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**NOTE**

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from : Secretariat  
to : Delegations

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Subject : Check list to ensure gender mainstreaming and implementation of UNSCR 1325  
in the planning and conduct of ESDP Operations

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Delegations will find at annex the checklist to ensure gender mainstreaming and implementation of UNSCR 1325 in the planning and conduct of ESDP Operations as finalised by the Politico-Military Group at its meeting on 27 July 2006 with a view to a next PSC meeting.

## **I. AIM**

This check list seeks to ensure gender mainstreaming and implementation of UNSCR 1325 from the early planning to the conduct of ESDP operations, including their follow-up. The check list should be used by civilian and military planners in member states and in the Council Secretariat. It should serve as a reminder and provide concrete examples of what can be done during the different stages of the planning process. It should be used in conjunction with the document “Implementation of UNSCR 1325 in the context of ESDP” (doc 11932/2/05 Rev 2).

Where appropriate, gender issues that feature in this checklist should be addressed in the context of human rights.

## **II. ADVANCE PLANNING - STRATEGIC CONTINGENCY PLANNING and STRATEGIC PLANNING**

### *Early Warning and Situation Analysis - EU Watch List*

- SITCEN should consider gender as a factor in situation analyses and be encouraged to liaise and to share with other organisations such as relevant UN agencies, the OSCE as well as NGOs who could have valuable information and experiences. The specific situation of both men and women need to be analysed.

### *Fact finding missions and Planning Teams*

Fact finding missions and planning teams should consider gender issues and include gender expertise as necessary for the purpose of the mission. A section on gender issues should be included in the report of the fact finding mission.

- The EU Human Rights Fact Sheet should be used when preparing the mission. As appropriate, information should be collected on gender dimensions in all functional areas covered by the assessment. The specific situation of both men and women need to be analysed.
- The fact finding mission and planning teams should, taking into account the purpose of the mission, consider meeting with local women's organisations or international women's organisations present in theatre, to assess specific issues related to the situation of women. Where applicable, meetings with women in decision-making functions should also be held.
- Gender sensitivity can contribute positively to the operational effectiveness. Fact finding missions and planning teams could identify specific tasks, such as check points and outreach activities, where there could be a specific requirement to involve women.

#### *Crisis Management Concept/Strategic Options/Initiating Military Directive*

- Situation assessments should include a short summary of gender related issues in the area of operation. Options should be developed on if and how the mission should address identified problems. When possible, discussions could be held with other international organisations such as relevant UN agencies and the OSCE on how to address identified problems.

### **III. OPERATIONAL PLANNING**

#### *Concept of Operations - CONOPS*

- If specific concerns and priorities have been identified in the Crisis Management Concept and if it has been agreed that they should be taken into account by the EU operation, the concept of operations should address this by way of appropriate tasking.

- During the development of the CONOPS, the need for a dedicated gender advisor should be assessed. Depending on the size and mandate of the mission, double-hatting with a possible human rights adviser could be considered. In areas where the EU has both an EUSR and an ESDP operation, a joint gender adviser could be considered.

#### *Operation Plan -OPLAN*

- The OPLAN for every ESDP mission must include an annex including specific standards of behaviour, based on the agreed generic standards of behaviour (doc 8373/3/05) and taking into account the specific situation in the area of operation.
- The OPLAN should contain specific guidance on gender issues developing the tasks identified in the CONOPS. The OPLAN should also include a requirement to report on gender related aspects.

#### **IV. FORCE GENERATION/CALL FOR CONTRIBUTION**

- To the extent possible, EUSR staff and ESDP operations should include personnel with responsibility for gender issues. Such staff will serve as focal point and technical expertise. Gender expertise should be recruited as early as possible in order to make the best use of the expertise during the detailed planning of the operation.
- All calls for contributions and invitations to Force generation Conferences should include the following sentence: "The EU strives for an improved gender balance in ESDP operations, in conformity with UNSCR 1325. The General Secretariat (Head of Mission/The Operation Commander) encourages Contributing States and European Institutions to take this into account when offering contributions". The call for contribution should also stress any specific needs related to gender issues (e.g. the need for both men and women in border controls).

## V. CONDUCT OF OPERATIONS

- EUSRs, Heads of ESDP Missions and Commanders should ensure the implementation of the gender related tasks set out in the OPLAN and consider how each component of the mission might take account of gender issues.
- A gender perspective should be integrated into policies, programs and projects, monitoring and data collections.

### *Reporting*

- Apart from the requirements in the OPLAN to report on gender-related aspects, information on the gender specific violence as well as local women's role as actors should be included in the regular reports by EUSRs, HoMs or Commanders, as appropriate.
- The reports should regularly include statistics on gender ratios in the mission as well as on ongoing consultation with local and international women's groups.
- EUSRs, Heads of ESDP Missions and Commanders should also make sure that breaches of the agreed standards of behaviour are reported through the EU Chain of Command.

### *Reviews*

- Gender and standards of behaviour should be included in the regular mission reviews. This should be done as a routine and not only when problems have occurred.
- If possible, the contribution of EUSR's work and ESDP operations on the situation of men and women in the area of operations should be assessed.

### *Supervision and disciplinary matters*

- In line with the Generic Standards of Behaviour, all ESDP missions should have clear procedures for the handling of gender-related complaints, incl. sexual harassment. The Force Commander/Head of Mission must ensure that their personnel are aware of complaint procedures.

### *Contact with local and international women groups*

- A list of local women's groups working and international women's group present in the area of operation should be set up. Regular meetings should be held in order to identify issues of concern. Contacts should be sought, where applicable, with women in decision-making positions.
- In contacts with local authorities, the ESDP operations should stress the importance attached to gender mainstreaming and encourage local authorities to implement a gender sensitive policy to the extent possible. If the EUSR and/or the ESDP operation is involved in peace negotiations and reconciliation processes, the active involvement and presence of local women in these processes should be encouraged.

### *Training*

- Pre-deployment training should include gender and UNSCR 1325 awareness training.
- During ongoing missions, mission personnel should receive training on gender issues. On mission training should also ensure adherence to the standards of behaviour as well as emphasize zero tolerance for abuse and misconduct.

## VI. LESSONS IDENTIFIED

- Gender mainstreaming and implementation of UNSCR 1325 should be included as a specific item in the lessons learned process.
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