Gender Responsive
ITU Plenipotentiary Conference 2022

A Gender-Responsive Conference

What is a Gender-Responsive Event?

- A gender-responsive event is one that aims to advance gender equality by upholding actions on agenda-setting, participation, governance, working environment, and decision-making which, when used collectively, can work as a system to accelerate, achieve, and sustain gender equality, as well as to achieve the Sustainable Development Goals by 2030 (SDG 5), and contribute to a gender equal and inclusive society

Criteria for a Gender-Responsive Event	**An enable and inclusive environment** for meaningful and substantive participation of women and the advancement of gender equality
	Gender equality in participation and governance
	Deliberations and decisions that advance gender equality

Background

- In 2022, the Plenipotentiary Conference (PP-22) will meet for the 21st time in Bucharest, Romania, from 26 September to 14 October.

- PP-18 acknowledged the need to foster the participation of women in all ITU decision-making.

- Council 2021 approved document C21/13 on "Proposed improvements for the Plenipotentiary Conference" highlighting the importance of organizing a full gender responsive and inclusive PP.

- Councillors welcomed Document C21/6 on the implementation of PP Resolution 70 (Rev, Dubai, 2018), as well as ITU's efforts to promote gender equality and women empowerment through ICTs and drew attention to actions being taken by the Sectors. It was suggested that a network of women for PP-22 should be launched, as had been done for other conferences.

> Considering all comments received, the ITU Secretariat started to work on the aspects to be considered for having a gender-responsive PP-22, based on the criteria mentioned above.

ITUPP
BUCHAREST2022
26 September - 14 October 2022
Bucharest, Romania

Objectives

➤ To ensure that every stage of the planning is worked from a gender perspective and make attendees aware and part of it.

➤ To promote equal representation of men and women.

➤ To improve women participation in ITU decision-making processes.

➤ To advance gender mainstreaming in the outcomes (resolutions and decisions) of the conference.

➤ To foster transparency and accountability through tracking and reporting data and information before, during and after the event.

➤ To strive for ensuring all attendees an event free from harassment, sexism, or discrimination by providing a safe and inclusive environment for everyone and giving women spaces to step up their influence in the decision-making process and networking.

➤ To provide a solid basis for gender-responsiveness for future ITU events.

Steps to be taken

ITU Internal Preparation

Data Collection: Collect gender-data on the previous PPs to serve as a baseline. ☑

ToRs of the Bucharest Preparatory Group and other sub-groups (Content Support Group, Election Support Group, Website Development Group, Business Continuity and Crisis Management Team): improve gender balance in the composition of the group and teams. Include gender as a standing item of the Bucharest Prep Group meetings. ☑

Communication and media: Ensure that communication and messaging on the event will be gender-responsive and feature gender issues to build awareness before the event. Prepare speaking points for elected officials to demonstrate strong political will. ☑

Staffing:
- **Composition of ITU secretariat and support services including interpreters and precis writers:** Improve gender balance and nominate a woman as alternate secretary of the committees if the chair is a man.
- **Pre-event information meeting with ITU staff:** give information about security and harassment.
- Involve the Gender Task Force in the preparation.
- Designate key staff to implement the gender responsive PP plan. ☑

Steps to be taken
Pre-Event

Host country liaison

Communication and promotion of the event: make host country aware of the gender responsive plan and involve the HC team in the implementation. ☑

Logistics, Preparation of floor plan of conference venue: Ensure physical layout and facilities at the venues to encourage participation by women – for instance, separate bathrooms, equal numbers and at the same distance from the main rooms. ☐

Job descriptions for local staff, composition of local support staff team and recruitment: encourage women to apply. ☐

Contract with external providers: Encourage the host country to take into account gender in their ToRs and service agreements. ☐

Travel and Accommodation arrangements for ITU staff: ensure that flight connections, transfers to hotels and accommodation are safe for ITU staff. ☐

Steps to be taken
Pre-Event

Conference Preparatory process with Member States

Invitation Letter: call for at least 35% of women's participation for PP-22, after a 29% in PP-18.	☑
Registration forms and Badging Plan: inclusively collect data on gender from registration (man, woman, other, prefer not to say).	☑
Information for participants: include special details on women's security if necessary for travel, transport, accommodation, the city, venues.	☐
Support to regional preparatory process: involve the regional groups (nominate a gender focal point at the regional level, involve the regional gender networks).	☑
Content: mainstream a gender perspective in as much resolutions as possible and revise Resolution 70 (consider including future work on data and statistics and creation of an ITU women network).	☐
Capacity Building: develop a training programme for women in cooperation with the RTOs.	☑
Candidatures: call for women candidates for elected positions, for Chair and Vice-chair positions.	☐
Selection of Tellers: improve gender balance.	☐

Steps to be taken
During the Event

ITU Internal Preparation

Opening speeches (ITU SG, HC, UNSG): highlight data on women participation, mention the preparation of a gender responsive PP, cover the impact of ICT on women's empowerment and the need for gender equality.

In-session script and briefings for PL: revision of terminology to include gender neutral language.

Closing Ceremony: highlight data on women participation.

Swearing-in Ceremony: revision of the language in the pledge.

Security and Safety on site / harassment:
- **Onsite daily meetings with staff:** remind gender-responsive plan and security concern if any.
- Remind about ITU "0" Tolerance policy on the matter, explain the reporting process in case of harassment and UN code of Conduct to prevent Harassment, including sexual harassment at UN system event.

Communication: interview women role model, plan specific photo coverage on women behind the scenes at work.

Steps to be taken
During the Event

🤝 Host country liaison

Security and Safety on site / harassment: remind about ITU "0" Tolerance policy on the matter, explain the reporting process in case of harassment.

Opening speeches (High Level official): highlight data on women participation, mention the preparation of a gender responsive PP, cover the impact of ICT on women's empowerment and the need for gender equality.

Communication: promote the ITU gender responsive PP in their interaction with the press.

Steps to be taken
During the Event

Conference Preparatory process with Member States

Policy statements: include ICTs for women empowerment and bridging the gender digital gap as a theme in the guidelines for policy statements. ☐

PP-22 outcomes: consider including a gender perspective in as much resolutions as possible (include one document on the data, involve the gender networks and regional focal points in the drafting of the resolutions). ☐

Gender side events: organize a side event with women ministers during the first week of the conference (leadership, networking). ☑

Safety and Security onsite: ensure the implementation of the UN code of conduct to prevent Harassment, including Sexual Harassment at UN system event. ☐

Receptions and dinners: Organize seating plans to ensure gender balance at the tables. ☐

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Steps to be taken
Post-Event

ITU Internal Preparation

Prepare a **report** on the implementation of the gender responsive PP plan and propose lessons learned and next steps for other ITU conferences.

Collect, track and publish the **data** and statistics on gender balance in the delegation and in the staffing tables.

Collect information of harassment/security cases.

Steps to be taken
Post-Event

Host country liaison

Collect and publish **data and statistics** from the HC on local staff.

Communication: Ensure that the post-event communications include gender considerations and recommendations for future improvement.

Steps to be taken
Post-Event

Conference Preparatory process with Member States

Registration and accreditation: Prepare a report and publish data and statistics on women's participation.

List the **resolutions** where a gender perspective has been included.

Update the **ITU gender website** with updated resolutions.

Promote the gender responsive PP plan outcomes in the **PP report to Council 2023.**