



INTERNATIONAL TRAINING CENTRE OF THE ILO
CENTRE INTERNATIONAL DE FORMATION DE L'OIT

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Gender equality and mainstreaming
at the International Training Centre of the ILO

1. This circular spells out the Centre's policy on gender equality and mainstreaming. It aims at translating the guidelines set by the Announcement no 564 of the ILO Director General into concrete measures, adapted to the Centre needs and operational structure, as an additional step towards implementing gender equality and equity throughout the Organization as a whole. As an Organization dedicated to fundamental human rights and social justice, the ILO is determined to take a leading role in international efforts to promote and realise gender equality. Following the adoption in 1995 of the Platform for Action by the Beijing Fourth World Conference on Women, the ILO strengthened its efforts to institutionalize gender concerns at all levels, at headquarters and in the field. In line with the ILO, the Centre intends to intensify these efforts and translate this firm political commitment into its policies and programmes. Staffing, substance and structure are the three fronts chosen by the ILO for mutually reinforcing actions to successfully achieve gender equality mainstreaming.
2. With a view to harmonising its approaches and procedures with the initiatives already taken by the Office, the Centre will apply the same principles, in accordance with its Rules and Regulations and its mode of functioning.

In terms of staffing:

3. Every endeavour should be made in order to promote and achieve gender balance. A target of 50 per cent of Professional posts to be filled by women shall be reached by 2010, with particular care given to improved gender balance in senior posts. Career development opportunities for General Service staff will be expanded and specific measures will be taken to create a family-friendly and enabling working environment for all staff, both men and women.

In terms of substance:

4. Gender inequalities are best dealt with through integrated approaches. In this context the Training Department has been realigned to the four ILO strategic objectives and gender equality has been identified as a theme cutting across the Technical and Regional Programmes. The Centre must now work to ensure that the commitment to gender equality is internalised and reflected in all its activities and support services.
5. Using a gender lens, productive, reproductive, family, community and constituency-based roles can be properly analysed and strategic gender needs identified. Furthermore, equal representation and participation of women and men in decision-making are also fundamental for addressing social and economic issues in an integrated way. They should be recognised as such for the Centre to deliver training activities operating effectively in specific contexts.
6. Gender analysis will be undertaken systematically in the Centre's activities and action will be taken, including gender-specific interventions, to promote gender equality. This will require a change in attitudes and working habits; it also requires co-operation and teamwork as well as the development of officials' competence in conducting gender analysis. Appropriate staff training/learning initiatives shall be put in place to this effect.

7. These steps are expected to result in the creation of new analytical frameworks, the enrichment of the Centre's knowledge base on gender issues and the provision by the Centre of enhanced related products and services. They should lead as well to the development of indicators and other tools to support gender mainstreaming. The use of gender-sensitive data will be critical for the provision of advisory services and training and for the development of training materials.

In terms of structure:

8. Institutional arrangements for effective gender mainstreaming will be strengthened Centre-wide. Existing mechanisms for programming, implementation, monitoring and evaluation will be reviewed; gender issues integrated more effectively where necessary and new mechanisms established as appropriate. It will also be necessary to establish an accountability framework for gender equality.
9. Since January 2000, a Gender Co-ordination Unit, leading a network of Gender Focal Points, is covering the functions of the former "Women's Empowerment and Gender Equality Programme". The Unit works in close relation with the ILO Gender Bureau. It provides support for mainstreaming gender equality and ensures the enhanced complementarity and coherence of our programmes and activities in respect of gender equality.
10. To make this policy operational, an action plan will be required, on the basis of a participatory and consultative process involving Gender Focal Points and staff at different levels.
11. The implementation of this gender equality and mainstreaming policy requires the unfailing commitment, participation and contribution of each staff member. The responsibility and accountability for its successful implementation rests with the senior managers. Gender focal points will have a special role to play as catalysts, as well as main actors. The Staff Union Committee will be kept fully informed and consulted in this process.
12. The Centre's commitment to gender equality will be reflected in its human resources strategy and policies including recruitment, staff development and budgeting. The Board of the Centre and our constituents will be kept fully informed of progress made in the implementation of this policy.
13. I count upon the full support and sustained efforts of all staff members in carrying out this policy.

François Trémeaud