

GUIDELINES TO MONITOR GENDER EQUALITY AT UCLG WORLD CONGRESS DURBAN, 11-15 NOVEMBER 2019

Since our foundation, gender equality has been a key priority for UCLG and has been at the centre of its political agenda. The Organization has strived to include the empowerment of women's leadership, the promotion of the participation of women in decision making and the assurance that there is increasing recognition of the different roles that women can have in development.

The recommendations and guidelines for the monitoring of gender equality and gender mainstreaming at the UCLG World Congress which can be found below have been drafted for the World Congress to be held in Durban on 11-15 November 2019. In line with the All-UCLG Gender Equality Strategy and with UCLG activities on gender mainstreaming, these recommendations and guidelines will apply for further meetings, events and activities in the future.

Recommendations for the monitoring of gender equality and gender mainstreaming at UCLG World Congress

I - Before the Congress

Sessions:

1. Awareness-raising, aiming at raising the attention of the organizers of the sessions during their preparatory phase on the need to raise participation, and enhance the contribution of women into the panels of the Congress, and based on the following criteria:
 - Each session of the Congress should be prepared in order to ideally include 50% of women speakers, and at least 30% of women speakers.
 - Each session of the Congress should include gender components in their contents.
 - All the organizers, speakers and participants to the Congress sessions should pay special attention to the use of appropriate language and attitude regarding gender roles.
2. Suggestion of possible replacement female speakers during the organization phase for all sessions that would be below the 30% threshold of women speakers (a Female speaker pool).

Statutory:

3. Revision of nominations to the Governing Bodies: according to the Electoral Procedure Rules, no gender should represent less than 30% in the 2019 process. Nominations submitted by the UCLG sections should be reviewed accordingly.

Reporting:

4. Specific briefing to the team(s) in charge of reporting on the Congress, in order to guarantee that the final reporting includes all relevant mentions made to gender equality and gender mainstreaming components made during the Congress.

5. Specific briefing to the team(s) in charge of reporting on the Congress so they put special attention on the use of language, in particular gender neutral vocabulary, except if gendered language is relevant.

Communication:

6. Guarantee that all communications related to the Congress include a strong emphasis both on the gender dimension of the contents, and on gender equality during the UCLG Congress.

II - During the Congress

Sessions:

7. Counting and reporting *in situ* of the number of women speakers in each panel of the Congress, based on the initial detailed programme, and including a geographical criterion for further analysis.
8. Suggestion, *in situ*, of possible replacements for sessions that face last-moment changes and lack women speakers, based on an updated list of women speakers (a Female speaker pool).

Statutory:

9. Revision of nominations to the Governing Bodies. Nominations submitted by the UCLG sections should be reviewed and the number of female representatives to the World Council and the Executive Bureau should appear in the summary of the nominations shared with the General Assembly.

Reporting:

10. Guarantee a good coordination between the communication team, the reporting team, and the gender equality monitoring team in order to ensure consistency.

Communication:

11. Enhance visibility of all sessions with over a 50% women speaker threshold, with a tweet and a "gender equality distinction" Card during the Congress ("label").
12. Enhanced communication for sessions that champion gender mainstreaming and/or include a strong component on gender equality.

III - After the Congress

Assessment and evaluation after the Congress should include:

13. Qualitative and quantitative analysis of women and men participation into the panels of the Congress sessions (including distribution of panels and slots).
14. Qualitative and quantitative analysis of women and men participation into the statutory nominations (including geographical analysis).
15. Qualitative analysis of gender mainstreaming at the Congress and in contents, mainly based on the reporting.