



EUROPEAN INSTITUTE FOR GENDER EQUALITY

## **2013 Annual Work Programme**

*Adopted 25 October 2012*

## ACRONYMS

<b>BPfA</b>	Beijing Platform for Action
<b>Cedefop</b>	European Centre for the Development of Vocational Training
<b>ECA</b>	European Court of Auditors
<b>EC</b>	European Commission
<b>ECLAS</b>	European Commission Libraries Catalogue
<b>EF</b>	Experts' Forum
<b>EFSA</b>	European Food Safety Authority
<b>EMPL</b>	Directorate General for Employment, Social Affairs and Inclusion
<b>EP</b>	European Parliament
<b>ETF</b>	European Training Foundation
<b>EuroVoc</b>	Multilingual Thesaurus of the European Union
<b>EWL</b>	European Women's Lobby
<b>Equinet</b>	European Network of Equality Bodies
<b>EUROFOUND</b>	European Foundation for the Improvement of Living and Working Conditions
<b>FEMM</b>	European Parliament Committee on Women's Rights and Gender Equality
<b>FRA</b>	European Union Agency for Fundamental Rights
<b>GBV</b>	Gender-Based Violence
<b>GEI</b>	Gender Equality Index
<b>GIA</b>	Gender Impact Assessment
<b>GM</b>	Gender Mainstreaming
<b>HLG</b>	High-Level Group on Gender Mainstreaming
<b>HoO</b>	Head of Operations of EIGE
<b>HR</b>	Human Resources
<b>ICS</b>	Internal Control Standards
<b>ILO</b>	International Labour Organisation
<b>IR</b>	Internal Rules
<b>LMS</b>	Library Management System
<b>MB</b>	Management Board
<b>MTGP</b>	Methods, Tools and Good Practices
<b>MS</b>	European Union Member State
<b>OECD</b>	Organisation for Economic Cooperation and Development
<b>OLAF</b>	European Commission Anti-Fraud Office
<b>RDC</b>	Resource and Documentation Centre of EIGE
<b>SIS</b>	Statistical Information System (the relational database underpinning EIGE's Gender Equality Index)
<b>SNE</b>	Seconded National Expert
<b>UNECE</b>	United Nations Economic Commission for Europe
<b>UNESCO</b>	United Nations Educational, Scientific and Cultural Organization
<b>WG</b>	Working Group
<b>WIE</b>	Women Inspiring Europe (Calendar)
<b>WINE</b>	Women Information Network Europe
<b>WP</b>	Work Programme

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## Introduction

Last year, the European Institute for Gender Equality (EIGE) began helping the European Union, in particular the European Commission and the Member States, develop the data, tools and methods for informed policy-making. It did so mainly by reviewing the implementation of the EU commitments to the Beijing Platform for Action (BPfA). Two reports and two main findings were prepared and disseminated to the European Commission, the Member States and other stakeholders. To raise awareness of the Beijing indicators, the Institute put together a database including gender equality indicators and data on all areas of concern of the BPfA. The database is now available on EIGE's website. Furthermore, to offer the Member States and other users an overview of successful practices in gender equality work, the Institute has begun collecting information on tools, methods and good practices developed and used by the Member States in policy implementation. As part of the Commission's Strategy for equality between women and men 2010–2015, the Gender Equality Index (GEI) was built in the fourth quarter of 2012. It provides a unique tool to measure progress on gender equality in the European Union. EIGE also finished preparing its communication strategy and developed a tailor-made approach to disseminating the results of research and activities in each focal area. During 2012, work progressed on the Institute's Resource & Documentation Centre (RDC), establishing a centralised source of reliable, comparable information, through the collection of data and statistics and good practices, tools and methods.

The Work Programme for 2013 is the first under the new 2013–15 Mid-Term Work Programme. To achieve the long-term objectives and outcomes, it continues the key activities assigned to the Institute by the Establishment Regulation and the Commission's Strategy for equality between women and men 2010–2015. It also begins observing the impact of the economic crisis on (in)equality between women and men in Europe. In 2013, EIGE, as part of its mandate, will participate in the Instrument for Pre-Accession Assistance (IPA). The IPA helps candidate and potential candidate countries comply with EU law relating to equality between women and men.

By the end of 2013, besides the established tasks EIGE aims to have completed the following as part of its mandate:

- (i) launch of the Gender Equality Index, offering users a broad range of indicators to measure progress on gender equality in Europe;
- (ii) the roll-out of major functionalities of the RDC, gradually increasing users' access to a wide range of books, policy documents, grey literature and documentation on gender equality in Europe;

(iii) full establishment of the electronic European Network on Gender Equality (EuroGender), to facilitate the pooling of resources and increase awareness of the importance of gender equality for Europe.

In doing so, EIGE progresses towards achieving the aims set out in its second Mid-Term Work Programme, notably by providing tools for better policy-making and by communicating about its work, thus raising public awareness of issues relating to the implementation of European gender equality policies.

In 2013, EIGE will start identifying the benefits of gender equality with a view to showing the hidden aspects in this area and the risks of ignoring gender equality concerns in public policy. It will do so by using qualitative and quantitative evidence of the social and economic gains of gender equality.

## 1 EIGE'S MISSION AND ITS FOCUS FOR 2013

Equality between women and men is a fundamental value of the European Union enshrined in the Treaties, and is one of the objectives and tasks of the European Union, and mainstreaming the principle of equality between women and men in all its activities represents a general aim for the Union.

The Institute's vision is:

To make equality between women and men a reality for all Europeans and beyond.

Its mission is:

To become the European knowledge centre on gender equality issues.

By the end of 2013, EIGE will make available to its key stakeholders and partners the data collected and processed, and knowledge and expertise, in the selected areas of gender equality work, described under the sections 2.1 and 2.2 of this document. The Institute's Resource and Documentation centre will give its users access to data, tools, methods and good practices developed and used by the EU and its Member States, collected during the first three years of research on equality between women and men in Europe.

### 1.1 OVERALL OBJECTIVES

The European Institute for Gender Equality was established 'to contribute to and strengthen the promotion of gender equality, including gender mainstreaming in all Community policies and the resulting national policies, and the fight against discrimination based on sex, and to raise EU citizens' awareness of gender equality by providing technical assistance to the

Community institutions, in particular the Commission, and the authorities of the Member States'.<sup>1</sup>

## 1.2 FOCAL AREAS AND MAIN TOOLS FOR 2013

**The 2013 Work Programme will contribute to achieving the outcomes set out in the 2013–15 Mid-term Work Programme, taking into account the importance of the key priorities decided for the EU by the Europe 2020 Strategy and the European Pact for Gender Equality 2011-2020. It will focus on the main tasks set out in the Regulation and the tasks assigned to EIGE in the Commission’s Strategy for equality between women and men 2010–2015.**

To support better policy-making at EU and Member State levels, EIGE will develop, for the benefit of decision-makers, a harmonised, centralised source of reliable and comparable data and statistics on gender equality with particular attention to the collection of data and information on gender-based violence. The database will also serve as a platform to review and update the indicators in the BPfA and the Gender Equality Index. To help improve the implementation of gender equality policies, EIGE will process and gradually make available effective tools, methods and good practices used for gender mainstreaming at EU and Member State levels.

EIGE will also help **raise awareness among decision-makers and the public** of progress made in implementing European gender equality policies and the difficulties encountered in doing so. It will do this by establishing in its Resource & Documentation Centre a unified, comparable database that will serve as a baseline for regularly monitoring progress on gender equality. It will launch and maintain the exchange and dissemination of knowledge on the functioning tools and methods in gender equality work among the Member States, including enlargement countries and other stakeholders. The Institute's work will be underpinned by communication on gender equality research, findings and facts, presenting scientific and political trends with regard to gender equality at EU and Member State levels. Cooperation with key stakeholders (the European Commission, the European Parliament and the Member States) will be complemented by expanded contacts with national statistics offices<sup>2</sup>, EU agencies, the European Economic and Social Committee, the Committee of the Regions, the European Social Partners, research and information centres and European civil society organisations.

The Institute will integrate the perspective of men in its key activities, highlighting the part men play in supporting gender equality, for example by providing examples of male involvement in such work in EIGE’s Women and Men of Europe resource pool.

### **Additional requests**

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1 Article 2 of Regulation (EC) N° 1922/2006 of the European Parliament and of the Council of 20 December 2006 on establishing a European Institute for Gender Equality, OJ L 403, 30.12.2006, p. 9.

2 The cooperation agreements with national statistics offices will not relate to statistics covered by the annual statistical work programmes of the Commission.

If the human and financial resources are available to do so, as part of its mandate, part of the 2013–15 Mid-Term Work Programme and the 2013 Annual Work Programme, the Institute might take on additional tasks. In such cases, changes to the Annual Work Programme and its budget will be approved by the Management Board.

### 1.3 IMPLEMENTATION APPROACH

Accounting for and monitoring the Institute's operations and activities, this Annual Work Programme is based on the universally accepted method of Results-Based Management (RBM). Throughout 2013, the Institute and its staff will contribute to achieving the expected outcomes and produce the expected outputs.

In accordance with the Regulation, the Institute carries out its tasks within the remit of the EU, in line with the objectives adopted and the priority areas identified in its 2013–2015 Mid-Term Work Programme.

The planning and implementation of all EIGE's activities is based on a coherent approach that involves collecting, analysing and processing information on gender equality in Europe in order to disseminate it. This enables the Institute to carry out its mission of **becoming the European knowledge centre on gender equality issues**, an independent source of information and knowledge on gender equality, storing and disseminating it through its Resource & Documentation Centre.

## 2 2013 ANNUAL WORK PROGRAMME

### SUPPORTING BETTER INFORMED POLICY-MAKING AT EU AND MEMBER STATE LEVELS

EIGE will continue to collect data at European level and develop methods to improve the objectivity, comparability and reliability of data and indicators related to gender equality issues. It will provide technical support to the upcoming Presidencies of the Council of the EU by monitoring progress in the selected critical areas of concern of the **Beijing Platform for Action (BPfA)**. With the completion of the **Gender Equality Index** covering the EU Member States, EIGE's work in this area will focus on presenting the status of gender equality in Europe and possibilities for further research and improvement of the quality of data. In 2013, it will concentrate on raising awareness of the Index by organising events and issuing publications about it. EIGE's **database on gender statistics**, used as a platform to support the development of the Index, will be gradually expanded and made publicly available in 2014. The particular focus will be granted to the collection of indicators and data on gender-based violence.

In addition to reviewing the implementation of the BPfA, the Institute will collect **methods, tools and good practices** in gender equality work in the selected critical areas of concern, including gender-based violence. The results and findings of gender training, as an essential

tool for successful **gender mainstreaming**, will be made accessible for European users in the RDC.

## 2.1 COMPARABLE, RELIABLE DATA AND INDICATORS ON GENDER EQUALITY

### 2.1.1 COLLECTION OF DATA AND STATISTICS IN THE 12 CRITICAL AREAS OF CONCERN OF THE BPfA/PROVIDING SUPPORT TO THE IRISH, LITHUANIAN, GREEK AND ITALIAN PRESIDENCIES OF THE EU COUNCIL

**Output: Decision-making of the Presidencies of the Council of the EU supported by reliable data for the BPfA**

In line with the Commission's Strategy for equality between women and men 2010–2015 and actions to implement it and according to EIGE's 2013–15 Mid-term Work Programme, it will, in close cooperation with the Council Presidency:

- analyse and review the areas of concern selected by upcoming Presidencies of the Council of the EU,
- provide technical advice on how to update and improve indicators,
- produce a report for each Presidency of the Council of the EU, reviewing the developments in one of the 12 critical areas of concern of the BPfA,
- promote the visibility and dissemination of indicators.

Every second year, it will collect and update data, statistics and other relevant information in all areas of concern of the BPfA to identify data gaps and areas of the BPfA where more research needs to be done. In preparation for the upcoming Presidencies of the Council of the EU, it will provide a detailed report on the selected area of concern.

#### [COLLECTION OF DATA AND STATISTICS IN THE 12 CRITICAL AREAS OF CONCERN OF THE BPfA](#)

In 2012, EIGE finalised a database 'Women and Men in the EU: Facts and Figures'. It provides a comprehensive overview of gender equality indicators and data at EU level in all critical areas of concern of the BPfA and data sources for all the Beijing indicators adopted by the Council of the EU. It also includes links to the reports issued by the Presidencies of the Council until EIGE became involved in 2010, as well as the latest EIGE reports on revised critical areas of concern of the BPfA. Links to literature on the topics included in different areas of concern are also provided. All the links are publicly available on EIGE's special section on its website. The database offers the European Commission, the Member States and other stakeholders a coherent, centralised system that will help them make evidence-based policy decisions and give them access to reports on progress in gender equality.

Integrated in the Resource & Documentation Centre, it will also help identify data gaps and areas where more research needs to be done. From 2013, it will be updated twice a year to monitor progress in data collection and provide the latest data and information. In 2014 it will gradually be integrated into EIGE's comprehensive and broader **database on gender statistics**, developed for the Gender Equality Index.

#### SUPPORT TO THE PRESIDENCIES OF THE EU COUNCIL

In close cooperation with the Commission and the members of EIGE's Working Group on the Beijing indicators, the Institute will support the Presidencies of Ireland, Lithuania, Greece and Italy by providing technical follow-up on indicators in the selected areas of concern of the BPfA. The reports produced by EIGE will be presented to the High Level Group on Gender Mainstreaming (HLG).

The areas of concern reviewed by the Institute will be:

Ireland (January-June 2013) — Women and the Media

Lithuania (July-December 2013) — Institutional Mechanisms for the Advancement of Women

Preparation for the two 2014 Presidencies:

Greece (January-June 2014) — Women and the Economy

Italy (July-December 2014) — Beijing +20, requiring a more detailed study of all the areas of concern

To review the critical areas of concern selected by the Greek and Italian Presidencies, two studies will be launched. They will serve as background material for EIGE's reports to the EU Presidencies. To complement the work in the area, good practices used by the Member States to implement the policies in the selected critical area of concern will be collected, processed and presented. EIGE's activities in this area will be supported by EIGE's Working Group on Beijing Indicators.

#### PROMOTION AND VISIBILITY OF THE CRITICAL AREAS OF CONCERN OF THE BPfA

EIGE will present the report, the main findings, fact sheets and other publications at Presidency events and other events organised by the EU institutions and the Member States. All publications will be available in EIGE's Resource & Documentation Centre.

The following communication and dissemination activities will be carried out:

- Publication on the web and in print of the reports, the main findings and fact sheets for the 2013 Presidencies.

- Translation of the reports and related publications.<sup>3</sup>
- Presentation of the reports at events organised by the Irish and Lithuanian Presidencies and at other conferences, seminars or workshops.
- Dissemination of information related to EIGE's work in all areas of concern of the BPfA through the Resource & Documentation Centre.
- Updating and expanding the stakeholders' database in relation to various Presidency initiatives.
- Implementation of an external communication strategy, related to the collection of data and statistics.

→ EIGE will cooperate with Eurostat, the Joint Research Centre, FRA, Eurofound, the OECD, UNECE, the ILO, UNESCO, research institutions, social partners and other relevant stakeholders.

*Output Indicators:* meetings of the Working Group on Beijing indicators (Q2, Q3); meetings with the Irish, Lithuanian, Greek, Italian and Latvian governments (Q1-Q4); studies launched on areas of concern of the BPfA selected by Greece and Italy (Q1-Q2); final report for the Irish Presidency (Q1); final report for the Lithuanian Presidency (Q3); draft report for the Greek Presidency (Q4); reports, main findings and fact sheets for the Irish and Lithuanian Presidencies published and disseminated (Q1-Q4); consultation meetings on areas of concern selected by Latvia and Luxemburg (Q2, Q3); update of the database on Beijing indicators (Q1-Q4).

### 2.1.2 GENDER EQUALITY INDEX

**Output: A tool to assess the progress of gender equality in Europe.**

In 2012, based on Eurostat's standard guidelines for presenting data and metadata, EIGE developed a **database on gender statistics**. The database, which will gradually integrate data related to Beijing indicators, was used to develop the first Gender Equality Index (GEI) for Europe. Throughout 2013, it will be maintained and updated to prepare the update of GEI for 2014.

The database will also include statistics and data on gender-based violence (GBV) collected by the Institute for the review of the BPfA, for the construction of the Index as well as collected by other data providers (Eurostat, FRA, Eurofound, ILO, UNECE, etc.). In 2013, the Institute will process and gradually feed verified statistics and data on GBV into its database on gender statistics, progressively adding to quantitative information available to EU policy-makers. The data of the EU-wide survey on violence against women, carried out by

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<sup>3</sup> EIGE's reports will be written in English. The main findings will be translated into French, German and the language of the country holding the Presidency.

FRA in consultation with EIGE, will be taken into account in the process of the development of the database. EIGE will continue to collaborate with FRA in this field to avoid duplication.

At the start of 2013, it will begin presenting a report on the GEI to different stakeholders and gender experts. A major event is planned for June 2013, at which GEI will formally be presented to the Member States, the European Commission and other users. The report will contain country profiles presenting the performance of countries in more detail, according to the main domains of the Index.<sup>4</sup> EIGE’s activities in this focal area of concern will be supported by EIGE’s Working Group on the Gender Equality Index.

→ EIGE will cooperate with Eurostat<sup>5</sup>, the Joint Research Centre (JRC), FRA, Eurofound, the OECD, UNECE, the ILO, other international organisations, national statistics offices, the European Network of Equality Bodies, CSOs, research institutions, social partners and other stakeholders.

*Output Indicators:* publication of the report on the Gender Equality Index (Q2); dissemination of information about the Index (Q1-Q4); event to present it (Q2); maintenance and updating of the data and metadata in EIGE’s database on gender statistics (Q3-Q4).

### Human resources (2013)

2.1: Comparable, reliable data and indicators on gender equality.

Temporary agents AD	Temporary agents AST	SNE <sup>6</sup>	Contract agents CA	Total staff	%	Budget Title 1 ‘STAFF’
6.65	0.9	2	1.45	11	24.44	684.265

## 2.2 IMPLEMENTING GENDER EQUALITY AND GENDER MAINSTREAMING

To support better policy-making at EU and Member State levels, EIGE will develop **expertise on gender equality and gender mainstreaming**.

Since 2011, besides reviewing the indicators for the selected area of concern of the BPfA, EIGE has also identified and collected tools, methods and good practices used in the area.

Work on methods, tools and good practices for gender equality and gender mainstreaming in 2013 will focus on the following three tasks:

<sup>4</sup> As opposed to Beijing reviews that focus on a specific area of concern of the BPfA and data at EU level.

<sup>5</sup> Within the framework of the Memorandum of Understanding signed between EIGE and Eurostat in 2011.

<sup>6</sup> Seconded National Expert

- (i) Completing the processing of one selected method or tool for gender mainstreaming, namely gender training,
- ii) Collecting, processing and disseminating methods, tools and good practices in the critical area of concern selected by the Lithuanian Presidency (directly related to gender mainstreaming) and identifying good practices in the area of concern selected by the Greek and Italian Presidencies,
- iii) Identifying and developing an approach to assess the key benefits of gender equality.

All three tasks will create a pool of knowledge and resources, expanding EIGE's database of methods, tools and good practices, and fostering regular dialogue among the Member States, policy actors and practitioners.

## 2.2.1 METHODS AND TOOLS TO SUPPORT POLICY IMPLEMENTATION

***Output: Effective gender mainstreaming tools to support policy-making and implementation***

In 2013, to meet the need for tools and methods for gender mainstreaming, the Institute will finalise the project on gender training in the European Union, with research on gender training in five to seven selected Member States. The research will supplement the information collected in 2012 through the background study and the mapping exercise. The main purpose of this is to increase knowledge on gender training in the EU by collecting and providing qualitative data on approaches to gender training and the effectiveness of such training.

The Institute will create and make available to all concerned an extensive database of gender trainers and training institutions throughout EU-27 and Croatia. This will create a dialogue between the institutions that request training and the gender training professionals and researchers. A thematic network on gender mainstreaming will be used to exchange and share experiences online.

→ EIGE will cooperate with the Member States, EU and international institutions, social partners, research institutions, independent experts and civil society organisations.

Work on tools and methods will focus on processing information collected for the Lithuanian Presidency on institutional mechanisms for the advancement of women. This information will serve as a basis for EIGE's further work on gender mainstreaming. Useful methods, tools and good practices, such as gender impact assessment and gender training resources, will be identified and adapted to provide policy actors in the EU and the Member States with information and tools to develop capacity.

*Output Indicators:* final report of the Study on Gender Training in the EU (Q4); online discussion on selected aspects of gender training organised and a report produced (Q4); consultation meetings with stakeholders on gender training (Q3-Q4); updated extensive database of trainers, tools, methods, good practices and other resources on gender training made available through the RDC (Q3-Q4); information on gender mainstreaming methods and tools disseminated (Q4).

## 2.2.2 GOOD PRACTICES IN IMPLEMENTING GENDER EQUALITY POLICIES

*Output:* **Good practices in implementing gender equality policies.**

EIGE will collect process and disseminate information on good practices in the critical areas of concern selected by the Presidencies. As part of its main findings prepared for the country holding the Presidency, it will present a broad range of good practices for effective policy implementation to the Member States. The exchange of practices with potential will take place at networking events and in online discussions. The information thus collected will be made available through the RDC. It will also be disseminated to users at Presidency events, other events at European level and other conferences, seminars or workshops. During 2013, the Institute will also begin the exchange of good practices with the Presidencies of, Greece, Italy and Latvia.

The findings of the study carried out under the Cypriot Presidency in 2012, to collect methods, tools and good practices in the area of domestic violence, will be made available to stakeholders in the RDC.

→ EIGE will cooperate with the Member States, EU and international institutions, social partners, research institutions, independent experts and civil society organisations.

*Output Indicators:* 2 experts meetings on good practices (Q2); study on good practices to complement the report in the BPfA area of concern selected by the Irish Presidency delivered (Q2); Study on good practices to complement the report in the BPfA area of concern selected by the Lithuanian Presidency delivered (Q4); Study on good practices to complement the report in the BPfA area of concern selected by the Greek Presidency launched (Q1); database on methods and tools in the area of Women and the Media available in the RDC (Q2); a database on Institutional Mechanisms available in the RDC(Q4).

## 2.2.3 THE BENEFITS OF GENDER EQUALITY

In 2013, EIGE will focus on identifying the key benefits of gender equality. Within the planned activities in the areas of concern selected by the upcoming Presidencies, it will

collect and analyse available information and highlight the contribution of gender equality to social and economic development in the European Union and in the Member States.

It will also process findings, information and data from studies and research on the impact of the economic crisis on women and men, carried out in Member States from 2009 to 2012. The main findings will be processed and disseminated, to support further work in developing EIGE’s approach on benefits of Gender Equality.

Through the studies on methods, tools and good practices in the areas of concern of the BPfA selected by the upcoming Presidencies, EIGE will develop knowledge on effective approaches and good practices. The studies will be available in the RDC.

Through consultation, the exchange of good practices and the electronic European network on gender equality - EuroGender, it will promote and improve networking among experts, stakeholders and decision-makers on approaches to identifying and gathering evidence of the overall benefits of gender equality in the selected critical areas of concern.

→ EIGE will cooperate with the Member States, EU and international institutions, social partners, research institutions, independent experts and civil society organisations.

*Output Indicators:* inventory of bibliographic resources on the impact of the economic crisis on women and men available in the RDC (Q1); two consultation meetings on the various aspects of the benefits of gender equality (Q4); first findings identified on the benefits of gender equality (Q4).

**Human resources (2013)**

2.2: Collecting and processing methods and good practices in gender equality work

Temporary agents AD	Temporary agents AST	SNE <sup>7</sup>	Contract agents CA	Total staff	%	Budget Title 1 'STAFF'
4.55	1.6	2.7	0.75	9.60	21.33	456.176

**INCREASED AWARENESS AMONG DECISION-MAKERS AND THE PUBLIC OF PROGRESS AND CHALLENGES IN IMPLEMENTING EUROPEAN GENDER EQUALITY POLICIES**

The Resource and Documentation Centre (RDC), a centralised source of information on gender equality, will contribute to the achievement of this impact-level objective. Information on methods, tools and good practices in gender equality work will also be

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7 Seconded National Expert

available. All of the above will strengthen the exchange and transfer of knowledge among the various actors and increase cooperation and networking in support of gender equality.

## 2.3 RESOURCE & DOCUMENTATION CENTRE (RDC)

***Output: EIGE's Resource & Documentation Centre — the centre for institutional and methodological resources on gender equality***

### The Resource & Documentation Centre (physical and online)

During 2013, the Resource & Documentation Centre, (physical and online) will be opened to the public on EIGE's premises. The Institute will finalise a concept and a classification system, the harmonisation of a thesaurus and mechanisms to update collected data, statistics, information, research and publications. In the expansion of its RDC, EIGE will focus on the collection of policy documents and grey literature.<sup>8</sup>

In cooperation with external experts and partners, EIGE will complete its pilot project of connecting the online resources of five documentation centres with its RDC. This will include rendering compatible the systems of classification used for information and data collected, making them searchable through EIGE's RDC. At a later stage, if the resources are available, it will gradually increase the number of documentation centres to be connected to the RDC and offer users a broad variety of resources on different topics.

Policy documents and grey literature from various countries on selected areas of concern will be made available in electronic format through the RDC online, whilst there will be hard copies for visitors to the Centre in Vilnius. The RDC will continue to identify, classify and process information.<sup>9</sup>

As the amount of data EIGE collects and the number of its publications increase, the RDC will be updated with new reports, studies and material on tools, methods and good practices for effective policy implementation at all levels. The analysis done by EIGE, for example in the field of data collection for the review of the BPfA and the GEI, and expertise acquired, will be part of the RDC's knowledge centre.

Gender-based violence will be the RDC's first area covered. Throughout 2013 EIGE will process a substantial amount of information and data, collected through a number of studies done for the Cypriot Presidency, on sexual violence, female genital mutilation and methods, tools and good practices in victim support. The RDC will provide information on the policies combating GBV and the stakeholders involved in the prevention of GBV at EU

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<sup>8</sup> Grey literature is a field in library and information science that deals with the production and distribution of and access to multiple document types produced at all levels of government and by academics, business and organisations, in electronic and print formats not controlled by commercial publishing, therefore not easily searchable or to be found.

<sup>9</sup> Grey literature will be collected using a method decided on in 2012. For the collection of grey literature, EIGE will work with its bodies and through the networks it has established.

and Member State levels. It will also provide information on methods and tools used to prevent GBV, in particular training programmes, awareness-raising campaigns and methodologies for victim support. The work on gender-based violence will be supported by the thematic network on gender-based violence.

With the aim of providing reliable, comparable administrative data on gender-based violence and the resulting statistical products at EU level, the Institute will map sources of administrative data in this area in EU-27 and Croatia and assess their quality and comparability.

At the end of 2013, to present data and information gathered through studies on gender-based violence, EIGE will invite the main stakeholders (policy-makers, data providers, public authorities and practitioners, Eurostat and FRA, social partners and civil society organisations) to a conference on the issue. The main findings of the study on sources of administrative data will also be presented at the conference. These will serve as a guide for discussion and agreement between EIGE and the main stakeholders on how they will cooperate with regard to the data and information, which will be stored in the RDC, and the maintenance and use of these data.

→ EIGE will cooperate with Eurostat and FRA in processing and analysing the EU-wide survey on violence against women. Eurostat will provide the macro-data of the European Safety Survey, which will include the questionnaire/module on violence. It will also strengthen its cooperation with information centres, libraries, research centres, civil society organisations, social partners and EU-level institutions throughout the expansion of the RDC.

*Output Indicators:* all databases of 2012 and 2013 projects integrated (Q2-Q4); information on awareness-raising campaigns on domestic violence made available (Q2); policy documents and grey literature collected in three languages on gender based violence, media, institutional mechanisms for gender equality – gender mainstreaming<sup>10</sup>; two reports for the Council Presidencies and the main findings made available in the RDC (Q2-Q4); fact sheets made available in the RDC (Q4); conference on gender-based violence held (Q4); the final report of the study on administrative data sources on gender-based violence in the EU published (Q4), cooperation agreements with 4 documentation centres signed (Q4); Feasibility study for a gender equality thesaurus and glossary for the EU (Q4).

### [The European Network on Gender Equality - EuroGender](#)

The European Network on Gender Equality will allow users to share information, research and good practices. It will also allow different stakeholders and actors involved in gender equality work to share their experiences, fostering debate and synergies.

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<sup>10</sup> Initially, EIGE will collect literature in German, French and English, covering the countries where these languages are used.

Following the design and implementation of the Network in 2012, the work spaces for EIGE’s thematic networks, run with the support of its staff, will become operational. Design and implementation included a survey of stakeholders, network pilot tests with the Experts’ Forum, Management Board and selected thematic networks and a network communication campaign. Work spaces for EIGE’s Management Board and the Experts’ Forum, tested and finalised during 2012, will improve communication with EIGE’s bodies.

The thematic networks, established during 2010, 2011 and 2012, will be the nucleus of the European Network, contributing to the exchange of information and the pooling of resources. The fully functioning European Network, including the open platform for debate, discussion and other forms of user participation, will be operational.

If the resources are available and when specific expertise is needed, meetings with members of EIGE’s thematic networks will be arranged to get advice or feedback on a specific issue.

*Output Indicators:* electronic infrastructure of the Network fully functional (Q1); annual evaluation of the Network by its users (Q4); separate work spaces for all thematic networks operational (Q2); development and maintenance of IT infrastructure (Q1-4); permanent helpdesk set up (Q1).

### Human Resources (2013)

#### 2.3: Resource & Documentation Centre

Temporary agents AD	Temporary agents AST	SNE	Contract agents CA	Total	%	Budget Title 1 ‘STAFF’
3.35	1.6	1.1	1.5	7.55	16.78	410.559

## 2.4 AWARENESS-RAISING, NETWORKING AND COMMUNICATION

*Output: tools for communication of gender equality in use.*

### 2.4.1 COMMUNICATING ON GENDER EQUALITY

#### [Communication Strategy 2013–15](#)

Awareness-raising of the added value and benefits of gender equality and EIGE’s competence in this field will be organised on the basis of its **first communication strategy**, approved by the Management Board in 2012. The strategy will ensure that communication activities are not carried out in isolation, but are an integral part of the Institute’s activities.

Communication will be based on the principle that all Member States should be able to benefit from EIGE's work (country-responsive<sup>11</sup>).

The Institute will reach the key target groups using the following means of communication: EIGE's website and e-newsletter, publications (electronic and in print), social media, audio-visual tools, media relations, face-to-face communication (conferences, visits, etc.), marketing, general enquiries desk and targeted distribution. The open platform of its European Network on Gender Equality (EuroGender) and increasingly popular social media platforms like Facebook and Twitter will help stimulate the interest of the Member States in sharing good practices and moderating discussions on the benefits of gender equality.

To enhance the communication capacity of all staff, specialised training will be organised to boost in-house communication capacity.

During 2013, to make the results and products of the Institute visible, EIGE will develop action plans for the key target groups (the European Parliament, the European Commission and the Member States).

### **The European Parliament and its committees**

To provide effective tools for evidence-based policy-making, identify areas of progress in gender equality work at EU level that can be improved and monitored, EIGE will disseminate the following to this target group:

- (i) the reports produced for the Presidencies of the Council on the follow-up of selected critical areas of concern of the BPfA (report, fact sheets and main findings);
- (ii) regular information on updates of the database on Beijing indicators;
- (iii) the first publication of the Gender Equality Index, EIGE's database on gender statistics and its country profiles;
- (iv) the results and findings of EIGE's studies on gender-based violence;
- (v) information on the RDC and the resources available in it.

The Annual Activity Report (AAR) and a general report on the Institute's gender equality work (Annual Report) will be written and sent to the European Parliament in June 2013.

EIGE will also approach the European Parliament's Committee on Women's Rights and Gender Equality (FEMM) and other relevant committees in order to regularly present its research and results at public hearings and other meetings arranged at the European Parliament.

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<sup>11</sup> EIGE will reply to specific requests providing the context for specific questions on country-related data.

## **The European Commission**

To support the work of the European Commission with collected data, indicators, the findings of various studies and effective tools or methods for gender mainstreaming, EIGE will disseminate the following to the Commissioner for Justice, Fundamental Rights and Citizenship, the parent DG (DG Justice), Eurostat, other relevant DGs and DG Justice's Advisory Committee on Equal Opportunities for Women and Men:

- (i) the reports produced for the Presidencies of the Council on the follow-up of selected critical areas of concern of the BPfA (report, fact sheets and main findings);
- (ii) regular information on updates of the database on Beijing indicators;
- (iii) the first publication of the Gender Equality Index, EIGE's database on gender statistics and its country profiles;
- (iv) the results and findings of EIGE's studies on gender-based violence;
- (v) tools and methods for gender mainstreaming, in particular gender training;
- (vi) tools, methods and good practices identified in the reviewed areas of concern of the BPfA and information on the RDC and the resources available in it.

The Annual Activity Report (AAR) and a general report on the Institute's gender equality work (Annual Report) will summarise its achievements in relation to the objectives of the Annual Work Programme.

Besides the regular exchange of information and working documents with the parent DG, EIGE will endeavour to present its work at various Commission meetings and on other occasions.

## **Member States**

To support the implementation of gender equality policies at Member State level, EIGE will disseminate the following to the national authorities, gender equality bodies, and national statistics offices:

- (i) the reports produced for the Presidencies of the Council on the follow-up of selected critical areas of concern of the BPfA (report, fact sheets and main findings);
- (ii) regular information on updates of the database on Beijing indicators;
- (iii) the first publication of the Gender Equality Index, EIGE's database on gender statistics, including gender-based violence, and its country profiles;
- (iv) the results and findings of EIGE's studies on gender-based violence;
- (v) tools and methods for gender mainstreaming, in particular gender training;

(vi) tools, methods and good practices identified in the reviewed critical areas of concern of the BPfA and information on the RDC and the resources available in it.

Fact sheets and summaries of various studies, translated into EU languages, will also be disseminated to relevant authorities and organisations of the Member States. The Annual Activity Report (AAR) and a general report on the Institute's gender equality work (Annual Report) will summarise its achievements in relation to the objectives of the Annual Work Programme.

The Member States' national public authorities, in particular their national gender equality bodies, will be given country-specific data and evidence on the progress made by each Member State in specific policy areas. For example, country profiles of the Gender Equality Index are to be developed. Conferences and meetings will also be organised to communicate with the Member States.

To deliver professional, high-quality messages, the [Journalists' Thematic Network](#) will be enlisted to help EIGE produce tailor-made messages for various publications and findings. This will give the messages a country-specific character and helps to keep the media database updated.

#### [Women and Men of Europe Resource Pool/ Women and Men Inspiring Europe Calendar](#)

As part of awareness-raising of gender equality issues, examples of women and men who challenge traditional gender roles and are an inspiration for Europe, collected and processed in the Women and Men of Europe Resource Pool, will be presented to stakeholders in the Women and Men Inspiring Europe Calendar. Examples of men working for gender equality will be identified and presented on EIGE's website to make the contribution of men to gender equality visible and help EIGE's stakeholders in their search for experts or role models for various tasks and events. The calendar will be updated regularly on the Institute's web calendar with information about events on gender equality.

*Output Indicators:* tools and templates for the Communication strategy available (Q1), newsletters disseminated (Q1-Q4); EIGE's website accessible for mobile devices (Q4); EIGE's website upgraded (Q3); intranet updated (Q1-Q4); 2014 calendar publication (Q4); communication events (8 March) (Q1); profiles of WIE on EIGE's website (Q1-Q4), Information campaign on the RDC at EU-level (Q3-Q4), RDC online interface created (Q3), Opening event for Vilnius Europe House (to be determined).

## 2.4.2 EIGE STAKEHOLDERS AND PARTNERS

To ensure and strengthen dialogue and networking in 2013, EIGE will maintain and intensify its contacts with all the main European stakeholders: the European Commission; the European Parliament, particularly the FEMM Committee, and other Committees when appropriate; EU Member States and accession countries; national statistics offices; the European Economic and Social Committee; the Committee of the Regions; the European Social Partners; academia and research centres; centres; specialised gender equality and women' rights Information centres/libraries and in particular WINE - Women Information Network Europe; Eurolib, the European Community and Associated Institutions Library Co-operation Group; the European civil society organisations namely the EU wide platforms working on gender equality and non-discrimination such as EWL and EQUINET, and other relevant international organisations, such as UN Women, Council of Europe, OECD, OSCE and ILO.

Cooperation with the sister agencies will be translated into practical working plans for research, communication and networking, to create synergies and agree on joint actions or other initiatives.

Stakeholder Engagement Plans will continually be developed in connection with the activities in the following focal areas:

- Beijing indicators
- The Gender Equality Index
- Gender Mainstreaming
- The Resource & Documentation Centre

Structures and mechanisms developed to ensure the accuracy of information in the stakeholders' database will also be continually monitored and updated.

Together with the communication team, the stakeholders' team will plan and organise events, conferences and visits to the Institute.

*Output Indicators:* system for update of stakeholders' database installed (Q3); cooperation plans with EU agencies agreed upon (Q2-Q4); networking meetings with stakeholders held (Q1-Q3); visits to EIGE by external stakeholders (at least 10)(Q1-4).

### Human Resources (2013)

#### 2.4: Awareness-raising, networking and communication

Temporary agents AD	Temporary agents AST	SNE	Contract agents CA	Total	%	Budget Title 1 'STAFF'
2.75	0.60	0.2	1.3	4.85	10.78	1.170.000

## 2.5 EFFECTIVE ORGANISATION AND EIGE BODIES

*Output: The necessary administrative and operational structures are put in place.*

Based on the first 2010–12 Mid-Term Work Programme, EIGE has begun implementing nearly all the tasks set out in the Regulation. However, as this year is only its third full year of operation, a few tasks have not yet been dealt with. These tasks are part of the set-up phase of the Institute. It does not always have the staff and the money to meet expectations or implement tasks assigned to it. As a result, despite its financial and administrative independence, not all tasks belonging to the set-up phase have been implemented yet. Examples of such tasks are the Business Continuity Plan and a system of staff back-ups.

During the year, it will continue implementing the internal control standards approved by the Management Board in 2011. It will also develop the procedures necessary to communicate with external stakeholders and if necessary further develop the decision-making processes of its internal bodies (see Section 4: Monitoring and Implementation).

By participating in the Instrument for Pre-Accession Assistance, it will start implementing one of its mandated tasks - to provide support to the EU institutions on gender equality and gender mainstreaming in the accession and candidate countries.

In 2013, EIGE should also move into its new, final premises in Europe House, together with the European Commission Representation and the Information Office of the European Parliament. This concentration of services will bring about greater cost efficiency and better visibility for EIGE and the other institutions.

### **Management Board**

In June 2013, the Management Board will start a new term of office with the replacement of the members from nine Member States. As the Institute's decision-making body it will supervise the achievement of objectives, adopt the 2014 Annual Work Programme and its budget as well as the Institute's 2012 Annual Report. It will also monitor implementation of the Institute's second 2013–15 Mid-term Work Programme. It will adopt new staff-related and internal administrative and financial documents. The Standing Committee, set up in 2011, will help the Management Board and the Institute.

All costs related to the meetings, including interpretation into five languages<sup>12</sup> during meetings, as well as the translation of key documents, will be covered by the appropriate budget lines.

### **Experts' Forum**

In 2013, the Experts' Forum will continue to assist the Institute and its working groups in defined areas of work and will give advice on the development of methods and tools. The Institute will seek the advice and involvement of the members of the Experts' Forum in

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12 EN, FR, DE, IT and ES

finding the most effective channels for disseminating information.

### **EIGE's participation in the IPA<sup>13</sup>**

EIGE, along with many other EU agencies, will participate in the IPA. The IPA strengthens the capacity of candidate countries and potential candidate to comply with EU law in the field of equality between women and men. The aim of the programme is also to prepare the enlargement countries to join the Institute. The European Commission has allocated a budget of EUR 100000 to EIGE for this activity, which will begin in 2013.

It is in the EU's interest to involve IPA countries in EIGE's work and to give them technical assistance on the various aspects of its work, just as EIGE supports the EU institutions and the Member States.

The actions envisaged in this project will be mainly addressed to the competent administrations in the IPA countries or other relevant bodies working on gender equality on behalf of the associated country, either at central or local level on the development, implementation and enforcement of the relevant legislation on gender equality. The officials will participate in technical meetings organised by EIGE.

*Output Indicators:* implementing provisions giving effect to Staff Regulation adopted (Q2-Q4); a number of internal rules developed (Q1-Q4); regular meetings of the Management Board and Experts' Forum held (Q1-Q4); first projects developed under the IPA (by Q4).

### **Human resources (2013)**

#### 2.5: Effective organisation and EIGE bodies

Temporary agents AD	Temporary agents AST	SNE <sup>14</sup>	Contract agents CA	Total staff	%	Budget Title 1 'STAFF'
5.7	2.3	0	4	12	26.67	699.471

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13 The Instrument for Pre-Accession Assistance (IPA), established with Council Regulation 1085/2006, is the financial instrument for the European Union's pre-accession process for the period 2007–13. Beneficiary countries are divided into two categories: 1) candidate countries, i.e. Croatia, the Former Yugoslav Republic of Macedonia and Turkey, and 2) potential candidate countries, i.e. Albania, Bosnia and Herzegovina, Montenegro, Serbia and Kosovo under UNSCR1244.

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### 3 SUMMARY OF HUMAN AND FINANCIAL RESOURCES, 2013

ACTIVITIES	Preliminary draft budget 2013						Budget fraction
			2,979,000.00	1,062,800.00	3,436,568.00	7,478,368.00	
	%	Total HR	TITLE 1 Staff	TITLE 2 Infrastructure	TITLE 3 Operations	Total budget	
2.1: Comparable, reliable data and indicators on gender equality	21.62%	9.75	644,059.80	229,777.36	1,411,000.00	2,284,837.16	30.55%
2.2: Collecting and processing methods and good practices for gender equality work	16.74%	7.55	498,684.60	177,912.72	556,000.00	1,232,597.32	16.48%
2.3: Resource & Documentation Centre	22.28%	10.05	663,721.20	236,791.84	826,000.00	1,726,513.04	23.09%
2.4: Awareness-raising, networking and communication	12.53%	5.65	373,268.70	133,168.84	393,568.00	900,005.54	12.03%
2.5: Effective organisation and EIGE bodies	26.83%	12	799,265.70	285,149.24	250,000.00	1,334,414.94	17.84%
<b>Total</b>	<b>100.00%</b>	<b>45</b>	<b>2,979,000.00</b>	<b>1,062,800.00</b>	<b>3,436,568.00</b>	<b>7,478,368.00</b>	<b>100.00%</b>

NB: 2013 IPA budget (€100.000) and one IPA CA staff are not considered in the table

## 4 MONITORING AND EVALUATION

The Institute works according to the principles set out in the Results-Based Management (RBM) methodology, using parameters and indicators to monitor the implementation of its work programmes. A practice begun in 2011, EIGE will submit two annual progress reports to the Management Board, presenting progress on the basis of agreed indicators and monitoring procedures.

### INTERNAL CONTROL STANDARDS

As part of a process started in 2011 and continued in the 2012 Work Programme, under the 2013 Work Programme, EIGE will finalise implementation of the internal control standards.

### 2013 ANNUAL REPORT

By the end of 2013, the fourth Annual Report and Annual Activity Report presenting the year's achievements will be prepared and submitted to the Management Board and all other stakeholders.

## ANNEX 1 ESTABLISHMENT PLAN 2013

<b>ESTABLISHMENT PLAN 2013–14</b>															
Grade	2013			Year 2014											
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2014		
	Requested (Provisional Draft Budget)			Promotion/Career advancement in global figures			Turn-over in global figures (departures/arrivals)			New posts			Provisional planning		
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															0
AD15															0
AD14															0
AD13		1	1										1	1	1
AD12															0
AD11		1	1										1	1	1
AD10		1	1										1	1	1
AD9		1	1										1	1	1
AD8		6	6										6	6	6
AD7		4	4										4	4	4
AD6		1	1										1	1	1
AD5		8	8										8	8	8
<b>Total AD</b>	<b>0</b>	<b>23</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>23</b>
AST11															0
AST10															0
AST9															0
AST8															0
AST7															0
AST6		2	2										2	2	2
AST5		3	3										3	3	3
AST4		2	2										2	2	2
AST3															0
AST2															0
AST1															0
<b>Total AST</b>	<b>0</b>		<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>7</b>
<b>Overall Total *</b>	<b>0</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>30</b>

\*The establishment plan for 2014 may be subject to a reduction in staff (to be confirmed)

## ANNEX 2 PROCUREMENT PLANNED FOR 2013

### OPERATIONAL PROCUREMENT PLANNING

N°	Title/Subject	Planned launch time	Max. budget EUR	Type of procedure
<b>STUDIES</b>				
1.	Study on a selected area of concern of the BPfA (Italy)	Q1	380 000	Open Procedure (OP)
2.	Study on a selected area of concern of the BPfA (Greece)	Q1	230 000	OP
3.	Study to complement the reports by GP for Greek and Italian Presidencies	Q1-Q2	180 000	OP
4.	European PR with focus on media in MS	Q1	50 000	Negotiated Procedure (NP)
5.	Communication tools on gender policies in BPfA areas of concern (fact sheets, publications) and dissemination of material	Q1	8 000	NP
6.	Study on database on gender statistics	Q1	400 000	OP
7.	Background paper on benefits of Gender Equality	Q1	23 000	NP
8.	Feasibility study for a Gender Equality Thesaurus and glossary for the EU	Q1	22 000	NP
9.	Processing and quality assurance of GT database	Q1	120 000	OP or Franet
10.	Unforeseen studies	Q1-Q4	20 000	
<b>RESOURCE AND DOCUMENTATION CENTRE</b>				
11.	Subscriptions/books	Q1	7 000	NP
12.	Collection of policy documents and grey literature collection	Q1	150 000	OP
13.	Animation of the network	Q1	76 000	OP
14.	Integration of all databases resulting from 2012 and 2013 projects in the RDC		180 000	OP
15.	Publications on gender training — Summary report from online discussions	Q4	5 000	NP
16.	Further harvesting of resources		120 000	OP
<b>Framework contract on the organisation of events and meetings. Order Forms. Re-opening competition. EIGE/2011/OPER/4</b>				
17.	Defining the benefits of gender	Q1-Q4	60 000	Request for

	equality (meetings)			Services (RS)
18.	Meetings of Management Board/Experts' Forum	Q1-Q3	Title 2	Framework Contract
19.	Regional meetings, communication tools and dissemination of material	Q1-Q4	130 000	Request for Services
20.	Consultation meetings with experts		10 000	Request for Services
21.	Meetings of the Working Group on Beijing indicators	Q2-Q3	40 000	Request for Services
22.	Conference — launch of the Gender Equality Index		130 000	Request for Services
23.	Meetings of the Working Group on the Index		40 000	Request for Services
24.	Seminars and gender training/experts' meetings on gender mainstreaming	Q4	60 000	Request for Services
25.	Meetings on good practices (Media and Institutional Mechanisms)	Q2-Q4	100 000	Request for Services
26.	Conference on gender-based violence	Q3	100 000	Request for Services
27.	Journalists Task Force meetings		75 000	Request for Services
28.	Networking meetings		50 000	Request for Services
29.	IPA	Q2-Q4	50 000	Request for Services
<b>Framework contract on support for EIGE's communication activities. Order Forms, single operators for 4 lots. EIGE/2012/ADM/13.</b>				
30.	Communication tools based on the its Strategy for various events/event calendar/videos/templates etc.	Q1	86 068	Request for Services
31.	Media database updated, media monitoring	Q1	10 000	Request for Services
32.	EU-wide communication campaign on the RDC	Q2	30 000	Request for Services
33.	Women & Men Inspiring Europe Calendar 2014		97 500	Request for Services
34.	The development and maintenance of IT infrastructure and setting up a permanent helpdesk		35 000	Request for Services
<b>COMMUNICATIONS, NETWORK</b>				
35.	Maintenance of functions and memberships		25 000	NP

36.	Reports of EIGE's communication activities, services and tools		85 000	OP
37.	Translations	Q1-Q4	180 000	SLA CdT
	<b>TOTAL OPERATIONAL BUDGET</b>		<b>3.364.568</b>	

ANNEX 3 TENTATIVE PLAN OF OUTPUTS AND ACTIVITIES FOR 2013

DATE OF DOCUMENT: 15.10.2012		THIS GANTT CHART IS ADAPTED CONTINUOUSLY AS EIGE'S PLANNING TAKES SHAPE		2013												
AREA	ADMINISTRATION	TITLE OF THE DOCUMENT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		
FOCAL AREA	SUB-AREA	OUTPUT INDICATOR														
<b>2.1 COMPARABLE, RELIABLE DATA AND INDICATORS ON GENDER EQUALITY</b>	Collection of data and statistics in the 12 critical areas of concern of the BPfA/ Providing support to the Irish, Lithuanian, Greek and Italian Presidencies of the EU Council; Gender-Based Violence	Study on area of concern of the BPfA selected by Greece			L Q1									DFR		
		Study on area of concern of the BPfA selected by Italy						L Q2						→		
		Report for the Irish Presidency		FR												
		Report for the Lithuanian Presidency									FR					
		Meetings of the Working Group on Beijing indicators							? Q2			? Q3				
		Reports, main findings and fact sheets for the Irish presidency published and disseminated			Q1											
		Reports, main findings and fact sheets for the Lithuanian presidency published and disseminated										Q3				
		Meetings with the government of present and upcoming Council Presidency countries (IE, LT, GR, IT, LV)		GovM — LT — 2013 / ?, Q1	GovM — IE — 2013 / ?, Q1	GovM — GR — 2014 / ?, Q2	GovM — IT — 2014 / ?, Q2	GovM — LV — 2014 / ?, Q2			GovM — LT — 2013 / ?, Q1	GovM — IE — 2013 / ?, Q1	GovM — GR — 2014 / ?, Q2	GovM — IT — 2014 / ?, Q2	GovM — LV — 2014 / ?, Q2	
		Meetings with the government of present and upcoming Council Presidency countries (IE, LT, GR, IT, LV)		GovM — LT — 2013 / ?, Q1	GovM — IE — 2013 / ?, Q1	GovM — GR — 2014 / ?, Q2	GovM — IT — 2014 / ?, Q2	GovM — LV — 2014 / ?, Q2			GovM — LT — 2013 / ?, Q1	GovM — IE — 2013 / ?, Q1		GovM — GR — 2014 / ?, Q2	GovM — IT — 2014 / ?, Q2	GovM — LV — 2014 / ?, Q2
		Update of the database on Beijing indicators			Q1											Q4
	Consultation meetings with experts in areas of concern selected by Latvia and Luxemburg								CM / ?, Q2		CM / ?, Q2					
	Gender Equality Index	Organisation of a major event to present the GEI	→				? Q2									
		Dissemination of information about the GEI			? Q1								Q4			
		Maintenance and updating of the data and metadata in EIGE's database on gender statistics									Q3		Q4			
Publication of the report on the GEI		→				Q2										
<b>2.2 IMPLEMENTING GENDER EQUALITY AND MAINSTREAMING</b>	Practical Tools for Gender Mainstreaming	Final report of the study on gender training in the EU											? Q4			
Online discussion on selected practices of gender training, production of report													? Q4			
Consultation meetings with stakeholders on gender training											? Q3		? Q4			
Updated extensive database on gender trainers, tools, methods and good practices and other resources in the RDC											? Q3		Q4			
Information on gender mainstreaming methods and tools disseminated													Q4			
2 experts meetings on good Practices							Q2									
Study on good practices to complement the report in the BPfA area of concern selected by the Lithuanian Presidency delivered														Q4		



		Information campaign on the RDC at European level							Q3			Q4
		Creation of the RDC's online interface							Q3			
		2014 calendar publication									Q4	
		Opening event for Vilnius Europe House (date to be determined)										
	EIGE Stakeholders and Partners	Updating mechanisms of the Stakeholders' Database put in place					AT	AT				
		Cooperation plans with EU agencies					AT	AT				
Networking meetings with stakeholders held				Q1		Q2			Q3			
		Open Doors					?, Q2					
		VIP and other visits		Q1		Q2		Q3			Q4	
2.5 INSTITUTIONAL SET-UP AND BODIES OF EIGE	Management Board meetings		→		AT		MB / Q2				MB / ? Q4	
	Experts' Forum meetings		→						EF / ?, Q3		EF / ?, Q4	
	Institutional set-up	Establishment Plan	→									
		Staff Regulation Implementing Rules	→									
		A number of internal rules developed	→									
	First projects developed under the IPA	→								AT		
MONITORING AND EVALUATION	Strategic documents	Annual Report	→		First draft			COM			→ AR 2014	
		Annual Activity Report	→		First draft			COM			→ AAR 2014	
		Work Programme N+1 (2014)	→		First draft			COM			→ AWP 2014	

**CODES USED TO INDICATE MEETINGS and OUTPUTS**

<b>L</b>	Study launched	<b>MB</b>	Management Board Meeting
<b>C</b>	Contract signed	<b>EF</b>	EIGE's Experts' Forum
<b>ICM</b>	Inception Meeting	<b>EF-WG GEI</b>	Experts' Forum Working Group on the Gender Equality index
<b>IR</b>	Interim Report	<b>EF-WG Beijing</b>	Experts' Forum Working Group on the Beijing Platform for Action (BPfA)
<b>DFR</b>	Draft Final Report	<b>TNM</b>	Thematic Networks Meetings
<b>FR</b>	Final Report	<b>GovM</b>	( <b>GBV</b> — Gender-Based Violence/ <b>Men</b> — Men and Masculinities/ <b>GM</b> — Gender Mainstreaming/ <b>GS</b> — Gender Stereotyping/ <b>JTF</b> — Journalists Task Force/ <b>NET</b> — Network on Useful and Effective Networking)
<b>QR</b>	Quarterly Report (progress report)	<b>GovM</b>	Meeting with government representatives
<b>P</b>	Publication of deliverable (articles, studies, report, database, finalisation of a deliverable, establishment of a group or network.)	<b>CM</b>	Consultation Meeting (International Organisations ./Member States)
<b>AT</b>	Action taken (adoption, approved, reviewed, comments asked and /or received, establishment, etc.)	<b>? — Qx</b>	Exact date to be determined in Quarter x
<b>F</b>	Finalisation of a deliverable	<b>? — TBD</b>	Date to be determined
<b>PR</b>	Peer review	<b>→ / date</b>	This study began in 2011
<b>WS</b>	Workshop	<b>→</b>	This work runs throughout the 2013 Work Programme
<b>Conf.</b>	International conference		