Provincial EMB Organization

Internal EMB Organization

- Assess needs through a gender mapping or assessment exercise
- Commit to gender equality by developing a gender policy and action plan
- Use the recruitment and promotion process to achieve gender balance at all levels
- Consider the appointment of gender focal points or a gender equality unit
- Institute process to collect sex-disaggregated data
- Include sex disaggregation in data analysis
- Provide training on all new procedures and in gender awareness for all staff

- Pre-election period
  (the years between the post-election period and the announcement of the next election)

  **REGISTRATION**
  - Conduct a mapping of registration procedures
  - Ensure provision of sex-disaggregated data
  - Ensure need for proof of identity is not a barrier
  - Consider need for flexibility in regulations for displaced peoples
  - Consider need for taking registration to the people
  - Consider need for women-only registration teams
  - Include gender-sensitive actions in the role descriptions, checklists and training
  - Deliver gender-sensitive outreach about registration as needed

  **VOTER OUTREACH**
  - Plan gender-sensitive voter outreach programmes – message, audience and delivery method
  - Deliver voter outreach programmes for women that give consideration to best delivery methods
  - Work with media on gender-aware outreach and reporting
  - Work with civil society organizations on gender-aware outreach

  **POLING PLACE MANAGEMENT**
  - Ensure safety of polling station staff and voters by adopting appropriate measures
  - Deliver priority in queue for pregnant women and mothers
  - Organize women-only queues and/or polling stations or booths within the station (where appropriate)
  - Deliver mobile polling stations (where needed)
  - Consider arrangements for collecting sex-disaggregated data

- Election period
  (announcement to results)

  **PLANNING FOR ELECTION DAY**
  - Conduct a mapping of polling procedures
  - Consider polling place location and provision of equipment
  - Consider need for women-only polling stations or booths within the polling station and/or mobile polling stations
  - Plan how to recruit women and men to work in polling places
  - Conduct gender sensitivity training for polling staff
  - Include gender sensitivity in role descriptions and checklists
  - Ensure ballot paper and instructions made accessible for people who cannot read
  - Consider need for flexibility in regulations for displaced peoples

  **VOTER INFORMATION**
  - Deliver voter outreach about election day (planned and designed in pre-election period)
  - Give consideration to best delivery methods

- Post-election period
  (after the election results)

  **ELECTION ASSESSMENT**
  - Include gender issues in the assessment of the past election
  - Review operations manuals and outreach materials from a gender perspective
  - Include sex disaggregation in data analysis

  **RECOMMENDATIONS FOR REGULATORY FRAMEWORK**
  - Assess whether any regulations require revision, including to ensure enforcement (e.g., candidate quota)
  - Assess whether any regulations or processes require review to produce sex-disaggregated data

  **STRATEGIC AND ACTION PLAN**
  - Conduct a mapping of EMB policies and processes to identify any gender inequalities
  - Set gender-related goals for registration and voting
  - Include internal gender mainstreaming goals
  - Consider appointment of gender focal points or a gender unit