



Gender-sensitive Parliaments tool

Technical description
and
scoring model

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Introduction

The [Gender-sensitive Parliaments \(GSP\) tool](#) is a self-assessment tool developed by the European Institute for Gender Equality (EIGE) to help parliaments at any level (European, national, regional) measure how well they respond to, and represent, the different needs and interests of diverse groups of women and men. This document first provides a technical description of the questionnaire and each of the indicators it contains. It then explains the rationale behind the scoring model that underpins the questionnaire and how the results are calculated.

What does gender-sensitivity mean in relation to parliaments?

The Inter-Parliamentary Union defines parliament gender-sensitivity as: *[A] parliament that responds to the needs and interests of both men and women in its composition, structures, operations, methods and work. Gender-sensitive parliaments remove the barriers to women’s full participation and offer a positive example or model to society. They ensure that their operations and resources are used effectively towards promoting gender equality. A gender-sensitive parliament is one in which there are no barriers – substantive, structural or cultural – to women’s full participation and to equality between men and women members and staff. It is not only a place where women can work, but also one where women want to work and contribute. A gender-sensitive parliament sets a positive example by promoting gender equality and women’s empowerment among society both nationally and internationally. A gender-sensitive parliament is therefore a modern parliament; one that addresses and reflects the equality demands of a modern society. Ultimately, a gender-sensitive parliament is more efficient, effective and legitimate.*¹

The questionnaire

The GSP tool questionnaire is divided into five “Areas” dealing with different aspects of gender-sensitivity in relation to parliaments:

- Area 1 – Women and men have equal opportunities to **ENTER** the parliament
- Area 2 – Women and men have equal opportunities to **INFLUENCE** the parliament’s working procedures
- Area 3 – Women’s interests and concerns have adequate **SPACE** on parliamentary agenda
- Area 4 – The parliament produces gender-sensitive **LEGISLATION**
- Area 5 – The parliament complies with its **SYMBOLIC** function

Each Area is sub-divided into a number of “Domains” that cover different aspects within the Area. Each Domain then includes a series of indicators measuring relevant issues.

There are four versions of the questionnaire that are tailored to support the self-assessment process at each of the different levels at which parliaments are convened (European, national, regional with legislative power and regional without legislative power). There is also a shorter “general” version that can be completed by external users, such as media representatives, general public or NGOs. The four versions designed for use within parliaments vary only slightly in terms of specific questions that are included/excluded. The general version includes

¹ Plan of Action for Gender-sensitive Parliaments (2012): <http://archive.ipu.org/pdf/publications/action-gender-e.pdf>

fewer questions and excludes some domains for which the indicators rely on information that is unlikely to be available outside the parliament.

Technical description

This document describes the full set of indicators used in the national version of the questionnaire.² All other versions use a subset of these indicators, albeit with different numbering so users should be able to find the relevant information by searching for the name of the indicator, just allowing for the fact that in a small number of cases some words might be changed to suit the questionnaire version (e.g. “national” replaced with “regional”).

Structure and coding

This guide to the GSP tool indicators is structured by Area and Domain as described above. Within each Domain, one or more indicators are listed in short tables that group similar/related indicators together and provide a short description below. Each indicator occupies one row of the table which has three columns:

- **Indicator number:** refers to the complete “national” version of the questionnaire. Numbers may vary in other versions, which have only a subset of indicators.
- **Indicator name/title:** the text of the question on which the indicator is based.
- **Indicator type:** one of the following:
 - **Y/N:** simple yes/no answer.
 - **Prop.WM:** here the questionnaire asks for the numbers of women (W) and men (M) covered by the question (e.g. number of current MPs). The actual indicator then considered the relative proportions of women and men (i.e. $W/(M+W)$ and $M/(M+W)$) and is scored accordingly.
 - **Single option:** the indicator name/title is followed by a list of possible options from which the single most relevant item should be selected.
 - **Multiple select:** the indicator name/title is followed by a list of possible options from which all those that are relevant should be selected. Where a question is not applicable but there is no N/A option please select “No”.

Most indicators are listed in the tables in black font. **Priority indicators** (see explanation in the description of the scoring model) appear in red. A very small number of indicators do not contribute to the scoring. In this case, the indicator type (col. 3) appears in light grey italics.

Definitions of key terms are highlighted in paragraphs shaded green with a dark green left border. The definitions used correspond with the [glossary of terms](#) related to gender sensitive parliaments provided on EIGE’s website.

Data sources. To support users in completing the questionnaire, brief indications of possible data sources are provided for each domain and, where relevant, with additional detail for specific indicators. Paragraphs indicating data sources are shaded yellow with a dark yellow left border.

² This document was prepared by Alphametrics Ltd. The work was coordinated by EIGE’s Gender Mainstreaming team.

Area 1: Women and men have equal opportunities to **ENTER** the parliament

A gender-sensitive parliament is one that assures equal opportunities for women and men to enter the institution, both as elected representatives and as employees. Three domains assess the extent to which gender equality is achieved and addressed by the electoral system, how the procedures of political parties contribute to ensuring gender equality, and the extent to which gender equality is taken into account when recruiting parliamentary staff.

Domain 1.1: Electoral system

This domain considers the existence of a legal framework that supports equal representation of women and men, and the extent to which the electoral system facilitates equal access to parliament.

Research shows that the type of electoral system can impact the gender balance in parliament, with proportional systems generally considered more conducive to a good gender balance than plurality/majoritarian systems. However, other factors come into play (e.g. the size of electoral districts) and the type of electoral system alone does not necessarily support or hinder gender equality. Thus the focus here is on whether or not any specific actions (in the form of gender quotas) are taken to influence the numbers of women and men standing as candidates for election and how these transpire in terms of the actual gender balance achieved amongst candidates and elected members.

Data sources: national constitutional charts/ laws, national electoral laws, rules and procedures. In some countries, there is a written single-code constitution whilst in others the relevant acts are included in the constitutional law.

1	Does the constitutional law or an equivalent legal framework directly refer to gender equality in political representation?	Y/N
	The existence of a legal framework that supports equal representation of women and men in democratic decision-making processes represents a fundamental basis for ensuring gender equality. Indicator 1 asks if the constitution or equivalent set of constitutional legislation explicitly establishes the principle that women and men have equal right to political representation or participation.	
2	Are gender quotas applied to your electoral system?	Y/N
2a	What sanctions (if any) are applied in case of non-compliance with the quota? <ul style="list-style-type: none"> • Legal sanctions (rejection of the list before the election) • Financial sanctions • No sanctions 	Single option
2b	If the voting system is proportional, how is the gender quota applied? <ul style="list-style-type: none"> • Zipping (alternating female and male candidates throughout the lists) • Requiring that the top two candidates are not of the same sex • 40:60 ratio every five positions in the list • At least 1 out of every group of 3 candidates must be a woman • Other • N/A 	Single option

2c	If the voting system is plurality/majority, how is the gender quota applied?	Single option
	<ul style="list-style-type: none"> • 50% women candidates • 40:60 ratio of different gender candidates • At least 30% women candidates • Other • N/A 	

Historically, women have been, and in most countries still are, substantially under-represented in political decision-making. Specific gender equality measures applied to electoral rules, particularly in the form of gender quotas, are proven to facilitate equal access to parliament. Indicator 2 asks whether elections to the parliament are subject to any form of permanent/temporary **gender quota** that is **applied by legislation** and, if so (sub-indicators 2a to 2c), how the quota is applied and whether or not non-compliance with the quota results in any form of sanction.

Gender quotas are instruments aimed at accelerating the achievement of gender-balanced participation and representation by establishing a minimum proportion (percentage) or number of candidates/positions to be filled by women and men. Such quotas can be legislative or voluntary.

Legislative quotas regulate the gender composition of candidate lists and are binding by law for all political parties in the election; they are mandated either through national constitutions or by electoral legislation. The relevant legislation may also apply sanctions in case of lists that do not comply with the quota (e.g. rejection of the list or financial penalties).

Voluntary party quotas are adopted by individual parties for their own candidate lists, and are usually enshrined in party statutes and rules.

Important notes:

- Indicator 2 refers only to **quotas that are applied by legislation to the election as a whole**. Voluntary quotas adopted by political parties are not covered.
- Sub-indicators 2b and 2c are intended to be alternatives - i.e. users should answer either 2b or 2c depending on the type of electoral system in use. In the case that both types of electoral system are used in one parliament (i.e. part of the seats are elected using a plurality/majority system and the other part by a proportional system) then the question relevant to the largest share of seats should be answered.

In a **proportional electoral system**, voters are usually presented with a list of candidates from each party, a number of whom are then elected based on the proportion of votes received by that party across the voting area. In a **plurality/majority system** it is more common to have single member districts with the successful candidate being the one receiving the largest share of votes in that district. There are, however, many possible variations, including some that mix elements of plurality and proportional systems.

If you are not sure about the type of electoral system in your country/region or want to check about the way in which a quota is applied, including whether or not sanctions are applied in case of non-compliance, [International IDEA](#) provides a number of useful resources:

- Explanations of electoral system design (e.g. Chapter 3 in this [handbook](#));
- Searchable [database of the electoral systems](#) used in each country;
- [Database of gender quotas](#)

3 Number of women and men candidates in the last parliamentary election? Prop.WM

The gender balance amongst the candidates for election (including those put forward by all political parties and independents) to a parliament represents the first indication of whether or not women and men have equal access to the parliament. Subsequently, whether they are elected in equal numbers may be determined by other factors, including the extent to which political parties prioritise candidates, but a good gender balance amongst candidates is a fundamental precursor to achieving gender-balanced representation in parliament.

Indicator 3, which is considered a priority indicator, asks about the numbers of women and men amongst candidates at the last election. It is scored according to the relative proportions of women and men.

Information about the candidates for each election will typically be recorded by the electoral commission or similar body responsible for monitoring elections to your parliament. The International Parliamentary Union's [PARLINE database](#) also records this information where available.

4 Is there a mechanism to allocate public funds to women candidates? Y/N

One of the key barriers to women's participation in politics is their lack of access to the resources needed to successfully seek nomination or participate in electoral campaigns. Consequently, indicator 4 asks whether **public funding** is available to support the campaigns of women candidates. This may include "earmarking funds for activities supporting women's participation, such as providing direct funding for women's wings; withholding funding for parties that do not reach a threshold of women nominated; or increasing funding for parties with higher levels of gender equality".³

5 Number of women and men members of parliament? Prop.WM

The ultimate proof of whether women and men have equal access to parliament lies in the gender balance amongst the elected representatives. Indicator 5, which is identified as a priority indicator, requests the number of women and men members of the current parliament and is scored according to the relative proportions of women and men. Ideally, data should refer to the current composition of parliament (if this is not readily available the result of the last election can be used).

For EU Member States, IPA beneficiaries, and the remaining EEA countries, the data needed for this indicator is **populated automatically** using the data collected each quarter for EIGE's Gender Statistics Database, which includes data on the gender balance amongst the current members of parliaments/assemblies at [European](#), [national](#) and [regional](#) levels.

For countries not covered by EIGE's database the [PARLINE database](#) of the Inter-Parliamentary Union usually contains data on the results of the most recent election.

Domain 1.2: Procedures of political parties/groups

Political parties determine the selection of candidates for election and are therefore often considered as the gatekeepers of access to parliament and political office. According to

³ See, for example, <https://www.iknowpolitics.org/en/discuss/e-discussions/funding-women-candidates>

research, political parties that actively include women at every level and take their participation seriously are more likely to attract women as members and as candidates and to increase the support they receive from women voters.

This domain thus looks at the gender balance in party leadership and the extent to which parties demonstrate a commitment to gender equality in their activities and procedures. In order to simplify the data collection, questions are restricted to cover “major” political parties.

Major political parties: are parties that hold at least 5% of seats in the parliament. For national parliaments, EIGE maintains a [list of the major parties](#), which is updated annually.

Data sources include the internal rules and organisation charts of political parties, which can usually be obtained from their websites.

6 Number of women and men leading major political parties Prop.WM

Leaders of political parties represent highly visible role models that can inspire women and men to participate in politics. Indicator 6, which is identified as a priority indicator, requests the number of women and men leaders of major political parties and is scored according to the relative proportions of women and men.

For national parliaments of EU Member States, IPA beneficiaries, and the remaining EEA countries, the answer to this question is **populated automatically** using the data on the [leaders of major political parties](#) that are collected annually for EIGE’s Gender Statistics Database.

For countries not covered by EIGE’s database it will be necessary to establish which are the major political parties by examining the composition of parliament and then to visit the websites of each of these parties to ascertain the leadership.

7	How many of the major parties explicitly reference gender equality in their internal rules? <ul style="list-style-type: none"> All parties More than half Half of the parties Less than half None 	Single option
8	How many of the major parties have a women's wing or committee? <ul style="list-style-type: none"> Same options as Q7. 	Single option
9	How many of the major parties have performed a gender equality assessment of their internal procedures within the past five years? <ul style="list-style-type: none"> Same options as Q7. 	Single option
10	How many of the major parties have internal rules that mention the importance of gender balance when assigning members and leaders to committees? <ul style="list-style-type: none"> Same options as Q7. 	Single option

Indicators 7-10 assess the efforts of political parties to create a supportive intra-party environment for women. In this respect, they deal with the internal structures of political parties (existence of a dedicated group to look after the interests of women) and the extent to which the rules/procedures of political parties safeguard gender equality or have been assessed from a gender equality perspective. As noted above, the indicators are restricted to cover major political parties and should be answered according to the proportion of these that fulfil each point.

Domain 1.3: Recruitment of parliamentary employees

Parliaments as employers are generally bound by any equal opportunities legislation in place at national level but also have the opportunity to take a lead and demonstrate their commitment to gender equality by having strong gender sensitive recruitment procedures. This domain assesses the gender-sensitivity of the procedures and policies established for the recruitment of parliamentary employees.

Data sources: basic information about recruitment procedures, selection criteria and equal opportunities policies may be available from websites of parliaments. Other information can be drawn from internal parliamentary procedures and rules and/or from the human resources division of the parliamentary administration.

11	Is ensuring gender balanced representation a criterion in recruitment processes? <ul style="list-style-type: none">• Yes, for all parliamentary employees• Yes, for certain positions• No	Single option
12	Is gender-sensitive language used in selection interviews and/or test materials? <ul style="list-style-type: none">• Yes• Partly• No	Single option
13	Number of women and men in the last three recruitment selection boards?	Prop.WM

Gender-sensitive recruitment policies and procedures are based on merit and expertise assessed through tests and interviews. Any selection criteria or tests should thus be based on assessment of required professional competences and not create any opportunity for discrimination or bias by gender, though in case of equally qualified candidates, recommending a preference for the under-represented gender can be an appropriate tool to improve the gender balance amongst staff. The use of gender balanced selection boards is also important to avoid any gender bias in the selection process. Indicators 11-13 ask about the extent to which the gender balance amongst employees is taken into account when recruiting and the gender-sensitivity of recruitment processes.

Area 2: Women and men have equal opportunities to **INFLUENCE** the parliament's working procedures

The women and men working in parliament, either as elected members or as employees, should have equal opportunities to influence its work. Three domains consider the gender balance amongst the parliamentarians with a key influence on parliamentary procedures and policy-making and how these positions are filled, and then the gender sensitivity of the parliament as a working environment firstly for elected members and then for employees.

Domain 2.1: Parliamentarians' presence and capacity in parliament

Although progress is being made, women are still under-represented in most parliaments across Europe. Moreover, men continue to hold many of the most influential positions such as

the Speaker or leader of the parliament, and the chairs of the parliamentary committees that undertake the “backbone” of parliamentary work. Even where women occupy influential positions, there is often a gender bias in their distribution, with women concentrated in “soft”, care-related, policy areas – welfare and family, employment, health, culture and education – while men are more likely to have responsibility for “hard” economic and internal policy areas such as budget and finance, economic development and trade, home affairs, defence and security, and foreign affairs.

Data sources: EIGE’s Gender Statistics Database, IPU’s PARLINE database, websites of parliaments and internal documents about parliamentary procedures and initiatives to support gender equality.

14	The gender of the Speaker	W/M
15	Number of women and men members of the parliamentary bureau	Prop.WM

Indicators 14 and 15 ask about the gender of the Speaker (i.e. the president/chair of the parliament) and the gender balance in the parliamentary bureau (i.e. the body forming the decisional and operative structure around the Speaker, sometimes called the board or presidium). Indicator 14 does not contribute towards the GSP tool score since at any point in time there should be an equal chance for the speaker to be of either gender. Information about the history of the position and the number of occasions that the speaker has been a woman or a man is of more interest in terms of demonstrating the extent to which there is equal access to positions of power, but the data may not be straightforward to compile and are currently not requested. The question about the gender of the current speaker remains, however, to raise awareness of the symbolic importance of the position. Indicator 15 requests the number of women and men members of the parliamentary bureau and is scored according to the relative proportions of women and men.

For national parliaments of EU Member States, IPA beneficiaries, and the remaining EEA countries, the answers to both questions are **populated automatically** using the data on [parliamentary bureaus](#) collected annually for EIGE’s Gender Statistics Database.

For countries not covered by EIGE’s database, information about the speaker and the bureau or similar body should be available from the website of the parliament. IPU’s [PARLINE database](#) also usually includes information on the speaker.

16	Parliamentary committees chaired by women and men:	Prop.WM
17	Chairs of committees in socio-cultural functions (health, education, social affairs, employment, family, culture, sports)	Prop.WM
18	Chairs of committees in basic functions (foreign and internal affairs, defence, justice)	Prop.WM
19	Chairs of committees in infrastructure (transport, communications, environment)	Prop.WM
20	Chairs of committees in economy (finance, trade, industry, agriculture)	Prop.WM

Indicators 16-20 request data on the numbers of women and men chairing parliamentary committees in total (Q16) and by type of policy according to the BEIS typology (Basic, Economy, Infrastructure and Socio-cultural functions within government). Only permanent and standing committees formed to work throughout the legislative period of a parliament should be taken into account.

Currently, indicators 17-20 dealing with the breakdown of committee chairs by BEIS type do not contribute to the scoring. The issue of interest here is that there should be

no bias in the distribution of women and men across policy areas whilst the existing data show that women tend to be concentrated in “soft” functions (socio-cultural) whilst men are more likely to have responsibility for basic and economic functions. Ideally, therefore, the proportions of women and men leading committees in different BEIS categories should be equal (implying no bias by function) but the calculation necessary to make the comparison across multiple questions and produce a related score is not currently possible within the technical infrastructure of the questionnaire.

For national parliaments of EU Member States, IPA beneficiaries, and the remaining EEA countries, the answers to all of questions 16-20 are **populated automatically** using the data on parliamentary bureaux collected annually for EIGE’s Gender Statistics Database.

For countries not covered by EIGE’s database information on which standing committees exist and their respective chairs should be available from the website of the parliament.

21	<p>What gender balance measures are applied to the formal parliamentary procedure of assigning committee leaders?</p> <ul style="list-style-type: none"> • Gender quota – min. 40% • Gender quota – min. 30% • Equal opportunity rules • None 	Single option
22	<p>What gender balance measures are applied to the formal parliamentary procedure of assigning parliamentary bureau members?</p> <ul style="list-style-type: none"> • Gender quota – min. 40% • Gender quota – min. 30% • Equal opportunity rules • None 	Single option

A parliament committed to equal representation amongst positions of influence could implement measures to ensure a minimum proportion of women and men. Indicators 21 and 22 ask whether gender quotas or equal opportunity rules are applied to the selection processes for committee leaders and members of the parliamentary bureau.

23	<p>Has training that includes a module on gender equality been delivered by the parliament – as an institution – to MPs in the current legislature?</p>	Y/N
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Parliamentarians that are inadequately informed about gender equality may find it difficult to understand the need to have and implement measures to ensure gender equality, or how to work in a gender sensitive manner. Indicator 23 asks whether the parliament has delivered any gender equality training (GET) to its members in the current legislature.

Gender Equality Training (GET): is a ‘tool, strategy, and means to effect individual and collective transformation towards gender equality through consciousness raising, empowering learning, knowledge building, and skill development’. It is an important component of any gender-mainstreaming strategy, and is recognised as such by several international and European normative instruments on gender equality.

EIGE’s Gender Mainstreaming Platform hosts a toolkit on Gender Equality Training available [here](#).

Domain 2.2: Structure and organisation

This domain assesses the gender sensitivity of the parliament as a working environment for its elected members. It looks, firstly, at the existence and implementation of formalised policies/procedures – with or without explicit reference to gender equality – to combat anti-social behaviours of all forms. Secondly, at the extent to which the working conditions recognise the importance of a good work-life balance and accommodate family commitments.

Data sources: websites of parliaments, internal documents about parliamentary rules and procedures.

24	Does the parliament have mechanisms to prevent discrimination based on gender, such as code of conduct or anti-harassment policies?	Y/N
24a	Does the code include sanctions for non-complying behaviour?	Y/N
25	Does the parliament have a formal anti-discrimination policy?	Y/N
25a	If yes, does it explicitly refer to discrimination based on gender?	Y/N
25b	Does the policy include sanctions for non-complying behaviour?	Y/N
26	Is there an institutional policy in place against sexual harassment?	Y/N
26a	If yes, does it include sanctions for sexual harassment?	Y/N
26b	If yes, does the policy set in place a formal procedure for investigating sexual harassment complaints?	Y/N

Having equal opportunity to influence parliamentary work implies that women and men have equal access to a safe working environment. However, gender-based discrimination, sexism and sexual harassment can be a problem in all workplaces and may affect both MPs and parliamentary employees. To assess what the parliament does to counter such issues, questions 24 to 26b ask about the extent to which the parliament has formalised policies and procedures to regulate the behaviour of members.

Indicator 24 asks about the existence of an overall “code of conduct” governing the behaviour of members of parliament, whilst indicators 25 and 26 deal with rules/policies relating specifically to gender-based discrimination and sexual harassment. Sub-indicators in each case ask whether actions that contravene the code/policy/rules result in any form of sanction or penalty for the perpetrators.

Code of conduct refers to the set of principles, values, standards, or rules of behaviour that guide the decisions, procedures and systems of an organisation in a way that contributes to the welfare of its members, and respects the rights of all constituents affected by its operations.

Sexual harassment refers to unwanted physical, verbal or non-verbal conduct of a sexual nature that violates the dignity of the victim and creates a hostile environment. Acts are inclusive of, but not limited to, vulgar actions, requesting sexual favours, threatening or forcing behaviour with the purpose of gaining sexual satisfaction and forcibly imposed sexual intimacy.

27	Are formal rules and standing orders written in a gender-sensitive language? <ul style="list-style-type: none"> • Yes • Partially • No 	Single option
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In follow-up to the previous indicators about rules governing behaviour of MPs, indicator 27 asks whether the wider set of rules and standing orders of the parliament (i.e. the rules governing parliamentary procedures) are written in gender-sensitive language.

Gender-sensitive, or gender-neutral, language refers to the use of words that do not have specific links with any gender and which ensures that all people are considered with equal value, dignity, integrity and respect.

EIGE has produced a [toolkit on gender-sensitive communication](#) and the European Parliament has produced a useful [guide on gender-neutral language](#).

28	Which of the following family leave options are available for MPs? <ul style="list-style-type: none"> • Maternity leave • Paternity leave • Parental leave • Adoption leave • Carers leave • No family leave options available 	Multiple select
29	Is there a procedure for substitution/proxy voting for MPs who are on family leave?	Y/N
30	Is there an official regulation of working hours? <ul style="list-style-type: none"> • For parliamentary employees • For MPs • No 	Multiple select
31	Are there any types of financial provisions to manage childcare? <ul style="list-style-type: none"> • For parliamentary employees • For MPs • No 	Multiple select

The nature of parliamentary work, where there can be significant pressure for members to attend critical debates or votes at short notice or at unusual hours, creates challenges for establishing a good work-life balance, particularly for those with families and caring responsibilities. The persistent unequal distribution of care work within households, with women as primary carers, can make this an important barrier to women wanting to seek political office. Gender-sensitive parliaments provide family-friendly working conditions, giving all members the opportunity to reconcile their work with care responsibilities and ensuring that family commitments are not a barrier to entry.

Indicators 28 and 29 ask about the extent to which the parliament supports members wanting to take family-related leave. Indicators 30 and 31 deal with regulation of working hours and the availability of financial support to help with childcare. Given that whenever the parliament is sitting, whatever the hour, the support staff also need to be available, the latter two questions cover the staff as well as the members of parliament.

Family leave refers to the right to leave for family reasons and may include maternity leave, paternity leave, parental leave, adoption leave, carers' leave.

Maternity leave: Leave from work for mothers in the period immediately preceding and following birth. **Paternity leave:** Leave from work for fathers similar to maternity leave. **Parental leave:** Leave after maternity/paternity leave, which can be taken by either parent. **Adoption leave:** Excused leave accorded to employees for attending legal proceedings leading to adoption and like maternity or paternity leave, for a period after an adoption of a child. **Carers' Leave:** Leave from work for workers in order to provide personal care to a relative, or to a person who lives in the same household as the worker, and who is in need of significant care or support for a serious medical reason.

Domain 2.3: Staff organisation and procedures

Gender-sensitive administrations provide equal opportunities for women and men to enter the organisation and to progress within it and will have formal policies to ensure equal pay for equal work. This domain looks at the gender balance amongst parliamentary staff, the extent to which the parliament offers equal opportunities in relation to personal development and pay, and whether or not the parliament offers family-friendly working conditions.

Data sources: organisational charts and figures, internal rules and organisational procedures, specific initiatives, information about working conditions provided as part of recruitment efforts.

32	Number of women and men employed by the parliament	Prop.WM
33	Number of women and men in managing roles	Prop.WM
34	Number of departments/units led by women and men	Prop.WM

In parliaments, as in many other types of organisation, there is often a significant gender bias in the distribution of employees by level of responsibility, with fewer women in top positions. A first step to address such imbalances is to monitor the situation in order to raise awareness of the issue and provide reference information against which to set targets and measure progress. Indicators 32 to 34 ask about the gender balance amongst employees of the parliament overall and then by level of responsibility (managers and heads of departments). All indicators in this group request the numbers of women and men. The indicators are scored according to the relative proportions of women and men.

35	Have there been any training/mentoring programmes to improve capacities of parliamentary employees in the last calendar year?	Y/N
35a	Number of women and men who participated in the training programmes	Prop.WM
35b	Did the training programmes include a section dedicated to gender equality? <ul style="list-style-type: none"> • One or more programme(s) entirely dedicated to gender equality • GE a dedicated part of one or more programmes • GE not a dedicated part of any programme but nevertheless taken into account • Not covered 	Single option

A key part of ensuring equal opportunities for career progression and delivering gender balance at all levels of the organisation is to provide appropriate opportunities for both women and men to develop their capacities and potential. Indicator 35 asks whether the parliament has provided training (in the last year) and, if so (sub-indicators 35a and 35b), about the gender balance amongst participants and whether or not the training included any elements related to gender equality⁴. Sub-indicator 35a requests the numbers of women and men that participated in the training(s). It is scored according to the relative proportion of women and men.

36	Has the parliament conducted a study on the gender pay gap amongst its workforce within the last 5 years?	Y/N
36a	If yes, were the results of the pay gap study made public?	Y/N

⁴ See definition of gender equality training under indicator 23 and links to further information on the topic.

Equal pay for equal work is one of the European Union's founding principles and is the subject of concerted action at EU level, notably through the EU Action Plan 2017-2019: Tackling the gender pay gap⁵. Most countries now have some form of equal pay legislation in place but the evidence of persistent pay gaps⁶ shows that much work is still to be done. In this respect, parliaments can set an example by turning the lens on themselves, assessing the extent of any pay gap that exists within their own workforce and taking steps to address this. Indicators 36 and 37 ask whether the parliament has assessed the gender pay gap internally and whether the results have been made public.

Gender pay gap: refers to the difference between the average gross hourly earnings of female and male employees doing similar jobs and is usually expressed as a percentage of male earnings.

37	Are there any formal rules on flexible work arrangements for parliamentary employees (e.g. part-time, tele-working)?	Y/N
38	Which of the following family leave options are available for parliamentary employees? <ul style="list-style-type: none"> • Maternity leave • Paternity leave • Parental leave • Adoption leave • Carers leave • No family leave options available 	Multiple select

Finally, in relation to working conditions for parliamentary employees, indicators 37 and 38 consider whether the parliament offers flexible working arrangements and the different types of family-related leave that are available (either as a legal entitlement through national legislation or offered additionally by the parliament).

Flexible work arrangements: working practices that allow employees a certain degree of freedom in deciding how the work will be done and how they will coordinate their schedules with those of other employees. Flexible work arrangements include any type of time and/or space arrangements to carry out work, such as flexi-time schemes, part-time, remote working/tele-working.

Area 3: Women's interests and concerns have adequate **SPACE** on parliamentary agenda

A gender-sensitive parliament will ensure that gender equality concerns are raised, debated and carefully taken into account whenever it is relevant to do so. In order that this is done systematically, formal institutional mechanisms can help to mainstream gender equality into all aspects of parliamentary work and ensure that their political importance and societal relevance are duly recognised. The area includes three domains dealing with gender

⁵ https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/equal-pay/eu-action-against-pay-discrimination_en

⁶ https://ec.europa.eu/info/policies/justice-and-fundamental-rights/gender-equality/equal-pay/gender-pay-gap-situation-eu_en

mainstreaming structures, gender mainstreaming tools and actions, and the inclusion of a gender perspective in the work of parliamentary staff.

Domain 3.1: Gender mainstreaming structures

This sub-domain assesses the presence and functions of dedicated gender equality bodies within parliament, their capacity and power to follow up or influence the implementation of policy recommendations, and whether or not they benefit from any dedicated financial resources.

Gender equality bodies can be of varying forms, ranging from gender equality or women's committees that have equal standing with other policy committees, to more informal groups or caucuses that aim to give women a stronger voice even when they are under-represented in the parliament⁷. As such, gender equality bodies may have different formal positioning in the parliamentary organisation and a range of functions, from advisory to decisional. What they have in common, however, is that they are dedicated cross-party structures aimed at placing gender equality and equal opportunities on the agenda of all parliamentarians. Gender equality bodies may lobby and draw attention to equal opportunities; advise on gender equality; carry out gender analysis of draft legislation; monitor the implementation of enacted laws; request reports and briefings from ministers or government departments about gender equality; create and develop partnership with national women's institutional mechanisms.

Women's committee: a cross-party committee for gender equality, such as the FEMM Committee in the European Parliament.

Women's caucus: women's caucuses or similar parliamentary groups are mechanisms that have been created within the parliaments of many countries to strengthen cooperation among women engaged in political life. Such caucuses can bring women parliamentarians together across party lines in effective alliances around a common goal.

Data sources: websites of parliaments and information about institutional structures. IPU's [PARLINE database](#) also includes information on parliamentary bodies dedicated to gender equality or women's issues.

39	Is there a dedicated gender equality body in the parliamentary structures, for example a women's caucus, cross-party network, or committee?	Y/N
39a	Share of parties that hold seats in the parliament that have members in the gender equality body <ul style="list-style-type: none"> • All parties • More than half • Half of the parties • Less than half • None 	Single option
39b	Does the gender equality body have a dedicated budget for its activities?	Y/N
39c	Can the gender equality body hold hearings or formally meet external stakeholders?	Y/N
39d	Did the gender equality body hold hearings or meet external stakeholders in the last calendar year?	Y/N

⁷ <https://www.iknowpolitics.org/en/learn/knowledge-resources/guide-training-material/women%E2%80%99s-caucus-fact-sheet>

39e	Did the gender equality body hold internal networking activities (meetings with the speaker, parliamentary groups, or committees) in the last calendar year?	Y/N
40	What formally defined functions does the gender equality body have? <ul style="list-style-type: none"> • Informative (the body can collect information and/or investigate on specific cases) • Advisory (the body can give opinions and suggestions on parliament's work) • Legislative (the body can elaborate, discuss and propose laws) • Control (monitoring and oversight of law enactments) • N/A 	Multiple select

Indicator 39 asks whether a recognised gender equality body exists and, if so, sub-indicators 39a to 39e consider the extent to which all political parties participate in the body, whether it has a dedicated budget to support its operations, and the extent to which it interacts with both internal and external stakeholders. As a final point, indicator 40 asks what formally defined functions the gender equality body has – users can select all that are relevant from the list provided. Although this would logically be a further sub-indicator to indicator 39, for technical reasons multiple select type indicators cannot be formulated as sub-indicators.

Domain 3.2: Gender mainstreaming tools

In relation to parliaments, gender mainstreaming refers to the inclusion of a gender perspective and the promotion of equal opportunities for all in ordinary parliamentary procedures (see EIGE's [Gender Mainstreaming Platform](#) - an online toolbox on gender mainstreaming designed for policymakers and practitioners at the Member State and the EU level). For example, gender equality concerns should be regularly included in the parliamentary agenda, in plenary sessions and the work of committees or sub-groups. Gender-sensitive parliaments show an institutional commitment in mainstreaming gender equality by creating opportunities to incorporate a gender dimension in all areas of their work and by supporting competence building in gender equality.

Data sources: websites of parliaments, internal documents about parliamentary rules and procedures, minutes of committee hearings.

41	Number of women and men consulted as experts by committees or other working groups in the last calendar year	Prop.WM
42	Have external gender experts been consulted by committees or other working groups in the last calendar year?	Y/N
43	Are parliamentary employees with gender equality expertise routinely consulted during legislative processes? <ul style="list-style-type: none"> • Yes • Partially • No 	Single option

Indicators 41 to 43 assess the extent to which parliament engages with gender experts, both internal and external, in order to ensure that a gender equality perspective is adequately and appropriately addressed in its work. Indicator 41 asks about any type of experts, not only gender experts. Indicator 42 asks specifically about gender experts.

44	Has gender equality training (GET) ever been offered to MPs?	Y/N
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44a	Number of women and men MPs who attended the last gender equality training	Prop.WM
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Indicator 44 asks whether the parliament supports capacity building for MPs by providing gender equality training. If yes, sub-indicator 44 asks for the number of women and men attending the most recent gender equality training. It is scored according to the relative proportions of women and men.

45	Does the parliament's strategic plan explicitly mention gender equality?	Y/N
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A strategic plan is a document in which an organisation sets out its vision for the organisation as a whole in terms of its key objectives and values and how these should be achieved. Indicator 45 asks whether the parliament's strategic plan makes explicit mention of gender equality. In the case that a parliament does not have a strategic plan then they answer should be no.

46	Des the parliament have a gender equality plan?	Y/N
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A gender equality plan is a formal document through which the parliament commits to clear gender equality objectives regarding its procedures and practices and outlines how these will be achieved by describing, for example, expected results, activities, methods, direct and indirect benefits, and financial resources. A good plan will also include monitoring procedures designed to measure the extent to which the stated aims and objectives are achieved according to the planned schedule. Indicator 46 asks whether the parliament has developed and published a specific gender equality plan.

Gender Equality Plan (GEP): a set of actions aiming at: conducting impact assessment / audits of procedures and practices to identify gender bias; identifying and implementing innovative strategies to correct any bias; setting targets and monitoring progress via indicators.

EIGE's website provides extensive [guidance on setting up a GEP](#), albeit in the context of research and education rather a parliamentary situation, but the principles are the same.

47	Has the parliament implemented any form of gender budgeting in relation to the national budget?	Y/N
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47a	Is there an internal body in charge of gender budgeting?	Y/N
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48	Has the parliament implemented any form of gender budgeting in relation to the internal budget?	Y/N
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Gender budgeting is a strategy to achieve equality between women and men by focusing on how public resources are collected and spent. The purpose of gender budgeting is threefold: to promote accountability and transparency in fiscal planning; to increase gender responsive participation in the budget process, for example by undertaking steps to involve women and men equally in budget preparation; and to advance gender equality and women's rights.

EIGE's website provides extensive information on [gender budgeting](#).

Gender budgeting is a vital tool for gender mainstreaming, ensuring that the potentially different impacts (direct and indirect) of policies on women and men are taken into account in financial planning processes. It means considering questions such as the likely incidence/representation of women and men among the beneficiaries of, or contributors to, an expenditure or revenue stream, and the long- and short-term implications that a policy action might have for women and men. Gender budgeting

can thus be seen as a crucial element of parliaments work to ensure that the budget it manages is optimised to meet the needs of all citizens and is used effectively for the benefit of society as a whole.

Indicator 47 asks whether the parliament has applied any gender budgeting in relation to the national budget and, if so (sub-indicator 47a), whether there is a dedicated body responsible for this. Indicator 48 asks about gender budgeting in relation to the internal budget of the parliament.

Domain 3.3: Gender mainstreaming tools for parliamentary employees

Gender-sensitive parliaments also promote gender equality amongst the parliamentary employees who play a fundamental role in supporting the parliament in delivering its gender equality goals. This domain assesses the extent to which the parliament delivers and supports gender mainstreaming policies and initiatives for its staff.

Data sources: websites of parliaments and other internal documentation.

49	Is there a formal gender equality policy for parliamentary employees?	Y/N
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A gender equality policy or plan for parliamentary employees is a formal document setting out the gender equality values and objectives of the organisation, for example in relation to equal pay, recruitment, career progression and development, appropriate behaviours, etc. A good gender equality policy/plan should also include procedures for regular monitoring of the situation and targets and for fully transparent dissemination of the results. Indicator 49 asks whether the parliament has such a policy/plan.

50	Is there a body within the parliament responsible for promoting gender equality among parliamentary employees?	Y/N
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Implementation of gender equality policies and delivery of gender mainstreaming activities for the benefit of staff will be more systematic and effective when organised and delivered by a dedicated body. Indicator 50 asks whether the parliament has such a body.

51	Has gender equality training (GET) been offered to parliamentary employees in the last calendar year?	Y/N
51a	Number of women and men parliamentary employees who attended the last gender equality training?	Prop.WM

Indicator 51 asks whether the parliament provides gender equality training for parliamentary staff in order to raise awareness on gender equality and the importance of gender sensitivity in parliamentary work. If yes, sub-indicator 51a asks for the number of women and men attending the most recent gender equality training. It is scored according to the relative proportions of women and men.

52	Is there a budget allocated for implementing gender mainstreaming tools and positive actions in the current year?	Y/N
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Finally, in this Area, indicator 52 asks if the parliament demonstrates its commitment to supporting gender equality amongst its staff by allocating a dedicated budget to support the implementation of gender mainstreaming actions and tools. The answer should refer to current expenditure (i.e. to money that was available to spend within the last 12 months).

Area 4: The parliament produces gender-sensitive LEGISLATION

The primary output of a parliament is the legislation and other non-legislative decisions that affect, directly or indirectly, on the lives of the citizens it represents. A gender-sensitive parliament will ensure that the interests and concerns of women and men are taken into account at all stages of the political process and produce legislation across all policy areas that impacts and benefits women and men equally. Area 4 includes three domains that assess the extent to which the parliament has produced or signed up to gender related legislation, the systematic implementation of gender mainstreaming in legislative processes, and the extent to which parliaments role in overseeing the actions of government has a gender dimension.

Domain 4.1: Gender equality laws and policies

The enactment of gender-sensitive legislation is the legal basis that gives strength and binding value to the actual implementation of gender equality policies. This domain assesses the comprehensiveness of the legislative framework in relation to gender equality. It considers the existence of national gender equality laws, ratification of international conventions and agreements related to gender, and the existence of any specific plan to promote gender equality within the current legislature.

Data sources: national legislation related to gender equality, policy documents, reports and studies to parliament referring to the implementation of laws and policies. Other useful reference points include [analyses of national gender equality policies](#) commissioned by the FEMM committee in the European Parliament and the United Nations [minimum set of gender indicators](#).

53	Are there any laws or legislative quotas in force to enhance gender equality in your country?	Y/N
54	If the country has laws enhancing gender equality, what are the main policy areas addressed with these laws? <ul style="list-style-type: none"> • Gender mainstreaming • Gender-based violence • Work-life balance • Women and the economy • Women in decision making • Gender and education, research, technology and innovation • Gender and media • N/A 	Multiple select

Indicator 53 asks whether there are specific laws or legislative quotas that aim to ensure or promote gender equality in your country and which policy areas these address (indicator 54).

55	Has the country ratified the Convention on the Elimination of any form of Discrimination Against Women (CEDAW)?	Y/N
56	Is the country a party to the Beijing Declaration and Platform for Action (BPfA)?	Y/N
56a	Has the country developed a national strategy for the implementation of the Beijing Platform for Action (BPfA)?	Y/N
57	Has the country ratified the Convention on Preventing and Combatting Violence Against Women and Domestic Violence (Istanbul Convention)?	Y/N

Indicators 55 to 57 record which of the three key international agreements/conventions related to gender (CEDAW, BPfA, Istanbul Convention) the country has ratified. Additionally, in relation to the Beijing Platform for Action, sub-indicator 56a asks whether the country has developed a national strategy for implementing actions under each area of concern and for monitoring progress.

Up-to-date lists of the countries that have ratified each of the conventions/agreements can be found using the following links: [CEDAW](#), [BPfA](#), [Istanbul Convention](#). In relation to action plans for implementation of the BPfA, UN Women publishes [national reviews of implementation](#), most of which include information on the steps taken by government in terms of the overall approach and by area of concern.

58	Has the parliament officially promoted a gender action plan or a national programme for enhancing gender equality in the current legislature?	Y/N
59	What are the main policy areas addressed in the gender action plan? <ul style="list-style-type: none"> • Gender mainstreaming • Gender-based violence • Work-life balance • Women and the economy • Women in decision making • Gender and education, research, technology and innovation • Gender and media • N/A 	Multiple select

Although most countries now have some form of gender equality legislation in place (as covered by indicators 53 and 54), these may not be comprehensive or require regular review/update. In this respect, indicator 58 asks if the parliament has a specific action plan or programme designed to improve or update gender related legislation in the current legislature. If so, indicator 59 asks which policy areas it covers (users should select all those that apply).

Domain 4.2: Gender mainstreaming in laws

As discussed under Area 3, a gender sensitive parliament will ensure that a gender equality perspective is mainstreamed throughout the legislative process. A key tool in this respect is the use of gender impact assessments, which are intended to assess whether policy proposals reduce, maintain or increase inequalities between women and men and provide evidence to support their ongoing adaptation in order to ensure good outcomes from a gender perspective.

Gender impact assessment: an ex-ante evaluation, analysis or assessment of a law, policy or programme that makes it possible to identify, in a preventative way, the likelihood of a given decision having negative consequences for the state of equality between women and men.

EIGE's website provides extensive information on [gender impact assessments](#) and how to use them.

This domain assesses the extent to which the parliament is required to undertake gender impact assessments, how often they are used in practice, and whether the parliament provides materials to support their implementation.

Data sources: parliaments' websites and other internal documentation, with specific reference to laws and law proposals; laws and regulations on the use of Gender Impact Assessment.

60	Are there any rules stating that gender impact assessment should be part of the legislative process? <ul style="list-style-type: none">• Yes - for every law proposal• Yes - for law proposals on specific topics• No	Single option
60a	Are there sanctions for non-compliance with gender impact assessment requirements?	Y/N

Indicator 60 asks whether the parliament is routinely required (by legislation, standing orders or other internal rules) to implement a gender impact assessment when developing or updating legislation. If yes, indicator 60a asks whether there are any repercussions from failing to do a gender impact assessment – e.g. the law can be automatically rejected or stopped from passing to the next phase of debate.

61	In the current legislature, what proportion (%) of enacted laws have been subject to a gender impact assessment? <ul style="list-style-type: none">• All laws• More than half• Half of the laws• Less than half• None	Single option
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Irrespective of whether a gender impact assessment is obligatory or not, indicator 61 records what proportion of laws passed in the current legislature have actually been subject to one.

62	Do MPs or their staff have access to dedicated tools/guidelines to conduct gender analysis and gender impact assessment?	Y/N
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A gender impact assessment should aim to assess the expected impact of a policy action on women and men compared to the current situation. It requires both quantitative and qualitative assessment and can be a complex process requiring considerable expertise. Indicator 62 asks whether the parliament provides any support, such as guidelines or tools, intended to help MPs and their support staff in conducting and interpreting gender related analysis and assessment. This could include guidelines on how to prepare effective terms of reference for an assessment that is contracted out to external experts.

Domain 4.3: Oversight of Gender Equality

Oversight of government action is one of the core functions of parliaments and a crucial issue for transparent and non-corrupted democracy. Oversight can be defined as any activity that involves examining (and being prepared to challenge) the expenditure, administration and

policies of the government of the day. Oversight activities include, for example, questioning of ministers, holding public hearings, reviewing reports from government departments, and examining audit reports⁸. Overseeing the executive action with specific reference to gender equality allows parliaments to effectively foster gender equality and – at the same time – to increase their own gender-sensitivity.

This domain includes a series of indicators aimed at assessing the extent to which the parliament delivers a gender-related oversight function.

Data sources: parliaments' websites and other internal documentation, including minutes of reports to parliament and other oversight activity documents; reporting documenting the implementation of gender equality strategies and plans; reports of the Ombudsman on gender equality (where such a body exists).

63	Is there a dedicated body that oversees gender equality in government action?	Y/N
63a	Is there a budget for oversight of gender equality?	Y/N

Indicator 63 asks whether a dedicated body has specific responsibility for oversight of gender equality issues in government actions. A body responsible for oversight generally could qualify providing that its mandate makes specific reference to a requirement to address gender equality in all its oversight work. If such a body exists, then indicator 63a asks whether this body has a specific budget for oversight of gender equality. In the case of a general oversight body with responsibility for gender equality this would mean an ear-marked part of its overall budget.

64	Which international conventions/agreements are regularly monitored by the parliament? <ul style="list-style-type: none"> • CEDAW • BPfA • Istanbul Convention • None 	Multiple select
65	Does the parliament issue recommendations for the enactment of ratified conventions?	Y/N

Although countries may ratify international conventions/agreements designed to support gender equality, commitment is also demonstrated by active monitoring of how the country performs in relation to their aims and objectives. Indicator 64 records for which of the three key international conventions/agreements the parliament routinely monitors the situation and progress, while indicator 65 asks whether the parliament issues recommendations/guidelines for relevant stakeholders (including the parliament itself) on how to implement the convention/agreement and work towards specific targets.

66	If there are gender equality laws in force, does the parliament periodically monitor the implementation of these laws?	Y/N
67	Does the parliament issue recommendations for the enactment of gender equality laws?	Y/N

⁸ International Knowledge Network of Women in Politics (2016). *Parliamentary Oversight of Gender Equality*. Concept note. http://iknowpolitics.org/sites/default/files/cn_en.pdf

Indicators 53 and 54 earlier asked about the existence of gender equality laws. Indicators 66 and 67 asks whether the parliament routinely monitors the implementation of these laws (e.g. to assess the current situation, changes through time, and progress towards targets) and whether the parliament issues guidelines or recommendations to relevant stakeholders on how to implement these laws and how to set and work towards relevant targets.

68	In the last calendar year, has the parliament held consultations with gender-oriented stakeholders, in order to support its oversight of gender equality function?	Y/N
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Finally, in Area 4, indicator 68 asks about the extent to which the parliament engages with external stakeholders in order to garner independent advice, provide evidence or expert scrutiny, or otherwise support its oversight function and ensure that the government takes full and appropriate account of gender equality issues in all its actions.

Area 5: The parliament complies with its **SYMBOLIC** function

A gender-sensitive parliament should be aware of, and attend to, the symbolic meanings conveyed within and by the institution, particularly in its dealings with the public.

Domain 5.1: Symbolic meaning of physical spaces

Parliamentary assemblies are often seated in historic buildings that contain objects, rooms and decoration with highly symbolic meanings, typically reflecting a predominantly male past. There is also a risk that the statues and paintings used as decoration persist gender stereotypes, for example by linking symbolic features and values of the country/region such as leadership, strength, and courage to men, while women are portrayed with links to virtue, beauty, nurture, and justice.

The indicators in this sub-domain are largely qualitative and aim to stimulate reflection on the gendered symbolism of the institutional building. Careful consideration of how features are updated or replaced can help to improve the parliament's compliance with its symbolic function. A gender sensitive parliament will also attempt to ensure that its physical spaces and staffing arrangements are equally welcoming and accommodating for women and men, girls and boys.

Data sources: information about the parliamentary building, history, architecture, decoration, current organisation of spaces.

69	Does the parliament have any childcare facilities, such as nursing or family rooms?	Y/N
70	Are there any official policies or efforts to enhance gender-sensitivity of physical spaces?	Y/N
71	Is security staff gender balanced?	Y/N

Indicators 69-71 deal with how the parliament presents itself to members, staff and visitors. In particular, to assess whether the parliament adequately accommodates the needs of both genders and provides a family-friendly environment and whether there

is a good gender balance amongst the security and other staff there to look after and support the people using or visiting parliamentary spaces.

72	Are there any rules or procedures to ensure gender balance when naming parliamentary spaces?	Y/N
73	Are there any rules or procedures to obtain a gender-balanced representation of subjects in paintings, statues and other decorations?	Y/N
74	Are there any rules or procedures to obtain a gender-balanced representation in artists whose work is presented at the parliament?	Y/N

Indicators 72 to 74 assess the extent to which the parliament makes specific efforts to ensure that any updates or improvements to its physical spaces and decorations are undertaken in a gender sensitive way. That is, to consider the gender balance when naming rooms and other spaces, and when deciding upon which paintings, statues or other decorations should be installed – from the perspective of both the subject and artist.

Domain 5.2: Gender equality in external communication and representation

A gender sensitive parliament will ensure that gender equality issues are actively promoted and given maximum visibility. An effective gender communications strategy will include holding and publicising initiatives/events dealing with gender equality, regular dissemination of information about gender equality issues, and ensuring that all communications are gender sensitive and use gender neutral language. It should also require that delegations from the parliament are gender balanced.

Data sources: parliaments' websites and other internal documentation, reviews of communication strategy.

75	Have there been any initiatives dedicated to gender equality issues/women's rights in the last calendar year on the parliament's premises?	Y/N
76	Does the parliament's website have a section for citizens that addresses gender equality?	Y/N
77	Does the parliament have a specific policy on gender equality in official communication?	Y/N
78	Is information about gender equality related initiatives of the parliament systematically disseminated to the public and civil society?	Y/N

Indicators 75-78 assess the extent to which the parliament has an effective and transparent gender communications strategy. Indicator 75 asks whether the parliament has organised any gender equality related events/initiatives in the past year and indicator 78 whether such events are publicised. Examples of relevant events/initiatives could include guided tours describing the history of women in the parliament, exhibitions dedicated to famous women in the country's history, etc.

Indicators 76 and 77 consider the visibility and sensitivity of gender equality issues in the outputs of the parliament. In particular, whether gender equality issues are given a specific platform, in the form of a dedicated area on the website, and whether there are gender equality related rules in the general communication policy of the parliament (e.g. in terms of the use of gender-neutral language).

79 Is there an official policy in place for gender balanced parliamentary delegations? Y/N

Finally, indicator 79 asks whether there is any formal policy recommending that gender balance is taken into account when determining the composition of parliamentary delegations.

Scoring model

The scoring model for the GSP was developed from the basic principle that all Areas and indicators have equal weight (i.e. no particular priority should be given to particular Areas or indicators). In practice, however, a completely unweighted system in which each indicator scores equally (e.g. maximum 100) will by default give more weight to issues that are more readily measurable because they will tend to have more related indicators. Based on extensive testing, therefore, the scoring model has been adjusted according to the principles outlined below.

Equal weight to each Area, with one exception

In the case that each indicator has equal weight, an overall score based on a simple aggregation of the scores for each Area would, by definition, give more weight to Areas with more questions. The score for each Area is therefore adjusted to give each Area equal weight. For example, if the highest possible score achievable in any Area is 1500 and Area X has a maximum possible score of 1000 then the score of Area X is multiplied by a weight of 1.5.

As an exception to this rule, Area 5, which includes purely qualitative indicators measuring the extent to which parliament complies with its symbolic function, is considered to have lower priority compared to the other Areas, which have a direct relation with the democratic representation of women and men and the development and implementation of gender-sensitive policies and legislation that impact on all citizens. Testing has also shown that reducing the weight of Area 5 produces more plausible overall results when comparing between parliaments. Consequently, the score for Area 5 is adjusted so that it has 50% of the weight of all other Areas.

Table 2 in Annex shows the number of questions per Area, their associated maximum score, and the weights applied to give the final balance as described above (i.e. equal weight to Areas 1-4 and 50% weight to Area 5).

Identification of priority indicators

Although it remains a general principle that all indicators should carry equal weight, testing of the questionnaire showed that in practice it is necessary to give priority to a few selected indicators in order for the scoring results to be meaningful and reflect the main concerns in the Area. As an example, in Area 1 dealing with equal opportunities to enter parliament, there are indicators covering the proportions of women and men amongst candidates and the elected members of parliament and also indicators dealing with the existence (or not) of quotas designed to ensure a minimum proportion of either gender and how these are implemented. Logically, it would not make sense if a parliament that has achieved a good gender balance (at least 40% of women or men) without the need for any quota system scored less than a parliament with a poor gender balance but some form of quota system in place. The scoring model thus gives priority (maximum score 200 instead of 100) to the indicators measuring actual achievements.

Currently there are priority questions only in Areas 1 and 2. These are clearly identified in the technical description of the GSP tool.

Equalising the weight of groups of related indicators

In some cases, a particular issue is addressed by a group of two or more indicators rather than just one and if all questions in the group have equal weight with stand-alone indicators, there is a risk that the issue gets too much weight in the overall score. This is particularly the case when the relevance of one or more indicators is dependent on an initial question. In this case parliaments answering “no” to the first question risk being significantly disadvantaged (in terms of score) compared to parliaments that answer “yes” and can then potentially increase their score related to the issue several fold by answering the subsequent questions.

Two approaches have been followed to avoid giving too much weight to issues covered by grouped questions.

- **Group score to 100.** Generally applied in the case of an initial question and one, or sometimes two, dependent questions. Here the indicators are given scores that add up to 100 (i.e. the maximum score for a regular single question). Usually the initial question contributes most and the dependent question(s) top this up to a maximum of 100 (e.g. 60:40 or 70:30).
- **Grouped indicators given reduced weight (maximum score 50 instead of 100).** Generally applied in case of groups of related but not dependent questions.

Balancing of domains

The general principles of the model focus on giving equal weight to each Area and to each indicator. The various domains within each Area are allowed, however, to have different weights because their scope and relative importance within the Area varies. At the same time, testing has shown that some domains with several related questions can produce an unwanted bias within the Area and overshadow other domains with fewer questions. In such cases, the maximum score for each question in the domain is reduced to 50 in order to netter balance the weight of each domain within an Area.

Types of scoring for individual indicators

Following the principles described above, individual indicators normally score a maximum of 100 but can also score 200 if prioritised, 50 if given reduced weight as part of a group, or less than 100 individually but up to a maximum of 100 when combined with one or more dependent questions.

There are also 5 indicators in Area 2 that do not contribute to the score, but which are maintained to raise awareness of the issue. One relates to the gender of the speaker or president of the parliament, the other four to the numbers of women and men leading parliamentary committees broken down by function of government. See further in the document GSP tool: Technical description.

Whilst each indicator has a maximum score, the way it is scored depends on the type of question.

Simple Yes/No question: answer “Yes” scores the maximum, “No” scores zero.

Single option question: the question has a list of possible answers from which only one can be selected. The possible answers are graded so that the best response (from a gender sensitivity perspective) scores the maximum (e.g.100), intermediate answers score less (e.g. 50 if only one intermediate option or 70/30 for two options), and a final “No” or not applicable type response scores zero.

Multiple select question: the question has a list of possible answers from which all that are relevant can be selected. The score per answer is the maximum for the indicator divided by

the number of possible answers (excluding any intended to score zero – e.g. a “none” or “not applicable” option). For example if an indicator has a maximum score of 100 and five scoring options, of which the parliament selects three, then the score will be 60 ($3 * 100/5$). Note that in order to simplify scoring the amount per answer is always rounded up/down to the nearest 5 and that in some cases the maximum score for the indicator is adjusted from the normal level accordingly. For example, if an indicator was planned to have maximum score 50 but has 4 possible scoring answers then the score per answer will be 15 (rather than 12.5) and the maximum for the indicator 60 instead of 50.

Proportions: all questions requesting actual numbers of women and men (e.g. in relation to candidates or members of parliament) are scored according to the relative proportions of women and men. Users enter the numbers of women and men into the questionnaire and the **proportion of women** is calculated automatically as $W/(M+W)$. A score is then allocated in relation to the maximum score allowed for the indicator according to Table 1 below. Note that the scoring is designed to reward cases where there is at least 30% of women or men, which is considered the critical mass needed to for a group to have real influence in decision-making processes.

Table 1 - Proportion scoring

Proportion between		ProportionScore	Score applied (ProportionScore * Max for indicator)		
Min	Max		(max = 50)	(max = 100)	(max = 100)
0	20%	0%	0	0	0
20%	30%	20%	10	20	40
30%	40%	60%	30	60	120
40%	45%	80%	40	80	160
45%	50%	100%	50	100	200
50%	55%	100%	50	100	200
55%	60%	80%	40	80	160
60%	70%	60%	30	60	120
70%	80%	20%	10	20	40
80%	100%	0%	0	0	0

The final score

Once a questionnaire is completed, the final score is determined as follows:

1. Establish the score for each Area based on the sum of the scores for all indicators in the Area (base score)
2. Adjust the base score for each Area by multiplying it by the weight for the Area (which may vary between versions of the questionnaire – see tables in Annex)
3. Sum up the adjusted scores to produce the final overall score
4. Convert the score into an index (max 100) in relation to the maximum possible score for the relevant version of the questionnaire (total adjusted score / adjusted max score * 100)

Annex

The tables below summarise the scoring model for each version of the GSP tool.

Table 2 - Weighting of scores by Area (National version)

Area	No. questions	Max. Score	Weight applied	Adjusted. max. score
1	16	1350	1.44	1950
2	33	1950	1.00	1950
3	22	1360	1.43	1950
4	19	1500	1.30	1950
5	11	950	1.03	975
Total	101	7110		8775

Table 3 - Weighting of scores by Area (Regional with legislative capacity version)

Area	No. questions	Max. Score	Weight applied	Adjusted. max. score
1	15	1350	1.37	1850
2	31	1850	1.00	1850
3	22	1410	1.31	1850
4	19	1450	1.28	1850
5	11	950	0.97	925
Total	98	7010		8325

Table 4 - Weighting of scores by Area (Regional without legislative capacity version)

Area	No. questions	Max. Score	Weight applied	Adjusted. max. score
1	15	1350	1.37	1850
2	31	1850	1.00	1850
3	22	1410	1.31	1850
4	0	0	0.00	0
5	11	950	0.97	925
Total	79	5560		6475

Table 5 - Weighting of scores by Area (European Parliament version)

Area	No. questions	Max. Score	Weight applied	Adjusted. max. score
1	10	750	2.47	1850
2	33	1850	1.00	1850
3	19	1210	1.53	1850
4	7	500	3.70	1850
5	11	950	0.97	925
Total	80	5260		8325

Table 6 - Weighting of scores by Area (General version)

Area	No. questions	Max. Score	Weight applied	Adjusted. max. score
1	8	830	1.00	830
2	12	500	1.66	830
3	6	300	2.77	830
4	10	600	1.38	830
5	5	500	0.83	415
Total	41	2730		3735