

# Gender Action Plan of the Secretariat of the Basel, Rotterdam and Stockholm conventions (BRS-GAP) for 2016-2017

Updated version

6 September 2016

## 1. Introduction

Mainstreaming from a gender perspective is the process of assessing the implications for women and men of any planned action, such as the introduction of legal and policy measures or programmes, to promote gender equality at work, including in our delivered activities, and to promote gender-neutral procedures and approaches. “Gender mainstreaming” has been defined by the United Nations Economic and Social Council as ‘a strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of the policies and programmes in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated’.<sup>1</sup>

## 2. Mandate

The Basel, Rotterdam and Stockholm conventions, and pertinent decisions of the respective Conventions’ bodies, make reference to gender issues at various points. Gender is relevant in the composition of subsidiary bodies, such as in the appointment of experts to subsidiary bodies of the Rotterdam and Stockholm Conventions.<sup>2</sup> Gender issues related to implementation of the conventions have also been discussed and taken into account by the Conferences of the Parties, particularly the impact of poor management of hazardous chemicals and wastes on vulnerable groups such as women and young children<sup>3</sup>. This is

---

<sup>1</sup> “Equality between women and men (gender equality) refers to the equal rights, responsibilities and opportunities of women and men and girls and boys. Equality does not mean that women and men will become the same but that women’s and men’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Gender equality implies that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men. Gender equality is not a women’s issue but should concern and fully engage men as well as women. Equality between women and men is seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centered development.” (source: [www.un.org/womenwatch/osagi/conceptsanddefinitions.htm](http://www.un.org/womenwatch/osagi/conceptsanddefinitions.htm)).

<sup>2</sup> Article 18, paragraph 6(a), Rotterdam Convention; Article 19 paragraph 6(a) of the Stockholm Convention as elaborated within Annex to the decision SC-1/72

<sup>3</sup> For example, monitoring activities under the Stockholm Convention Global Monitoring Plan included bio monitoring of human milk for persistent organic pollutants:

(<http://chm.pops.int/Implementation/GlobalMonitoringPlan/MonitoringActivities/tabid/181/Default.aspx>); Paragraph 4 of the Bali Declaration on Waste Management for Human Health and Livelihood “We are convinced that full and effective action to implement the Basel Convention will contribute to the achievement of sustainable development, notably internationally agreed development goals, including those contained in the United Nations Millennium Declaration, through waste prevention and minimization, the control of transboundary movements of hazardous wastes and safe and environmentally sound management of waste. In this way, progress can be made in the area of poverty eradication, health, education, gender equality, environmental sustainability and the global partnership for development” <http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop9/bali-declaration/BaliDeclaration.pdf>

reflected in meeting reports<sup>4</sup>, as well as in certain guidance documents<sup>5</sup>, declarations and statements issued by the Parties<sup>6</sup>.

Recognising the need to promote gender equality both within the Secretariat and externally, in line with applicable United Nations and UNEP rules, regulations, and policies as to gender, in July 2012 the Executive Secretary established the BRS Gender Task Team to develop targets and an approach to gender mainstreaming within the BRS Secretariat. The BRS Gender Task Team was also to liaise with the UNEP Gender Task Team established in July 2012 by the Executive Director of UNEP to deal with a range of policy issues and recommend strategic direction for the UNEP Gender Programme.

The importance of gender mainstreaming in the activities and structure of the Secretariat as part of achieving the objective of its long-term sustainability was also included in the Executive Secretary's proposal for the modification of the organization of the Basel Convention Secretariat, the Stockholm Convention Secretariat and the United Nations Environment Programme part of the Rotterdam Convention Secretariat<sup>7</sup>. The Conferences of the Parties, in their resulting omnibus decisions on enhancing cooperation and coordination among the Basel, Rotterdam and Stockholm conventions, took note of the Executive Secretary's intention to include a report on the gender balance of the Secretariat and actions to improve it at all levels. These decisions requested the Executive Secretary to ensure that the reports listed in paragraphs 31 - 32 of those decisions are linked to biennial and annual work plans<sup>8</sup>.

The BRS Gender Task Team was subsequently tasked with developing the BRS Gender Action Plan (BRS-GAP), including a vision, a list of expected short, medium and long-term goals, and monitoring and reporting plans. This was to be a basis for ensuring the accountability of the Executive Secretary in implementing gender equality with respect to the Secretariat's internal operations as well as the programmatic mainstreaming of gender issues in all secretariat-executed activities, projects and programmes. A Drafting Group was established in April 2013 to develop the BRS-GAP which was finalized and adopted by the BRS senior management in December 2013.

At the conferences of the parties to the Basel, Rotterdam and Stockholm conventions in May 2015, the Secretariat provided to the Parties an information [document](#)<sup>9</sup> on mainstreaming of gender within the Secretariat and on programmatic mainstreaming of gender issues in

---

<sup>4</sup> Para. 7, document UNEP/CHW.10/28; para. 261, document UNEP/CHW.12/27; para. 210, document UNEP/FAO/RC/COP.7/21; para. 282, document UNEP/POPS/COP.7/36

<sup>5</sup> "The objective of developing an incident reporting system is to identify incidents of acute human health effects related to pesticide exposure. The system may be designed to identify high risk groups or to better understand the risks for vulnerable groups, e.g. children, pregnant women, landless agricultural workers." Developing a pesticide incident reporting system, SHPF Kit: Guidance on monitoring and reporting pesticide poisoning incidents related to severely hazardous pesticide formulations: <http://www.pic.int/Implementation/SeverelyHazardousPesticideFormulations/SHPFKit/Developingapesticideincidentreportingsystem/tabid/3123/language/en-US/Default.aspx>

<sup>6</sup> For example, Bali Declaration on Waste Management and Human Health (<http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop9/bali-declaration/BaliDeclaration.pdf>); Ministerial statement on partnerships for meeting the global waste challenge (Annex V, document UNEP/CHW.7/33; [http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop7/cop7\\_ministerial\\_dec.pdf](http://www.basel.int/Portals/4/Basel%20Convention/docs/meetings/cop/cop7/cop7_ministerial_dec.pdf))

<sup>7</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/2/Add.2

<sup>8</sup> Document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/4, Annex I, Section VI: Transparency and Accountability

<sup>9</sup> UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54

Secretariat training activities, projects and programmes. The Secretariat highlighted that, in order to mainstream gender in the Secretariat, it has also taking into consideration the approaches followed under other [multilateral environmental agreements](#). In decisions [BC-12/25](#), [RC-7/15](#) and [SC-7/33](#) the Parties requested the Executive Secretary to include a section on the implementation of the gender action plan in the next report on joint and convention-specific activities.

### 3. Vision

*Gender equality is an integral part of the implementation of the Basel, Rotterdam and Stockholm conventions, including the secretariat activities*

BRS-GAP provides the blueprint for actions to promote gender equality within the Secretariat and gender mainstreaming in its programme of work and activities, including those undertaken in partnership with other stakeholders. The ultimate goal is to incorporate gender equality into achieving the common objective of the conventions, namely protecting human health and the environment. It is also hoped that the BRS-GAP would lead to a greater recognition of the links between gender, poverty and hazardous chemicals and wastes.

### 4. Objectives

The BRS-GAP's vision aims to ensure that principles of gender equality are firmly embedded in activities undertaken by the BRS Secretariat. Achieving the vision of the BRS-GAP means pursuing the following actions:

- Developing an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities;
- Developing a baseline on gender-related issues and measuring progress in achieving GAP objectives and implementing activities;
- Ensuring that the Secretariat's programmes and projects are planned and implemented from the gender equality perspective;
- Promoting the consideration of gender issues in hazardous chemicals and wastes management at the national and regional levels; and
- Supporting staff in achieving a sustainable work-life balance.

## **5. Proposed actions**

The proposed actions aim to establish a framework on gender mainstreaming enabling the Secretariat to assess whether its activities impact men and women differently and if so, to suggest actions as to how to rectify this situation.

The updated plan identifies actions to be implemented in the short to medium-term (2016-2017) and ensures that these actions have a catalysing effect which compounds the impacts to be achieved in the long term. It is expected that the actions will contribute to the achievement of the long-term objectives and vision of the BRS-GAP.

It is suggested that the present document is reviewed and updated in 2017 to review the objectives, assess any achievements and to propose new actions as appropriate.

The actions proposed in the BRS-GAP are broken down into the following categories (for details see table below):

### **I. BRS gender mainstreaming activities within the Secretariat**

- A. Baseline of gender-related issues within the Secretariat
- B. Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners
- C. Training and skill development on gender-related issues
- D. Gender equality in human resources management
- E. Secretariat staffing
- F. Promotion of gender equality through the Standard Operating Procedures (SOPs)
- G. Monitoring and reporting on mainstreaming activities within the Secretariat

### **II. Implementing gender mainstreaming activities with partners**

- A. Baseline of gender related issues in projects and programmes
- B. Gender components in the Secretariats' projects and programmes
- C. Awareness-raising and outreach
- D. Capacity-building through pilot projects
- E. Conferences of the Parties and meetings of subsidiary bodies
- F. Cooperation with other partners on gender related activities
- G. Monitoring and reporting on projects and programmes

**Table: Proposed actions**

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
<b>I. BRS gender mainstreaming activities within the Secretariat</b>									
<b>I. A. Baseline of gender-related issues within the Secretariat</b>									
<b>OBJECTIVE</b>	Establish a Secretariat internal baseline on gender issues using both qualitative and quantitative indicators								
<b>Activities</b>	1. Identify the indicators (key issues) to be included in the baseline	- Keys issues that assist in understanding the status quo regarding the gender issues identified	- Indicators are available	Short-term	Information is available on the indicators identified	Gender Task Team	Cost-neutral (staff costs only)	Done	UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54
	2. Compile the Secretariat internal baseline information and develop the report	Statistics are compiled about the status quo on key issues such as: <ul style="list-style-type: none"> <li>o gender equality in the demographics of the Secretariat;</li> <li>o other.</li> </ul>	- Baseline report to be produced	Short-term	Information is available on the indicators identified	Gender Task Team	Cost-neutral (staff costs only)	Done	UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54
<b>I. B. Communication of BRS-GAP and other gender-related information to BRS staff, Parties and partners</b>									

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assump-tions</b>	<b>Responsi-bilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
<b>OBJECTIVE</b>	Ensure that BRS staff, Parties and partners are aware of the BRS-GAP and other relevant gender-related information								
<b>Activities</b>	3. Organize a session to present the updated BRS-GAP to BRS staff	- A session is organized - Discussion amongst staff members took place, including questions and answers	Information session	Short-term		BRS-GAP Drafting Group / EO	Cost-neutral (staff costs only)	<b>High</b>	
	4. Establish a dedicated gender-related section on the BRS website	- Webpage prepared and regularly updated	Website	Short-term		Gender Task Team / IT team	Cost-neutral (staff costs only)	Done	
	5. Participate in the Geneva Gender Champions initiative (GGC)	- Information on the BRS commitment gender parity pledge is available on the web	GGC website	Short-term		BRS Gender Coordinator / GGC focal points	Cost-neutral (staff costs only)	<b>High</b>	Pledge is available on the website, yearly updates to be submitted to the GGC initiative
	6. Compile a library or databank of information on the impacts of poor chemicals and waste management on women	- Library/Database prepared and made available to Secretariat and possibly online	Secretariat records	Medium-term	There is a responsible person to compile and update the database	Gender Task Team (for content) IT team (technical issues)	Staff costs if done in-house, Could be a task for an intern	Ongoing	Gender website and Gender Heroes publication available: <a href="http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx">http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx</a>

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assump-tions	Responsi-bilities	Funding	Priority	Comments
<b>I. C. Training and skill development on gender-related issues</b>									
<b>OBJECTIVE</b>	Develop an understanding amongst and support from BRS staff on the issue of gender equality, particularly in the context of BRS operations and activities								
<b>Activities</b>	7. Organize a training session for BRS staff on gender equality at least once a year	BRS staff is aware of the importance of gender equality in its work and actions that need to be taken to promote gender equality	Secretariat records – number of staff trained	Short to medium term	This could be integrated in other training e.g. the matrix training for BRS staff	EO /HR in cooperation with Gender Task Team	Cost-neutral, if integrated into other training sessions	<b>High,</b> ongoing	Trainings / gender sessions organized on: 17 Dec 2013, 9 Oct 2015, 17 October 2016
<b>OBJECTIVE</b>	Provide staff with the skills, tools and equal opportunity to apply for senior management roles								
<b>Activities</b>	8. Create a mentoring programme for staff in the context of gender equality (e.g. job shadowing for a day, mentoring of lower grade staff by upper grade staff, assignment/training of staff at entry level to take on managerial tasks)	Mentoring programme is established and made accessible to all staff	Secretariat records – number of staff engaged in mentoring programme	Short to medium term	EO has initiated the expression of interest among UNEP offices in MIE	EO (HR)	Cost-neutral (staff costs only)	Ongoing	

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	9. Organize and provide opportunities for training for staff on management skills (e. g. UNEP Women leadership programme)	P2-P5 staff can access and attend management training courses (other than those which are already mandatory)	Statistics on staff training	Medium-term	Should be implemented in line with the recommendations by the Training Task Team	EO	Costs for training depending on the programme	Ongoing	Trainings in Turin attended by BRS GTT staff (Oct 2014, Nov 2015)
	10. Invite female and male role models within the UN system to share their career development experiences (e.g. brown bag lunches)	Brown bag lunches are held regularly with a different guest speaker(s) each time and are well attended	Attendance at brown bag lunches	Medium-term	Could be a BRS activity or co-organized with others, e. g. UNOG Gender Focal Point, GEN for a larger audience (e. g. MIE I & II)  Should be	Gender Task Team	Cost-neutral (staff costs only)	Ongoing	Meetings held on 28 Aug 2015, 9 Oct 2015, 1 September 2016



	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
					implemented in line with the recommendations by the Training Task Team				
	11.Undertake other initiatives for gender-related career development, skill development and cooperation with other organizations (e.g. supporting mobility of staff members to other organizations and/or bringing “visiting” staff from other organizations, e. g. from regional centres)	Number of such secondments and “visiting” staff facilitated; number of men/female staff trained for senior management positions	Secretariat records	Medium to long-term	Should be implemented in line with the recommendations by the Training Task Team	EO (HR) Gender Task Team	Can have cost implications depending on the types of initiatives	Ongoing	Exchange of two staff members with UNECE facilitated; staff visit from BCRC China initiated

**I. D. Gender equality in human resources management**

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assump-tions</b>	<b>Responsi-bilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
<b>OBJECTIVE</b>	Create a working environment which is supportive of the work-life balance of staff								
<b>Activities</b>	12. Introduce the option for telecommuting as an alternative type of working arrangement	Staff members can choose from special working arrangements including flexitime, telecommuting, compressed and normal working hours.	Revised working arrangements form; HR records	Short-term		MT	Cost-neutral (staff costs only)	Done	
	13. Maintain the BRS “Family Room”	BRS family room is re-located following consideration by the Office Space Task Team	Physical existence of the room or plans detailing its re-establishment	Short-term	The Space Task Team will include the “Family Room” in its recommendation	The Space Task Team / MT	Part of the overall cost maintenance	Done	A family room has been created by GEN and is available for use by all staff in MIE I and II.
<b>I. E. Secretariat staffing</b>									
<b>OBJECTIVE</b>	Strive towards gender equality in the staffing of the secretariat								
	14. Using the identified baseline data on gender in the staffing of the Secretariat, monitor the changes in staffing (see also section I (e) and (f) on	Gender equality in the staffing of the Secretariat at all levels	Statistics to be updated on regular basis every two years	Short-term		EO (HR)	Cost-neutral (staff costs only)	Ongoing	Report 2015 available: UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assump-tions</b>	<b>Responsi-bilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	monitoring and reporting								
	15. Evaluate the impact on gender equality and take action as may be necessary	Principles of gender equality applied in the hiring process	Statistics indicating gender balance in hiring / SOPs applied to hiring process	Medium-long term		Managemen t team	Cost-neutral (staff costs only)	Ongoing	
<b>I. F. Promotion of gender equality through the Standard Operating Procedures (SOPs)</b>									
<b>OBJECTIVE</b>	Incorporate incentives and requirements of gender equality in the standard operating procedures (SOPs)								
<b>Activities</b>	16. Include specific text in the invitation and confirmation letters to encourage women to participate in meetings and training activities	Revised templates are available	Secretariat records	Short-term		COB for meetings  TAB for training activities  (as necessary)	Cost-neutral (staff costs only)	Done	applied on regular basis
	17. Include gender question(s) in the evaluation form for training activities	Revised evaluation forms are available	Secretariat records	Short-term		TAB	Cost-neutral (staff costs only)	<b>High</b>	
	18. Include gender	Proposals and reports include a	Secretariat records	Done		Resource	Cost-neutral	Done	Applied on regular

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assump-tions</b>	<b>Responsi-bilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	considerations in funding proposals and reporting to donors	section/sub-section on gender issues				Mobilization Group	(staff costs only)		basis
	19. Invite both men and women to register in consultant rosters	Text on gender equality in the consultancy announcements, with reference to gender-related website section	Secretariat records	Short-term		EO (HR)	Cost-neutral (staff costs only)	Done	Applied on regular basis
	20. Include requirements for gender equality in projects in legal agreements	Standard legal agreements include a clause on the female participation	Secretariat records	Short-term		COB, in cooperation with programme officers	Cost-neutral (staff costs only)	<b>High</b> , not yet started	

**I. G. Monitoring and reporting on mainstreaming activities within the Secretariat**

<b>OBJECTIVE</b>	Measure the progress in achieving GAP objectives and implementing activities within the Secretariat, including by collecting measurable information on gender, relating to both qualitative and quantitative indicators								
<b>Activities</b>	21. Collect information according to the indicators developed for the baseline assessment and evaluate the progress that has been made as a result of the GAP	Statistics are compiled on Secretariat internal gender issues and considered in conjunction with the baseline information compiled in baseline section above	Secretariat report on GAP implementation	Monitoring on annual basis; Medium-long term; next	Baseline information has been compiled; Statistics are	Gender Task Team (overall responsibility) with input from other	Cost-neutral (staff costs only)	Medium /long-term once baseline is developed,	First report in 2015 for COPs available: UNEP/CHW.12/INF/49, UNEP/FAO/RC/COP.7/INF/33, UNEP/POPS/COP.7/INF/54

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
				report for COPs in 2017	available	branches		ongoing	
	22. Include gender-related information in the reporting / evaluation forms and format	Statistics are compiled on gender issues	Compilation of reports to donors, meeting reports, etc.	Medium – long term	Donor reporting formats allow for reporting on such issues	Gender Task Team (overall responsibility) with input from other branches and groups	Cost-neutral (staff costs only)	Done	Applied on regular basis
<b>II. Implementing gender mainstreaming activities with partners</b>									
<b>II. A. Baseline of gender-related issues in projects and programmes</b>									
<b>OBJECTIVE</b>	Establish a baseline on gender issues in projects and programmes with partners using both qualitative and quantitative indicators								
<b>Activities</b>	23. Identify the indicators (key issues) to be included in the baseline	- Keys issues that assist in understanding the status quo regarding the gender issues	- Indicators are available	Short-term	Information is available on the	Gender Task Team, in cooperation with	Voluntary funding needed only)	<b>High</b> , not yet started	Subject to funding available, Explore possibility of engaging

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
		identified			indicators identified	external expertise as appropriate			IUCN
	24. Develop and make available a survey on gender issues e.g. post on website and interested stakeholders could reply	Number of responses / feedback from the stakeholders	<ul style="list-style-type: none"> <li>- Responses to survey from Parties and other stakeholders</li> <li>- Compilation of responses</li> </ul>	Short-term	Some interested Parties respond to survey	Gender Task Team; ASB (for posting on website); Parties	Cost-neutral (staff costs only)	Medium, not yet started	
	25. Compile the baseline information and develop the report	<p>Statistics are compiled about the status quo on key issues such as:</p> <ul style="list-style-type: none"> <li>o gender participation in meetings and workshops;</li> <li>o number of men/women managing projects at national level;</li> <li>o number of men/women in management posts at the national level;</li> <li>o other</li> </ul>	<ul style="list-style-type: none"> <li>- Baseline report to be produced</li> </ul>	Short-term	Information is available on the indicators identified	Gender Task Team to coordinate with inputs from EO, TAB and other branches as appropriate	Cost-neutral (staff costs only), voluntary funding needed if external support is requested (consultancy)	<b>High</b>	Data on activities is available, Compile data and develop report for COPs in 2017, explore possibility of engaging IUCN

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments	
<b>II. B. Gender components in Secretariat's programmes and projects</b>										
<b>OBJECTIVE</b>	Include gender components in Secretariat's programmes and projects									
<b>Activities</b>	26. Determine types of activities to be undertaken that will have the greatest impact on gender issues	Impact assessment study, based on information documented in website/Clearing House Mechanism (CHM), questionnaire and pilot projects	Impact assessment study	Medium-term	Information is available through website/ CHM, questionnaire and pilot projects	Gender Task Team in cooperation with COB, TAB, and SSB	Possible consultancy costs	Medium, not yet started	To be available for COPs in 2017	
	27. Develop a checklist / guidance for staff on gender considerations in meetings and training activities (e.g. making staff more aware of the need to have a gender balance to enable female participants to be actively engaged in meetings and training activities), see also section C on Conferences of the	Checklist / guidance for staff on gender developed	Checklist / guidance on gender considerations	Short – medium term		Gender Task Team in cooperation with COB / TAB	Possible consultancy costs	Done		

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	Parties and meetings of subsidiary bodies								
	28. Include gender in planning and implementation of new and ongoing programmes and projects to support activities that have an impact on gender issues	Gender component in new and ongoing projects included  Proposals and reports include a section/sub-section on gender issues/considerations	Men and women are equally involved in implementation of activities at national level e.g. waste management plans, legal and policy measures (through activities led by the partners and/or Secretariat)  Organizations protecting specific interests of vulnerable groups are included in project steering committees  Programme and project proposals	Medium-long term	Staff have sufficient awareness to include gender in planning and implementation	All branches	Cost-neutral in planning, costs of implementation of programmes and projects	<b>High</b> , gender section is included in project and activity fact sheet templates	All fact sheets for biennium 2018-2019 consider gender issues



	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long- term	Assump- tions	Responsi- bilities	Funding	Priority	Comments
			and reports						
<b>II. C. Awareness-raising and outreach</b>									
<b>OBJECTIVE</b>	Alert vulnerable groups and the general public on hazardous chemicals and wastes issues to improve awareness of health and environmental impacts on such groups of hazardous chemicals and waste exposure								
<b>Activities</b>	29. Identify areas where vulnerable groups and sub-groups, are specifically impacted, e.g. e-waste, DDT, mercury, etc.	Number of areas identified	Secretariat records	Short-term		Gender Task Team	Cost-neutral (staff costs only)	Medium, ongoing	
	30. Prepare news items on gender issues and chemicals/waste exposure for and between Parties and other stakeholders and disseminate them using available electronic tools	News tweeted and information disseminated through BRS CHM, website, regional centres and other partners	Secretariat records on website posting, twitter, facebook entries	Short-term		COB in cooperation with Gender Task Team	Cost-neutral (staff costs only)	Medium, ongoing	Gender website: <a href="http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx">http://synergies.pops.int/Gender/Overview/tabid/3651/language/en-US/Default.aspx</a>
	31. Develop awareness-raising materials on gender issues and chemicals/waste exposure	Brochures, videos, exhibitions or other awareness-raising material produced and circulated to/among vulnerable groups and sub-groups	Secretariat records	Medium-term	Awareness-raising materials which are already planned and budgeted for should	COB, TAB, others	Cost neutral if subsumed into existing materials and activities. If not, then cost implications	Medium, ongoing	Gender Heroes publication available

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assump-tions</b>	<b>Responsi-bilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
					include a component on gender issues				
	32. Raise awareness on gender issues with partners on issues pertinent to the three conventions	<ul style="list-style-type: none"> <li>- Number of presentations that include gender issues made at different events</li> <li>- Frequency of use of materials developed by the Secretariat and in cooperation with partners</li> </ul>	Meeting presentations, reports and other materials	Medium-term	<p>Gender issues are included in BRS secretariat's outputs on the ongoing basis</p> <p>BRS staff have sufficient awareness to be able to raise awareness amongst partners</p>	COB (international cooperation), TAB (workshops, training activities, partnerships and Regional Centres), SSB (POPRC, CRC), others with the guidance of Gender Task Team	Cost-neutral (staff costs only)	Medium, ongoing	
	33. Seek and collect information from IGOs, including IOMC	<ul style="list-style-type: none"> <li>- Collection of success stories / information from, at least, three IGOs, three NGOs, and three</li> </ul>	Information available on the	Medium-term	Effective cooperatio	Gender Task Team	Cost-neutral (staff costs	Medium, ongoing	Global Gender and Environment Outlook,

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	organizations, civil society organizations and Parties about initiatives and success stories related to the gender mainstreaming of hazardous chemicals and wastes management addressed by the three conventions	Parties	website		n with partners whose work is relevant to the subject area and gender issues are possible to illustrate	(coordination) with input from other branches	only) This can be a task for an intern		GEF Gender Guidance, Global Chemicals Outlook, Global Waste Outlook, Regional Waste Outlooks under development

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assump- tions	Responsi- bilities	Funding	Priority	Comments
	34. To develop a publication on gender issues	E-publication is prepared and posted in the dedicated gender-related section on the BRS website	Website/CHM	Medium to long-term	The publication will, among others, collect best practices and success stories on the role of men and women in hazardous chemicals and waste management, with a focus on developing countries and economies in transition.	Gender Task Team for the content, ASB for the preparing a publication	Subject to availability of resources	Done	Gender Heroes publication available
	35. To develop recognition schemes for organizations	Recognition schemes developed	Secretariat records	Long-term	Suitable participant	EO / COB	Possible cost of recognition	<b>High</b> , not yet	34, 36, 40, 41, subject

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
	actively engaged in hazardous chemicals and wastes management for vulnerable groups (also see section on Conferences of the Parties and meetings of subsidiary bodies)				s are nominated		schemes – approximately 500CHF – 1000 CHF p.a. (depends on scheme and number of awards)	started	to availability of funds
	36. To engage “gender champions” or use another recognition scheme among observers and parties (also see section C on Conferences of the Parties and meetings of subsidiary bodies)	Gender champions are appointed or awards of the agreed format and at the agreed intervals are made	Gender champions	Long-term	Suitable participants are nominated	EO / COB		Done	Recognition of Gender Heroes during gender side event at COPs in 2015
<b>II. D. Capacity-building through pilot projects</b>									
<b>OBJECTIVE</b>	Promote the consideration of issues of gender and vulnerable groups in hazardous chemicals and wastes management at the national and regional levels								
<b>Activities</b>	37. Develop and implement pilot projects with gender focus on specific challenges faced by vulnerable groups	- At least one pilot project is implemented  - Materials on hazardous chemicals and wastes for vulnerable groups are	Progress and final reports	Medium-term	Identifying activities planned for 2016-2017 which	TAB in cooperation with COB, SSB with an overall	This activity can be linked to one or more of Programme of	Medium, ongoing	Pilot project with The Gambia under development

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
		<p>adapted for the pilot projects</p> <ul style="list-style-type: none"> <li>- Specific vulnerable groups are aware of hazardous chemicals and wastes or practices that may expose those groups to harmful effects</li> <li>- Measures addressing hazardous chemicals and wastes management take gender issues into considerations at the national level, etc.</li> </ul>			<p>could be used to include specific component (s) re: vulnerable groups</p> <p>Voluntary funds for TA activities are raised</p>	oversight by the Gender Task Team	Work (POW) activities: 14, 15, 16 or 17		

**II. E. Conferences of the Parties and meetings of subsidiary bodies**

<b>OBJECTIVE</b>	Promote gender-balanced participation in meetings of the Conferences of the Parties and subsidiary bodies								
<b>Activities</b>	<p>38.Promote active gender-balanced participation in meetings:</p> <ul style="list-style-type: none"> <li>a. Inform the bureaux, including at their joint meetings, about the BRS approach on gender</li> <li>b. Consider gender balance in selecting co-chairs</li> <li>c. Consider gender balance</li> </ul>	<ul style="list-style-type: none"> <li>- Gender balanced approach taken into consideration by bureaux including at their joint meetings</li> <li>- Greater awareness and acceptance among Secretariat staff and participants of the need for a gender balanced approach, as well as recognition of the role and</li> </ul>	<ul style="list-style-type: none"> <li>- Bureaux decisions, including at their joint meetings, and meeting reports include consideration of gender issues,</li> </ul>	Medium to long term	<ul style="list-style-type: none"> <li>- Appropriately trained / qualified candidates are available</li> </ul>	COB, in collaboration with other branches as appropriate	See 3. below	<b>High, ongoing</b>	To be supported by activity 27

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	<p>in selecting / proposing rapporteurs</p> <p>d. Consider gender balance in proposing speakers, leads for specific tasks, etc.</p>	<p>interests of vulnerable groups in chemicals / waste management</p> <ul style="list-style-type: none"> <li>- Active gender-balanced participation is encouraged by Secretariat and others e.g. proposing gender-balance in co-chairing</li> <li>- Gender balance in allocation of roles in meetings, particularly the co-chairs</li> </ul>	<p>where appropriate</p> <ul style="list-style-type: none"> <li>- Meeting reports of Conferences of the Parties and subsidiary bodies:</li> <li>o Allocation of roles during meetings</li> <li>o Proportion of men/ women selected as co-chairs for meetings</li> </ul>		<p>to ensure gender balance.</p> <p>-Quality of service delivered during the COPs should be maintained and actions only occur if appropriate i.e. based on the knowledge of those on the podium and the subject being</p>				

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
					discussed				
	39. Provide training for men/women on chairing meetings	<ul style="list-style-type: none"> <li>- Training sessions on chairing meetings are organized</li> <li>- Equally trained women and men to chair meetings and greater acceptance of women in such roles</li> <li>- Improved gender balance on the podium.</li> </ul>	<ul style="list-style-type: none"> <li>- Number of men/women participating in training activities</li> <li>- Number of men/women chairing meetings (meeting reports)</li> </ul>	<ul style="list-style-type: none"> <li>- Short-term for the pilot training</li> <li>- Medium to long term for gender balance on the podium</li> </ul>	This activity could be a part of broader training for male and female participants.	EO (training) in collaboration with COB (in relation to meetings)	Funding for the pilot training is available.  Cost implications to organise gender equality training sessions – costs will vary according to number of persons trained and duration of training. Also could be linked to introductory sessions of subsidiary bodies	<b>High,</b> ongoing	Completed for 2014 and 2015, under preparation for 2017



	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	40. Develop recognition schemes to be presented at COPs for those actively engaged in hazardous chemicals and wastes management for vulnerable groups (e. g. “gender champions” among observers / Parties, gender awards for Parties ensuring gender balance related to meetings)	<ul style="list-style-type: none"> <li>- Number of incentives created for nominating participants at meetings using a gender-balanced approach</li> <li>- Number of men and women nominated to participate and participating in meetings</li> <li>- Greater awareness and acceptance of the need for a gender balanced approach, as well as recognition of the role and interests in chemicals / waste management by different groups of society</li> <li>- Awards given to organizations / Parties in relation to their work with vulnerable groups and gender balance</li> <li>- Number of men/women working on chemicals and waste issues at national level</li> </ul>	<ul style="list-style-type: none"> <li>- Percentage of COP/subsidiary body representative nominations that are men/women</li> <li>- Recognition schemes/awards presented at COPs in 2015</li> <li>- Number of initiatives during the meetings on gender issues e.g. side events, round tables, documents</li> <li>- Percentage of designated country contacts that are men / women, where possible to determine</li> </ul>	Long-term	Suitable participants are nominated	EO / COB	Possible cost of recognition schemes – approximately 500CHF – 1000 CHF p.a. (depends on scheme and number of awards)	<b>High,</b> ongoing	<p>GEN Inspirational Women for the Environment launched in March 2016</p> <p>See also activities 34, 35, 36, and 41</p>

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
	41. Invite / encourage organizations (IGOs or/and NGOs) to present gender-related issues of hazardous chemicals and wastes management at the COPs (e.g. in side-event, thematic round table, INF document, etc.)	<ul style="list-style-type: none"> <li>- Number of side-events and other events organized at the COPs</li> <li>- Level of visibility of gender issues at the COPs</li> <li>- Number of INF documents that include gender issues</li> </ul>	<ul style="list-style-type: none"> <li>- Meeting reports and documents</li> <li>- List of side events</li> </ul>	Medium-long term	Organizations have gender-related issues of hazardous chemicals and waste management to present	COB (In relation to meetings)  ASB (liaison with NGOs)	Cost-neutral	<b>High,</b> ongoing	Gender side event at COPs in 2015, planned for COPs in 2017  See also activities 34, 35, and 36 and 40
	42. Include gender focus in appropriate decisions at next meetings of COPs	<ul style="list-style-type: none"> <li>- Number of decisions taking into consideration gender issues related to chemicals and waste management, where appropriate</li> </ul>	Decision texts and meeting reports	Medium-term		All branches	Links with training for staff in gender equality issues	<b>High,</b> ongoing	Decisions <a href="#">BC-12/25</a> , <a href="#">RC-7/15</a> and <a href="#">SC-7/33</a> ; decisions for COPs in 2017 to be developed
<b>II. F. Cooperation with other partners on gender-related activities</b>									
<b>OBJECTIVE</b>	Cooperate with IGOs and NGOs to support the integration of gender-related activities into their programmes as they relate to hazardous chemicals and wastes management								
<b>Activities</b>	43. Identify organizations, including IGOs and NGOs, that are involved in activities related to BRS and gender issues	Information is documented on the website/CHM	Website/CHM	Short-term	Done in connection with information collection under	Gender Task Team in cooperation with COB/IT team	Cost neutral (Staff time only)	Medium, ongoing	

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Means of verification</b>	<b>Short/ Medium / Long-term</b>	<b>Assumptions</b>	<b>Responsibilities</b>	<b>Funding</b>	<b>Priority</b>	<b>Comments</b>
					"Awareness raising"				
	44. Develop a partnership programme to promote BRS/gender issues that links vulnerable groups in developed and developing countries (in public and private sector)	Up to six people (three from developed and three from developing countries) meet at least once to exchange experiences and develop concepts in the margins of existing meetings and training activities or online	Report of meeting(s)	Short-medium term	Sufficient travel funds can be raised  Meeting could be held electronically or in the margins of other meetings/workshops under the programme of work	TAB	Travel funds: additional days' DSA  Staff time	Medium, ongoing	To be linked with gender pilot projects, see activity 37.
	45. Support incorporation of BRS issues in development agenda of NGOs representing interests of vulnerable groups	Up to three NGOs have included or expanded upon chemicals and waste management issues in their work programmes or development agendas	Development agenda of NGOs	Ongoing	NGOs that have an interest in the chemicals and waste	COB/TAB	Staff travel  Staff time	Medium	

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assump- tions	Responsi- bilities	Funding	Priority	Comments
					agenda and its impact on vulnerable groups can be identified				
	46. Develop BRS/gender-related activities with other IGOs and cooperate with IGOs in gender task teams	Up to three activities developed with IGOs, BRS participates in up to two IGO gender task teams	Secretariat activities and reports, IGO gender task team reports	Medium-long term	IGOs that have an interest in the chemicals and waste agenda and its impact on vulnerable groups are interested in partnering to develop activities with BRS	COB/TAB, Gender Task Team	Depends on activity(ies) developed  Staff travel  Staff time	Medium, ongoing	Activities: WHO Gender and e-waste, GEF Gender Guidance, GGEO, GCO, GWO (see also activity 37.);  GEF Inter-Agency Working Group on Gender, UNEP Gender Network

	Intervention logic	Objectively verifiable indicators of achievement	Means of verification	Short/ Medium / Long-term	Assumptions	Responsibilities	Funding	Priority	Comments
<b>II. G. Monitoring and reporting on projects and programmes</b>									
<b>OBJECTIVE</b>	Measure the progress in achieving GAP objectives and implementing gender related activities in projects and programmes, including by collecting measurable information on gender, relating to both qualitative and quantitative indicators								
<b>Activities</b>	47. Collect information according to the indicators developed for the baseline assessment and evaluate the progress has been made as a result of the GAP (including staffing as mentioned in section III (b))	Statistics are compiled on gender issues and considered in conjunction with the baseline information compiled in baseline section above	Secretariat report on GAP implementation	Monitoring on annual basis; Medium-long term; next report for COPs in 2017	Baseline information has been compiled  Some statistics are available	Gender Task Team (overall responsibility) with input from other branches	Cost-neutral (staff costs only)	Medium, ongoing	Report for COPs in 2015 available on BRS Gender website
	48. Include gender-related information in the reporting / evaluation forms and format	Statistics are compiled on gender issues	Compilation of reports to donors, meeting reports, etc.	Medium – long term	Donor reporting formats allow for reporting on such issues	Gender Task Team (overall responsibility) with input from all branches	Cost-neutral (staff costs only)	Medium, ongoing	See also activity 22.