

Gender Mainstreaming

Hong Kong Experience

Implementing Gender Mainstreaming in the Government
of the Hong Kong Special Administrative Region



婦女事務委員會
Women's Commission



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Women's Commission

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Foreword by Chairperson of the Women's Commission

The Women's Commission advocates gender mainstreaming which is a global strategy to achieve gender equality. I am very pleased that the Administration has accepted the Commission's recommendation to apply the Gender Mainstreaming Checklist designed by the Commission into various policy areas on an incremental basis. The Checklist serves as an analytical tool in making and evaluating policies so that the perspectives and needs of both sexes can be considered more systematically and scientifically.


The Commission is encouraged that in his 2005-06 policy address, the Chief Executive states that "Before introducing new policies and measures, we will insist on consideration of the different needs and perspectives of men and women and promote equality of the sexes and their opportunities to do their best."

I hope that the Checklist can be used more widely. To this end, the Commission publishes this experience sharing booklet to consolidate the experience of the relevant bureaux and departments and to further promote gender mainstreaming within the Government and beyond.

I wish to take the opportunity to express my gratitude to the then Gender Mainstreaming Task Force and the Working Group on Gender Mainstreaming in their great effort and contribution in taking forward the gender mainstreaming initiative. I would also like to thank the Health, Welfare and Food Bureau, which has supported the Women's Commission in implementing gender mainstreaming, as well as all the bureaux and departments which have applied the Checklist and in sharing their experience in the booklet.



Hon Mrs Sophie Leung, SBS, JP
Chairperson, Women's Commission



Foreword by Convenor of Working Group on Gender Mainstreaming of the Women's Commission

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Gender Mainstreaming - Hong Kong Experience

In order to further promote the well-being and interests of women, the Government established the Women's Commission in January 2001. As a brand new central mechanism within the Hong Kong Special Administrative Region, the Commission has spent a lot of time and manpower in collating and analyzing information on women issues under the leadership of the Chairperson, Mrs Sophie Leung, at the initial stage. After in-depth deliberation, the Commission sets its mission as: "to enable women to fully realize their due status, rights and opportunities in all aspects of life". The mission is to be achieved through the three strategic objectives, namely the provision of an enabling environment, empowerment of women and public education. The Commission considers that the realization of the three strategic objectives is closely related to Government's legislation, policy and services. Women's advancement and gender equality can only be achieved through incorporating gender perspectives in the mainstream Government policy making.

The priority task of the Working Group on Gender Mainstreaming is to enable the Government to incorporate gender perspectives into its day-to-day work process. We are pleased that we have secured in 2002 endorsement of the highest level in the Administration to introduce gender mainstreaming into various policy areas on an incremental basis. To this end, the Working Group has designed a Gender Mainstreaming Checklist and invited the Government to apply the Checklist to 19 policy or programme areas since 2002. The Checklist serves as a tool to enhance the effectiveness of policy implementation.

This experience sharing booklet sets out the work of the Working Group in the past five years. The first part of the booklet introduces the concept of gender mainstreaming and the implementation strategy and process. The second part of the booklet contains 12 experience sharing cases. I would like to take the

opportunity to thank all the bureaux and departments which have applied the Checklist and in sharing their experience. I hope that the booklet will help bureaux and departments in applying gender mainstreaming in their policy or programme areas and help the public to understand the process and experience of implementing gender mainstreaming by the Women's Commission. What we have done is only an initial step. There is still a long way to go for full implementation of gender mainstreaming. I hope that the Women's Commission can achieve breakthrough in this area of work during her new term.



Dr Agnes Yeung, JP

Convenor
Working Group on Gender Mainstreaming
Women's Commission





Part I

Introduction on Gender Mainstreaming

Gender Mainstreaming - One of the key strategies in achieving women's advancement and gender equality

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The Beijing Platform for Action adopted at the United Nation's Fourth World Conference on Women in Beijing in 1995 established **gender mainstreaming** as the main global strategy to achieve gender equality. Since then, many countries have adopted gender mainstreaming, which is gender-sensitive policy-making, in order to encourage and enable the two sexes to reach their full potential. The Government of the Hong Kong Special Administrative Region (HKSAR) is committed to promote the well-being and interests of women in Hong Kong. As a high-level central mechanism within the HKSAR, the Women's Commission was set up in January 2001 to enable women to fully realize their due status, rights and opportunities in all aspects of life. It advises the Government on a long-term strategy for the development and advancement of women in Hong Kong. The Women's Commission sees gender mainstreaming as one of the key strategies in achieving women's advancement and gender equality and therefore advocates the implementation of gender mainstreaming in the Government.

What is Gender Mainstreaming?

Gender mainstreaming is the integration of gender perspectives and needs in legislation, policies or programmes, in any area and at all levels. It makes women's as well as men's concerns and experiences an integral dimension in the **design, implementation, monitoring** and **evaluation** of all legislation, public policies and programmes. Through such gender sensitive decision making processes, gender mainstreaming ensures that women and men have equitable access to, and benefit from, society's resources and opportunities, with the aim of achieving women's advancement and gender equality.

Why do We Need Gender Mainstreaming?

Gender mainstreaming, as a comprehensive decision-making framework, aims to ensure that important social indicators on different conditions of women and men are considered when conducting day-to-day work and making policies. It also helps decision-makers balance the needs of both women and men. It leads to better government through better-informed decision-making with inputs from relevant groups. The process enhances public acceptance of new and revised policies and laws and facilitates their implementation with greater effectiveness and efficiency. Gender mainstreaming is considered a good and modern policy management practice by many countries all over the world.

Gender mainstreaming promotes the interests of both women and men. It helps identify the different needs, concerns, constraints, interests and values of women and men in different situations, e.g. in the workplace, in school, at home, in the community and in society at large. With the integration of gender perspectives in decision-making at all levels, organizations can improve their efficiency and effectiveness by identifying and addressing local needs more effectively.

What are the Key Characteristics of Gender Mainstreaming?


Gender mainstreaming recognizes that differences exist in women's and men's lives and therefore their needs, experiences and priorities are different. It therefore addresses the concerns and needs of both women and men.

To achieve full gender equality requires different inputs, i.e. different actions or approaches for women and men may be necessary. Same treatment will not necessarily provide equitable results.

To achieve gender mainstreaming, analysis of the current situation with, where possible, statistics, and data need to be collected and analyzed systematically and scientifically to ensure that policies and practices are not based on incorrect assumptions and stereotypes.

Gender mainstreaming requires a reflective thinking to look into any indirect or unintentional discrimination. For example, holding IT training courses at six o'clock in the evening when those responsible for childrearing (the majority of whom are women) are likely to be attending to children's dinner and homework. Such discrimination can be very subtle and based on beliefs, assumptions and practices which go largely unchallenged and as such, are considered 'normal'.





Follow up actions should be taken to address the problem when such assumptions and stereotypes are uncovered as the root cause of gender inequality.

The responsibility of doing gender mainstreaming should not be seen as the sole province of women. The challenge is to get everybody in the organization to assume such responsibility. It should fall on every member of the organization and become an integral part of her/his work, rather than a goal to reach or an additional task to be completed.

How to Implement Gender Mainstreaming?

Gender mainstreaming involves the refinement of policy/legislation/programme formulation processes, so that gender issues are systematically considered within its design, implementation, monitoring and evaluation stages. The following are tools and techniques for gender mainstreaming:

- **analytical tools and techniques:** e.g. use of sex-disaggregated data and gender analysis (such as the Gender Mainstreaming Checklist) to assess impact arising from each policy component on men and women of different age, social and economic background;
- **educational tools and techniques for raising awareness of gender sensitivity:** e.g. training workshops to help staff members to identify and define gender issues relevant to each policy component; and
- **tools and techniques to facilitate consultation with women and encourage women to participate in decision-making:** e.g. holding fora and surveys to solicit views and suggestions from both female and male stakeholders.

Based on gender analysis and inputs from female and male stakeholders to devise strategies, the above can help redress gender disparities. This should be complemented by a mechanism to monitor the policy implementation process so as to ensure that gender issues are taken into account in all related activities; and to evaluate whether policy outcomes are equitable to both women and men.

Implementation of Gender Mainstreaming

The Women's Commission is aware that to successfully integrate women's as well as men's concerns and needs in the design, implementation, monitoring and evaluation of all policies, programmes and legislation, commitment and support from the Government is of utmost importance. The Women's Commission advocates gender mainstreaming and successfully secured in 2002 endorsement of the highest level in the Administration to introduce gender mainstreaming into various policy areas on an incremental basis.

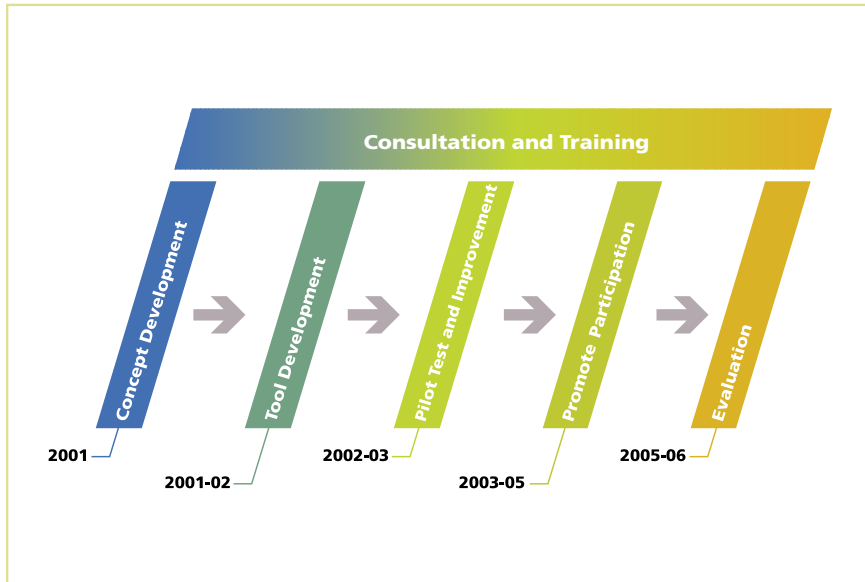
In drawing up the gender mainstreaming strategy, consultation sessions were held with government officials, non-governmental organizations (NGOs) and academia in December 2001 and February 2002. Furthermore, the Women's Commission has conducted research on overseas experience and paid a visit to the Status for Women, Canada to share their experience.

Below are the key components of the Gender Mainstreaming Strategy of the Women's Commission:

- (1) Gender Mainstreaming Checklist
- (2) Collection and Analysis of Sex-disaggregated Data
- (3) Gender Focal Points
- (4) Gender-sensitive training programmes



The flow chart below shows the development milestones in implementing Gender Mainstreaming:



(I) Gender Mainstreaming Checklist

Gender Mainstreaming Checklist

Gender mainstreaming is an integral part of the design, implementation, monitoring and evaluation of legislation, policy and program. After taking into account overseas experience and local situation, the Women's Commission has designed a Gender Mainstreaming Checklist which is an essential tool for the process. The Checklist provides a set of "yes or no" questions to assist Government officers to conduct the exercise and evaluate the gender impact of public policy, legislation and programme. There are questions with descriptive elaboration on gender data, consultation with women and women's specific needs.


The Women's Commission would offer advice and assistance to Government officers on areas where gender impacts have not been considered or assessed. A set of guidance notes has also been prepared to familiarize officers with the concept of gender mainstreaming.

The Checklist is simple and can be applied to all policies, legislations and programmes. Though it is not tailor-made for individual bureau and department, it allows consistency in application and sets a benchmark for evaluation. Furthermore, it can be applied to both new and existing policy, legislation and programme.

Piloting and Evaluation

Before introducing gender mainstreaming in all policy or programme areas, the Women's Commission piloted and evaluated the Checklist on five policy or programme areas under the Education and Manpower Bureau, Home Affairs Department, Social Welfare Department and the Health, Welfare and Food Bureau in 2002-03. Prior to conducting the pilot test, a consultation session was held with the relevant bureaux and departments. The Women's Commission also gathered input from interested non-governmental organizations (NGOs) and academia. The then Gender Mainstreaming Task Force and the Working Group on Gender Mainstreaming of the Women's Commission as well as the Women's Division of Health, Welfare and Food Bureau worked hand in hand with the concerned bureaux and departments.





Thanks to the bureaux and departments participating in the pilot test, the Women's Commission has gathered from them useful feedback and comments for assessing the usefulness and applicability of the Checklist. Having considered their feedback and comments, the Checklist has been revised for wider usage within the Administration. A copy of the Checklist is attached at the Annex.

Rolling out on an incremental basis

Given that Gender Mainstreaming is still a relatively new concept, it has been rolled out on an incremental basis at the initial stage. The Women's Commission's long term goal is to institutionalize gender mainstreaming within the Government, i.e. to make it an integral part of the daily work of all bureaux and departments.

Application of Gender Mainstreaming Checklist

Following the pilot test on five policy or programme areas in 2002-03, the Gender Mainstreaming Checklist was applied to nine more policy or programme areas between 2003-04 and 2004-05. In 2005-06, the Checklist is being applied to five more policy or programme areas. The 19 policy or programme areas to which the Checklist has been/is being applied are set out below.

2002-03

- Health Care Reform by Health, Welfare and Food Bureau
- Family Education Services by Social Welfare Department
- Enhanced Home and Community Care Services for the Elders by Health, Welfare and Food Bureau and Social Welfare Department
- Secondary School Places Allocation by Education and Manpower Bureau
- District Council Reviews by Home Affairs Bureau and Home Affairs Department


2003-04

- IT Education in the Community by Commerce, Industry and Technology Bureau, Office of Government Chief Information Officer, Home Affairs Department and Social Welfare Department
- Review on Advisory and Statutory Bodies by Home Affairs Bureau
- Design of Facilities in Public Buildings by Architectural Services Department

2004-05

- Review of Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations – Review on Provision of Sanitary Fitments for Female by Housing, Planning and Lands Bureau and Buildings Department



- 
- Provision of Public Toilets by Food and Environmental Hygiene Department
 - Major Publicity Campaigns and Minor Publicity Programmes by Information Services Department
 - Review of Composition of Advisory Committees by Office of the Telecommunications Authority
 - Consumer Education Programmes by Office of the Telecommunications Authority
 - Publicity Programme on Electricity and Gas Safety by Electrical and Mechanical Services Department

2005-06

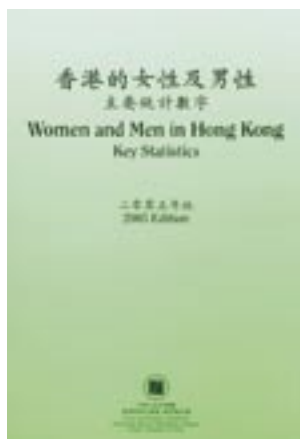
- 2006 Population Bi-census by Census and Statistics Department
- Pilot Comprehensive Child Development Service for Children Aged 0-5 in Selected Communities by Health, Welfare and Food Bureau
- Specialized Support for Young Persons with Early Sign of Mental Health Problem by Health, Welfare and Food Bureau
- Provision of Infirmity Care Services in Non-hospital Setting by Health, Welfare and Food Bureau
- Combating Domestic Violence and Review of Domestic Violence Ordinance by Health, Welfare and Food Bureau

(2) Collection and Analysis of Sex-disaggregated Data

The collection and analysis of sex-disaggregated data are paramount in implementing gender mainstreaming.

We are very pleased that the Census and Statistics Department has contributed greatly in collecting sex-disaggregated data and has since 2001 compiled an annual statistical publication “Women and Men in Hong Kong – Key Statistics”.

You can conveniently get most of the useful sex-disaggregated data on the following in this handy booklet.



- Demographic Characteristics
- Marriage, Fertility and Family Conditions
- Education Characteristics
- Labour Force Characteristics
- Employment Earnings
- Social Welfare
- Medical and Health
- Law and Order
- Pattern of Participation in Public Affairs
- Time Use Pattern and Pattern of Participation in Various Activities

The following two tables illustrate that sex-disaggregated data can provide information for understanding the situation of women and men and for analysis of gender disparities. Table 1, compiled before 2001, does not contain sex-disaggregated data. Table 2, compiled after 2001, contains data on employed persons by sex and monthly employment earnings.



Table 1 Employed persons by monthly employment earnings, Q3 1999

Monthly employment earnings (HK\$)	No. ('000)	%
< 3,000	81.8	2.6
3,000 – 3,999	177.8	5.7
4,000 – 4,999	95.3	3.1
5,000 – 5,999	141.6	4.6
6,000 – 6,999	194.1	6.3
7,000 – 7,999	204.5	6.6
8,000 – 8,999	279.4	9.0
9,000 – 9,999	188.2	6.1
10,000 – 14,999	758.0	24.4
15,000 – 19,999	342.8	11.1
20,000 – 29,999	337.0	10.9
≥ 30,000	300.7	9.7
Total	3 101.4	100.0
Median (HK\$)	10,000	

Source : Quarterly Report on General Household Survey, July to September 1999, Census and Statistics Department

Table 2 Employed persons by sex and monthly employment earnings, Q3 2005

Monthly employment Earnings (HK\$)	Male		Female		Total	
	No. ('000)	%	No. ('000)	%	No. ('000)	%
< 3,000	52.5	1.5	100.3	3.0	152.8	4.5
3,000 – 3,999	26.4	0.8	231.1	6.8	257.5	7.6
4,000 – 4,999	49.7	1.5	83.1	2.5	132.8	3.9
5,000 – 5,999	91.9	2.7	109.6	3.2	201.4	5.9
6,000 – 6,999	126.4	3.7	118.1	3.5	244.5	7.2
7,000 – 7,999	129.3	3.8	111.2	3.3	240.5	7.1
8,000 – 8,999	154.4	4.6	103.1	3.0	257.5	7.6
9,000 – 9,999	135.0	4.0	76.9	2.3	211.9	6.2
10,000 – 14,999	420.7	12.4	238.3	7.0	659.0	19.4
15,000 – 19,999	216.1	6.4	132.2	3.9	348.3	10.3
20,000 – 29,999	219.2	6.5	119.2	3.5	338.3	10.0
≥ 30,000	236.3	7.0	110.7	3.3	346.9	10.2
Total	1 857.9	54.8	1 533.7	45.2	3 391.6	100.0
Median (HK\$)	11,000		8,000		9,800	

Source : Quarterly Report on General Household Survey, July to September 2005, Census and Statistics Department

(3) Gender Focal Points

Roles and Functions

To take forward gender mainstreaming initiatives within the Administration, the Health, Welfare and Food Bureau requested, according to the Women's Commission's strategy, in June 2003 all bureaux and departments to designate a senior officer as the **Gender Focal Point** within their organizations with a view to forming a Gender Focal Point Network. We are pleased that all bureaux and departments have responded positively and we now have over 70 Gender Focal Points, the majority of whom are directorate officers.

The Gender Focal Point Network is a support network that aims at providing the necessary advice and assistance to officers conducting the gender mainstreaming exercise within the Administration. The Network is led by the Women's Division of the Health, Welfare and Food Bureau, who would serve as the central Gender Focal Point assuming an co-ordinating role and provide support on women-related issues to the Gender Focal Points at bureaux and departments. Officers in bureaux and departments who are being designated as Gender Focal Points serve as the liaison persons on gender-related issues and perform the following roles and functions:


(a) Liaison

- Serve as the contact point within the bureau/department concerned and with the Women's Division of the Health, Welfare and Food Bureau on gender-related issues; and
- Collect and reflect views and concerns on various gender mainstreaming initiatives (e.g. the gender mainstreaming Checklist itself and its usage within the bureau/department concerned, and suggest possible improvements).

(b) Promotion

- Promote gender mainstreaming in policy and programme formulation process. Help encourage the adoption of Gender Mainstreaming Checklist and the implementation of any other gender mainstreaming initiatives (e.g. participating in gender-related training, encourage data collection in a sex-disaggregated manner and use of gender sensitive language in public document and publicity material) within the bureau/department concerned; and



- 
- Raise awareness and understanding of the importance of gender mainstreaming within his/her organization; bring to colleagues' attention emerging gender issues or events (e.g. seminars/talks) that are of relevance to them, and generate discussion and interest in the subject.

(c) Support

- Serve as the resource person on gender-related issues within the bureau/department concerned; and
- Support colleagues in his/her organization in gender mainstreaming work (e.g. adoption of Gender Mainstreaming Checklist) by informing them of concepts of gender mainstreaming and be informed of gender issues, especially developments in Hong Kong and overseas which are relevant to their bureau/department concerned.

The Women's Division would work in partnership with all Gender Focal Points and their respective bureaux and departments in taking forward the gender mainstreaming initiatives. We are fully aware of the need to build up the capacity of the Gender Focal Points so that their intended roles and functions could be discharged proficiently and effectively. We have organized tailor-made workshops for the Gender Focal Points to familiarize them with the subject. During the workshops, we introduce the Gender Mainstreaming Checklist developed by the Women's Commission, as well as some of the important emerging gender-related issues.

The list of Gender Focal Points is available at the Web-site of the Women's Commission <http://www.women.gov.hk>.

Core Group

To further promote gender mainstreaming within the Government, a Core Group of Gender Focal Points was established in September 2005. The Core Group, convened by PAS(Women), Gender Focal Point of the Health, Welfare and Food Bureau, comprises Gender Focal Points of the Census and Statistics Department, Department of Health, Home Affairs Department, Information Services Department, Hong Kong Police and Social Welfare Department. It is tasked to formulate a plan or strategy to encourage bureaux and departments to proactively apply the Checklist and explore additional policy or programme areas to undergo gender mainstreaming.

After discussion, the Core Group has proposed the following promotion measures –

- To strengthen the Gender Focal Point Network
 - Establishment of e-platform for provision of resources
- To provide training to enhance understanding and buy-in of gender mainstreaming concept by government officials of various grades and ranks in various bureaux and departments and to equip them with the relevant skills in implementing gender mainstreaming
 - Briefing sessions for Directorate Officers
 - Training workshops/seminars for senior and middle managers on the concept of gender mainstreaming and implementation skills including skills on collection of sex-disaggregated data, analysis and evaluation
 - Basic training on gender awareness for front line staff
 - Leaflet on gender mainstreaming to be distributed to all civil servants
- To actively explore additional policy or programme areas to undergo gender mainstreaming



(4) Training

In order to raise government officials' awareness and understanding of gender-related issues and to enable officers concerned to do gender mainstreaming effectively, the Women's Commission and the Government are collaborating with tertiary institutions in the provision of tailor-made gender-sensitivity training. So far, we have provided training to over 1,000 civil servants of different grades.

A total of 25 workshops/seminar have been organized for some 700 staff of the Social Welfare Department, Hong Kong Police, Education and Manpower Bureau, Information Services Department and Leisure and Cultural Services Department, newly recruited Administrative Officers, as well as Gender Focal Points of all bureaux and departments since 2001. These workshops are tailor-made for the needs of different departments and grades. Priority has been given to staff of departments or grades which have close contact with the general public, or are responsible for carrying out publicity work, providing training programmes, or coordinating the formulation and implementation of policies straddling different areas. As for the training workshops for Gender Focal Points, a sharing session has been included for officers who have applied the gender mainstreaming concept in their policy or programme areas to share their valuable experiences with the Gender Focal Points.



Apart from the civil servants in the above-mentioned grades, the Women's Commission and the Government have also attached great importance to enhancing gender awareness in the whole civil service. In this connection, the Government has provided gender-related training and information to other civil servants. In early 2005, two seminars were organized for about 300 officers in various departments. Furthermore, a self-learning kit was developed for frontline staff in various departments.

The Government conducted a briefing on gender mainstreaming for Principal Officials and Heads of Departments on 23 September 2005. A similar seminar was conducted by the Government and the Women's Commission for Members of the Legislative Council on 26 November 2005.

Gender-related training will continue to be organized for Gender Focal Points and civil servants of different grades and ranks in the coming year.



Part II

Experience Sharing Cases



We have included in this booklet twelve cases on the following policy or programme areas for experience sharing purposes.

Provision of Services (Cases A and B)

IT Education (Cases C and D)

Women's participation in Advisory and Statutory Bodies (Cases E and F)

Provision of Public Facilities (Cases G to I)

Publicity (Cases J to L)

Feedback from bureaux and departments on the application of Gender Mainstreaming Checklist is positive. They comment that the use of the Checklist could –

- (a) enhance officers' awareness and sensitivity to gender issues;
- (b) help them receive useful comments and suggestions from women's groups; and
- (c) identify important areas for attention through sex-disaggregated data.

They also comment that the earlier the Checklist is used, the better.

A

Title

Family Education Service

Bureau/Department

Social Welfare Department (SWD)

Objective

Family Education Service, a 2-year project, commenced operation in March 2001 and ended in February 2003. The service aimed to provide early intervention to at-risk families, to improve their quality of parenting capacities, to enhance communication and mutual support among family members and to develop resilience in handling problems. The service adopted outreaching and networking strategies in identifying potential service users. It was delivered by five regional units, two operated by SWD and three operated by non-governmental organizations (NGOs).

Content

The following programmes/activities were carried out -

- Family education programmes and activities in the form of small groups, talks and seminars, and multi-session programmes.
- Consultation sessions with family members.
- Supportive groups to enhance parenting, problem-solving and stress management skill, communication, mood management and partner support skills, etc.
- Networking with local organizations to identify at-risk families and interfacing with related service units and agencies to provide tailor-made services to assist at-risk families in improving their functioning and abilities in problem-solving.

Groups/Persons Affected

- Parents and children of at-risk families in need of support to restore family functioning or to prevent family problems from further deterioration.

- Parents who have exhibited difficulties in performing their parenting roles effectively and children who are affected by adverse family relationship.
- Parents who are pre-occupied by their own stressful situations.
- Parents who have adjustment difficulty to single parenthood, new arrivals with adjustment problem, or families at risk of child abuse or spouse battering, etc.
- Parents who have encountered problems in handling child rearing and behavior/emotional problems.

Impact

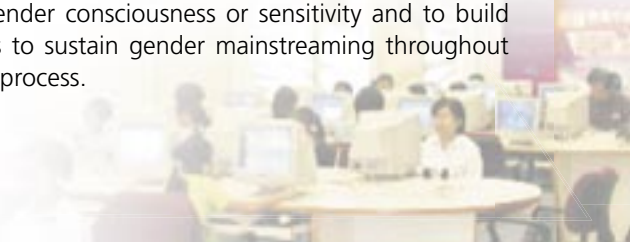
The Checklist was considered useful in enhancing staff awareness on gender issues and facilitating them to take gender perspectives into account in planning and implementing family programmes and activities.

Staff awareness to support gender mainstreaming had been enhanced and specific needs of women and gender issues had been identified, considered and integrated in designing the programmes. Gender neutral/sensitive language had also been used throughout the programmes or related documents.

When evaluating the programme effectiveness, women who were the major service user of Family Education Service had been consulted. It was assessed that empowerment of women and increase of women's access and control of resources were enhanced. Evaluation on the process in adopting the gender mainstreaming concept was also conducted. The evaluation findings had been used to enhance gender-sensitivity in future planning, implementation and monitoring processes of the programme and related programme.

Success Factor/Lessons Learned

The Checklist, as a comprehensive decision-making framework, enabled gender perspectives and issues to be systematically taken into account in the planning, implementation, monitoring and evaluation stages. Staff involved in the pilot test were helped to establish gender consciousness or sensitivity and to build their capacity in gender analysis to sustain gender mainstreaming throughout the programme implementation process.



B

Title

Enhanced Home and Community Care Services for the Elders (EHCCS)

Bureau/Department

Health, Welfare and Food Bureau (HWFB) and Social Welfare Department (SWD)

Objective

To provide elders in need with a wide range of home-based care and support services with a view to enabling them to maintain maximum level of functioning and continue living at home as far as possible.

Content

EHCCS includes direct care services (e.g. nursing care, restorative and maintenance rehabilitation exercises, personal care) and support services (e.g. provision of meals, home-making services, transportation and escort services, carers support services, day care services, respite services, 24-hour emergency support etc).

Groups/Persons Affected

Frail elders and their carers.

Impact

At the promotion stage of the launch of EHCCS, it was observed that majority of the female carers that would potentially benefit from the introduction of EHCCS were housewives. Radio APIs were broadcasted and publicity materials were posted up in market places to promote the launch, with a view to making the information more easily accessible by these carers.

Sex-disaggregated statistical data were collected so that the needs of women as well as men could be recorded.

The performance indicators report and benchmarking report were compiled using sex-disaggregated data. Service providers also used sex-disaggregated data as reference for service improvement planning.

Gender-sensitivity of the staff of the Contract Management Section was improved. Discussion and sharing sessions on Gender Mainstreaming were held among relevant staff.

Success Factor/Lessons Learned

The designation of a gender focal point is conducive to ensure the implementation of gender mainstreaming.

Collection of sex-disaggregated data is fundamental in understanding the different needs of male and female service users.

Different methods should be used to reach sub-groups of potential users.

Sharing among service providers can enhance their gender-sensitivity.



C

Title

IT Education in the Community – Super Cyber Centre (SCC)

Bureau/Department

Home Affairs Department (HAD) and Office of the Government Chief Information Officer (OGCIO), Commerce, Industry and Technology Bureau

Objective

As part of Government's effort to tackle the problem of "Digital Divide", the Super Cyber Centre (SCC) was established by the Home Affairs Department (HAD) and the Office of the Government Chief Information Officer (OGCIO), Commerce, Industry and Technology Bureau (the former Information Technology Services Department) as a pilot project for cyber learning and development. It offered integrated programmes on computer application and resources materials mainly to needy groups such as women, elderly and new arrivals, and to members of the general public.

Content

The SCC with over 110 personal computers was set up at Canton Road Government Offices in 2001 to provide members of the public with free computer and internet access services as well as free IT-related courses, which were held to promote IT awareness and usage.

The opening hours of the SCC was extended to 10 am to 10 pm to cater for the different needs of the users.

OGCIO conducted annual survey on personal computer penetration and collected sex-disaggregated data on overall gender composition of users of SCC.

Groups/Persons Affected

Members of the public, in particular the needy groups such as women, elderly and new arrivals.


Impact

The HAD and OGCIO addressed the needs of promoting information technology to needy groups such as women, elderly and new arrivals through the SCC and encouraged centre staff and NGOs to provide more training classes and activities to the target groups. These efforts enhanced IT awareness among women and also helped enhance gender awareness among all parties involved.

Since its operation, the SCC assumed an effective role in promoting IT awareness in the community to the target service groups, including women. The membership number of female reached about 13,000 and accounted for 52% of SCC's total membership. With regards to IT-related courses, the enrollment rate of female for both the IT-related classes held by SCC and NGOs was higher than male. Among the 49,402 trainees, 31,587 were women (about 64%).

Though the SCC pilot project was closed in October 2004, another District Cyber Center namely "TWGHs Cyber World" jointly set up by HAD and the Tung Wah Group of Hospitals came into services in early January 2005. The needs of promoting IT knowledge to the needy groups, including women, have been addressed and continuous efforts will be put on narrowing the Digital Divide.





Since the SCC is well received, under the plan of HAD, District Cyber Centres will be jointly set up by NGOs and HAD in districts to continue the promotion of information technology to the needy such as women, elderly and new arrivals.

Success Factor/Lessons Learned

A Central Co-ordination Committee was set up for planning the SCC. The Committee comprised representatives of Government bureaux and departments, NGOs, some interested LegCo Members and representatives from IT professionals and associations. The needs and concerns of women were taken into account in the planning and organizing of IT promotional activities and courses for women in the SCC.

The SCC Project is well received as it helps enhance accessibility to IT facilities and provides a conveniently located venue for conducting basic IT training for the general public, including women. The departments note that a large portion of the public, particularly at the grassroots level, remains computer illiterate and there is great demand from them for provision of more efficient computing facilities for IT development and IT training opportunities. In this connection, the departments have to continue the efforts in bridging the digital divide so that the needy, including women, will not be marginalized.

D

Title

IT Education in the Community – Central Fund for Personal Computer

Bureau/Department

Social Welfare Department

Objective

The Central Fund for Personal Computer was set up in 1997 to assist people with disabilities to acquire computer facilities for the purpose of income-generating work.

Content

People with disabilities receiving rehabilitation services from the Social Welfare Department, subvented non-governmental organizations and Selective Placement Division of the Labour Department and with nomination from these organizations are eligible to apply. Guidance and follow-up services will be provided by the nominating organizations.

Groups/Persons Affected


People with disabilities.

Impact

Gender awareness of staff implementing the programme has been enhanced. All the male and female disabled applicants will continue to be treated equally in the vetting of applications. The viability of the proposals and the extent of benefit to individual applicants are important considerations for approving the applications.

Having examined the existing application procedures and operation of the programme, it is considered not necessary to have any institutional changes for promoting gender mainstreaming at the present moment as the spirit of gender equality has been closely observed.





The concept of gender equality/mainstreaming has been observed through the following means:

- No restrictions or limitations, even of a temporary nature, have been imposed on any target groups, e.g. women with disabilities, of the programme.
- The medium of promotion of the programme e.g. through local press and invitation to non-governmental organizations could effectively reach all target groups including women with disabilities.
- No difference in vetting criteria. The same criteria are applied to all applications.
- Surveys have been conducted to collect views from non-governmental organizations and applicants on the effectiveness of the programme. No concern has been raised on gender issue.

Success Factor/Lessons Learned

Statistics on sex of the applicants have been collected after the gender mainstreaming initiatives. It is revealed that the percentage of female successful applicants of the batch in mid 2003 is 26.3% while that in the latest batch in late 2005 is 43.8%. The increase of female-male ratio reflects that more women with disabilities are prepared to lead a more independent living by starting their own self-employed business with the computer facilities. This might be attributed to public education on gender equality as well as increased provision of IT education in the Community.

Staff's sensitivity to gender equality and gender difference has been further raised in handling fund applications, rendering services and formulating policies. Reference has been made to the Gender Mainstreaming Checklist by staff. Male and female applicants with disabilities are treated equally all the time unless there is special consideration.

Staff also reported that they would discuss issues of gender equality in their daily private life, which was attributed to the fact that the awareness of the said issues was raised by the programme.

E

Title

Review of Public Sector Advisory and Statutory Bodies (ASBs) in Hong Kong

Bureau/Department

Home Affairs Bureau (HAB)

Objective

The Home Affairs Bureau (HAB) is responsible for the appointment policy of ASBs. HAB issues guidelines to bureaux/offices on appointments to ASBs, and monitor their compliance. HAB from time to time reviews the system of ASBs in Hong Kong to enhance the representativeness, openness and efficiency of these bodies and ensure that they meet the needs of the community and new challenges.

Content

The main elements of the Government's policy on ASBs are as follows :

- A new advisory or statutory body should only be set up if there is a genuine need for it.
- ASBs are not responsible for determining government policies.
- An arms-length organization established by legislation should enjoy a high degree of autonomy in its day-to-day operations.
- The best person for the job should be appointed to a vacancy in an advisory or statutory body.
- As far as practicable, an advisory or statutory body should be open and transparent in their work.
- An advisory or statutory body should, as far as practicable, be representative of the different interests and sections of the community.
- There should be no discrimination on the grounds of gender, age, race, disability, etc. when making appointments to ASBs.

- A statutory body should only be set up if it is the only practicable or cost-effective means of achieving the stated policy objectives.
- An advisory or statutory body which is no longer needed should be wound up so as to keep the number of ASBs to a minimum.

Groups/Persons Affected

The Administration, serving ASB members and potential candidates of ASBs.

Impact

- Gender mainstreaming has resulted in increased gender awareness/sensitivity on the part of the appointment authority in the appointment of ASB members.
- Gender composition has to be taken into consideration in making appointments to ASBs.
- In January 2004, HAB announced an initial working target of at least 25% for each gender for the purpose of appointing non-official members of ASBs.
- All submissions making recommendations for appointments to ASBs should include a paragraph on gender consideration. The paragraph should highlight, inter alia, the current position of women's representation on the particular board or committee and the impact of the proposed appointments on gender balance.
- Proactive measures have been taken to reach out, identify and cultivate women who are willing and able to contribute to community service. Bureaux and departments have been requested to encourage women to contribute their curriculum vitae (CV) to the Central Personality Index (CPI), a database on potential candidates for appointment to ASBs.
- When asked to nominate candidates for appointment, HAB will make an effort to ensure that at least 40% of the nominees are of either sex.

Appointment of ASB members

- There has been a steady improvement in the rate of women's participation in ASBs over the past two years. As of October 2005, 24.5% of the appointed non-official ASB posts were taken up by women, compared to a corresponding figure of 22.4% in October 2003. We will achieve the 25% target in the near future, and aim to raise this gender benchmark in the longer term in line with international norms.

CPI database

- The percentage of female candidates in the CPI database has improved from 23.6% in October 2003 to 23.8% in October 2005.

Success Factor/Lessons Learned

Commitment from the centre is important. The policy of enhancing the participation of women in ASBs has been emphasized by the ex-Chief Executive in his 2004 Policy Address: "In formulating and implementing our policies, we will take into account the gender perspective, and will strive to enhance the participation of women in the work of government advisory and statutory bodies We will continue to work hard to create an enabling environment for women in Hong Kong to realize their potential." The Chief Executive has committed in his 2005-06 Policy Address to pay particular attention to the participation of women in the work of ASBs.



F

Title

Review of Composition of Advisory Committees

Bureau/Department

Office of the Telecommunications Authority (OFTA)

Objective

To review the composition of Advisory Committees as a bi-annual exercise.

Content

New members are appointed to OFTA's advisory committees every two years. Three of the four advisory committees under OFTA are technical in nature and their members are composed of employees nominated by telecommunications service providers. In view of the rather male dominated industry, the nominated staff by telecommunications service providers are mainly males. As regards the Telecommunications Users and Consumers Advisory Committee, OFTA will recruit members of the public to be members of the Committee.

Groups/Persons Affected

Members of the telecommunications industry and the general public who meet the requirements for appointment to OFTA's advisory committees.

Impact

With the application of the Checklist, OFTA issued letters to all industry organizations and operators to encourage them to give equal opportunities for their female and male employees to be nominated for about 150 seats of OFTA's advisory committees. So far, one positive response was received.

In recruiting members from the general public, OFTA sent recruitment notices to community centres, which are likely to have more women visitors.

Gender sensitivity was raised among OFTA's staff involved in conducting the review and appointment. Gender neutral and sensitive languages were used.

Success Factor/Lessons Learned

In the telecommunications business sectors, there is a male dominance, attributable to the nature and technical characteristics of the profession. Telecommunications industry organizations and operators nominate and elect representatives according to candidates' experience and suitability rather than gender.

Though the telecommunications industry's response is not encouraging due to the above reasons, OFTA will continue to encourage women's participation in their advisory committees.



G

Title

Review of Building (Standards of Sanitary Fitments, Plumbing, Drainage Works and Latrines) Regulations – Review on Provision of Sanitary Fitment for Females

Bureau/Department

Housing, Planning and Lands Bureau (HPLB) and Buildings Department (BD)

Objective

To establish a new set of standards on the design, construction, operation and maintenance of sanitary fitments, plumbing and drainage provisions for buildings leading to proper use of materials and better design.

Content

- Identify any shortcomings of the current ordinance, regulations and standards.
- Conduct a comprehensive study of international and other relevant national requirements on sanitary fitments, plumbing and drainage provisions for buildings.
- Identify special local factors and environmental conservation aspects including water and energy conservation, wastewater reduction and reuse, and water pollution control that should be taken into account in stipulating requirements on sanitary fitments, plumbing and drainage provisions for buildings in Hong Kong.
- Propose new standards and the appropriate means of control.

Groups/Persons Affected

General public and stakeholders of the construction industry.

Impact

As the study was commissioned before the Gender Mainstreaming concept was brought to BD's attention, they had not included the Checklist in the consultancy agreement. Notwithstanding this, BD has passed a copy of the Checklist to their Consultant for reference.

At the request of BD, the Consultant conducted a mini on-site survey to verify the proposals on the provisions of sanitary fitments for females in 10 shopping arcades, three cinemas and three places of public entertainment. The survey included patronage count, time check and face-to-face interview and were conducted at peak hours on selected weekdays and weekends. In the event that the proposals were adopted, the provisions for female toilets in shopping arcades, cinemas and places of public entertainment would be increased by 46% to 116% compared with the current requirements.

Subsequently, BD issued a practice note in May 2005 advising developers and building designers to adopt new standards on the provisions of sanitary fitments for females in offices, shopping arcades and department stores, cinemas and places of public entertainment. Hopefully this would alleviate the long queuing time during the peak hours in these premises.

Success Factor/Lessons Learned

Collection of sex disaggregated data is important in understanding the different needs of male and female users.

The Checklist has raised gender-sensitivity of both the Consultant and staff of BD.



H

Title

Provision of Public Toilet Facilities

Bureau/Department

Food and Environmental Hygiene Department (FEHD)

Objective

To provide public toilet facilities at public places across the territory.

Content

FEHD is responsible for providing public toilet facilities across the territory. In general, public toilets are to be provided at ferry concourse, bus terminus, picnic area, tourist spot, and any place where crowds are likely to congregate or transient pedestrian traffic is heavy.

Groups/Persons Affected

Members of the general public.

Impact

In planning the provision of public toilet facilities, FEHD has taken into consideration the fact that females usually need to spend longer time in toilets than males and it is not uncommon to see queues outside female toilets. Therefore, FEHD has increased the WC compartment ratio (female to male) from 1.5:1 to 2:1 since April 2004 as a general guideline in planning FEHD public toilet facilities. FEHD also installs gender-sensitive and user-friendly facilities such as racks, hangers, baby-changing counters, and emergency call bells in the toilets where possible.

In conducting Customer Satisfaction Survey on FEHD public toilets in 2004, FEHD segregated the data collected from male and female to study their respective satisfaction levels and whether they had different views on the toilet facilities, e.g. whether they considered the WC compartments were sufficient. According

to the survey results, female toilet users had an overall satisfaction score above average and close to 'satisfactory' (the score was 3.81 on a five-point scale with five being very satisfactory). It was slightly higher than the score of 3.69 by male users. The survey also found that female users were generally more satisfied with the cleanliness level, facilities and services of public toilets than male users. In particular, female users gave a 3.96 score on whether they thought the WC compartments in public flushing toilets were adequate. Because of increased awareness in this area, FEHD will incorporate more gender perspectives when conducting similar surveys in future to ensure that women's concerns will be reflected.

Gender neutral language, e.g. "public toilet users", has been adopted where appropriate.

Success Factor/Lessons Learned

There is a gender focal point in FEHD before applying the Checklist.

Applying the Gender Mainstreaming Checklist has helped FEHD staff further increased their awareness on the specific needs of male and female toilet users, and the need to take their perspectives into account in collecting feedback and conducting evaluation. When FEHD conducts Customers Satisfaction Surveys in future, they will incorporate more gender perspectives and will continue to look for room for improvement in the provision of public toilet facilities to meet the specific needs of different genders.



Title

Design of Facilities in Public Buildings

Bureau/Department

Architectural Services Department (ArchSD)

Objective

To check whether adequate numbers of toilets and fittings has been provided in the design of toilet facilities in public buildings.

Content

All public buildings in Hong Kong.

Groups/Persons Affected

All staff of ArchSD and users of public buildings.

Impact

The toilet provisions in public buildings designed or under consultation by ArchSD have all met the current legislation.

A set of Guidelines to integrate gender perspectives in the Provision of Public Toilet Facilities has been adopted in ArchSD's design for public buildings. The Guidelines have been very useful in imposing various facilities, such as racks, hangers, baby-changing counters, and emergency call bells, for users of public toilets.

Success Factor/Lessons Learned

The incorporation of various facilities under the set of Guidelines has met with the satisfaction of the users. ArchSD projects with design approval submitted after 30 September 2005 will follow the updated standards of sanitary requirements in accordance with the new ratio of male to female toilet cubicles.

J

Title

Major Publicity Campaigns and Minor Publicity Programmes

Bureau/Department

Information Services Department (ISD) in conjunction with bureaux and departments

Objective

To promote general awareness of matters of public interest and concern, and to disseminate messages which are directly related to government policies or operational objectives.

Content

Publicity campaigns or programmes convey messages which inform and educate the public, as well as enlist public support. The messages focus on such issues as health, safety, social welfare, legal obligations, availability of public resources and changes affecting traffic or other environmental factors. They are disseminated through a wide range of publicity and advertising means ranging from TV and Radio Announcements in the Public Interest (APIs) and special programmes to exhibitions, community involvement activities, and advertising in the print and digital media.


Groups/Persons Affected

The target audience are usually the general public, with particular emphasis on sub-groups.

Impact

After applying the Gender Mainstreaming Checklist, ISD has laid down a standard practice that bidders for the Government's outsourcing exercises on the production of publicity items under major publicity campaigns and minor programmes are required to check all work submitted to the Government to ensure the absence of gender bias or inequality and gender stereotyping. ISD shall continue with this practice.





There is now an absence of gender bias or inequality and gender stereotyping in the promotional content which has been presented in a gender-sensitive manner.

Meanwhile, sustained efforts are being made by ISD to ensure that the medium of promotion (e.g. venues, channels or time slots) has effectively reached women.

Success Factor/Lessons Learned

The use of the Gender Mainstreaming Checklist has helped ISD staff raise their gender awareness and sensitivity and the need to eliminate any gender bias in all publicity programmes.

K

Title
Consumer Education Programme

Bureau/Department
Office of the Telecommunications Authority (OFTA)

Objective

To enhance public knowledge about subscription and use of telecommunications services so that they can make informed choices.

Content

The Consumer Education programme consists of a radio drama series broadcasted at Commercial Radio 1 giving a variety of user tips on telecommunications services.

In order to prevent gender stereotyping, the main character in the radio drama series is deliberately arranged to be a lady editor who is a smart telecommunications services user.

Groups/Persons Affected


Audience of Commercial Radio 1.

Impact

By providing information to and helping all users of telecommunications services make smart, informed choices through a female character, it is likely that women's role in making decisions on the choice of telecommunications services can be strengthened, which may otherwise be controlled by men.

It is believed that gender awareness is enhanced among the audience and staff involved in the project.





Whenever there is a publicity or public education programme, gender mainstreaming will be taken into consideration where appropriate.

Success Factor/Lessons Learned

Gender awareness is enhanced among staff involved in the project.

L

Title
Publicity Programme on Electricity and Gas Safety

Bureau/Department
Electrical and Mechanical Services Department (EMSD)

Objective


To promote electrical and gas safety to members of the public.

Content

A series of publicity activities, including talks, carnivals, distribution and posting of advertisement and publicity materials at various public locations, production of Announcement in the Public Interests (APIs) etc., are conducted in order to promote household electrical and gas safety.

EMSD notes from the Census and Statistics Department's publication "Women and Men in Hong Kong - Key Statistics" that female are responsible for performing larger share of housework and hence they have greater opportunity to use household electrical and gas appliances. As indicated in "Women and Men in Hong Kong - Key Statistics" (2004 Edition), some 38.3% of women aged 15 and over indicated that they were responsible for performing a larger share (60% and more) of housework in their households. The corresponding percentage for men aged 15 and over who took up such a large share of housework was 8.8%. EMSD's publicity materials and messages, as well as the publicity programme, are gender-neutral, e.g. a gender-neutral character





(such as Snoopy and the Peanut family) was used in the publicity posters and pamphlets in 2004/05.

EMSD's surveys on household electrical and gas safety collect sex-disaggregated data and monitor the safety awareness and knowledge on household electrical and gas safety of female and male and whether the safety messages have been effectively passed on. Survey in 2003/04 shows that female and male have a similar level of knowledge over household electrical and gas safety.

EMSD has devised more channels in their programme which can be accessed by women more effectively. They have conducted talks to hospitals (many audiences are nurses and female staff), public and private estates (they are usually held in the afternoon, when housewives are able to attend) and carnivals (they are held near populous districts which are attended mostly by kids and parents). EMSD also conducted an interview on electrical safety in the afternoon TV programme and in a morning radio programme in 2004.

Publicity materials are usually posted at and distributed through public locations and public transportation systems, where both genders have equal opportunity to assess.

Groups/Persons Affected

Members of the general public.

Impact

EMSD has consulted 18 women associations, which consider their publicity programme would increase women's access to and control of resources as well as increase their safety awareness.

There is positive change in gender awareness/sensitivity amongst EMSD staff involved in the publicity programme. The department has established a gender unit or focal point to promote and support gender mainstreaming. Furthermore, guideline for support gender mainstreaming has been followed.

When EMSD conducts surveys in future, they will consider incorporating more gender perspectives to ensure that women's concerns will be more proactively reflected.

Success Factor/Lessons Learned

The use of the Gender Mainstreaming Checklist enhances EMSD staff's awareness to incorporate gender issues into their publicity programme, e.g. try to find more ways to reach women when implementing publicity programme.

Collection of sex-disaggregated data can help identify the areas of publicity work that EMSD should concentrate on when disseminating safety messages and can monitor the effectiveness of the publicity programme.



Way Forward

The Women's Commission has spent great effort in advocating and pushing gender mainstreaming within the Government and made quite a lot of concrete achievements in the past five years. However, there is room for improvement. As at end of 2005, only about 1,000 civil servants have attended gender-related training. We need to enhance buy-in from government officials and help them build up their capacity in implementing gender mainstreaming. As the Gender Mainstreaming Checklist has been applied to only 19 policy or programme areas so far, we need to increase its coverage.

While the Government will continue to gradually roll out the use of the Gender Mainstreaming Checklist to different policy and programme areas, the Women's Commission's long term goal is to institutionalize gender mainstreaming within the Government, i.e. to make it an integral part of the daily work of all bureaux and departments.

To achieve the goal, there is still a lot needs to be done. The Women's Commission and the Government will continue to -

- encourage bureaux and departments to actively apply the Gender Mainstreaming Checklist in their policy or programme areas;
- strengthen the Gender Focal Point Network;
- provide training to enhance understanding and buy-in of gender mainstreaming concept by government officials of various grades and ranks in various bureaux and departments and to equip them with the relevant skills in implementing gender mainstreaming, including skills on collection of sex-disaggregated data, analysis and evaluation; and
- evaluate the effectiveness of gender mainstreaming.

The Women's Commission's next goal is to promote the gender mainstreaming concept and implementation method to the industrial and business sector and the NGOs. The Women's Commission believes that only through implementation of gender mainstreaming in the whole society can we achieve gender equality and women's advancement as well as allow women and men to fully develop their capacity and contribute to Hong Kong.

Annex

Membership of Gender Mainstreaming Task Force (2001 to 2003)

Co-conveners	Prof Judith Mackay, JP Dr Agnes Yeung, JP
Members	Ms Cecilia Chen, MH, JP Dr Susan Fan Ms Sophia Koa, JP Ms Margaret Wong Ms Cecilia Young

Membership of Working Group on Gender Mainstreaming (2004 to January 2006)

Convenor	Dr Agnes Yeung, JP
Members	Ms Chau Chuen Heung, JP Dr Susan Fan Ms Ko Po Ling Ms Sophia Koa, JP



Gender Mainstreaming Checklist for Legislation, Public Policies and Programmes

[Note: This Checklist is intended to be completed by officers responsible for this legislation / public policy / programme (“THIS”), preferably by the management level officers¹. We would recommend that frontline staff be consulted when filling in the Checklist. Responsible officers need only to complete the relevant section in Section I to IV and Section V. For front-line officers, please refer to the “Notes to the Checklist” for guidelines on gender mainstreaming. Please kindly note that this Checklist is a simplified analytical tool and questions set herein are deliberately made simple and short. Should there be any constraints, restrictions, difficulties or considerations concerning THIS which you think cannot be fully reflected in this Checklist, please kindly list them out in a separate sheet.

GENERAL INFORMATION

Title of the legislation / public policy / programme* (“THIS”):

Policy area: _____

Outline description of THIS: _____

Groups / Persons likely to be affected by THIS:

¹ Management level officers refers to those officers who bear overseeing and supervision responsibilities over THIS.

Brief Description of the Current Stage of THIS:
Design / Implementation / Monitoring / Evaluation and Review*

Officer-in-charge: _____ (Name)
_____ (Post Title)
_____ (Bureau/Dept)
_____ (Tel No) _____ (Fax No)

* Please delete as appropriate



Compilation and analysis of gender information

1. Prior to designing THIS, have sex-disaggregated data been collected and considered regarding those likely to be affected?
2. Do the data show gender differences or gender interactions with the following socio-economic variables:
 - age
 - education
 - ethnic origin
 - family status
 - income group
 - others (please specify: _____)
3. Please provide a summary of such data on the above.

Women's Participation

4. Have any of the following been consulted about the gender impact of THIS:
 - (a) Gender specialists (e.g. Women's Commission, gender research centres, individual gender experts, and Women's Division of HWFB)
 - (b) Relevant statutory bodies
 - (c) Non-governmental organisations
 - (d) Women's associations
 - (e) Women² likely to be affected positively / negatively* by THIS

² Unless stated otherwise, "women" used throughout the checklist refers to both women and girls

* Please delete as appropriate

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

Considering women's specific needs

6. Have specific needs of women and gender issues been identified, considered and integrated in designing THIS?
7. Does THIS require any specific reference to women?

Considering impact on women

8. Will women or any sub-groups of women be affected differently from men by THIS? In a positive or negative way? P / N*
9. Will THIS, in any way (directly and indirectly, in the short, medium and long-term), promote and ensure 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. _____
10. Will there be any restrictions or limitations, even of a temporary nature, imposed on women (or sub-groups of women) by THIS?



II. IMPLEMENTATION

Public education and promotion

11. Has the promotional content of THIS been presented in a gender-sensitive manner?
12. Has the medium of promotion (e.g. venues, channels or time slots) effectively reached women?

Impact on women

13. Have women or any sub-groups of women been affected differently from men during the implementation process of THIS, e.g. eligibility, level of benefits, accessibility, or availability of support facilities? In a positive or negative way? P / N*
14. Have there been any special measures to address women's needs during the implementation of THIS?

III. MONITORING

Compilation and analysis of gender information

15. Have sex-disaggregated data and indicators (qualitative or quantitative) been compiled to monitor the process and outcome of THIS?

Inclusion of gender issues

16. Have gender perspectives and women concerns been included in the monitoring mechanism?

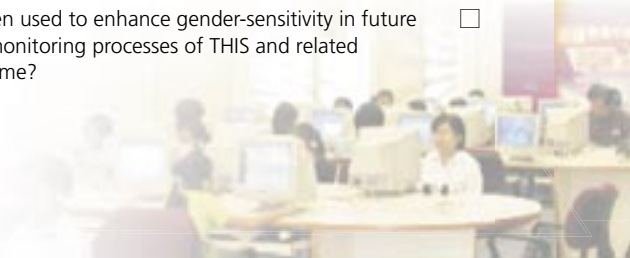
IV. EVALUATION AND REVIEW

Gender analysis of the impact on women

17. Has gender analysis been conducted to evaluate and review the design, implementation and outcome of THIS?
18. Have the evaluation systematically identified and addressed gender issues?
19. Have any of the following been consulted during external evaluation (if applicable) of THIS:
- (a) Gender specialists (e.g. Women's Commission, gender research centres, individual gender experts and Women's Division of HWFB)
 - (b) Relevant statutory bodies
 - (c) Non-governmental organisations
 - (d) Women's associations
 - (e) Women being positively or negatively* affected by THIS
20. Has THIS, 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. _____
21. Have there been any restrictions or limitations imposed on women or sub-groups of women?
22. Have staff who are responsible for reviewing the evaluation reports ensured gender-related omissions and successes in THIS are reflected?

Future planning

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



V. GENERAL

Staff sensitivity and capacity building

24. Is there a gender focal point (a designated person or team) for THIS?

25. Have relevant staff responsible for the following been briefed or given training on gender issues? If so, please specify or give details.

Design _____

Implementation _____

Monitoring _____

Evaluation _____

26. Will there be monitoring mechanism to appraise staff's gender sensitivity, e.g. self and other's evaluation or customer feedback?

Gender-sensitive language

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

