

**OPM No 15/2012 - GENDER MAINSTREAMING IN PRACTICE****OPM Circular No. 15/2012**

OFFICE OF THE PRIME MINISTER

**Auberge de Castille**

Valletta VLT 2000

30 April 2012

Permanent Secretaries

Directors General

Directors

Assistant Directors

Heads of Public Sector Entities

**GENDER MAINSTREAMING IN PRACTICE**

Gender mainstreaming is defined as the process of assessing the implications for women and men of any planned action and integrating them within the dimension of the design, implementation, monitoring and evaluation of the policies and programmes in all political, economic and societal spheres. Gender mainstreaming will enhance the ability of employers to make the best use of human resources and improve productivity and competitiveness whilst giving employees the opportunity to benefit equally in society. In practice, this requires a pro-active approach, the need to identify those areas where any degree of inequality could potentially arise, assess the underlying causes for such inequalities, and take the necessary steps to bring about change.

It needs to be emphasised that the promotion of gender equality and the implementation of gender mainstreaming are not solely the responsibility of Gender Equality Committee Members but of every ministry, department and entity within the Public Administration, as well as all employees involved in the formulation, implementation, monitoring and evaluation of policies. In this sense, gender equality and the implementation of gender mainstreaming should constitute important components of any policy-making, law-making and project/programme creation process.

Government departments and public sector organizations should note that:

- the implementation of gender equality policies and gender mainstreaming must be re-asserted as a key objective in the performance reviews of Permanent Secretaries, Directors General, CEOs and Managers, Directors, Assistant Directors, Heads of Sections/Units, and the members of the Gender Equality Committees; and

- for the purpose of assessing and monitoring the implementation of gender mainstreaming in the Public Administration, each department/entity is required to prepare a brief report on the measures taken and the progress achieved in the sphere of gender equality and mainstreaming. This report should be forwarded to the NCPE on an annual basis. Subsequently, a short reference to the work carried out in this regard is to be included in each department's contribution towards the Annual Report on Government Departments.

Should any assistance concerning the implementation of gender equality and mainstreaming be required, the National Commission for the Promotion of Equality may be contacted on telephone no. 25903850 or by email: [equality@gov.mt](mailto:equality@gov.mt)

Dr Godwin Grima

Principal Permanent Secretary

To view the Gender Mainstream Reporting Template please click [here](#).

## Reporting Template attached to OPM Circular 15/2012

Please answer the questions below to the best of your ability for the period January to December. Reports must reach NCPE by no later than the end of second week of April for each calendar year.

1. Identify any key milestones that have been tackled /explored / achieved by your organisation / ministry / department / agency / commission etc. (500 words)

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2. Do you have any good examples of work carried out at your organisation / ministry / department / agency / commission that reached better quality through the use of gender-disaggregated statistics and /or a gender analysis? (500 words)

*This section is not intended to include information with regards to the ratio of males versus females working in your organisation / ministry / department / agency / commission etc or information pertaining to family friendly measures.*

3. Please identify what tools are being implemented on a day to day basis to implement gender mainstreaming.

|                                                                                                                         |                          |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------|
| • Gender Mainstreaming in Employment Public Sector - A toolkit - The Gender Aspect from a legal Perspective (NCPE 2008) | <input type="checkbox"/> |
| • Step-by-Step Guide for Gender Impact Assessment (NCPE 2012)                                                           | <input type="checkbox"/> |
| • Checklist for Gender Mainstreaming on Government Action (NCPE 2012)                                                   | <input type="checkbox"/> |
| • Factsheet on Gender Mainstreaming (NCPE 2012)                                                                         | <input type="checkbox"/> |
| • Other (Please specify)                                                                                                | <input type="checkbox"/> |

- 3.1. Please explain how you use any of the tools mentioned above.

- 3.1.1. If you do not use the tools, please explain why?

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3.2. Are all statistics that you use always gender-disaggregated?

3.2.1. If not - why?

4. Do all public employees at your organisation / ministry / department / agency / commission understand how to use gender-disaggregated statistics and gender analyses in order to reach a better result in their day-to-day mission? (500 words)

5. Are all the statistics that are produced at your organisation / ministry / department / agency / commission gender-disaggregated?

5.1. If not - why?

5.2. If yes - please indicate what such data is available.

5.3. Do you need help in order to reach this goal?

(500 words)

6. Please provide the results of the SWOT analysis which your entity has carried out to examine the difficulties encountered by the organisation/ ministry/ department/ agency/ commission etc in the implementation of gender mainstreaming? (500 words)

7. Does your organisation / ministry / department / agency / commission etc have an action plan for ensuring that gender mainstreaming is included in work processes? (500 words)

8. Have you identified how many public employees in your organisation / ministry / department / agency / commission would need more training on how to produce a gender mainstreamed analysis? Please specify. (200 words)

9. In the next year, do you plan to work towards the implementation of a gender impact assessment in the areas listed below?

|                                |                          |
|--------------------------------|--------------------------|
| • Revising Policy              | <input type="checkbox"/> |
| • Drafting Policy              | <input type="checkbox"/> |
| • Training                     | <input type="checkbox"/> |
| • Gathering of Information     | <input type="checkbox"/> |
| • Dissemination of Information | <input type="checkbox"/> |
| • Other (Please specify)       | <input type="checkbox"/> |

9.1 Please name the respective policy/ies applicable as per intended work. (200 words)

***Gender mainstreaming is a strategy and should be a strategy used with special tools whenever and whatever you do at work as a public employee - and of course on every item that you, as a public employee, are responsible for.***

