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| Template of a gender equality action plan for the parliament |
| **Use the template to develop a gender equality action plan. The different terms included in the template are described below:** |
| **Area** | This refers to the different conceptual areas in EIGE’s self-assessment framework. Further details on each of these areas can be found in this tool, and in EIGE’s self-assessment tool. |
| **Domain** | This refers to the different topics covered in each area of EIGE’s self-assessment frame- work. Further details on each of these domains can be found in this tool, and in EIGE’s self-assessment tool. |
| **Measure number** | Assign a corresponding number to each measure in the plan. |
| **Measure description** | Describe the measure in this column. The tool provides guidance on how to propose the measures for your plan. It also provides examples of measures that can be included in each area of EIGE’s self-assessment framework (Step 2). |
| **Responsible groups** | In this column, outline which people and/or groups will be responsible for carrying out a measure. Further details on allocating responsibility can be found in Step 2 of the tool. |
| **Benchmark** | Describe the baseline value or status quo for each measure in the plan. Further guidance on benchmarks is presented in Step 2 of the tool. |
| **Target** | Clearly explain the goals you aim to achieve for each measure. Further details on how to establish targets with specified timeframes can be found in Step 2 of the tool. |
| **Timeframe** | In this column, specify the timeframe associated with each target. |
| **Indicators and data source** | List the indicators that will be used to track each measure and the data required to moni- tor each indicator. Further guidance on this topic can be found in Step 2 of the tool. |
| **Budget** | Describe details on the financial resources set aside to implement the measure. Further guidance on this topic can be found in Step 2 of the tool. |

# Forward

Begin with a forward from the leader of the parliament (i.e. the Speaker, the President, etc.) and other members of the high-level working group or committee that developed the plan. Describe the purpose of the gender equality action plan and how it aligns with the parliament’s broader strategy to advance gender equality in the institution.

# Introduction

Provide background details on the gender equality action plan, describing:

* the relevant legal and/or policy frameworks that have facilitated the development of the plan;
* the main gender inequalities that the plan intends to address, based on the gender equality assessment conducted in preparation of the plan (for further details on conducting a self-assessment see Step 1);
* the main work that has been undertaken to develop the plan, and the experts and groups that contributed to its development;
* details on the main sections of the plan, and how to navigate the document.

# Gender equality action plan of the parliament

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| **Measure number** | **Measure description** | **Responsible groups** | **Benchmark** | **Target** | **Timeframe** | **Indicators and data source** | **Budget** |
| Area 1: Women and men have equal opportunities to enter parliaments |  |
| **Domain 1:** Electoral rules and procedures to assure gender equality |  |
| 1.1.1 |  |  |  |  |  |  |  |
| 1.1.2 |  |  |  |  |  |  |  |
| 1.1.3 |  |  |  |  |  |  |  |
| **Domain 2:** Political parties’ measures that actively support equal access to parliament for women and men candidates |  |
| 1.2.1 |  |  |  |  |  |  |  |
| 1.2.2 |  |  |  |  |  |  |  |
| 1.2.3 |  |  |  |  |  |  |  |
| **Domain 3:** Recruitment procedures to ensure equal opportunities for all parliamentary employees |  |
| 1.3.1 |  |  |  |  |  |  |  |
| 1.3.2 |  |  |  |  |  |  |  |
| 1.3.3 |  |  |  |  |  |  |  |
| Area 2: Women and men have equal opportunities to influence parliaments |  |
| **Domain 1:** The capacity of MPs in a parliament (based on its composition) |  |
| 2.1.1 |  |  |  |  |  |  |  |
| 2.1.2 |  |  |  |  |  |  |  |
| 2.1.3 |  |  |  |  |  |  |  |
| **Domain 2:** Structure and organisation (in terms of the working environment and its work-life balance measures) |  |
| 2.2.1 |  |  |  |  |  |  |  |
| 2.2.2 |  |  |  |  |  |  |  |
| 2.2.3 |  |  |  |  |  |  |  |

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| **Measure number** | **Measure description** | **Responsible groups** | **Benchmark** | **Target** | **Timeframe** | **Indicators and data source** | **Budget** |
| **Domain 3:** Staff organisation and procedures |  |
| 2.3.1 |  |  |  |  |  |  |  |
| 2.3.2 |  |  |  |  |  |  |  |
| 2.3.3 |  |  |  |  |  |  |  |
| Area 3: Women’s interests have adequate space on the parliamentary agenda |  |
| **Domain 1:** Gender mainstreaming structures (e.g., groups/bodies) |  |
| 3.1.1 |  |  |  |  |  |  |  |
| 3.1.2 |  |  |  |  |  |  |  |
| 3.1.3 |  |  |  |  |  |  |  |
| **Domain 2:** Gender mainstreaming tools in parliamentary work |  |
| 3.2.1 |  |  |  |  |  |  |  |
| 3.2.2 |  |  |  |  |  |  |  |
| 3.2.3 |  |  |  |  |  |  |  |
| **Domain 3:** Gender mainstreaming tools for parliamentary employees |  |
| 3.1.1 |  |  |  |  |  |  |  |
| 3.2.2 |  |  |  |  |  |  |  |
| 3.3.3 |  |  |  |  |  |  |  |
| Area 4: Gender-sensitive legislation |  |
| **Domain 1:** The general legal framework for gender equality in the country |  |
| 4.1.1 |  |  |  |  |  |  |  |
| 4.1.2 |  |  |  |  |  |  |  |
| 4.1.3 |  |  |  |  |  |  |  |

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| **Measure number** | **Measure description** | **Responsible groups** | **Benchmark** | **Target** | **Timeframe** | **Indicators and data source** | **Budget** |
| **Domain 2:** Gender mainstreaming in legislation |  |
| 4.2.1 |  |  |  |  |  |  |  |
| 4.2.2 |  |  |  |  |  |  |  |
| 4.2.3 |  |  |  |  |  |  |  |
| **Domain 3:** Oversight of gender equality |  |
| 4.3.1 |  |  |  |  |  |  |  |
| 4.3.2 |  |  |  |  |  |  |  |
| 4.3.3 |  |  |  |  |  |  |  |
| Area 5: Symbolic function of parliament |  |
| **Domain 1:** Gender-sensitive organisation of parliament spaces |  |
| 5.1.1 |  |  |  |  |  |  |  |
| 5.1.2 |  |  |  |  |  |  |  |
| 5.1.3 |  |  |  |  |  |  |  |
| **Domain 2:** Gender equality in external communication and representation |  |
| 5.2.1 |  |  |  |  |  |  |  |
| 5.2.2 |  |  |  |  |  |  |  |
| 5.2.3 |  |  |  |  |  |  |  |

Ensuring the implementation, monitoring and evaluation of the gender equality action plan

Describe measures to ensure that the plan is effectively implemented, monitored, and evaluated. Include details on:

* the steps that will be taken to increase gender equality competence and to raise awareness on the plan;
* the stages at which progress reporting and evaluation of the plan will be carried out.