



**Basel Convention on the Control of  
Transboundary Movements of  
Hazardous Wastes and their  
Disposal**

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**Rotterdam Convention on the Prior  
Informed Consent Procedure for  
Certain Hazardous Chemicals and  
Pesticides in International Trade**



**Stockholm Convention on  
Persistent Organic Pollutants**

**Conferences of the parties to  
the Basel, Rotterdam and Stockholm conventions  
Second simultaneous extraordinary meetings**  
Geneva, 28 April–10 May 2013  
Item 4 (b) of the provisional agenda\*

**Enhancing cooperation and coordination among  
the Basel, Rotterdam and Stockholm conventions:  
Proposal for the organization of the secretariats  
of the Basel, Rotterdam and Stockholm conventions**

## **Mainstreaming gender in the Secretariat<sup>1</sup>**

### **Note by the secretariat**

#### **I. Background**

1. In July 2012, the Executive Director of the United Nations Environment Programme (UNEP) established a gender task team composed of staff members representing divisions, regional offices and secretariats of multilateral environmental agreements to address a range of policy issues and recommend a strategic direction for UNEP. A representative of the Secretariat of the Basel, Rotterdam and Stockholm Conventions is a member of this gender task team. The establishment of the gender task team reinvigorates the commitment of the UNEP to gender equality and the empowerment of women. It also aligns the actions taken by UNEP on this matter with the United Nations System-wide Action Plan on Gender Equality and the Empowerment of Women. The System-wide Action Plan was adopted in April 2012 by the High-level Committee on Programmes chaired by the Executive Director of UNEP.

2. The Executive Secretary, in document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/INF/7 on the Executive Secretary's proposal for the organization of the secretariats of the three conventions as of 22 December 2011, underlined the importance of gender mainstreaming in the activities and structure of the Secretariat as part of achieving the objective of its long-term sustainability.

3. The existing and planned gender-related activities of the Secretariat are described in paragraphs 4 to 12 below.

\* UNEP/FAO/CHW/RC/POPS/EXCOPS.2/1.

<sup>1</sup> The present note describes practices of mainstreaming gender for the UNEP-administered part of the Secretariat in Geneva.

## II. Existing and planned gender-related activities

4. The Secretariat has introduced a number of measures to mainstream gender into the activities and policies of the secretariat related to the recruitment of staff, the programmatic mainstreaming of gender issues in the secretariat's training activities, projects and programmes, and working conditions.

### A. Recruitment of staff

5. Gender statistics are contained in the Executive Secretary's proposal as a baseline for defining the secretariat's gender objectives and timelines for achieving them. These statistics are compiled on an annual basis.

6. The goal is to achieve 50 per cent gender balance at all levels. To measure progress toward reaching the goal, the secretariat will monitor the percentage of women and men recruited, promoted, separated or retired. In addition, secretariat staff will be surveyed every two years to determine if gender-related arrangements implemented in the Secretariat are effective and meet their objectives.

7. Staffing tables are scrutinized from a gender perspective. During all recruitment processes, at least one out of three panel members is a woman. The gender ratio in the secretariat staff as at November 2012 is as follows: total staff 56 per cent female and 44 per cent male; P-staff 55 per cent female and 45 per cent male; G-staff 61 per cent female and 39 per cent male. The figures are outlined in detail in annex D of the annex to document UNEP/FAO/CHW/RC/POPS/EXCOPS.2/INF/7.

### B. Programmatic mainstreaming of gender issues in secretariat training activities, projects and programmes

8. A gender task team has been established to advise the Executive Secretary on addressing gender issues in the secretariat. A gender coordinator is appointed for one year at a time to lead the gender task team and to act as the secretariat gender focal point to UNEP. Terms of reference for the gender task team and the gender coordinator as well as a gender action plan are being developed for approval by the Executive Secretary.

9. The gender action plan will include a vision, a list of expected short-term, medium-term and long-term goals, and monitoring and reporting plans as the basis for holding the Executive Secretary accountable for implementing gender equality in the Secretariat recruiting and working conditions as well as the programmatic mainstreaming of gender issues in all secretariat activities, projects and programmes.

10. The Secretariat keeps track of gender distribution of participants in all training activities organized by the Secretariat. The percentage of women and men attending webinars and training activities under the three conventions, as described in the annex to the present note, are considered, among others, as indicators for monitoring the achievement of gender balance in secretariat activities.

11. Standard operating procedures and gender mainstreaming material for activities, projects and programmes will be developed as needed to guide the secretariat's actions towards gender equality. This includes training for staff on gender issues related to workplan implementation as well as planning and organizing workshops, projects and programmes. Performance indicators for gender responsiveness, accountability and integration into staff performance documents will be developed and monitored regularly as required.

### C. Working conditions

12. Adequate backup arrangements are put in place when a staff member takes parental leave or part-time work. Flexible working hours have been introduced, including staggered work arrangements and the possibility of a compressed work schedule.

13. The secretariat has a dedicated "family room" to support staff in maintaining a work/family balance.

**Annex****Gender distribution of participants that attended training activities organized by the Secretariat during 2011 and 2012**

Activity	Number of participants 2011		Number of participants 2012		Total
	Female participants	Male participants	Female participants	Male participants	
1. Global, regional and national face-to-face training activities:					
Overall number of participants who attended global, regional and national face-to-face training activities under the three conventions	857		903		<b>1760</b>
Gender distribution of participants who attended global, regional and national face-to-face training activities under the three conventions	Female participants	Male participants	Female participants	Male participants	
	37%	63%	33%	67%	
2. Webinars and online training activities:					
Overall number of participants who attended webinars and online training activities under the three conventions	464		369		<b>833</b>
Gender distribution of participants who attended webinars and online training activities under the three conventions	Female participants	Male participants	Female participants	Male participants	
	47%*	53%*	48%	52%	

\* Estimated number