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DECISION 6(LIII)

ITTO POLICY GUIDELINES ON GENDER EQUALITY AND EMPOWERING WOMEN (GEEW)

The International Tropical Timber Council,

Recalling Activity No. 2 of the ITTO Biennial Work Programme (BWP) 2015-2016 and Decision 2(LII) extending the BWP 2015-2016 for a period of one year;

Also recalling the 2030 Agenda for Sustainable Development and in particular Goal 5 to achieve gender equality and empower all women and girls;

Emphasizing that gender equality and women's empowerment are essential to achieving the objectives of the ITTO and constitute core values of the Organization;

Aware that the Global Environment Facility and Green Climate Fund require implementing agencies to meet certain criteria to be accredited for programme/project funding, including criteria on gender mainstreaming;

Noting the reports on gender equality contained in documents ITTC(LIII)/6 and ITTC(LI)/12 Rev.1, and the comments provided by Members on these reports,

Decides to:

1. Adopt the Policy Guidelines on Gender Equality and Empowering Women (GEEW) contained in Annex 1 of this decision;
2. Take immediate steps to implement the GEEW Policy Guidelines as set out in the BWP 2018-2019, including developing a new Appendix D to the ITTO Manual for Project Formulation (2009 edition) to provide supplementary guidance on gender analysis in project planning and design, training of ITTO staff, and study on gender roles in forest industry;
3. Request the Executive Director to finalize the draft text of a new Appendix D contained in Annex 2 of this decision and disseminate it as an official supplement to the ITTO Manual for Project Formulation until such time as a full review and update of the manual is completed;
4. Request the Executive Director to report to the Council at its next session on progress on implementing the GEEW Policy Guidelines in the context of his progress report on the BWP 2018-2019;
5. Invite the CSAG and TAG to jointly organize a panel at the next Council session on the role of women in achieving ITTO's objectives, including constraints and opportunities, and request the Executive Director to assist the CSAG and TAG in this regard;
6. Authorize the Executive Director to seek voluntary contributions to meet the financial requirements of this Decision, not exceeding US\$185,000. In the absence of sufficient voluntary contributions, the Executive Director is requested to use funds from the Working Capital Reserve.
7. Periodically review and, as needed, update the GEEW Policy Guidelines to reflect experience gained and new developments in the field of gender equality.

Annex 1

**ITTO POLICY GUIDELINES ON
GENDER EQUALITY AND EMPOWERING WOMEN (GEEW)**

I. PURPOSE

1. ITTO is committed to gender mainstreaming and enhancing gender equality outcomes across its policy and project work. ITTO's Policy Guidelines on Gender Equality and Empowering Women (GEEW) institutionalize this commitment. The Policy Guidelines serve as a framework for gender integration and mainstreaming in ITTO policies, plans, programmes, projects, activities and internal functioning and are intended to enhance the impact and effectiveness of the Organization's operations in all areas and at all levels.

II. RATIONALE

2. Through the adoption of the 2030 Agenda for Sustainable Development, all ITTO Members recognize the crucial role of gender equality to realizing sustainable development and are committed to advancing Sustainable Development Goal 5: To achieve gender equality and empower all women and girls. In this context, ITTO recognizes that:

- Gender equality and empowering women are essential to achieving sustainable forest management, including the sustainable management of tropical timber producing forests, which is a core ITTO objective.
- Women participate in the forest sector in diverse ways and within different cultural and geographic contexts, including as part of indigenous and local communities, as migrants, as farmers, and as workers, technicians and professionals.
- In many rural communities, particularly in producer countries, men and women typically play different roles in forestry and agroforestry systems. Women are often primary collectors and users of forest resources, such as fuelwood, wild foods and medicinal herbs, have traditional knowledge of forest management practices that are often inherently sustainable, and make specific contributions to tropical forest value chains which are important for household incomes and well-being.
- Due to a variety of interrelated cultural, social, economic and institutional factors, which vary from country to country and sometimes within countries, women are often disadvantaged in the forest sector. Specific disadvantages vary depending on the sphere(s) in which the women operate, which may be rural, urban, indigenous, local, national, technical, professional, public and/or private.
- Despite their crucial role in forest management, many women are limited in their control over forest land; access to financial resources, technology, education and training; share in forest-based benefits; and decision-making opportunities.
- Women are also often disadvantaged in tropical timber-based industries where they may not have equal access to employment opportunities or receive equal pay for equal work.
- In many Member countries, women are underrepresented, particularly at senior levels, in forest authorities, institutions and organizations, as well as in tropical forest-based processing and manufacturing industries and international trade groups. This hampers their ability to influence, and bring their perspectives to bear on, public and private sector decisions.
- In addition to cultural biases, the lack of sex-disaggregated data and statistics on the role of women in forestry, particularly in trade and industry, hampers the development of policy interventions to address gender inequalities.
- The potential of women to engage in, contribute to and benefit from the international forest-based economy as leaders, participants and agents of change, has yet to be fully realized. More work is needed by all stakeholders at all levels, including the ITTO.

III. OBJECTIVES

3. The objectives of the Policy Guidelines are to:

- Enhance the effective integration and mainstreaming of gender considerations in all aspects of ITTO's policy and project work.
- Build the capacity of ITTO and its Members to promote gender equality and empower women in the tropical forest sector.
- Strengthen the role of women in ITTO's governance structure, including in the work of the Council and Committees, ad hoc expert panels and working groups, and the Secretariat.

IV. PRINCIPLES

4. The Policy Guidelines reflect and flow from the following guiding principles:

- Gender equality is a core value of ITTO. Achieving ITTO's objectives will be accelerated by efforts to close the gender gap and empower women at all levels.
- Integrating a gender perspective means promoting equal opportunities, rights, voice, influence, leadership and benefits for women at all levels and in all spheres of ITTO's work.
- Gender equality is a matter of human rights. In order to achieve gender equality, it is often necessary to overcome historical biases and empower women to exercise their rights and fulfill their potential to contribute as full and equal members of society.
- Gender equality is an issue that concerns both women and men, recognizing that the roles of men and women in forestry systems may differ across cultures. Involving men is essential to bring about changes in attitudes, behavior and biases that disenfranchise women.
- Achieving gender equality and empowering women depends on generating information on the current situation of women in specific forest sector settings and cultural contexts and identifying social, economic and technological inequalities between men and women.
- Implementation of the Policy Guidelines will be consistent with applicable laws of ITTO Member countries and seek to advance the goals of relevant international instruments, including the 2030 Agenda for Sustainable Development and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW).

V. GUIDELINES

5. The Policy Guidelines address and provide guidance on eight core elements: (1) ITTO policies, action plans and thematic programmes, (2) ITTO project cycle, (3) capacity building, (4) statistics and information, (5) learning, knowledge management and communication, (6) networking and partnerships, (7) internal functioning and (8) accountability.

Element 1 – ITTO policies, action plans and thematic programmes

- ITTO's policy papers and guidelines will integrate a gender perspective and mainstream gender considerations wherever relevant.
- ITTO's strategic action plans will incorporate gender mainstreaming, including women's empowerment, as a strategic priority, as well as a key cross-cutting strategy to achieving other priorities set out in the plans.
- To the extent possible, ITTO thematic programmes will include one or more objectives focused on raising awareness of gender roles, norms and relations and promoting gender equality in the programme context.

Element 2 – ITTO project cycle

- The ITTO project cycle will integrate and mainstream gender issues. Gender equality will be addressed in all phases of the project cycle, including project formulation, implementation, monitoring, review and evaluation.
- The needs and interests of women and men, including their effective participation and outcome benefits, will be equally taken into account and promoted within ITTO-funded projects.
- All ITTO projects will be “gender-sensitive” and will examine gender roles, norms, relations and potential project impacts through a gender analysis and seek to generate gender co-benefits in project design.
- Wherever possible, ITTO projects will be “gender transformative” by including one or more objectives focused on raising awareness of gender roles, norms and relations and positively changing (transforming) those roles, norms or relations to improve gender equality and empower women. Such projects will include women’s organizations and/or networks as project partners and, where appropriate, as Executing Agencies.
- In all cases, the gender analysis will:¹
 - Be appropriate to the project field (e.g. forest management, forest industry, trade), as well as the project scale (local, national, regional, international).
 - Include the collection of quantitative sex-disaggregated data where possible, as well as qualitative information provided by stakeholders, both women and men.
 - Generate information and data to inform project design, interventions and desired outcomes, including budget allocations.
- Men and women will be provided with equitable opportunities to be included in stakeholder consultations and decision-making during project formulation, implementation and evaluation.
- ITTO will promote the collection, analysis and use of gender equality indicators and sex-disaggregated data in project monitoring, reporting and evaluation.
- ITTO will utilize a results-based management approach in monitoring, reporting and evaluating gender-related project outcomes and impacts, with evidence of actual results used to make course corrections as needed.

Element 3 - Capacity building

- ITTO will seek to enhance the capacity of Members to establish, strengthen and implement laws, regulations and policies designed to achieve gender equality and empower women, particularly within the tropical forest sector.
- The Executive Director will promote a shared commitment to gender equality within the Secretariat and ensure that staff members have the understanding, training and capacity needed to carry out these Policy Guidelines.

Element 4 – Statistics and information

- In addition to its programme and project work, ITTO will integrate gender in its data collection and statistical processes, with a view to generating sex-disaggregated data for all applicable organizational functions and categories of information. This will include data collected through national reporting on ITTO’s criteria and indicators for sustainable management of tropical forests.

¹ Additional guidance on gender analysis is contained in the ITTO Manual for Project Formulation.

Element 5 – Learning, knowledge management and communication

- ITTO will enhance learning on gender equality **and empowering women** as part of its knowledge management activities, including sharing experiences and lessons learned, upscaling best practices from different situations and cultural contexts, and working to develop a better understanding of gender and the international tropical timber economy.
- The Secretariat will develop tools, products and platforms suitable for a variety of audiences to raise awareness of the importance of gender equality to achieving ITTO's objectives and to communicate the Organization's efforts and achievements in promoting gender equality **and women's empowerment** in its policy and project work.

Element 6 – Networking and partnerships

- The Council, Committees and Secretariat will work with TAG and CSAG to strengthen gender mainstreaming in the ITTO.
- The Executive Director will develop alliances with organizations and networks that work on gender equality, in particular UN-Women and regional women's organizations **and** networks, and explore opportunities to develop joint gender equality initiatives with CPF partners.

Element 7 - Internal functioning

- ITTO will strengthen efforts to seek gender balance in the Council bureaus, expert panels and working groups.
- The Executive Director will ensure an office atmosphere and culture that is respectful of women employees at all levels, enables them to reach their full potential, and promotes inclusion and transparency.
- The Executive Director will take gender into consideration in engaging consultants, awarding procurement contracts, and appointing members of Thematic Programme Advisory Committees.

Element 8 – Accountability

- ITTO will establish an accountability mechanism and timeline to track progress and measure success on gender integration and mainstreaming, including women's empowerment, within the Organization's policy and project work and management practices.
- The Executive Director and permanent Committees will monitor and regularly report to Council on the implementation of these Policy Guidelines.
- ITTO programme and project managers will ensure Executing Agencies and other partners report regularly on gender integration in ITTO-funded programmes and projects, which may include developing gender sensitive indicators to measure progress.

VI. IMPLEMENTATION ACTIONS

6. The Policy Guidelines will be operationalized through actions taken within existing resources, as well as through priority activities identified by the Council in ITTO's Biennial Work Programmes (BWPs) which require additional voluntary contributions from Members, beginning with the BWP 2018-2019. The Secretariat will propose implementation activities for Council's consideration for inclusion in the BWPs.

Annex 2

**DRAFT TEXT FOR
APPENDIX D TO THE ITTO MANUAL FOR PROJECT FORMULATION**

“Guidelines for project-related gender analyses”

A. Introduction

1. Chapter II, Part 2 (page 24) of the ITTO Manual for Project Formulation (2009 edition) states that a project proposal should include a stakeholder analysis that describes, *inter alia*, “the characteristics and size of the target and beneficiary groups (e.g. by age, gender and ethnic composition)”. It also states that: “The stakeholder analysis should include a gender analysis. This will help to:

- Identify gender-based differences in resource access
- Determine how different members of target communities will participate in and be affected by project interventions
- Incorporate gender equity and empowerment in the project design process
- ‘Gendering’ the logical framework by defining indicators relating to gender equity and empowerment.”

2. Appendix D provides additional guidelines on conducting a gender analysis. Appendix D flows from ITTO’s Policy Guidelines on Gender Equality and Empowering Women (GEEW) and supplements the “Guidelines for ensuring stakeholder participation in the project cycle” contained in Appendix A of the Manual for Project Formulation.

B. Gender analysis

3. Gender analysis is typically a subset of social analysis. It is tool used to identify, understand and explain differences between males and females that exist in communities, countries, sectors and/or segments of societies, and thereby ensures a project is “sensitive” to gender issues. Gender analysis is also used to identify the relevance of gender norms and power relations in a specific context (e.g. country, geographic, cultural, institutional, economic). In the ITTO context, a gender analysis will typically examine and document:

- The group(s) or community(ies) of women relevant to the project (e.g. indigenous, local, professional), the spheres in which they operate (e.g. rural, urban, public, private), and the cultural context.
- Differences in the status of women and men and their differential use of, access to and benefits from forest-based assets, resources, opportunities and services;
- The influence of gender roles and norms on the division of time between paid employment in the forest sector and unpaid work (e.g. collection of wood and non-wood forest products);
- The influence of gender roles and norms on leadership and decision-making in the public and/or private forest sector, constraints and opportunities, and entry points for narrowing gender gaps and empowering women; and
- Potential differential impacts of the project on men and women, including potential negative impacts.

4. The gender analysis framework will vary somewhat depending on the nature, scope and scale of the proposed project (e.g. whether it focuses on tropical forest management, forest industry and/or the tropical timber trade, and at what level). Regardless of the type of project, the gender analysis will help ensure that projects not only “do no harm” but also contribute to promoting equality and closing the gender gap where relevant.

5. A gender analysis should be undertaken early in the project planning phase. In this way, an understanding of gender roles and power relations can be built into the project and inform its design, objectives, interventions and desired outcomes. The results of a gender analysis will also help:

- Ensure that the views of both men and women are taken into account in project formulation;
- Ensure that projects “do no harm” and avoid unintended consequences that increase inequalities between women and men;

- Identify data and knowledge gaps a project may wish to address; and
- Develop gender performance indicators where appropriate for project monitoring, reporting and evaluation.

6. Most gender analysis frameworks involve collecting quantitative and qualitative sex-disaggregated information and statistics on a similar set of issues, sometimes referred to as “domains”. Depending of the type and location of the project, sources of quantitative sex-disaggregated data may include national and international databases, NGOs, donor agencies, and the results of previous gender assessments in the country/locality or project topic(s). Qualitative information may be generated through interviews with potential stakeholders, with both men and women involved, and project partners.

7. A gender analysis may take various forms depending on the project context, size, available resources, and existing sex-disaggregated data. It may be a stand-alone study or integrated into other project data collection and/or analysis processes, such as social and environmental risk and impact assessments.

8. Given its benefits, a gender analysis is generally considered highly cost-effective. According to the Green Climate Fund, gender mainstreaming and analysis does not necessarily signify additional projects costs and may well increase project effectiveness and efficiency². Based on the experience of some development assistance agencies, a gender analysis budget of US\$10,000 is usually adequate for projects under US\$10 million.³

C. Examples of questions to be asked/answered

9. As noted above, the specific issues or domains a gender analysis will seek to address will vary to some extent depending on whether the project deals with the tropical forest resource base, forest industry development, or the international trade in tropical timber, and whether it is local, national, regional or international in scale. The following are examples of the types of questions that could frame a gender Analysis.⁴ These questions would need to be adapted to fit the nature and scope of the project and some may not be applicable to all projects.

What is the project context?

- What demographic data disaggregated by sex and income are available?
- What are the respective roles, interests, needs and/or priorities of women and men?
- What is the legal status of women? What laws, policies and institutional practices influence the roles of men and women?
- What are common beliefs, values and stereotypes related to gender?

Who has what?

- What are the levels of income and wages of women and men in the forest sector?
- What are the levels of education typical for boys and girls?
- What is the forest land tenure and resource use situation? Who controls access to or owns the forest? Do women have rights to forest land and resources?
- Do women and men have access to extension services, training programmes, etc.?

Who does what?

- What is the division of labor between men and women in the forest sector?
- How do women and men participate in the formal and informal forest-based economy?
- How are women represented relative to men in the forest-based workforce?
- What specialized knowledge and skills do men and women have related to forests?
- How do women and men participate in non-market uses of forest resources?

Who decides?

- Who controls/manages/makes decisions about forest-based resources, assets and finances?
- How do women and men participate in forest planning and decision-making and at what level?

² Source: Mainstreaming Gender in Green Climate Fund Projects (2017)

³ Source: Land O' Lakes, Inc. International Development (2015)

⁴ These sample questions are based on those commonly listed in gender analysis guidance documents, including Mainstreaming Gender in Green Climate Fund Projects (2017).

How much influence do women have in decision-making?

- Do men and women belong to forest-based cooperatives, trade unions or other types of economic, political or social organizations?

Who benefits?

- How will the project benefit women and men?
- Will the services/products of the proposed interventions be accessible to and benefit both men and women?
- Will the proposed interventions increase the incomes of both women and men?

D. Example of gender questions in the logical framework

10. When formulating projects, the project's logical framework (logframe) can offer an important opportunity for gender mainstreaming. Key questions to ask when designing a project logframe relate to impacts, outcomes, outputs and activities. Examples of key questions are listed in [Table 1](#).

Table 1 – Examples of key questions on gender issues in the logframe

IMPACT	<ul style="list-style-type: none"> • Is gender equality one overall objective that the project aims to contribute to? • Are men and women (of different ages and socio-economic groups) going to benefit equally from the project?
OUTCOMES	<ul style="list-style-type: none"> • Does the outcome include any clear reference to women and men and existing inequalities between them? • Does the intervention have the potential to improve women's access to self-provisioning and other productive resources, services, technologies, training and employment opportunities? • Does the intervention have the potential to improve women's decision-making regarding resources?
OUTPUTS	<ul style="list-style-type: none"> • Do the outputs respond to the different needs and priorities of men and women, as identified by the gender analysis? • Do the outputs challenge/redress existing gender inequalities and discriminatory norms and practices?
ACTIVITIES	<ul style="list-style-type: none"> • Are women and men given equal opportunities to plan, participate in and monitor the project's activities? • Do the planned activities take into account the roles and responsibilities of men and women in order to ensure equal opportunities for and benefits from participation?

(Source: FAO Field Guide to Mainstream Gender in Forestry, 2016)

E. Gender-sensitive versus gender-transformative projects

11. By incorporating a gender analysis during the project design phase, all ITTO project proposals are expected to be "gender-sensitive", i.e. aware of and sensitive to gender issues as they apply in the project context and seek gender "co-benefits" in project design and outcomes. Project proposals that go beyond gender-sensitivity to actively enhance gender equality and empower women are referred to as "gender transformative".

12. Gender transformative projects are those that critically assess and work to positively change gender roles, norms and relations within ITTO's fields of work. They include one or more objectives which aim to raise awareness of gender roles and norms among women and men and to transform those norms through actions that close the gaps in gender equality and promote women's rights, power, voice, economic opportunities, skills and benefit-sharing. [Table 2](#) provides examples of the types of project objectives that can be considered gender-transformative.

Table 2 - Examples of gender-transformative project objectives

Topic	Project objective
Awareness raising and information	<ul style="list-style-type: none"> • Enhance recognition of the role of women in sustainable management of tropical production forests, use of forests for self-provisioning, and forest-based income generation, value chains and markets • Raise awareness of gender gaps and their negative impacts on the tropical timber economy • Generate improved information and data on the contribution of women to the forest sector and timber economy at all levels • Increase women's awareness of their forest-based economic opportunities
Rights	<ul style="list-style-type: none"> • Strengthen forest-related policies and legislation to promote gender equality at national, sub-national and/or local levels • Enhance implementation of applicable laws and policies • Strengthen women's rights to forest land tenure and ownership and access to forest resources • Resolve conflicts between statutory and customary rights
Economic empowerment	<ul style="list-style-type: none"> • Support women's forest enterprises at various levels • Improve women's access to financial services and capital, including micro- financing and credit • Improve women's access to forest product markets • Improve women's access to enabling technology, including information and communication technology, and wood processing techniques • Strengthen women's participation in forest value chains • Promote equal pay for women for equal work
Power and voice	<ul style="list-style-type: none"> • Facilitate women's participation in forest user groups • Enhance women's participation and influence in forest-related decision- making at local, national and international levels • Promote women in management and leadership positions in forest institutions, national forest authorities, private companies and concessions • Strengthen women's forest-related networks at various levels • Monitor how actual practice reflects agreed procedures
Skills	<ul style="list-style-type: none"> • Improve women's access to forest-related education and training opportunities (technical, vocational, professional) • Improve women's access to extension services • Enhance women's employment and livelihood skills, including in value-added forest-based processing industries
Benefits	<ul style="list-style-type: none"> • Support equitable distribution and sharing of benefits derived from forests for men and women • Support equity between women and men in the generation of benefits derived from forests