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APEC Gender Inclusion Guidelines

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APEC Policy Partnership for Women and the Economy

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Introduction

APEC Economic Leaders continue to underscore the importance of inclusive growth to address disparities in income, skills, jobs and opportunities. Inclusive growth emphasizes the creation of, and equal access to opportunities for all anchored in a strategy of sustainable development that enables all parts of society to participate in, contribute to and share the benefits of regional growth. Gender equality is central to inclusive economic growth.

Across the 21 APEC economies, approximately 600 million women are in the labor force, with over 60 per cent of women engaged in the formal sector.¹The economic inclusion of women has a potentially significant multiplier effect for the APEC region. More effective use of this under-utilized resource can offer APEC economies unrealised economic and social benefits.

To actively foster gender inclusion, the PPWE seeks to work with other APEC Fora to support inclusive economic growth by promoting more deliberate and guided measures for gender inclusion.

APEC promotes women’s economic empowerment across its broad agenda through five key pillars for action:

Five Pillars	Summary
Access to Capital and Assets	<p>Including through such sources as land and personal property, participation in the workforce, and financial services.</p> <p>Examples of barriers include: regulatory laws and discriminatory practices; a lack of information and knowledge about lending requirements; a lack of financial literacy and financial knowledge; lack of access to financial services; and lack of access to technology.</p>
Access to Markets	<p>Including markets for labor and for goods and services produced by women-owned enterprises.</p> <p>Examples of barriers include: additional risks of theft and violence when traveling to markets; inability to travel without a male companion; inability to obtain an identity card; increased vulnerability to corruption or bribery in obtaining permits or crossing borders; and lack of access to information on international standards, certification requirements, or processes for opportunities in public and private- sector procurement.</p>
Skills, Capacity Building, and Health	<p>So women are physically capable of a range of economic pursuits and are prepared both educationally and technically for success in the workforce, in business and in entrepreneurship.</p> <p>Examples of barriers include: knowledge of processes and procedures; social and cultural norms; limited access to technology; discrimination, lack of safety, or gender-based violence; poor labor conditions; time constraints; and biases.</p>
Leadership, Voice, and Agency	<p>Through which women are valued as contributors, professionals, and leaders in the private, not-for-profit, and public sectors.</p> <p>Examples of barriers include: organizational obstacles, including alack of role models and</p>

¹<https://www.apec.org/Groups/SOMSteering-Committee-on-Economic-and-Technical-Cooperation/Working-Groups/Policy-Partnership-on-Women-and-the-Economy>

	exclusion from informal networks; work-life balance challenges, including travel requirements, lack of child and elderly care, and long work schedules; institutional, social and cultural norms that evaluate women differently from men for positions; and lack of positive reinforcement, peer and senior-level support.
Innovation and Technology	So women have the same opportunities as men to benefit from and participate in development and implementation of scientific advances and new technologies. Examples of barriers include: mobility and safety in accessing ICT services; cost of accessing resources; lack of awareness that ICT services could be beneficial; legal and discriminatory regulations and environments; cultural and social norms; and lack of education, skills, and capacity.

Some APEC Fora are proactively undertaking work under the five pillars by considering the different challenges women and men face in these areas and designing appropriate responses. While the APEC Women and the Economy Dashboard shows that members are making progress, more action is needed. By taking gender more fully into account in their activities, APEC members can accelerate their shared inclusion goals, whether sector-specific or overarching.

Purpose

Gender inclusion is already mandated. APEC Economic Leaders have committed to *'strengthen our efforts to support the mainstreaming of gender equality and women's empowerment across APEC's work'* (AELM 2016) and APEC Ministers have directed the *'Policy Partnership on Women and the Economy to collaborate with other APEC fora to incorporate a gender perspective into APEC's work'* (AMM 2014).

The purpose of the APEC Gender Inclusion Guidelines ('the GIG') is to promote gender integration across APEC and to assist Fora to take gender into account as they seek to progress both their own specific areas and Cross-Fora activities. For key terminology see [Annex One](#).

The GIG integrates existing gender criteria (e.g., the Guidebook on APEC Projects' *'Guide on Gender Criteria for APEC Project Proposals'* (see [Annex Two](#)) and data sources (e.g., APEC Dashboard for Women and the Economy). It also introduces Gender Markers as a gender inclusion measurement tool.

The GIG addresses gender disparities so that they may be recognized, understood and systematically taken into account in the formulation and implementation of For a Strategic Plans, Work Plans, Annual Reports and in APEC Projects. The GIG can also be applied at the individual economy level.

Scope

The GIG offers guidance on how to integrate gender-responsive approaches into Fora Strategic and Work Plans, Annual Reports and Projects. It complements the principles outlined in the *1999 Framework for the Integration of Women in APEC*.

The GIG is intended as a useful resource for APEC Fora, Committees and Overseers of APEC Projects to assist them to take action on the gender inclusion commitment of Economic Leaders and Ministers and strengthen the integration of gender into work across APEC’s broad agenda. It does not introduce any new mandatory requirements on APEC members and aims to reinforce existing accountability mechanisms.

GIG Guiding Principles

- Build a **Culture of Gender Inclusion** across APEC;
- Encourage **Inclusive Engagement** in all Fora and cross-cutting initiatives;
- Apply **Gender-Inclusive Approaches** to Strategic Plans, Work Plans, Annual Reports and Projects;
- Promote **Good Practices** in gender inclusion; and
- Optimize **Resources and Prosperity for all** in the APEC region.

Gender Markers

Gender Markers (GM) are a simple 3-point scale designed to increase gender awareness. The GM can be applied to Fora activities such as Strategic Plans, Work Plans, Annual Reports and APEC Projects.

GMs are based on For a and Project Overseers’ self-assessed ‘state of gender inclusion’ with the objective of improving markers over time and attaining the highest possible level of gender inclusion (GM3) across APEC. The GMs follow a simple format so they are easy to assign and assess (see [Self Assessment](#) below).

Gender Marker	Description
GM 1–No Gender Elements (NGE)	Gender is not reflected in any component of the Strategic Plan, Work Plan, Project or Annual Report. There is risk that activities will unintentionally nurture existing gender inequalities or deepen them.
GM2–Limited Gender Elements (LGE)	Gender is reflected in a limited way . Gender dimensions are included to some extent across Fora activities such as Strategic Plans, Work Plans, Annual Reports and Project documentation.
GM3 - Effective Gender Mainstreaming (EGM)	Activities are designed to contribute significantly to gender equality. The different needs of women/girls and men/boys have been analyzed and integrated across Fora activities such as Strategic Plans, Work Plans, Annual Reports and Project documentation.

➤ Gender Markers for Fora Strategic Plans, Work Plans, Annual Reports

Each activity can be assigned a GM, so Fora may at any one time have different GMs across activities. For example:

A GM 2 may be attained for Fora **Strategic Plans** through:

- Documented agreement to integrate gender responsive policies and projects;
- Documented agreement to deepen actions in one of more of the five pillars across the Strategic Plan cycle;
- Documented agreement to annually self-assess gender inclusion status.

A GM 2 may be attained for Fora **Work Plans** through:

- Documented plans to identify/undertake gender-responsive projects, including Cross-Fora projects;
- Documented plans to collect substantial sex-disaggregated data on all activities;
- Documented agreement to share information with other Fora and provide periodic progress reports on gender inclusion.

A GM 3 may be attained for Fora **Annual Reports** through:

- Substantial evidence of gender inclusion in Strategic and Work Plans;
- Substantial evidence of gender inclusion across the five pillars through Fora/Cross-Fora activities;
- Substantial sex-disaggregated data collection, analysis and dissemination.

To assign an overall GM score, Fora should review all their activities for the most common ranking.

➤ **Gender Markers for Projects**

APEC Projects already have a useful [gender criterion](#)² in place:

‘To demonstrate your project will benefit women, and in particular will not disadvantage women, you need to describe what you are doing to include women and women’s perspectives in the design, implementation and evaluation of your project’.

GMs support the implementation of this criterion. GMs can be assigned to indicate to what degree the project contributes to addressing, implementing and evaluating one or more of the five pillars based on APEC’s commitment to promote women’s economic empowerment.

GMs can be applied across the entire APEC Project cycle from Concept Notes to full proposals, Project implementation, periodic reviews, Project Budgets and Project completion (see [Annex Three](#) for detailed project guidance).

➤ **Self-Assessment**

Self-Assessment can be conducted on all *documented* actions in Strategic Plans, Work Plans, Budgets and Projects and on outcomes reported in Fora Annual Reports and Project completion documentation. The below framework offers five useful themes with pointers against which Fora can self-assess their level of gender inclusion: (1) Leadership and Commitment; (2) Self-Reflection; (3) Communication & Engagement; (4) Data Collection &

²For complete Gender Criteria see [Annex Two](#)

Analysis; and (5) SMART (specific, measurable, achievable, relevant and time-bound) Actions.

To assess the level of gender inclusion, Fora should look for evidence that they have genuinely understood, investigated and addressed relevant gender considerations in their actions and demonstrated application of gender-inclusion, at which point Fora, Committees or Project Overseers should be able to assign the appropriate GM level.

		APEC Fora achieving gender inclusion can demonstrate they:		
		Understand the current state of gender inclusion GM 1	Change culture to improve gender inclusion GM 2	Have incorporated gender inclusion into Forum activities GM 3
Gender Markers Self-Assessment Framework:	Leadership and Commitment	Forum shows little or no leadership/commitment to gender inclusion	Some resources have been committed to investigate the factors contributing to gender inequality	Adequate resources have been committed to design, implement and evaluate gender-inclusive activities
	Self- Reflection	What, if any, successful initiatives are in place to address gender inequities?	Proposed actions have a realistic chance of being implemented and having a positive impact on gender inclusion	A notable change in gender inclusion, e.g. substantial women’s participation and representation in decision-making
	Communication and Engagement	How are members informed about and engaged in improving gender inclusion?	Feedback from a diverse range of members has been sought and incorporated in gender plans	Forum champions/planned actions and implementation of gender-inclusive components in place across initiatives
	Data Collection and Analysis	What does the data suggest about the current state of gender inclusion?	According to the data, additional activities need to occur to contribute to gender inclusion	Annual Report reflects evidence of the positive impact of actions on gender inclusion
	SMART Actions Specific, Measurable, Achievable, Relevant and Time-bound	What, if any, action has the Forum taken to date to investigate/improve gender inclusion?	Actions show improved contribution to gender inclusion, data collection, good practice	Forum documentation reflects substantial gender action, data collection and gender inclusion achievements

GIG Application

1. Lead Shepherds and Chairs of APEC Fora play an important role in ensuring a gender-inclusive culture is established and reported on;
2. Fora are encouraged to discuss gender inclusion issues and activities pertaining to their mandates and seek innovative gender-inclusive approaches;

3. In the planning and administration of annual and multi-year activities, Fora should identify gender inclusion within their Strategic Plans, Work Plans and Annual Reports, including activities that may involve or require collaboration with other APEC Fora and how this will be pursued;
4. Fora are encouraged to examine what actions they are taking to meet their gender obligations, e.g., as outlined in the 2018 SCE Work Plan Template requiring Fora to *'highlight any gender-related issues relevant to expected outcomes and deliverables'*;
5. Fora are encouraged to report on and share good practices in gender inclusion; and
6. Fora are encouraged to use the APEC website and other digital platforms to effectively share good practices in gender inclusion and Cross-Fora activities.

The APEC Secretariat, including the APEC Policy Support Unit (PSU), Project Management Unit (PMU) and Fora Gender Focal Point, are encouraged to use the GIG in their support to APEC Fora and Projects.

GIG Implementation

The *1999 Framework for the Integration of Women in APEC* defines three elements necessary for mainstreaming women into APEC processes and activities. These elements continue to be **key** components for gender inclusion:

- A. Gender Analysis:** a systematic method to examine differing conditions for women and men and acknowledge these differences in Fora activities;
- B. Sex-Disaggregated Data:** collection and analysis, monitoring and evaluation of research data classified by sex and reported separately for women and men; and
- C. Accountability:** attention to increased participation of and leadership by women in all APEC Fora and Activities through the identification, design, implementation and evaluation of gender-responsive actions.

A. Gender Analysis

Fora are encouraged to:

1. Establish a culture of gender analysis and reporting;
2. Adequately resource gender analysis into their **planning** and **budgets** to help identify and understand the respective roles of/impact on women and men in their initiatives/sector;
3. Undertake a gender analysis at the outset of an initiative to establish baseline data on **women's participation** and **contribution** to their area of work, and how enabling environments may be further improved;
4. Generate **gendered insights** into (trade, industry, business) needs and gaps, which can become opportunities for [Cross-]Fora initiatives;

5. Set **GM targets** for women's participation backed by regular progress reports. Targets should be set after conducting a gender analysis to identify the status of women in a policy, program, project or sector; and
6. **Identify women** who can participate in/contribute expertise and diversity to traditionally male-dominated fields, industries, panels or subject matters. Expert talent, including young women, may be drawn from multiple channels and levels of society, such as the public, private and third sector; research, educational institutions; community groups, women networks and associations.

B. Sex-Disaggregated Data Collection, Monitoring and Evaluation

The gender dimension of economic and social inclusion is an important field of research to which APEC can make a considerable contribution. Comprehensive data collection and impact evaluation will deepen APEC's ability to generate gender-responsive outcomes.

Sex-disaggregated data separates data by sex. It is an essential component of gender analysis as the disaggregation of data by sex makes gender differences visible. Fora are encouraged to:

1. Collect sex-disaggregated data to generate a meaningful **baseline** (on trade, industry, business, engagement) to apply to strategies that benefit women and men equally, increase the participation of women, design targeted initiatives, and/or demonstrate good practice;
2. Collect **sex-disaggregated impact data** (beyond attendance and participation) to help create the evidence-base needed to design gender-responsive policies and initiatives;
3. **Set targets** for women's participation based on sex-disaggregated data collection and analysis;
4. Use **Monitoring and Evaluation (M&E)** as an integral part of the data collection and analysis process; and
5. Generate and contribute **impact evaluation data** via new ICT-enabled data collection and evaluation tools in combination with conventional M&E methods.

Fora not familiar with sourcing expert female talent, gender analysis, sex-disaggregated data collection/analysis, impact evaluation and gender-responsive M&E may wish to explore collaborating with external partners with strong gender-related expertise in their respective sectoral area and/or consult with the PPWE in identifying such partners.

C. Accountability

APEC has standing accountability mechanisms in place and the GIG does not require any changes to existing accountability mechanisms. It does advocate gender championing and increased compliance of current mechanisms by Fora and Project Overseers to strengthen the institutional capacity to implement the GIG and enhance the overall status of gender inclusion in APEC.

Fora are encouraged to:

1. Appoint a gender champion at Committee and/or SCE reporting level;
2. Document and apply gender actions in their Strategic Plan, Work Plan and Annual Report and ensure gender-insensitive plans are not endorsed/submitted for higher level approval;
3. Include and annually report on gender equality achievements in all their activities;
4. Initiate and implement gender-responsive Cross-Fora projects;
5. Build gender capacity through Cross-Fora collaboration;
6. Document and share good practices on gender-inclusive policies, initiatives and projects; and
7. Take steps to inform APEC Ministers and Leaders on the impact of gender inclusion.

Project Overseers are encouraged to:

1. Integrate gender fully during the project design phase, using the Guide on Gender Criteria for APEC Project Proposals (see [Annex Two](#)), the GIG and subject-specific technical advice and resources;
2. Consider substantive inclusion of gender into the project including, where appropriate, in the agenda of project events and in research/publications;
3. Set targets and report on women's participation in panels and events;
4. Follow through on gender inclusion aspects of their approved Project Proposal during the project implementation and evaluation and reporting phases, with recommendations as appropriate; and
5. Collect, analyze and report on sex-disaggregated data beyond women's participation and speakers' roles in events.

Good Practices in Gender Inclusion

Since its inception in 2011 the APEC Policy Partnership for Women and the Economy (PPWE) has set a good practice example for inclusive policy, research, programs, projects, work and action plans. Too numerous to list, PPWE initiatives can be found under the PPWE section on the APEC website.³

A growing trend in APEC, good practices in gender inclusion are increasingly present in other APEC Fora including, for example, in working groups on Emergency Preparedness (EPWG), Energy (EWG), Human Resources Development (HRDWG), Small and Medium Enterprises (SMEWG), Policy Partnerships on Food Security (PPFS) and the Policy Partnership on Science, Technology and Innovation (PPSTI). See [Annex Four](#) for examples of good practices in gender inclusion in both Fora and Projects.

The APEC Women and the Economy Dashboard

The Women and the Economy Dashboard ('the Dashboard') is an APEC initiative which provides a snapshot of the status of women in APEC. It allows measurement of the progress of women's participation in economic-related activities and women's economic and social inclusion. The latest version of the Dashboard is available on the APEC website at http://publications.apec.org/publication-detail.php?pub_id=1887.

Drawn from a range of international data sources, including the United Nations, the World Bank, the International Labor Organization, the World Economic Forum, the Organisation for Economic Co-operation and Development, and the World Health Organization, among others. The Dashboard comprises 75 indicators, classified across the five pillars (see [Introduction](#)).

Research and data are increasingly important tools to inform decision-making. Fora are encouraged to share research, raise the quality of sex-disaggregated data, indicators and best practices regarding women and the economy; and use the data outlined in the Dashboard for evidence-based decision making.

Inclusion is the engine of growth. The GIG assists Fora to realize the potential inclusive development has to offer the region. The attached Annexes provide supporting information in applying the GIG.

³<http://www.apec.org/Groups/SOM-Steering-Committee-on-Economic-and-Technical-Cooperation/Working-Groups/Policy-Partnership-on-Women-and-the-Economy>

Annex One: Key Terminology

Gender	Refers to the socially constructed identity of women and men – such as norms, roles and relationships between women and men. Gender norms, roles and relations are dynamic, vary from society to society and change over time, and have a bearing on people’s access to opportunities, resources and services.
Gender Analysis	Gender analysis (through sex-disaggregated data), identifies, assesses and informs actions to address inequalities that arise from: 1) different gender norms, roles and relations; 2) unequal power relations between women and men, and 3) contextual factors such as sexual orientation, ethnicity, education or employment status.
Gender Awareness	The ability to identify problems arising from gender inequality and discrimination even if these are not evident on the surface and are ‘hidden’ or are not part of the commonly accepted explanation of what and where the problem lies. Applied through gender analysis, gender awareness needs to be included on all levels.
Gender Division of Labor	Who (women or men, young or old) does what in terms of different types of work, such as productive work in factories, in offices, and on the land; reproductive work as in cooking, cleaning, and caring for family members; and community activities such as attending meetings (with or without pay).
Gender Equality	Refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potential to contribute to and benefit from the results of development. Thus, gender equity leads to substantive equality.
Gender Equity	Refers to the policies, instruments, programs, services, and actions that address the disadvantaged position of women in society by providing preferential treatment and affirmative action. Such special measures aimed at accelerating de facto equality between men and women shall not be considered discriminatory but shall in no way entail as a consequence the maintenance of unequal or separate standards. These measures become obsolete when the objectives of equality of opportunity and treatment have been achieved.
Gender Inclusion	The process of all persons participating equally in the economic, political and social fabric of society without disadvantage based on gender, race, ethnicity, religion, sexual orientation and gender identity, or disability status. Fully functional gender inclusion means that all persons and groups are valued equally.
Gender Insensitive	Lack of distinction between genders and no recognition of the differences and diverse needs of women, men, girls and boys.
Gender Mainstreaming	The process of ensuring that women and men have equal access and control over resources, development benefits and decision-making, at all stages of the development process and in all government projects, programs and policy.
Gender Neutral	Can be determined only after a rigorous gender analysis has taken place and the economic, social, environmental, governance and demographic impacts on women and men have been determined both quantifiably and qualitatively.

Gender Planning (or Gender-Sensitive planning)	The process of planning development programs and projects that are gender sensitive and that take into account the impact of gender roles and gender needs in the target community or sector
Gender-Responsive Budget	An application of gender mainstreaming in the budgetary process. It means a gender-based assessment of budgets, incorporating a gender perspective at all levels of the budgetary process and restructuring revenues and expenditures in order to promote gender equality.
Gender-Responsiveness	The consistent and systematic attention given to the differences between women and men in society with a view to addressing structural constraints to gender equality.
Gender Roles	Learned behaviours in a given society/community that condition which activities, tasks or responsibilities are perceived as male and female. Gender roles are changeable, and are affected by age, class, race, ethnicity, religion, and by the geographical, economic and political environment. Both women and men play multiple roles in society. Women often have reproductive, productive, care and community managing roles. Men focus more on productive roles and community politics.
Gender-Sensitivity	The ability to recognize gender issues and to recognize women's different perceptions and interests arising from their different social position and roles. Gender sensitivity is often used to mean the same as gender awareness. It is actually the beginning of gender awareness which is more analytical and critical.
Occupational Segregation (Horizontal and Vertical)	Horizontal segregation refers to the distribution of women and men across occupations. Vertical segregation refers to the distribution of men and women in the job hierarchy in terms of status and occupation.
Productive Roles	Activities carried out by women and men in order to produce goods and services for sale, exchange, or to meet the subsistence needs of the family. For example, in agriculture, productive activities include planting, weeding, animal husbandry.
Reproductive Roles	Activities needed to ensure the reproduction of the society's labor force. This includes child bearing, child rearing, and care for family members such as elderly, children, and workers. These tasks are often unpaid and mostly undertaken by women.
Sex	Identifies the biological and reproductive differences between women and men.
Sex-Disaggregated Data	Data that identifies differences between the circumstances of women and men, girls and boys. Sex-disaggregated data collection is an integral part of gender analysis.
Triple Burden	Refers to the fact that women tend to work longer and more fragmented days than men as they are usually involved in three different gender roles: reproductive, productive and community work.

Annex Two: Guidebook on APEC Projects

Guide on Gender Criteria for APEC Project Proposals

1. Why are there gender criteria?

APEC Economic Leaders have long recognized the need to overcome the barriers to fully harness the economic integration of women in APEC economies. Women's full participation in the economy is critical to the achievement of sustainable economic development in the region.

Recognizing that gender is a cross-cutting issue, Leaders have charged the Policy Partnership on Women and the Economy (PPWE) to lead these efforts and to work with other APEC entities to provide effective policy recommendations on women and the economy.

The PPWE acts as an institutional mechanism for reporting to the Steering Committee on ECOTECH (SCE) on APEC gender activities and outcomes. The broad goal of the PPWE is to provide linkages between APEC fora, APEC economies and the APEC Secretariat to advance the economic integration of women in the APEC region for the benefit of all economies.

One mechanism for accomplishing this is through the incorporation of gender perspectives into all APEC projects. This document offers guidance to achieve this.

2. What are the criteria based on?

APEC has committed to promoting women's economic empowerment through the following five pillars:

1. **Access to capital and assets**, including through such sources as land and personal property, participation in the workforce, and financial services;
2. **Access to markets**, including markets for labor and for goods and services produced by women-owned enterprises;
3. **Skills, capacity building, and health**, so women are physically capable of a range of economic pursuits and are prepared both educationally and technically for success in the workforce, in business, and in entrepreneurship
4. **Leadership, voice, and agency**, through which women are valued as contributors, professionals, and leaders in the private, not-for-profit, and public sectors; and
5. **Innovation and technology**, so women have the same opportunities as men to benefit from and participate in development and implementation of scientific advances and new technologies.

3. What are the gender criteria and how do I address them?

APEC project proposals contain one question on gender considerations.

To demonstrate your project will benefit women, and in particular will not disadvantage women, you need to describe what you are doing to include women and women's perspectives in the design, implementation and evaluation of your project.

How? Ways in which you can demonstrate you are doing this include, but are not limited to, the following:

- By analyzing if there are significant, relevant gender disparities in the sector in which your project is working and if so, ensuring that any which affect your project are addressed through project activities/inputs (Note: although it is less common, this could include gender disparities which affect men adversely); and/or

- By describing how women will be included in the planning of the project, including in decision-making processes; and/or
- By describing how women will be consulted during the development of the project; and/or
- By describing what processes are in place to actively encourage women to participate in the implementation of the project; and/or
- By describing how the results of the project will be disseminated to women, women's groups, peak bodies, or women's government agencies; and/or
- By describing how the project will collect and use sex-disaggregated data to analyze the impact of the project on women.

To demonstrate how the objectives of your project provide benefits for both women and men, you need to describe:

- How does your project aim to implement or facilitate or contribute to APEC objectives? and
- In what way the project benefits or impacts (if any) women or men.

How? Ways in which you can demonstrate that the objectives of your project will benefit both women and men include, but are not limited to the following:

- By specifically setting out how the objectives of the project will encourage both women and men's participation in economic, technical, trade and business activities. For example:
 - The project will provide gender-sensitive training to women in economic or technical areas which have a small concentration of women, thereby empowering women to enter that field.
 - By describing how the project will streamline business regulation processes, thereby encouraging women-operated small and medium enterprises to move into the formal sector.
- By describing how the objectives of the project will contribute an understanding of gender considerations (or gender analysis) in APEC objectives. For example:
 - The conference/research/training will include a specific component on the issue as it relates to women.
 - Gender-sensitive indicators are utilized for monitoring the impact of the project.
 - The project's reports and recommendations will focus on the longer-term outcomes for women and men.
- By describing how the project will encourage women's participation in APEC. For example:
 - The project will collect and use sex-disaggregated data from participants (according to sex, age and urban/rural precedence).

4. How are the criteria assessed?

The APEC Secretariat designed a Gender Focal Point to coordinate within the PMU to assist the Women and the Economy Program Director in assessing the proposals submitted to APEC. It will provide advice to the Program Director on the extent to which the gender criteria are addressed in project proposals. The group will facilitate technical assistance if necessary.

In assessing your response to the gender criteria, the Gender Focal Point and Program Director will be looking for evidence that the PO has genuinely investigated the gender considerations relevant to the project. To make a judgment about this they will consider the following:

1. Does the proposal answer the question?
2. Does the proposal provide evidence or examples?
3. Where evidence and examples are not used, is a rationale provided?
4. Does the proposal demonstrate an understanding of the objectives of the *Framework for the Integration of Women in APEC*?

The gender criteria are also considered by members of the approving sub-fora and the Budget and Management Committee (BMC) before final approval of a full project proposal.

5. Frequently asked questions

Q. I think my project is “gender neutral”. Do I still have to answer the gender criteria?

Yes. Experience has shown that when analyzed more deeply, very few projects are actually gender neutral. Therefore while the Project Assessment Panel understands that not all projects will have tangible impacts on or benefits for both men and women, **if you think your project is genuinely gender neutral, you must support your assertion with evidence.** In particular, you need to be sure that your project does not have different impacts for men and women (unless these are intentional and designed to mitigate past gender inequalities). If you assert that your project is “gender neutral”, you should use statistics or research to support the assertion where possible.

Q. My project does not benefit women...

Are you sure? Have you investigated fully whether there benefits for women in the objectives of your project or whether there is a simple way that your project could benefit women? You should check with your Gender Focal Point before you submit your proposal (see section 5 below for details).

Q. My project is not specifically aiming to benefit women. Will I be marked down?

No. However, even if this aim is only a small part of your project you should indicate this. While, your project does not have to be targeted at women to successfully address the gender criteria, the Project Assessment Panel is looking for evidence that the PO has thought about how gender is relevant to the project. So you should describe where possible how the project might affect women and men differently, and how you have attempted to address these issues, *where possible*.

Q. I cannot find statistics, data, or research to support my responses to the gender criteria. Will I be marked down?

No. You should indicate in your response that there is no supporting data or research readily available and what you have done to find alternative sources of data (i.e., how you know that it is unavailable). You should still attempt to provide a rationale for your response.

Q. I will be unable to collect sex-disaggregated data about my project. Will I be marked down?

No. Sometimes it will not be possible or relevant to a project to do so. However, you should explain why, to demonstrate to the Project Assessment Panel that you have thought about and investigated this issue.

6. Checklist: Have I answered the gender criteria?

Before you submit your proposal you should be able to tick the following boxes:

I have investigated and thought about how:

- The project affects women or could benefit women, and in particular, does not disadvantage women.
- How the objectives of the project provide benefits for women.

I have demonstrated this in the proposal using evidence in the form of:

- Examples
- Research
- Statistics
- Other rationale

7. How can I get further assistance?

Speak with your Economy Gender Focal Point, or your Fora Gender Focal Point.⁴

Focal Points are members of the APEC Policy Partnership on Women and the Economy. You can find out who your economy and PPWE members are through the APEC Secretariat or the APEC Information Management Portal website:

http://member.aimp.apec.org/acms_sites/gfpn/Lists/Contacts/AllItems.aspx

Other resources:

Harmonized Gender and Development Guidelines for Project Development Implementation, Monitoring, and Evaluation: <http://pcw.gov.ph/publication/harmonized-gender-and-development-guidelines-project-development-implementation-monitoring-and-evaluation-0>

⁴To be designated.

Annex Three: Further Guidance for APEC Projects

1. Writing a gender inclusive APEC Concept Note

A Concept Note template is provided to assist the APEC secretariat in assessing and selecting projects. The APEC Concept Note template is located in [Appendix A](#) of the Guidebook. Opportunities to integrate the GIG are in the beneficiaries, evaluation and linkages sections:

Beneficiaries: The proposed selection criteria for participants, beneficiary profiles (e.g., workshop participants, end users, policy makers, researchers/analysts, gender) and how they will be engaged).

- Commit to sex-disaggregate data and document gendered interventions;
- Include research to document meaningful measures of women and men's contributions.

Evaluation: Potential indicators developed to measure progress, project outcomes and impacts/successes. Where possible provide indicators which could assess impacts on women.

- Where appropriate, consult and utilize relevant [Dashboard](#) data as the basis from which to attribute contribution.

Linkages: Information on other APEC and non-APEC stakeholders and how they will be engaged. If and how this proposal builds on (but does not duplicate) the work of other projects. How will this activity promote cross fora collaboration?

- Liaise with the PPWE during the design phase of the project.

Submission details are outlined in Chapter 5: Applying for Funding. Section 5.4 Relevance 'Potential for positive contribution to APEC's and the relevant Committee's priorities,' in line with APEC's commitment to inclusive development.

The APEC guides can be found at <https://www.apec.org/Projects/Forms-and-Resources>

2. Writing a gender inclusive Project Plan

The APEC Project Proposal template is located in Appendix B of the Guidebook.

Opportunities to integrate the GIG are in Section A: Relevance; Section B: Project Impact (Gender); Section C: Project Effectiveness (Monitoring and Evaluation). GIG examples include:

Section A: Relevance to APEC

- Detail the project's contribution to 'inclusion'.

Section B: Project Impact – gender.

- Incorporate tangible results as per the above Gender Criteria for APEC projects.

Section C: Project Effectiveness – monitoring and evaluation

- Incorporate sex-disaggregated measures; and
- Include inclusive measures (e.g. Indicators without a gender bias such as productivity related to economic gain).

Further details can be found in Chapter 6 of the Guidebook for APEC Projects.

Details for the submission and assessment of APEC Project Proposal are outlined in the Guidebook on APEC Projects. A Project Proposal template is also provided.

The APEC guides can be found at <https://www.apec.org/Projects/Forms-and-Resources>

3. Preparing a gender inclusive Evaluation Survey Template

At a project completion, it is an APEC requirement to submit a Completion Report. The Completion Report can include a Project Evaluation Survey. For more details refer to Part 7. Project Completion in the Guidebook on APEC Projects (Edition 11), Updated in February 2016. A Project Evaluation Survey template is also provided at Appendix I: APEC Project Evaluation Survey Template.

Potential GIG input:

- All evaluation data should be sex-disaggregated; and
- The Gender Criterion should be addressed fully: How did your project demonstrate it will benefit women, and in particular did not disadvantage women.

The APEC guides can be found at <https://www.apec.org/Projects/Forms-and-Resources>

Annex Four: Good Practices in Gender Inclusion

Good practices in APEC Fora

Box 1: Economic Committee (EC)

The Economic Committee under Pillar 2 of the Renewed APEC Agenda on Structural Reform (RAASR) mandate is working towards deeper participation in certain markets by all segments of society, including micro, small and medium enterprises (MSMEs); women, youth, older workers and people with disabilities". The EC has already endorsed a number of indicators related to women, which will be used by the PSU to assess the EC's progress on RAASR as a whole.

As importantly, the EC also continues to progress gender by including it in regular policy discussions at plenary meetings. At the individual economy level, many economies are prioritizing gender and women's issues in their Individual RAASR implementation Action Plans.

Each year the EC tackles a specific structural reform topic. In 2016 the EC looked at the significant further potential of the service sector not just as engines for economic growth but in particular as supporters of women's economic empowerment, given women are over-represented in the service sector as women entrepreneurs, employers and employees. The 2017 Human Capital Development structural reform topic also has a strong gender component in terms of effective skills development for women.

Box 2: Cross-Border Privacy Rules (CBPR)

Cross-border data flows and the APEC Cross-Border Privacy Rules (CBPR) system is grounded in the understanding that women and men, as consumers, will benefit equally from greater accountability in cross-border flows of personal information.

The issue of data privacy, including protection from harm and misuse of information, does not contain gender-biased provisions as the purpose of a fully operational CBPR system is far reaching in its effort to protect the personal information of the individual, regardless of gender or where in the APEC region that personal information is transferred.

While the system itself is gender neutral, individuals, including women purchase goods and services over the internet and transact with organizations that transfer personal information to other jurisdictions. The APEC Privacy Framework aims to address these concerns and bolster the confidence of individuals, including women and allow for greater participation in the digital workforce and increase their economic participation globally. Participation in the system can improve access to markets as well as promoting skills development and capacity building that relate to digital trade.

Box 3: Investment Experts Group (IEG)

The Investment Experts Group (IEG) fully supports diversity and inclusiveness at APEC, including through gender awareness. IEG is implementing the Study on Inclusive Business in APEC (led by the Philippines), and the work plan to examine investment aspects of the Next Generation Trade and Investment issues, including gender.

Box 4: Telecommunications and Information Working Group (TELWG)

The Telecommunications and Information Working Group (TELWG) is aware of gender equality concerns and endeavours to ensure an equitable participation for men and women in TELWG activities. TELWG projects take gender analysis into account when designing project methodologies. TELWG strives to promote the inclusion of women in decision-making and benefit sharing.

In addition, gender consideration is substantially taken into account while selecting participants, contractors, speakers and overseers of TELWG projects. TELWG works towards involving women in every phase of our projects so as to adequately incorporate their concerns and needs.

TELWG evaluates and collects data on the expected impact of our projects on gender, after which the specific implications for females are further discussed. In this way, TELWG hopes to raise awareness of gender issues and encourage more women to participate in and benefit from Information and Communication Technologies (ICT).

Box 5: Transportation Working Group (TPTWG)

Formally launched in 2015, the Women and Transportation (WiT) data framework and best practice initiative currently centers on the efforts among APEC economies to conceive and implement pilot activities that demonstrate how targeted interventions may strengthen conditions for women in the transportation sector. In particular, through benchmarking data and measuring change over time, these activities will develop knowledge about conditions for women pertaining to the pillars and sub-sections of the WiT Framework, which include education, entry into the sector, retention, leadership, access and use.

Good Practices in APEC Projects

Box 6: Emergency Preparedness Working Group (EPWG)

- EPWG 01 2016A - Enhancing Rural Disaster Resilience (DRR) through Effective Infrastructure Investment, Phase 1
- Project leader: Japan and Viet Nam

Project notes that women's full participation in DRR as well as economic activity is critical to achieve truly resilient APEC regions. In individual case studies, the project commits to examining the status of women's participation, and major roles and challenges in analysing industries and supply chains; in the project study, highlighting that participation of both men and women in the stage of planning infrastructure in the affected regions is a key; in the APEC event, women's participation from local industries and relevant sectors including as speakers and organisers.

Box 7: Energy Working Group (EWG)

- EWG19 2016A - APEC Workshop on Promoting the Development of an Evaluation Community
- Project leader: USA

Proactive engagement with experienced gender and energy experts and organizations to provide guidance to this project (from the design stage onwards). Female energy experts as project stakeholders, as well as event speakers and participants, already identified at Project Proposal stage.

Box 8: Human Resource Development Working Group (HRDWG) - I

- HRD 04 2016A - Project DARE (Data Analytics Raising Employment): An Employer Driven Approach to Prepare the Youth Workforce for a Data Driven Future
- Project leader: USA

Strong integration of gender into project objectives, methodology and outputs including a commitment to both women and men having leadership roles in the project, gender disaggregated data and approach on workforce needs and opportunities, and explanations in the 'Checklist' under the projects of how its adoption can be applied to both men and women, with a strong focus to ensure women are not left behind.

Box 9: Human Resource Development Working Group (HRDWG) - II

- HRD 05 2016A - Healthy Women, Healthy Economies Leadership Conference: Enhancing Women's Economic Participation by Improving Women's Health
- Project Leader: USA

As project that strives to increase female labor force participation through better health, this project has actively sought engagement by both men and women to attend past workshops and will continue to do for the upcoming conference. It directly benefits women through its focused efforts on improving women's economic participation through women's health. The objectives are: 1) To empower governments, companies and NGOs to implement the APEC HWHE Policy Toolkit recommendations. 2) To empower governments and the private sector to track and report on the progress of programs and/or policies implemented. 3) To build awareness and catalyze commitments and partnerships from relevant stakeholders for the Healthy Women, Healthy Economies initiative so it may be broadly implemented and female economic participation can be improved across the APEC region. APEC HWHE is a multi-year and cross-fora collaboration initiative (HRDWG-PPWE-HWG). It has held annual meetings and produced deliverables for the last three years.

Box 10: Policy Partnership on Food Security (PPFS)

- PPFS 03 2016A - Strengthening APEC Cooperation on Food Security and Climate Change
- Project Leader: USA

This project will ensure the effective participation and engagement of both men and women in project activities, especially during the workshop which agenda will cover specific gender issues as they relate to the climate change-food security nexus, including women's economic opportunities. This project will also ensure a good gender balance in the interactive group sessions or discussions during project implementation; and in selecting speakers/experts for the workshop.

Box 11: Policy Partnership on Science, Technology and Innovation (PPSTI)

- PPSTI 04 - APEC Symposium on Policy and System for Promoting Micro, Small and Medium Enterprises (MSMEs) Modernization toward Industry 4.0
- Project Leader: China

This project seeks to review and recommend the policy and system on promoting MSMEs modernization, boosting the competitiveness and productivity by science, technology and innovation (STI). It will engage and develop the skills of both women and men equally. In its Symposium, participants from both genders will be given the opportunity to share their experiences and suggestion during the conference sessions. Also, participants will discuss the relation of female employment and the innovation in MSMEs during the symposium.

Box 12: Small and Medium Enterprises Working Group (SMEWG) - I

- SME 07 2016A - APEC Workshop on Promoting Innovation for Start-Up SMEs
- Project Leader: Viet Nam

The outcomes of the workshop will include information on gender to aggregate for project assessment. Organizers will try to invite female speakers with enriched experiences and expertise to share at the Workshop. Female participants will benefit from both female and male speakers since they have the opportunities to learn the experiences from the best experts in the field. Organizers will make sure that women are most encouraged and created favorable conditions to take part in and contribute to the Workshop by disseminating information and invitation to as many women as possible. For example, invitations will be sent through APEC PPWE (Policy Partnership on Women and the Economy), female business associations of Viet Nam and APEC member economies if available to invite and draw their attention to the Workshop.

Box 13: Small and Medium Enterprises Working Group (SMEWG) - II

- SME 10 2016A - APEC Women Business Leaders Forum
- Project Leader: Korea

This project is directly related to the empowerment of women, ultimately aiming to nurture successful female entrepreneurs. Due to the nature of the event (The Forum), the majority of the participants are likely to be women, but PO will make sure that men will also get the equal opportunity to participate in the forum. Also, PO will contact PPWE to discuss development and promotion of the project and will consider inviting PPWE members from travel-eligible economies as participants, or inviting PPWE members as speakers.

This project is expected to benefit APEC member economies as it is intended to utilize underutilized women's potential, fostering entrepreneurship among women, nurturing women business leaders, and supporting their business.

Annex Five: APEC Documentation

This document **complements**:

1. The Framework for the Integration of Women in APEC 1999 http://www.apec.org/~media/Files/Groups/GFPN/02_aggi_framework.pdf
2. The APEC Guidelines for Framework for the Integration of Women in APEC 2002 - http://www.apec.org/~media/Files/Groups/GFPN/02_aggi_guides.pdf

This document **utilizes**:

1. The APEC Women and the Economy Dashboard http://publications.apec.org/publication-detail.php?pub_id=1887

This document **incorporates**:

1. Guidebook on APEC Projects Appendix H (Edition 11) <http://www.apec.org/Projects/Forms-and-Resources>

This document **seeks to enhance**:

1. The APEC Concept Note Template and Development Materials <http://www.apec.org/Projects/Forms-and-Resources>
2. The APEC Project Proposal Template and Development Materials <http://www.apec.org/Projects/Forms-and-Resources>
3. The APEC Quality Assessment Framework <http://www.apec.org/Projects/Forms-and-Resources>
4. The APEC Funding Criteria for all APEC Funded Projects <http://www.apec.org/Projects/Forms-and-Resources>
5. The APEC Monitoring Report Template <http://www.apec.org/Projects/Forms-and-Resources>
6. The APEC Project Evaluation Template <http://www.apec.org/Projects/Forms-and-Resources>

Annex Six: Acronyms

AELM	APEC Economic Leaders Meeting
AMM	APEC Ministers Meeting
APEC	Asia Pacific Economic Cooperation
EC	Economic Committee
ECOTECH	Economic and Technical Cooperation
EWG	Energy Working Group
EPWG	Emergency Preparedness Working Group
GDP	Gross Domestic Product
HRDWG	Human Resource Development Working Group
HWHE	Healthy Women, Healthy Economies
IEG	Investments Experts Group
ICT	Information and Communication Technologies
IASC	United Nations Inter-Agency Standing Committee
M&E	Monitoring and Evaluation
MSME	Micro, Small and Medium Enterprises
PMU	Project Management Unit
PPFS	Policy Partnership on Food Security
PPSTI	Policy Partnership on Science, Technology and Innovation
PPWE	Policy Partnership for Women and the Economy
PSU	Policy Support Unit
SMEWG	Small and Medium Enterprises Working Group
SCE	Steering Committee on Economic and Technical Cooperation (SCE)
SME	Small and Medium Enterprises
SDGs	Sustainable Development Goals (2030 Agenda)
TELWG	Telecommunications and Information Working Group
TILF	Trade and Investment Liberalization
TRTWG	Transportation Working Group
WEF	Women and the Economy Forum
WIT	Women in Transportation