

UN ASSOCIATION OF GEORGIA GENDER POLICY

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Gender Policy Manual

Preamble

UNAG History

The United Nations Association of Georgia (UNAG) is a non-governmental organization that has worked since December 25, 1995 to promote the principles of human rights and democratic governance and to provide Georgian society with the necessary skills for successful integration into the international community. UNAG has been a member of the World Federation of United Nations Associations (WFUNA) since 1996.

Mission

UNAG aims to advance the development of democracy and civil society in Georgia and the South Caucasus. It works to enhance civil participation in decision-making on national and international levels. UNAG is committed to delivering cutting-edge expertise and professional consultation to its stakeholders and beneficiaries.

Structure

1. UNAG head office is based in Tbilisi and its field offices in Gori, Batumi and Kutaisi.
2. UNAG work in four main program areas:
 - a) Democracy and Governance,
 - b) Youth and Education,
 - c) Refugees and Migration,
 - d) Information and Analysis.
3. Teams in each program enjoy significant autonomy in project development, relevant external relations, and day-to-day operations. Finance Office oversees financial management, accounting and reporting, Administrative Office is in charge of logistics and procurement, Human Resources Office (HR) is responsible for maintenance of personnel files and staff evaluation.
4. The Executive Director (ED) is the chief of operations and planning, responsible for day-to-day management in coordination with the heads of programs.
5. UNAG is governed by the Board of Directors, which approves strategy.

Article 1. Background of the Manual

1. This harmonized policy represents the major step of UN Association of Georgia to take a cohesive and coordinated approach to gender. The policy defines UNAG's explicit commitments to support gender equality and the principles and can be tailored to maintain and complement diversity of UNAG work and personnel, whilst supporting common strategies and standards of action and accountability.
2. As part of UN Association of Georgia's mission statement and programming principles, UNAG commits to address discrimination in all its forms [ref. Article 3 and 27 of UNAG Personnel and Administration Manual/Code of Conduct].

3. UNAG recognizes that power relations between men and women are unequal, and that such inequalities should be addressed. As such, UNAG must approach its work in a gender sensitive way.
4. While there has been emphasis by UNAG on promoting gender equality in all aspects of its work, evaluations point to clear gaps in promoting gender equality. Internally, within UN Association of Georgia, many individual UNAG project proposals, evaluations and reviews point to the importance of gender analysis and interventions to promote gender equality. In the external environment that UNAG operates in, there are a variety of international norms and standards that guide UNAG to fully embrace gender equality and the empowerment of women in all areas of work.
5. International humanitarian, human rights, and refugee law share a common goal in aiming to prevent and relieve suffering, and to protect and promote the rights and freedoms of women and men. As such, they complement and reinforce each other, thus providing a comprehensive framework to ensure equal rights of women and men. International commitments upholding the human rights of women and detailed thematic implementation strategies have been ratified and signed by the government of Georgia. These include the United Nations Charter and the Universal Declaration of Human Rights, the Beijing Platform for Action, the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW), the Convention on the Rights of the Child (CRC), the commitments laid out in the Millennium Development Goals, the Declaration on the Elimination of Violence Against Women, the United Nations Security Council Resolution 1325 and 1820 and the Agenda 21.

Article 2. Purpose of the Manual

1. Gender Policy defines UNAG's explicit commitments to support gender equality and the principles expressed in international agreements that Georgia is party of. The accompanying implementation guideline sets out mechanisms and minimum common standards for all UNAG personnel. This policy statement therefore strives to make our collective programming efforts more effective, and thereby, sets the stage for increased accountability.
2. Gender Policy Manual (hereinafter "Manual") is the integral part of contract between employees and United Nations Association of Georgia (hereinafter "UNAG" or "organization"). Its provisions apply on every employee (also field offices), including interns.
3. Through this Policy, UNAG commits itself to ensure that gender equality is fully incorporated in all UNAG work both as an end in itself as well as a means to execute its mission and goals.
4. The purposes of the Manual are as follows:
 - a) Create a transparent and consistent message on UNAG's commitment to gender equality at national and international levels and facilitate working relationships with national government and other international organizations
 - b) Reduce the problem of mixed messages on the gender and development philosophy, objectives and requirements
 - c) Facilitate more coordinated action by UNAG, its partners and counterparts on national and regional levels
 - d) Streamline UNAG programming considerations in relation to gender

- e) Facilitate common accountability mechanisms for UNAG Headquarters and branch offices, such as common ‘meet or exceed’ minimum standards
- f) Provide credibility in engaging with partners and allies on gender at both programming and Advocacy

Article 3. Scope of the Manual

1. This policy describes specific commitments, implementation mechanisms and common standards for UNAG to ensure gender equality is fully incorporated in its work. It calls on UNAG to work in a collaborative way towards the goal of gender equality in all aspects of our work, as well as urges individual employees to strengthen their own actions to ensure the human rights of women and men are equally promoted and protected within and outside their workplace.

Article 4. UNAG Gender Policy Commitments

1. Through this policy UNAG seeks to promote equal realization of dignity and human rights for men and women. Specifically, this policy is intended to improve the explicit incorporation of gender in programmatic and organizational practices.
2. UN Association of Georgia commits to:
 - a) Promote gender equality as an explicit internationally recognized human right.
 - b) Address systemic and structural practices that create barriers to the realization of women’s rights and gender equality; including prevention and response to gender based violence and sexual exploitation and abuse.
 - c) Engage and coordinate with partners, governments, donors and civil society organizations to promote and support effective, creative and impactful ways to promote gender equality
 - d) Monitor, evaluate and institutionalize organizational learning regarding specific gender equality results.
 - e) Actively hold ourselves and others accountable to gender equality standards.
 - f) Ensure that key organizational policies, systems and practices including but not limited to budgeting, human resource recruitment, training and management, and decision making support women’s rights and gender equality.
 - g) Ensuring adequate funding to realize our commitments.
 - h) Apply these commitments within UNAG and across all program areas using integrated planning approaches and recognized gender sensitive tools and techniques such as gender analysis frameworks, collection of age/sex disaggregated data, and results-focused design and evaluation.

Article 5. Policy Implementation

1. The policy is accompanied by proposed implementation arrangements, common standards and supporting definitions. To ensure the policy is effectively applied and achieves expected results, each UNAG employee will be required to thoroughly research and learn the document.

2. UNAG will work collaboratively to undertake a review of this common gender policy. UNAG will annually report to UNAG Board on the implementation of the policy.

Article 6. Gender Policy Implementation Mechanism

1. UNAG will implement, monitor and evaluate this policy. Each UNAG project/program is encouraged to devise a context-specific and realistic implementation plan and process, with appropriate investment of resources, monitoring and evaluation mechanisms.

Article 7. Gender Equality Support Standards

1. UNAG employees, projects and programs are required to meet these standards. UNAG will ensure that the following standards are applied, monitored, adhered to and reported to the Board.
2. Key organizational policy, planning and programs will:
 - a) Incorporate gender and power analysis as a mandatory operation and/or design feature
 - b) Be based on data disaggregated by sex, age and other relevant diversity factors such as ethnicity, religion, caste, etc.
 - c) Explicitly state gender equality results and include relevant and feasible gender sensitive indicators for every stage of planning, implementation, monitoring and evaluation
 - d) Ensure sufficient funding to meet gender requirements and formulate staff work plans and budgets accordingly
2. Human Resources policies and practices will adequately address gender equality. UNAG will track and report annually on gender balance in staffing and governance structures and implement specific strategies to balance male/female representation.
3. UNAG executive and senior management staff report regularly to beneficiaries, donors and the public on progress on gender equality in UNAG's work through appropriate reporting channels.
4. UNAG must assess and enhance accordingly the organizational capacity for the implementation of the policy.

Article 8. Definition of terms:

The manual holds the administration of UNAG responsible to ensure that every employee of the organization is aware about the definitions given herein, as well as the texts and latest report updates on the gender related international agreements, covenants and UN resolutions that Georgia has signed and ratified (also listed by the Manual). UNAG will respectively administer tests/examinations, which will become one of the key criteria for successful completion of the probation period for all new recruits of UNAG:

- b) **Gender:** refers to the social differences between females and males throughout the life cycle that are learned, and though deeply rooted in every culture, are changeable over time, and have wide variations both within and between cultures. "Gender," along with class and race, determines the roles, power and resources for females and males in any culture. Historically, attention to gender relations has been driven by the need to address women's needs and circumstances as they are typically more disadvantaged than men.

- c) **Gender equality:** or equality between women and men refers to the equal enjoyment of rights, opportunities, resources and rewards. Equality does not mean that women and men are the same but that their enjoyment of rights, opportunities and life chances are not governed or limited by whether they were born female or male.
- d) **Gender Equality Programming:** is an umbrella term encompassing all strategies to achieve gender equality. Important examples include gender mainstreaming, gender analysis, promotion and protection of human rights, women empowerment, and gender balance in the workplace.
- e) **Gender equity:** Justice in the distribution of resources, benefits and responsibilities between women and men. The concept recognizes that power relations between men and women are unequal, and that such inequalities should be addressed.
- f) **Gender mainstreaming:** is a globally recognized strategy for achieving gender equality. The Economic and Social Council of the United Nations defined gender mainstreaming as the process of assessing the implications for women and men of any planned action, including legislation, policies or programs, in all areas and at all levels. It is 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 policies and programs in all political, economic and societal spheres so that women and men benefit equally and inequality is not perpetuated. For UNAG, mainstreaming gender means applying gender analysis to all aspects of our work, including advocacy and communications. Gender is not a separate issue; it crosscuts all issues and sectors.
- g) **Gender-based violence:** is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (gender) differences between females and males. The nature and extent of specific types of gender based violence vary across cultures, countries and regions. Examples include sexual violence, including sexual exploitation/abuse and forced prostitution; domestic violence; trafficking; forced/early marriage; harmful traditional practices such as female genital mutilation; honor killings; and widow inheritance.
- h) **Sexual Exploitation:** The abuse of a position of vulnerability, differential power, or trust for sexual purposes; this includes profiting monetarily, socially or politically from the sexual exploitation of another.
- i) **Sexual abuse:** The actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions.
- j) **Women's Empowerment:** Involves awareness-raising, building of self confidence, expansion of choices, increased access to and control over resources and actions to transform the structures and institutions which reinforce and perpetuate gender discrimination and inequality. Empowerment comes from within; women empower themselves. Increase women's power through power to; power with and power from within which focus on utilizing individuals and collective strengths to work towards common goals without coercion or domination