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GENDER AND ECONOMIC POLICY MANAGEMENT INITIATIVE Asia and the Pacific



GENDER-RESPONSIVE POLICY ANALYSIS

**GENDER AND ECONOMIC POLICY MANAGEMENT INITIATIVE – ASIA AND THE PACIFIC:
GENDER-RESPONSIVE POLICY ANALYSIS**

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Front cover: An ethnic Chakma woman carries goods in the Chittagong Highlands of eastern Bangladesh (Ian/UNDP)

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INTRODUCTION

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Module 2 has three broad objectives. The first is to synthesize the separate insights that are acquired in relation to economics, gender relations, economic development strategies, sectoral issues, and the development and implementation of public policies. The second is to review and systematize the insights of gender-aware policy analysis developed during the various components of the course. The third is to provide an opportunity for the participants to use their insights into gender-aware policy analysis to structure the development of gender-aware policy proposals. Starting from intensive group discussions at the beginning of week 1, a gender-responsive policy intervention for a particular country or region is framed and designed and an implementation strategy developed, drafted and documented, in the form of a group paper, during week 2. The group paper is then refined into a policy brief during week 3.

LEARNING OBJECTIVES

At the conclusion of the module, participants will have:

1. Grasped a basic understanding of the fundamentals and basic tools of economic policy analysis.
2. Achieved a common competence in understanding why economic policy analysis must be gender-aware.
3. Been introduced to thinking about the variety of data that can provide the basis for a rigorous policy brief for gender and economic purposes.
4. Undertaken gender-responsive policy analysis.

OUTLINE

- I. Economic policy analysis.
- II. Making economic policy analysis gender-responsive.
- III. Sectoral gender-responsive policy analysis.

DURATION

Initially, half a day; thereafter, for the duration of the course.

I. ECONOMIC POLICY ANALYSIS

Objective: to enable participants to understand the fundamentals of economic policy analysis.

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ECONOMIC POLICY

Economic policy is undertaken to affect the behavior of individual consumers, households, communities and firms and the way in which their behavior is coordinated when they take part in economic activity that is measured. This can involve changing the terms and conditions by which markets and non-market social institutions operate, which has consequences for individual, household and community well-being and human security.

ECONOMIC POLICY ANALYSIS

Economic policy analysis examines and assesses the effects of economic policies on individuals, households, firms and government, as economic actors. Economic policy analysis requires:

- Specifying the objectives of the intervention, particularly whether it is equity or efficiency oriented.
- Examining the methods used to achieve the objectives, within the constraints of available resources or technology.
- Defining the instruments of policy.
- Evaluating whether the policy methods or instruments can achieve or have achieved the objectives, usually through an economic cost-benefit analysis (defined below).
- Assessing whether the objectives were appropriate, often using the standard axioms of welfare economics, and particularly asking whether one person can be made better off without making another person worse off.

Economic policy analysis examines the effects of policy changes on:

- Prices.
- Supply and demand that bring about changes in prices.
- State budgets.
- The trade position.
- The welfare of producers and consumers, whether they be individuals, households or communities.
- The institutional setting that affects economic decision-making.

EFFICIENCY

A process is *efficient* when nothing more can be produced with the resources available. *Technical efficiency* is when production takes place at the lowest possible cost per unit. *Allocative efficiency* is when output is produced using the best possible combination of inputs. *Economic efficiency*, also known as *Pareto-efficiency*, is when no one can be made better off without making someone else worse off.

EQUITY

Horizontal equity is the identical treatment of identical people. *Vertical equity* is the different treatment of different people to reduce the effects of those differences. *Distributional equity* occurs when individuals in a given society deem the allocation of goods and services among themselves to be fair. Distributional equity clearly implies a value judgment by individuals or their representatives; as it cannot be objectively defined, it may be subject to disagreement within communities and societies.

EFFECTIVENESS

Economic policy effectiveness does not just analyze the effects of an economic policy on individuals, households, firms and the government, but more specifically judges how the actual effect measures up to the specified policy objective. It is therefore a performance assessment of the policy.

METHODS AND INSTRUMENTS OF POLICY

There are two main methods in economic policy: those that try to augment markets and those that try to bypass markets. Taxes and subsidies, direct interventions (i.e., government-mandated restrictions on market participation or licensing regulations), trade policy (i.e., quotas and tariffs) and exchange rate policy are the key instruments of economic policy. In general, policies that operate with or through markets are often, but not always, more likely to achieve their goals than those that seek to control markets, such as a price freeze. Policies that affect prices have more complex side effects than non-price interventions.

COST-BENEFIT ANALYSIS

Cost-benefit analysis is a favoured economic framework for evaluating public- and private-sector actions that affect the conditions under which consumers and firms operate. Cost-benefit analysis tries to monetarily estimate gains and losses from an investment in an economic or social project over the life of the project, to assess whether or not the gains outweigh the losses. In principle, investments should only be made when gains outweigh losses.

EXTERNALITIES

In practice, in cost-benefit analysis, many things are missing. Most externalities are not part of the framework. Many costs – for example the value of fresh air, or allocations based on prejudice or nepotism – cannot be counted in the assessments of gains and losses. When externalities are factored into a cost-benefit analysis, the policy landscape can look very different. Stern's analysis of climate change was one example already discussed.¹ Some externalities are unexpected and unintended. For example, the 'no man's land' space on the border between North and South Korea is now a beautiful regenerated natural area, undisturbed by humans for more than 50 years.

1 http://webarchive.nationalarchives.gov.uk/+/http://www.hm-treasury.gov.uk/sternreview_index.htm

The same CBA issues arose in the 2011 UN Biodiversity Report², where the author, economist Pavan Sukhdev, referred to the damage currently being inflicted as “*a landscape of market failures*”³. This report argued that if the natural world’s goods and services were not valued and factored into the global environment, the environment would become too fragile and less resilient. The report suggested that the value of saving “natural goods and services”, such as pollution, medicines, fertile soils, clean air and water, will be even higher – between 10 to 100 times the cost of saving the species and habitats which provide them. The report detailed subsidies worth more than US\$1 trillion a year for industries like agriculture, fisheries, energy and transport reform. Note that the countries and regions which promote free trade – the EU, USA, Canada, and Japan – are those that still have subsidies as protectionist measures in place. The report proposed fines and taxes to limit over exploitation, and called on businesses and governments to publish accounts for their use of natural and human capital alongside their financial results.

Cost-benefit analysis can also ignore gendered behaviours that have a significant impact on unpaid and paid work productivity, and which demand multi-sectoral strategic policy planning. Domestic violence is a gendered externality that has obvious effects on productivity, whether in the paid or unpaid economy. It is difficult to work at optimum output when one is constantly abused. Domestic violence is a pandemic in the Asia-Pacific region. Domestic violence is evidenced in all classes, religions, ethnicities and ages, although living with a partner who is unemployed, or who drinks or has drug addictions, can increase the likelihood of experiencing violence in the household.⁴

2 <http://www.cbd.int/doc/publications/gbo/gbo3-final-en.pdf>

3 *Guardian Weekly*, 28.05.10, Vol 182, No 24, p 5

4 See for example: Oyunbileg, S., Sumberzul, N., Udval, N., Wang, J.-D., Janes, C.R. (2009), ‘Prevalence and risk factors of domestic violence among Mongolian women’, *Journal of Women’s Health* 18 (11), pp. 1873–1880; Secretariat of the Pacific Commission (2009), *Solomon Islands Family Health and Safety Study: A study on violence against women and children*; Secretariat of the Pacific Commission (2000/01), *Samoa Family Health and Safety Study*; Secretariat of the Pacific Community (2010), *Kiribati Family Health and Support Study: A study on violence against women and children*; Economic and Social Commission for Asia and the Pacific (2007), *Violence against Women: Harmful traditional and cultural practices in the Asian and Pacific region*.

ALTERNATIVE ANALYTICAL OR MONITORING AND EVALUATION FRAMEWORKS

2

Given the well-established shortcomings of cost-benefit analysis, a large number of alternate monitoring and evaluation frameworks have been developed that facilitate a rigorous gender analysis of economic policy. An overview of these alternative monitoring and evaluation frameworks, which are too numerous to discuss in detail here, can be found at: <http://awidme.pbworks.com/w/page/36050854/FrontPage>.

This site outlines different frameworks, who uses them, and at what point of a project or programme they are best used (for example, when assessing feasibility, at inception or mid-point, or throughout). An analysis of the strengths and weaknesses of each approach, and key references for each are also provided.⁵

5 Batliwala S and Pittman A (2010), *Capturing Change in Women's Realities: A Critical Overview of Current Monitoring and Evaluation Frameworks and Approaches*. www.awid.org

II. MAKING ECONOMIC POLICY ANALYSIS GENDER-RESPONSIVE

Objective: to enable participants to recognize the need for a gender-responsive economic policy analysis.

GENDER RELATIONS AND ECONOMIC POLICY

The state is a legal institution. Households are economic and social institutions. Markets are economic and legal institutions. As introduced in Module 1, gender relations are power relations located at different points in different institutions, which reflect visible and invisible values, motivations, practices and products.

As demonstrated in Module 1, households as social institutions operate in ways that affect and reflect gender relations. Markets also operate in ways that affect and reflect gender relations. Within government, the ability of women, men and third gender persons to develop and implement policy is affected by their social identities as women, men and third gender and thus, is affected by and reflective of gender relations. Gender identities and relations can be embedded within economic, legal and social institutions. Gender relations can both influence and be influenced by economic policy, and this may limit the capacity of economic policy instruments to achieve their objectives. In considering the objectives of economic policy, gender-based price and institutional distortions in the operation of the economy may need to be addressed. In choosing the methods and instruments of economic policy, there may be gender-based constraints to resource and technology availability, or the instruments of economic policy may themselves be gender-biased. Thus, gender relations can strongly affect the capacity of economic policy interventions to achieve either their efficiency or equity objectives.

GENDER-BLIND POLICY

Gender-blind economic, legal and social policy ignores the different situations, roles, needs and interests of women, men, girls, boys and third gender persons.

GENDER-NEUTRAL POLICY

Gender-neutral economic and social policy is not affected by, and does not affect, the different situations, roles, needs and interests of women, men, girls, boys and third gender persons. In reality, very few policies are gender-neutral. When policy makers claim a policy is gender-neutral, they are usually being gender-blind.

GENDER-RESPONSIVE POLICY

A gender-responsive economic and social policy considers and addresses the different situations, roles, needs and interests of women, men, girls, boys and third gender persons.

CASE STUDY – SEOUL'S WOMEN FRIENDLY CITY: A GENDER RESPONSIVE APPROACH

Education, environment, health, culture, transportation and housing policies all influence women's everyday lives because of a lack of gender responsive policies. Acknowledging the limitations of the existing policy, the Seoul Metropolitan Government has adopted a new policy approach which, beyond gender equality, incorporates women's perspectives and experiences in a broad 'Women Friendly City Project'. It is a policy aimed to encourage social participation and establish a woman-friendly socio-cultural environment.

- 'A Caring Seoul' aims at strengthening the child-care availability and supporting social minorities, such as the elderly, single parents and the disabled. Various services are provided for women to balance work and family life.

- *'An Active Seoul'* encourages developing a female workforce, creating decent jobs for women, support their working in and outside the home, and creating work places where gender equality is guaranteed.

- *'An Abundant Seoul'* focuses on improving women's quality of life including making women-friendly cultural facilities, establishing small gyms for women and providing cultural programs for women.

- *'A Convenient Seoul'* is for improving women's accessibility to public places and mobility on public transportation to make a women friendly city environment.

The Women and Family Policy Affairs of the Seoul metropolitan government steers the project, managing promotion plans and outcomes of the project. The execution of the project is in the hands of 16 offices, investment institutions and government-funded institutions of the Seoul metropolitan government. Each office chooses projects which involve the integration of a gender perspective and establishes action plans.

GENDER MAINSTREAMING

Gender mainstreaming is the process of assessing the implications for women, men, girls, boys and third gender persons, of any planned action, including legislation, policies and programmes, in all areas and at all levels. It is a strategy for making gender concerns and experiences an integral dimension of the consultation, feasibility, design, implementation, monitoring and evaluation of policies and programmes in all political, economic and social spheres, so that women, men and third gender persons benefit equally, and inequality is not perpetuated. Gender mainstreaming should be applied to economic policy analysis, in which the ultimate goal is to achieve gender equality outcomes.

GENDER ANALYSIS

What:

Gender analysis examines the differences in women, men, girls, boys and third gender persons, including those which lead to social and economic inequity, and applies this understanding to policy development and service delivery. The analysis is concerned with the underlying causes of these inequities and aims to achieve positive change for those disadvantaged by policies.

Good gender analysis requires skilled professionals with adequate resources. It benefits from the use of local expertise, and men, women, girls, boys and third gender persons from the community. The findings must be used to actually shape the design of policies, programs and projects. Key features explain:

- The different needs, priorities, capacities, experiences, interests, and views of women, men, girls, boys and third gender persons.
- Who has access to and/or control of resources, opportunities and power.
- Who does what, why, and when.
- Who is likely to benefit and/or lose from new initiatives.
- Gender differences in social relations.
- The different patterns and levels of involvement that women, men, girls, boys and third gender persons, have in economic, political, social, and legal structures.
- Intersectional outcomes of age, ethnicity, race and economic status.
- Assumptions based on our own realities, sex, and gender roles.

Why:

Gender analysis provides a basis for robust analysis of gender differences, and this removes the possibility of analysis being based on incorrect assumptions and stereotypes.

Who:

Analysts, policy-makers and programme managers in both government and civil society at local and national levels need to practise and implement gendered economic analysis.

When:

Gender analysis is best applied at the earliest possible stage of a programme or activity to inform and shape the identification, feasibility, design and planning of the most appropriate intervention, and is vital throughout the entire development process. Gender analysis, like programme bookkeeping, is needed every day. The analytical findings and recommendations should be integrated at each stage of the programme and of activity planning, implementation, monitoring and evaluation.

How:

- Collect sex disaggregated household, workplace and community data/information relevant to the programme/project for each area below.
- Assess how the gender division of labour and patterns of decision-making affects the programme/project, and how the programme/project affects the gender division of labour and decision making.
- Assess who has access to and control over resources, assets and benefits, including programme/project benefits.
- Understand women's/girls', men's/boys' and third gender persons' different needs, priorities and strengths.
- Understand the complexity of gender relations in the context of social relations, and how this constrains or provides opportunities for addressing gender inequality.
- Assess the barriers and constraints to women, men and third gender persons participating and benefiting equally from the programme/project.
- Develop strategies to address barriers and constraints, include these strategies in programme/project design and implementation, and ensure that they are adequately resourced.

- Assess capacity for gender sensitive planning, implementation and monitoring, and develop strategies to strengthen capacity.
- Assess the potential of the programme/project to empower women and third gender persons, address strategic gender interests and transform gender relations.
- Develop gender-sensitive indicators to monitor participation, benefits, the effectiveness of gender equality strategies, and changes in gender relations.
- Apply the above information and analysis throughout the programme and project cycle.

For what outcome:

- Ensures better targeting of policies and programmes.
- Broadens the focus of economic analysis.
- Enables agencies to analyse systematically whether the outcomes of policies and services are equitable.
- Ensures that sound and credible advice is provided.
- Improves the accuracy of costings and projections in relation to uptake of programmes or benefits.
- Ensures opportunities are not missed.

CASE STUDY OF GENDER ANALYSIS IN POLICY MAKING IN NEW ZEALAND

From 2002–2008, the New Zealand Cabinet required a Gender Implications Statement with all Cabinet papers. This required:

- A statement about how and to what extent the policy proposal would affect women, men and third gender persons, directly or indirectly.
- A statement clarifying what the desired outcomes for women and third gender in this policy area were. Were they the same as for men, or did they need to be different?

- A statement identifying options to address the issues, if any, for women, men and third gender persons. Would the impact of any of the options be different for each gender? If so, what was that difference? Was it acceptable? Was it unacceptable?
- A statement about the Government's international and domestic legal and human rights obligations to women, men and third gender.
- A statement confirming that a different approach needs to be taken to ensure that women, men and third gender persons learn about the policy change or service delivery change or about a new service.
- A statement confirming that a monitoring system is in place to collect utilisation and outcomes data by gender and ethnicity.
- A statement clarifying why gender analysis has not been undertaken if this is appropriate.

EXERCISE 1

Objective: to demonstrate how important and wide-ranging the scoping of a major issue needs to be, and how much data is available, to background a gender policy brief.

Participants should be provided with a copy of the scenario and map that follow, and take a few minutes to familiarise themselves with it. Depending on their interests and on available time, participants may focus on one country or on the whole sub-region.

The scenario:

The Hindu Kush Himalaya, a 3500 km long mountain range, covering eight countries from Afghanistan in the west to Myanmar in the east, has more people affected by climate change in the smallest amount of time than anywhere else on the planet. Hundreds of millions of people

are experiencing unpredictable rain patterns with extreme drought and extreme floods. The glaciers are melting and forming dangerous lakes of melt water high in the mountains, threatening populations, infrastructure and tillage. Fifty to eighty per cent of all the farming work, ensuring food security and food production, is done by women in this region. Time is short to develop gender-focused climate change response policies.



In plenary, the participants should:

1) Take 30 minutes to discuss and come up with a list of the types of data that are needed to scope the environment of the situation, indicating the types of data sources that such data may be obtained from. The data needs and sources should be listed on a flipchart as the discussion proceeds. Note: it may be helpful for the facilitator to prepare a list of categories of data on flipcharts prior to the discussion which can be referred to during the brainstorming. Such categories include, for instance, geo-political, geo-meteorological, demographic and economic data (see background information, below, for a comprehensive list).

2) Take a further 30 minutes to discuss the policy response to the crisis, considering the following questions:

- How many sectors are involved in determining responses to this crisis?

- How could the economic and gender policy issues of the climate crisis in the Himalayas be addressed?
- In relation to the above, what key data isn't available? What data is not gender disaggregated?
- What would be the components of a cost benefit analysis of doing nothing? (externalities should be listed as they arise in this discussion)

It may be useful to highlight, during the discussion, that in situations such as these, women are often treated as victims or saviours. When the approach is 'women's vulnerability', this denies women as actors and strengthens the differences between men and women as given and unchangeable. When treated as saviours, money is made available to women to give them an even heavier workload, and there is a feminisation of responsibility.

Participants should conclude the discussion by sharing their views on what they considered to be the most important points raised with regard to the use of data in policy planning, and of challenges that need to be kept in mind.

Background information:

When considering what data to look for, the need for a cross-sectoral approach should be kept in mind. Data that may be useful to scope cases such as the one above include:

- Geo-political data – geo-political features impacting the region (e.g. wars, refugees); scope for regional approaches.
- Geo-meteorological data: data on climate, rainfall, major weather events; satellite photographs showing changes in physical features – glaciers, forests, rivers – over time.
- Geographic data/data on the physical characteristics of the environment: altitude, rivers, etc.; data on the resource use of the environment.
- Infrastructure-related data: mappings of roads, airports, footpaths, swinging bridges, flying foxes, helicopter pads, etc.

- Demographic data: census data at any level – village, school, community, town, province, national and regional.
- Legal data: an outline of public/customary/religious law(s) on land and resource ownership.
- Economic data: data on what is produced in the region, what is traded, etc.; data on underground economies.

Data sources for the above may include:

- Secondary data reports from governments, NGOs, donor agencies, research bodies, etc., some of which may be accessible online through major engines such as Scopus and Web of Knowledge
- Consultations with key stakeholders (women, men and third gender persons living in the concerned community, school teachers, NGOs, health workers, etc.) through interviews, focus group discussions, the collection of life histories of community members, or participatory exercises such time use calendars. Such consultations can provide valuable quantitative data in relation to environmental changes in communities and critical needs related thereto, and be a useful tool for the development of policy responses.

Whatever data sources are used, the validity, reliability and rigour should always be questioned. For instance, some national databases which may appear to provide useful data may be inaccurate for a number of reasons, meaning that data derived from them should be used with care (see also Module 4 on Gender, Data and Indices).

III. SECTORAL GENDER-RESPONSIVE POLICY ANALYSIS

Objective: to strengthen the capacity of participants to undertake a gender-responsive policy analysis and present the analysis in the form of a policy brief.

ONGOING EXERCISE

Objective: to enhance participants' gender-responsive policy analysis skills.

On the second day of the course, participants should divide themselves into groups of three to five for team work that will last for the duration of the course. Participants from the same country may form themselves into a single group, given the nature of the teamwork. If this is not possible, participants should try to form themselves into groups based on shared cultures or on being nation-state neighbours.

The teamwork is undertaken in three phases:

1. In week 1 of the course, teams identify the subject of their work: an existing cross sectoral (for example, disaster emergency preparedness), sectoral (for example, fisheries), or sub sectoral (for example, subsistence transportation) policy that they will analyse from a gender perspective.
2. In week 2 of the course, teams complete a group paper that reviews, systematizes and synthesizes the gender-responsive cross sectoral, sectoral or sub sectoral policy analysis that they have undertaken.
3. In week 3 of the course, teams translate their group paper into a policy brief that can be offered to policy makers.

WEEK 1

2

The self-selected teams of three to five participants should choose an existing cross sectoral, sectoral or sub sectoral policy from the country in which they are interested, on which they are going to conduct a gender-responsive policy analysis. The purpose of the analysis is to:

- Describe the policy intervention.
- Evaluate it from a gender perspective.
- Propose measures to enhance the gender-responsiveness of the policy measure.

Teams can choose to focus on any of a variety of types of sectors. Cross sectoral approaches are needed in areas such as domestic violence and climate change financing⁶. Traditional economic sectors (e.g., agriculture, retail and wholesale trade, manufacturing, finance) or social sectors, including public and private components (e.g., education, health) are options. A sub sectoral policy is more specific: a particular economic activity (e.g., cut flowers) or a particular social intervention (e.g., access to clean water). The teams can also develop new approaches to sectors, should they so choose. For example, all care work – unpaid, informal and paid – could constitute a sector. The informal sector could also be used for this exercise, if appropriately defined (e.g., all informal enterprises, or informal enterprises engaged in a specific activity).

The policy should be one that needs urgent development or that has been developed relatively recently, and for which participants think they may be able to obtain policy and budgetary documents (if they have not brought such documents with them), and gather data and evidence from various sources.

During the first week of the course, participants should ensure that they agree on the sector and policy, compose a gender-responsive policy analysis work plan that will allow them to describe and evaluate the policy, and obtain any necessary documents. Attention should

6 For example, Williams M, *Integrating Gender into Climate Change Policies and Finance*, Presentation for KIGEPE-UNDP Symposium, October 2011.

also be paid to international and national human rights obligations, and participants should align their policies with specific articles of key Conventions. At the end of the first week, each team will present an initial report to the entire group to obtain comments and constructive criticism regarding their proposed group paper.

WEEK 2

During the second week, participants are given time to work on the gender-responsive policy analysis to produce a group paper that critically evaluates the policy from a gender perspective. The paper must encompass the spectrum of policy analysis:

- Identifying the problem that the intervention seeks to address.
- Specifying the objectives of the intervention, particularly whether it is equity and/or efficiency oriented.
- Examining the methods and instruments used to achieve the objectives.
- Evaluating the indicative costs and benefits of the intervention.
- Identifying all the positive and negative externalities of the policy impact which are not part of the policy framework.
- Identifying what data is not available.
- Identifying whether the data is gender-disaggregated.
- Evaluating whether the intervention is gender-neutral, gender-blind or gender-responsive, and why.
- In the absence of valid data for a cost-benefit analysis, proposing an alternative form of monitoring and evaluation.
- Proposing alternative or supplementary gender-responsive methods and instruments that could achieve the objectives of the intervention while enhancing the gender equality of the expected outcomes of the intervention.
- Roughly costing out the feasibility of alternative or supplementary gender-responsive methods and instruments.
- Proposing reasons why feasible costs should be borne.

It is vitally important to think critically: economics is a social science, and as such is no more clinical, detached, objective or scientific than gender studies.

At the conclusion of the second week, teams will be required to submit a group paper of no less than 10 and no more than 15 pages for evaluation before the start of Week 3.

WEEK 3

The group papers, along with the comments of the evaluators, form the basis of a policy brief that the teams produce during Week 3. These briefs are distributed to the group as a whole and presented to the course participants at its conclusion. The purpose of the presentation is to convince participants that the policy proposal should be implemented.

GUIDELINES FOR GENDER-AWARE POLICY BRIEFS

GENERAL PRINCIPLES

Policy makers want policy briefs that justify what they are doing. Depending upon the audience for the brief, this justification may or may not be situated within a larger theoretical or empirical context. Regardless of the audience, however, the policy brief should be written in a non-technical way, for interested readers (policy makers) with an academic background, but who may not understand all the theoretical and empirical nuances of the policy issue being covered in the brief. When writing the brief, participants should not try to be comprehensive. Rather, they should present only the policy-relevant aspects of the group paper, focusing on those research results arising from the paper and, particularly, the meaning of those results that will be of interest to policy makers. Thus, the main task in presenting the brief is to focus the attention of the reader (policy maker) on the policy relevance of the intervention that is being analysed from a gender perspective.

PREPARATION FOR WRITING THE POLICY BRIEF

Before writing the policy brief, participants should try to summarize the results of the group paper in terms of the policy relevance of:

- The key question used to address the policy issue evaluated in the group paper.
- The major quantitative and qualitative descriptive and analytical results obtained in the group paper.
- The interpretation of these results in relation to the policy issue of interest to policy makers.

This summary should then be used to write the policy brief.

GENERAL GUIDELINES FOR WRITING THE POLICY BRIEF

1. Focus on one major message per brief. This will improve the clarity of the presentation and, by focusing on a single message, should assist in structuring the brief.
2. Do not try to explain the method of analysis used. Most readers will not be interested in such details.
3. Do not just present results of the analysis, but also try to interpret the factors that caused the results. Such (new) insights may be very interesting for policy makers. Do not present any results that are not directly related to the question.
4. Use only one diagram, graph or table per brief, and a diagram or graph is better than a table. Make sure the diagram or graph is well used if it is included.
5. Attractive design is important in getting the attention of the policy maker.
6. Keep the policy brief to two sides of A4 paper.
7. Avoid using jargon at all times.

COMPONENTS OF THE POLICY BRIEF

The policy brief may contain the following components. It should be noted that this is only an indicative guide (see Further Reading for more guidance.)

- The title should attract the attention of the reader. It should also reflect a policy issue or research result that derives from the policy analysis of the group paper and is found in the policy brief.
- The brief should provide general background information that defines the problem and, justifies further examination of a specific policy intervention. It must be done in non-technical terms.
- It should contain the question that is being investigated.
- It should provide any contextual empirical considerations that throw light upon the question.
- The brief should describe the policy relevance of the gender-aware policy analysis, along with the key policy recommendation that arises from the answer to the question.
- The brief may provide a short guide to further reading and may have short absolutely necessary key appendices, and footnoted references.

FURTHER READING

Fälth A and Blackden M. 2009. Unpaid Care Work. UNDP Policy Brief: Gender Equality and Poverty Reduction. October.

Asian Development Bank, <http://beta.adb.org/themes/gender/main>. Note: This site introduces checklists and toolkits for various sectors which can be applied by the participants.

International Finance Corporation, Sustainable Business Services, <http://www.ifc.org/ifcext/sustainability.nsf/Content/AdvisoryServices>. Note: This website includes information on how gender equality and women's empowerment are addressed in IFC's portfolio.

International Labour Organization (ILO), <http://www.ilo.org/public/english/region/asro/mdtmanila/training/unit1/plngaps1.htm>. Note: This website offers a summary of gender analysis frameworks.

United Nations Development Programme (UNDP). (2001). Learning Information Pack: Gender Analysis. New York: UNDP. Note: This document describes what is gender analysis, why it needs to be done, how it is done and for what the findings are used in UNDP programming.

United Nations Entity for Women, Gender Analysis Section, <http://www.un.org/womenwatch/daw/daw/daworg.html#GAS>. Note: This site is for UN Women's Gender Analysis Section.

World Bank, Economic Policy and Gender: Trade and Competitiveness, <http://web.worldbank.org/WBSITE/EXTERNAL/TOPICS/EXTGENDER/0,,contentMDK:20631274~menuPK:336874~pagePK:148956~piPK:216618~theSitePK:336868,00.htm>. Note: This is the World Bank's initiative on economic policy and gender, focusing on trade and competitiveness and covering gender implications of various sectors.

BRIDGE, www.bridge.ids.ac.uk/go/bridge-publications/cutting-edge-packs
Note: This website contains resource packs on gender approaches to participation, trade, climate change, etc.

Introducing Oxfam Policy & Practice, www.oxfam.org.uk/policyandpractice
Note: This is a website providing access to Oxfam's research, policy, and programme learning, including over 900 free resources on gender and women's rights.



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