

Gender Mainstreaming Checklist
for Legislation, Public Policies and Programmes

Gender mainstreaming is a global strategy advocated by the United Nations to achieve gender equality. It seeks to ensure that women¹ and men have equitable access to, and benefit from, society's resources and opportunities. Given that women's needs have not been fully addressed and sometimes they are put in a disadvantaged position in many aspects, specific efforts will be required to rectify the disadvantaged position of women.

This Checklist is intended to be completed by officers responsible for this legislation/public policy/programme in consultation with the frontline staff as appropriate. Please note that this Checklist is a simplified analytical tool and questions set out herein are made simple and short as far as practicable. Should there be any constraints, restrictions, difficulties or considerations which you think cannot be fully reflected in this Checklist, please feel free to list them out on a separate sheet.

GENERAL INFORMATION

Title of the legislation/public policy/programme*:

Objective and main content of this legislation/public policy/programme*:

Groups/persons likely to be affected:

Please indicate at what stage this legislation/public policy/programme* is in the policy-making cycle:

- Design
- Implementation
- Monitoring
- Evaluation/Review*

*** Please delete as appropriate**

¹ Unless stated otherwise, "women" used throughout the Checklist refers to both women and girls.

Officer-in-charge: _____(Name)

_____ (Post Title)

_____ (Bureau/Dept)

_____ (Tel No) _____ (Fax No)

I. DESIGN

Y/N/NA

Compilation and analysis of gender information

1. Have sex-disaggregated data been collected and considered regarding those likely to be affected?
2. Do the data show gender differences or correlations with the following variables:
- age
 - disabilities
 - education
 - employment status
 - ethnic origin
 - family role
 - income group
 - residence status
 - others (please specify: _____)
3. Please provide a summary of such data on the above.
- _____
- _____
- _____

Consultation

4. Has any of the following been consulted about the gender impact of this legislation/public policy/programme*:
- (a) Gender specialists (e.g. Women’s Commission, gender research centres, individual gender experts)
 - (b) Relevant government bureau or departments (e.g. Team 2/Division 1 of LWB)
 - (c) Relevant statutory bodies
 - (d) Non-governmental organisations
 - (e) Women’s associations
 - (f) Women likely to be affected positively/negatively* by this legislation/public policy/programme

*** Please delete as appropriate**

(g) Others (please specify: _____)

5. Please provide names of those consulted and a summary of their views:

Considering specific needs of both genders

6. Have specific needs of women and men been identified, considered and integrated in designing this legislation/public policy/programme?

7. Does this legislation/public policy/programme require any specific reference to women or men?

Resources

8. Have resources been allocated to address the identified needs of women, if any?

Considering impact on women

9. Will women or any sub-groups of women be affected differently from men by this legislation/public policy/programme?

If yes, in a positive (P) or negative (N) way?

P / N*

10. Will this legislation/public policy/programme, in any way (directly and indirectly, in the short, medium and long-term), promote the elimination of discrimination of women by:

(a) improving upon any previous legislation/public policy/programme that was discriminatory or disadvantageous to women;

(b) establishing legal and other protection of the rights of women;

(c) strengthening women's decision-making role;

(d) increasing women's access to and control of resources; or

(e) contributing towards empowerment of women?

(f) any other way, e.g. _____

If yes, please elaborate:

11. Will there be any restrictions or limitations, even of a temporary nature, imposed on women (or sub-groups of women) by this legislation / public policy / programme?
If yes, please elaborate:

II. IMPLEMENTATION

Y/N/NA

Public education and promotion

12. Through what means is this legislation/public policy/programme promoted?

(a) printed materials

(b) mass media

(c) exhibition

(d) talk / seminar / workshop

(e) others (please specify:_____)

13. Has the promotional content been presented in a gender-sensitive manner?

14. Is the medium of promotion (e.g. venues, channels or time slots) effective in reaching the target group?

Gender-sensitive language

15. Is gender sensitive language used throughout the legislation/public policy/programme/press releases or any other related official document?

Impact on women

16. Have women or any sub-groups of women been affected differently from men during the implementation process, e.g. eligibility, level of benefits, accessibility, or availability of support facilities? If yes, please elaborate:

17. Have there been any special measures to address women's needs during the implementation process? If yes, please elaborate:

III. MONITORING

Y/N/NA

Compilation and analysis of gender information

18. Have sex-disaggregated data and indicators (qualitative or quantitative) been collected or compiled to monitor the process and outcome of this legislation/public policy/programme?

Inclusion of gender issues

19. Have gender perspectives and concerns been included in the monitoring mechanism?
If yes, please elaborate:

IV. EVALUATION AND REVIEW

Y/N/NA

20. When, and how, was the evaluation of the design, implementation and outcome of this legislation/public policy/programme conducted?

Gender analysis of the impact on women

21. Have sex-disaggregated data and indicators (qualitative or quantitative) been analysed in the evaluation process?

22. Does the analysis show gender differences or correlations with the following variables:

- age
- disabilities
- education
- employment status
- ethnic origin
- family role
- income group
- residence status
- others (please specify: _____)

If yes, please elaborate:

23. Has any of the following been consulted during external evaluation (if applicable):

- (a) Gender specialists (e.g. Women’s Commission, gender research centres, individual gender experts)
- (b) Relevant government bureau or departments (e.g. Team 2/Division 1 of LWB)
- (c) Relevant statutory bodies
- (d) Non-governmental organisations

- (e) Women’s associations
- (f) Women being positively or negatively* affected
- (g) Others (please specify: _____)

24. Please provide details of the consultees and a summary of their views:

25. Has this legislation/public policy/programme, in any way (directly and indirectly, in the short, medium or long-term), resulted in:

- (a) improving upon any previous legislation/public policy/programme that was discriminatory or disadvantageous to women;
- (b) establishing legal and other protection of the rights of women;
- (c) strengthening women’s decision-making role;
- (d) increasing women’s access to and control of resources; or
- (e) contributing towards empowerment of women?
- (f) any other way, e.g. _____

If yes, please elaborate:

26. Have there been any restrictions or limitations imposed on women or sub-groups of women? If yes, please elaborate:

27. Have staff who are responsible for reviewing the evaluation reports ensured that gender-related omissions and successes in this legislation/public policy/programme and other related ones are properly reflected?

Future planning

28. Have the evaluation findings been used to enhance gender-sensitivity in future planning, implementation and monitoring processes of this legislation/public policy/programme and other related ones?

V. GENERAL

Y/N/NA

Staff sensitivity and capacity building

29. Is there a designated person or team responsible for monitoring this legislation/public policy/programme from the gender angle? If yes, please provide his/her details:

Name : _____
Post title : _____
Contact no. : _____

30. Have relevant staff responsible for the following stages of work been briefed or given training on gender issues? If so, please specify:

Design _____
Implementation _____
Monitoring _____
Evaluation _____

31. Has gender sensitivity been included as one of the attributes in the staff appraisal, other feedback system or customer feedback?

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