lessons elsewhere. It considers, analyses and reports upon developments in mainstreaming practice and research in the 1990s and includes case studies of innovative practice of mainstreaming at various government levels in Europe and beyond. This review develops understanding of this concept, identifies gaps in knowledge and highlights the strategies, structures and tools necessary for successful mainstreaming.

Maritime Centre of Excellence For Women's Health (MCEWH) *Synthesis Papers: Executive Summaries Prepared for Made to Measure: Designing Research, Policy and Action Approaches to Eliminate Gender Inequity, National Symposium*, Halifax, Nova Scotia, October 3-6, 1999

Country: Canada

Publication Type: Research

Audience: Policy makers

This document provides executive summaries of thirteen papers presented at the national symposium. Whilst the theme of gender and health policy is addressed in most papers, issues such as the legal system, social reform, organisational approaches and gender equity are also included. Many papers present key findings, provide recommendations and discuss policy implications.

Maritime Centre of Excellence in Women's Health (MCEWH) *Women's Health in Atlantic Canada: A Statistical Portrait*, Canada.

Country: Canada

Publication type: Research

Audience: Policy makers

This brief statistical overview focuses on selected key issues in women's health in the four Atlantic provinces. It illustrates the utility of gender-based analyses of health issues and the utility of a population health approach based on the key determinants of health. Following the World Health Organisations definition of health as "a state of complete physical, mental, spiritual and social well being and merely the absence of disease", this overview emphasises the intimate connection between these four elements of health and demonstrates how a gender perspective moves beyond the narrower "disease treatment" perspective.

Ministry of Social Affairs and Health, Finland, *From Beijing to Finland: the Plan of Action for the Promotion of Gender Equality of the Government of Finland*, Helsinki, 1997.

Country: Finland

Availability: Contact EDITA books: EDITA Ltd, PO BOX 800, FIN-00043 EDITA, Finland. Tel +358 9 566 0266 or fax +358 9 566 0380)

Publication: Policy

As the instrument of the Finnish government's equality policy, based on the Platform for Action of the Fourth World Conference on Women, this document outlines the government's specific strategies for achieving gender equality in various spheres, describing activities undertaken by each government ministry. A section titled

'Promoting Equality by Mainstreaming', outlines how gender equality is to be treated as an overriding principle across the various agencies of public administration. This section also discusses the importance of high level training on gender equality for political decision makers and authorities, improving the quality of statistical services in order to provide more detailed gender-specific information, and ensuring adequate resources for research into gender equality, such as that conducted within the framework of university women's studies.

Ministry for Women's Affairs, *The Full Picture: Guidelines for Gender Analysis, 1996*.

Country: New Zealand

Publication Type: Research

Audience: Policy analysts

This publication sets out a framework for undertaking a gender analysis. It explains what gender analysis is, sets out the benefits to organisations of integrating gender analysis into policy and service design, provides steps for implementation and suggests useful resources. It also includes case studies for the public and private sectors.

Ministry of Women's Equality, *Gender Lens: a guide to gender inclusive policy and program development,* British Columbia, Canada, 1997.

Country: Canada

Publication type: Practical resource

Audience: Policy makers

Availability: Ministry of Women's Equality website:
                               http://www.weq.gov.bc.ca

This guide draws heavily on the 1996 Status of Women Canada publication *Gender Based Analysis: a guide for policy making* (see annotation below) and much of the content is similar. The first sections of the guide aim to increase gender awareness among policy/program developers, and foster an understanding of the principles of gender analysis, and of why it is necessary. The latter part of the guide is designed as a practical tool to help policy makers incorporate a gender perspective into every stage of the policy/program development cycle. A framework for doing this is provided, with suggestions of issues to consider, questions to ask, and steps to take at each phase to ensure gender-inclusivity. Included at each phase is a hypothetical example of the kind of task which might be encountered, with suggestions on the kind of issues to consider. These examples/case studies are designed to promote reflection on the part of policy makers as to what the principles of gender analysis mean in practice. Quotations from various sources, ranging from policy workers, to activists, to writers on gender analysis and a wide variety of women who have used particular services, or participated in government programs, are used throughout the guide to

illustrate the relevance and benefits of gender analysis. The guide also contains a glossary of terms related to gender, and a list of further resources.

Morris, M. *The Changing Nature of Home Care and its Impact on Women's Vulnerability to Poverty*, Canadian Research Institute for the Advancement of Women (CRIAW) 1999

Country: Canada

Publication Type: Case study

Audience: Policy makers

Women form the majority of home care recipients, home care personnel and persons responsible for the care of the elderly, disabled or ill family members. The extreme gender imbalance in every aspect of home care means that home care policies and practices have a significant and varied impact on women's lives. This research examines whether current home care policies and practices have any impact on women's vulnerability to poverty. Those interviewed for the study include home care recipients, informal family caregivers, representatives of national organisations and federal government officials. The study concludes that current home care policies and practices do have a negative financial impact on women as home care recipients, paid providers and unpaid care-givers, contributing in many cases to the impoverishment of women. Recommendations are provided for those in Federal and Provincial Government and Regional Health authorities. A gender analysis of home care policies and regional data is provided in Section Five. Appendices include schedules and questionnaires.

Morris, M, *Gender Based Analysis Guide* Women's Bureau Strategic Policy Branch Human Resources Development Canada, March 1997

Country: Canada

Publication Type: Practical resources

Audience: Policy makers

This is a brief guide written to assist those working in policy to incorporate gender into policy analysis and development. The reader is led through a series of gender analysis steps. These are defining the issue, outcomes, information gathering, development and analysis of options, communication, and evaluation. At each stage, suggested gender analysis questions are provided and illustrated with hypothetical examples. This guide is meant to be used with the Gender-Based Analysis Backgrounder (see annotation below) which outlines what gender based analysis is, its purpose and pertinent information about gender trends for use in gender analysis.

Morris, M, *Gender Based Analysis Backgrounder* Women's Bureau Strategic Policy Branch Human Resources Development Canada, March 1997

Country: Canada

Publication Type: Practical resources

Audience: Policy makers

This backgrounder discusses how and why to perform gender based analysis in legislative, policy and program development. It is to be used in conjunction with the Gender-Based Analysis Guide, which outlines how to incorporate gender into policy development on a step-by-step basis. This report is divided into three sections. The first provides a brief discussion of the term "gender analysis" and explains the rationale for this form of analysis. Some gender trends in socioeconomic areas are presented and their implications for public policy are discussed in section two. The final section provides responses to frequently asked questions about gender-based analysis and participation by men and women in the labour force. References for further information and a bibliography are provided.

New South Wales AMES Quality Language and Literacy Services *NSW Adult Migrant English Service Women's Strategy,* New South Wales, Australia, November 1996

Country: Australia

Publication Type: Practical resources

Audience: AMES staff

Gender inclusive guidelines are contained in this report as an accompaniment to the W*omen's Strategy Action Plan 1996 –1998,* designed by this organisation to improve access, equity and participation targets for female clients across all areas of provision. These guidelines cover three pages and are brief and general. They have been developed for staff to consider when planning and conducting activities related to classroom learning, preparation and selection of teaching and publicity materials and other non-classroom activities involving students. The guidelines include a brief explanation of the term "gender inclusive" and also illustrate a gender inclusive approach to regional planning and administration of teaching programs.

Regan Shade, L, Using *A Gender-based Analysis in Developing a Canadian Access Strategy: Backgrounder Report*, Ad Hoc Committee for the Workshop on Access to the Information Highway, February 1997.

Country: Canada

Publication Type: Research

Audience: Policy makers

This report has two purposes; firstly to facilitate the first steps towards a gender-based analysis of issues surrounding universal access to the information superhighway, and secondly to report on the 'Universal Access' workshop held in February 1997. It is divided into six sections. The first section addresses issues

surrounding universal access and the Canadian public policy context. The second section briefly outlines concepts of universal access. The third section provides a gendered perspective on access issues. The fourth section details workshop recommendations. The fifth section outlines suggestions for increasing access for women in the current policy landscape, and the sixth section contains further questions for debate and discussion. Appendices are also included. Appendix One provides eight steps for gender analysis developed by Status of Women, Canada. Appendix Two provides a list of publications and resources in this field.

San Francisco Commission on the Status of Women & CEDAW Task Force *A Gender Analysis: Implementing the Convention on the Elimination of All Forms of Discrimination Against Women*(CEDAW) San Francisco, United States, November 1999

Country: United States

Publication Type: Research

Audience: Policy makers

This document presents the findings of a gender analysis undertaken in two San Francisco government departments; the Department of Public Works and the Department of Juvenile Probation. Using the *Guidelines for a Gender Analysis* (see annotation below) department staff performed a self-analysis over a two week period. The information provided by the departments, staff and community groups was analysed in order to evaluate the department's adherence to the principles of CEDAW. Based on this information recommendations were provided by COSW on how the departments could protect and promote women's human rights. The findings demonstrate that the very process of conducting a gender analysis created an awareness of and sensitivity to gender-related issues at both departments. A number of key themes emerged from the gender analysis of these two departments: (1) a general need for education on human rights with a gender perspective, (2) an absence of comprehensive data relevant to evaluating the gender equity of departments budgets, services and employment practices, (3) the need to create a more fair and equitable workplace. These form the basis for the conclusions and recommendations of this paper.

San Francisco Commission on the Status of Women & CEDAW Task Force *Guidelines for a Gender Analysis of City Departments in the City and County of San Francisco*, San Francisco, United States June 1999

Country: United States

Publication Type: Practical resources

Audience: Policy makers, staff

The gender analysis guidelines enable government departments to undertake a gender analysis of policies of programs in three areas; service delivery, employment practices and budget allocations. A three step process has been designed for each of these areas

(1) gathering information, (2) assessing the situation, (3) recommending changes to city practices and policies to promote gender equality and equity. Each step has a set of fill-in tables to be directed to staff within particular divisions/bureaus as identified. These guidelines encourage a participatory process amongst staff and within women's and community groups, ensuring that outcomes reflect the needs and concerns of the departments and communities concerned.

Saskatchewan Women's Secretariat *A Guide for Policy Analysts, Researchers, Program Managers and Decision Makers*, Saskatechewan, Canada

Country: Canada

Publication Type: Practical resources and case study

Audience: Government Agencies and Departments

This guide is designed to assist government agencies and departments to develop public policy that promotes gender equity, by providing a framework for recognising the gender implications of social, economic and political issues. This guide is not a "how-to" manual, nor does it present gender-inclusive analysis as a linear pattern of sequential steps. Instead suggestions and case study examples have been used to provide additional clarification and explanation of the four guiding principles of gender inclusive analysis. These are identified as being, Reflect on Values, Goals and Knowledge, Consider Key Factors in Women's Lives, Gather Comprehensive Information and Incorporate Gender into the Communications Strategy. This guide has been written to be used in whole or part and can be adapted to meet the needs and circumstances of particular departments or agencies.

Status of Women Canada, *Gendering Immigration/Integration:Policy Research and Workshop Proceedings and A Selective Review of Policy Research Literature 1987-1996*, Report from the First National Conference Responding to Diversity in the Metropolis: Building an Inclusive Research Agenda, Edmonton, Alberta, March 6 to 8, 1997, Canada

Country: Canada

Publication Type: Research

Audience: Policy makers, researchers

The Status of Women Canada sponsored this conference and workshop on gendering immigration/integration policy research in order to define approaches and strategies that will result in gender immigration research; identify current policy questions and to identify knowledge gaps and suggest priorities. This document includes four research papers presented at this conference as well as a report on the outcome of discussion in the workshop. The workshop held two discussion groups, one addressing methodology issues, and the other identifying priorities in gendering immigration/integration policy research. The final part of this document contains a literature review of policy research on immigrant and refugee women in Canada. It provides a summary of themes that have emerged in the field over a ten year period

from 1987 to 1997. Gaps in the research are identified and issues of methodology are also considered.

Status of Women Canada *Economic Gender Equality Indicators* Federal-Provincial/Territorial Ministers Responsible for the Status of Women Canada, 1997

Country: Canada

Publication Type: Research, practical resources

Audience: Policy makers

This document presents the results of a two year project commissioned in 1995 by Federal-Provincial/Territorial Ministers Responsible for the Status of Women to design a set of indicators which, taken together would provide an overall picture of women's economic status across Canada. They were designed to contribute to public policy discussion on social indicators, an understanding of women's realities and the promotion of gender equality. Developed by Statistics Canada the selected set of indicators are income, work and learning. These indicators measure gender equality by reflecting women's and men's experiences and move beyond a male standard, to a more inclusive one. Comprehensive disaggregated data are provided in this report as illustration. The indicators are intended for use by government in undertaking a gender based analysis and by other actors in the policy process.

Status of Women Canada, *Gender-Based Analysis: a guide for policy making*, Ottawa Ontario, 1996.

Country: Canada

Publication: Practical resources

Audience: Policy makers

This is a 'hands-on' guide to assist policy makers to implement the Canadian government's 1995 policy requiring federal departments to conduct gender-based analysis of policies and legislation. It aims to increase gender awareness in government agencies and facilitate the development and assessment of policies and legislation from a gender perspective in order to achieve equitable outcomes. The three sections of the guide are as follows: Section 1 defines key concepts and provides the rationale for gender-based analysis. Section 2 outlines a gender-sensitive approach to the process of policy development and analysis. It also makes the issue of value clarification central to the process. The guide asserts that policy-makers need to develop improved awareness of how their own values and those of the environment in which they work influence the decisions they make. They also need to understand that a gender-sensitive approach often necessarily conflicts with dominant social values. Section 3 is the major part of this paper, and offers a detailed step-by-step methodology for conducting gender-based analysis.

The gender analysis process described in Section 3 is structured around the steps routinely followed in policy development and analysis, namely: Identifying the Issue,

Defining Outcomes, Information and Consultation Inputs, Research, Developing Options, Making Recommendations/Decision-Seeking, Communicating Policy and Assessing the Quality of Analysis. The guide first describes each of these phases in the policy cycle, and then outlines relevant questions and considerations to take into account, and data, information and consultation that may be required in each phase in order to incorporate gender issues throughout the process. Throughout, policy examples are used to illustrate how the approach can be applied. The example of policy related to youth unemployment is used to discuss gender implications at each stage.

The guide also contains hints on understanding, using and adapting the methodology to suit the reader's own policy context.

Status of Women Canada, *Setting the Stage for the Next Century*: The Federal Plan for Gender Equality, Canada 1995

Country: Canada

Publication Type: Policy

Audience: Policy makers

The Federal Plan is a collaborative initiative reflecting the Government of Canada's resolve to progress toward gender equality and represents the concerted effort of 24 government departments and agencies. The first two chapters set out the context for the plan and discuss the concept of equality. Eight key objectives for improving the status of women are identified. These include: (1) implementation of gender-based analyses throughout federal departments and agencies, (2) improve women's economic autonomy and well being, (3) improving women's physical and psychological well being (4) reducing violence against women and children, (5) promoting gender equality in Canada's cultural life, (6) incorporating women's perspective in governance, (7) promoting and supporting global gender equality, and (8) advancing gender equality for employees of federal departments and agencies. Under each objective, issues are identified and priorities for action are outlined.

Status of Women Canada, *Economic Restructuring in Canada: developing a gender-sensitive analytical framework*, Ottawa, Ontario, 1992.

Country: Canada

Publication: Research

Audience: Researchers

This paper takes its lead from the growing body of international work on the impact of economic restructuring on women, and attempts to develop a framework for such a gender analysis in the Canadian context. The paper is divided into four sections: Section A – Economics and Gender - outlines the feminist critique of the dominant model of neo-classical economics. Section B – Economic Restructuring – discusses the concept and process of economic restructuring and analyses the growing body of

Canadian literature which deals with the phenomenon, assessing such work from a gender-sensitive perspective. Section C – Expanding the Framework for Understanding Economic Restructuring – applies feminist theory to discussions of restructuring and discusses several Canadian studies which operate from this alternative, gender-sensitive perspective. Section D – Theoretically Informed Questions and Tasks – begins the development of a framework to understand the process of economic restructuring. This section contains a set of questions to be considered and tasks to be undertaken in any gender-sensitive analysis of economic restructuring. A final section suggests some of the concrete processes which may take place at the various levels and contexts of economic restructuring, namely households, local (community) economies, provincial/regional, national and international levels.

Stiltanen, J & Klodawsky *Gender-Based Analysis: Perceived Learning and Training Needs* Women's Bureau Human Resources Development Canada 1999

Country: Canada

Publication Type: Research

Audience: Policy Makers

This report presents the findings of research on the HRDC. The aim of this research which was to facilitate the incorporation of Gender-Based Analysis (GBA) by identifying perceived learning and training needs of staff. The research findings demonstrate that gender-based analysis is unevenly understood and practiced within this organisation with a small number of work units under-taking gender-based analysis as part of their work. The report recommends organisational contexts and strategies to incorporate gender-based analysis. Suggestions include senior management direction and action, clarifying responsibility for doing GBA, institutionalising accountability, ensuring data availability and quality and rewarding efforts to put good practice into place. The report highlights that training must be part of a wider set of learning initiatives and a diversity of learning initiatives is required. The goals of learning initiatives are identified as being: (a) to raise the level of GBA competence throughout the department, (b) to support the introduction of GBA in areas where its relevance needs to be demonstrated, and (c) to help areas of the department already using GBS to consolidate and extend its application. A range of format options for GBA learning initiatives is also discussed.

Teghtsoonian, K 'Gendering Policy Analysis in the Government of British Columbia: Strategies, Possibilities and Constraints', *Studies in Political Economy* No 61, Spring 2000, p 105 – 127.

Country: Canada

Publication Type: Research

Audience: Policy makers and academics

This article provides an analysis of the British Columbian Ministry of Women's Equality initiative to mainstream gender analysis into the policy work undertaken by other government departments through the development of a "gender lens" strategy. In this article, the author investigates the possibilities that this strategy offers and the constraints upon its likely impact. The institutional and political environment into which this strategy was developed and introduced is analysed. Neo-liberalism and a reduction in the Ministry's budgetary, staff and political resources are identified by the author as constraints. The potential for this strategy to impact on policy work across government is analysed in terms the language, content and structure of the Gender Lens Document. The author argues that the document has adopted a pro-active stance and is written in a manner that acknowledges resistance to the changes in policy work it seeks to implement. Phase three (Define Information and Consultation Needs) and Phase Six (Making Recommendations/Decision-Making) of the Gender Lens document are provided as illustration of this point. The key conclusion of the author is that the potential for this strategy has not yet been realised in British Columbia and the political and ideological context is of crucial importance to the success of any strategy. The author urges that more comparative research needs to be undertaken in order to understand the circumstances which support these initiatives.

Teghtsoonian, K *Creating Women's Diverse Interests in Health Policy and Practice: A Comparative Discussion of Gender Analysis*, a paper prepared for Made to Measure Symposium, Maritime Centre for Excellence for Women's Health, Halifax, Nova Scotia, October 3rd 6th, 1999

Country: Canada

Publication Type: Research

Audience: Policy makers and academics

This paper reviews a number of different approaches to mainstreaming gender analysis that have been undertaken in Canada, New Zealand, Australia and western Europe in order to assess what they might contribute to the development of policy, services and research that are responsive to women's health needs. It focuses in particular on efforts to ensure that gender analysis includes systematic attention to the needs and interests of diverse groups of women. The paper recommends a "dual strategy" for pursuing this work. This approach involves an on-going commitment to changing mainstream policy and services in equity-positive directions while at the same time ensuring that adequately resourced programs and institutionalised structures organised specifically around the needs and interests of marginalised groups continue to model and catalyse such change.

The paper identifies ways in which developments can be supported: (1) facilitating genuine and well sourced participation by community-based women in collaborative working relationships with government staff, health care providers and academics; (2) ensuring that the knowledge and skills necessary to work in a diversity-inclusive fashion are routinely made available to existing staff working in governments, health care facilities and educational institutions; and also incorporated systematically into

the education of the staff of the future; and (3) developing accountability mechanisms which are transparent, routine and ensure attention to process and outcome.

University of Edinburgh *Mainstreaming Equal Opportunities*, The Scottish Office, United Kingdom August, 1998

Country: Scotland

Publication Type: Research

Audience: Scottish Parliament

This report has been written for the Consultative Steering Group of the Scottish Parliament and provides an analysis of the work of parliaments in "mainstreaming" equal opportunities. Within this report the questions of parliamentary "mainstreaming" are placed within the wider literature as well as the concerns and lessons learned so far in equalities work in a variety of institutional settings. The report is divided into three sections. The first section includes discussion of mainstreaming as a concept, the perceived prerequisites for "mainstreaming" and provides an overview and assessment of equality structures and policy machinery.

Section Two provides a brief summary of the work of parliaments in mainstreaming equal opportunities, presented in table form. Section Three of the report summarises mainstreaming initiatives at various national, regional and local levels in countries such as Germany, New Zealand, Belgium, Denmark, Netherlands, Belgium and Sweden. The report identifies key conditions for the successful introduction of a mainstreaming strategy. These include political will, specific gender equality policy, gender statistics, comprehensive knowledge of gender relations, knowledge of administration, necessary funds and human resources and participation of women in political and public life. Recommendations on mainstreaming provided in the report include a partnership approach, the need for an equalities standing committee and future research on existing models.