



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 81 11 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

Weather • Climate • Water
Temps • Climat • Eau

Our ref.: SG/ASG/SPO/Gender

GENEVA, 4 October 2013

Annexes: 2

Subject: 2013 Global Survey on Gender Mainstreaming in WMO

Action required: To respond to the survey by **3 November 2013**

Dear Sir/Madam,

The World Meteorological Organization (WMO) has been assessing the participation of women and men in its activities on the occasion of two global surveys conducted in 1997 and 2001.

This year we are undertaking another such global survey on gender mainstreaming. Its results will be presented at the Third Gender Conference to be organized by WMO in the autumn of 2014 on "*The Gender Dimension of Weather and Climate Services: The Benefits of Working Together*". The survey results will also be used to update existing data, assess progress achieved in the past twelve years, and estimate the level of implementation of the WMO Policy on Gender Mainstreaming. With regard to the latter, the Secretariat and the EC Panel of Experts on Gender Mainstreaming have designed a set of indicators aimed at monitoring implementation of the Policy's Framework for Action. At its sixty-fifth session the Executive Council noted these positive developments and called on Members to respond to the questionnaire and provide relevant information.

I hereby kindly invite you to take part in the survey by completing the questionnaire as indicated in the attached "Guidelines for Participating in the 2013 Global Survey on Gender Mainstreaming in WMO". Your support in providing us with the statistical information requested and responding to the list of questions is critical for conducting a comprehensive gender analysis of the Organization.

We would be grateful if you could respond to the survey at your earliest convenience but preferably not later than **3 November 2013**.

I thank you in advance for your participation.

Yours faithfully,

(E. Manaenkova)
for the Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6719)

cc: Hydrological Advisers to Permanent Representatives

**Guidelines for Participating in the 2013 Global Survey on
Gender Mainstreaming in WMO**

1. Please complete the survey questionnaire, providing information related to your country or territory. The purpose of the survey is to assess progress in implementation of the WMO Policy on Gender Mainstreaming and establish baselines for the set of monitoring indicators designed to track policy implementation.
2. The results of the survey will be published and presented at the Third Gender Conference to be organized by WMO in the autumn of 2014 on *"The Gender Dimension of Weather and Climate Services: The Benefits of Working Together"*.
3. The survey is available in Arabic, English, French, Russian and Spanish.
4. You should allow approximately 20-30 minutes to respond to the survey assuming that you have the following information relevant to your NMHS readily available:
 - Number of female/male employees (senior management, professional staff, administrative staff, excluding temporary staff) currently employed by your NMHS;
 - Number of female/male staff recruited in 2012 (both professional and administrative, excluding temporary staff);
 - Number of female/male staff who participated in capacity building activities (e.g. trainings, workshops, study tours) in 2012;
 - Number of female/male participants in user forums in the past four years;
 - Number of women/men serving on governing bodies related to service delivery;
 - Number of women/men serving on advisory bodies related to service delivery;
 - Number of women/men involved in the generation and delivery of weather, climate and water services;
 - Number of women/men involved in research in the development of weather, climate and water services.
5. To accommodate your preferences, we offer you three options to complete the survey:
 - (a) Respond online;
 - (b) Download the questionnaire and send your response back to us as a Word or pdf file at the following e-mail: aalexieva@wmo.int; or
 - (c) Download the questionnaire and send your response back to us by fax: +41 22 730 8023.
6. To respond online, please use the following website addresses and passwords to access the survey in the respective languages by copying and pasting the address into your internet browser:

Arabic: <http://www.wmo.int/gendersurvey/ar>
English: <http://www.wmo.int/gendersurvey/>
French: <http://www.wmo.int/gendersurvey/fr>
Spanish: <http://www.wmo.int/gendersurvey/es>
Russian: <http://www.wmo.int/gendersurvey/ru>

7. You will be prompted to provide a password:

Arabic: genderar@wmo013
English: gender@wmo013
French: genre@omm013
Russian: gender@bmo013
Spanish: genero@omm013

Please note that the password is case sensitive and is valid to complete only one survey for your country or territory.

8. Please complete all questions as appropriate. While the survey tool will assist you to detect simple errors, you are responsible for the responses. Please check your responses prior to submitting.
9. If you wish, you may complete the survey in several sittings. You may log in again using the same website address and password until the survey is complete. Once the survey is complete, changes will no longer be possible.
10. You will have the option to print each survey page while browsing. Please note that you will not be able to print the survey out after completion and submission.
11. If you prefer to respond by e-mail, please download a Word version of the questionnaire from the following website addresses. It can be completed without printing.

Arabic: <http://www.wmo.int/gendersurvey/ar/msword>
English: <http://www.wmo.int/gendersurvey/msword/>
French: <http://www.wmo.int/gendersurvey/fr/msword/>
Russian: <http://www.wmo.int/gendersurvey/ru/msword/>
Spanish: <http://www.wmo.int/gendersurvey/es/msword>

12. Dr Assia Alexieva, Monitoring and Evaluation Officer and Secretariat Gender Focal Point, is available to address any questions you might have in the process of completing the survey.

Dr Assia Alexieva
World Meteorological Organization
7 bis, Avenue de la Paix
P.O. Box 2300
CH-1211 Geneva, 2
Switzerland
Telephone: 41 (22) 730-8390
E-mail: aalexieva@wmo.int

13. We would appreciate your response as soon as possible but not later than **3 November 2013**.

Thank you in advance for your valuable contribution.

WORLD METEOROLOGICAL ORGANIZATION
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SG/ASG/SPO/Gender, ANNEX II

2013 GLOBAL SURVEY ON GENDER MAINSTREAMING AT WMO

Please complete this survey questionnaire providing information related to your country or territory. The purpose is to assess progress in implementation of the WMO Policy on Gender Mainstreaming and establish baselines for the set of monitoring indicators designed to track policy implementation.

The results of the survey will be published and presented at the Third Gender Conference to be organized by WMO in the autumn of 2014 on "The Gender Dimension of Weather and Climate Services: The Benefits of Working Together".

Questions marked with an asterisk (*) are mandatory.

COUNTRY:

DATE (dd/mm/yyyy):

RESPONDENT: Please provide below the contact information of the person responsible for completing this questionnaire.

Title (Mr/Ms/Dr/Dr (Ms))

Given name

Family name

E-mail address

Phone number

Section 1: Employment and Recruitment Statistics

1. Please indicate the total number of women and men currently employed by your NMHS*:

	Women	Men
Total number of staff (both professional and administrative, excluding temporary staff)		

2. Of these, please indicate how many are employed in the following categories:

	Women	Men
a. Senior management (e.g. directors and chiefs)		
b. Professional staff (including senior management, excluding temporary staff)		
c. Support/Administrative staff (<u>excluding temporary staff</u>)		

¹ SPO is aware of the recent questionnaires from the Regional Office for Europe and the Education and Training Office regarding total staff numbers. As these two questionnaires did not ask for gender specific information we have had to repeat this particular question. This information will be coordinated with similar information from the other offices to reduce the risk of this reoccurring.

3. *(Optional)* If possible, please disaggregate the figures stated above according to the following categories:

	Women	Men
i. Professional staff – Operations		
ii. Professional staff – Research		
iii. Professional staff – Administration		
iv. Support/administrative staff – technicians, observers		
v. Other support/administrative staff		

4. Please indicate the number of female/male staff members recruited in 2012 (both professional and administrative, excluding temporary staff).
- | | | |
|--|-------|-----|
| | Women | Men |
|--|-------|-----|

Section 2: Policy Communication and Action

5. Do national plans or guidelines with respect to gender mainstreaming exist in your country?

Yes ☐ No ☐ Do not know ☐

6. Has the WMO Policy on Gender Mainstreaming been communicated to NMHS staff?

Yes ☐ No ☐

7. If yes, please specify to whom:

Senior management	<input type="checkbox"/>
Professional staff	<input type="checkbox"/>
Support/administrative staff	<input type="checkbox"/>
All new staff	<input type="checkbox"/>
All of the above	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

8. Has any other similar policy on gender mainstreaming (e.g. at the national level) been communicated to NMHS staff?

Yes ☐ No ☐

9. If yes, please specify which one:

Please indicate which of the following statements most accurately applies to the current situation at your NMHS. Select the most recent approved step only.

10. An action plan on gender mainstreaming is:

In place and being implemented	<input type="checkbox"/>
In place but not implemented yet	<input type="checkbox"/>
Not in place but under development	<input type="checkbox"/>
Not in place	<input type="checkbox"/>

11. If in place, which of the following elements does it include?

Implementation timeframe	<input type="checkbox"/>
Resources required for implementation	<input type="checkbox"/>
Accountability of staff	<input type="checkbox"/>
A monitoring and evaluation framework	<input type="checkbox"/>
Targets and timelines for achievements	<input type="checkbox"/>
Other (please specify)	

12. An outreach programme for the promotion of meteorology and hydrology as attractive careers for women and men is:

In place and being implemented	<input type="checkbox"/>
In place but not implemented yet	<input type="checkbox"/>
Not in place but under development	<input type="checkbox"/>
Not in place	<input type="checkbox"/>

Section 3: Strategic Planning, Monitoring and Evaluation

13. Is gender mainstreaming incorporated in your organization's strategic planning documents?

Yes ☐ No ☐

14. Is sex-disaggregated data collected for reporting and monitoring purposes at your NMHS?

Yes ☐ No ☐

Section 4: Capacity Building

15. Do specific policies/regulations exist at your NMHS that require equal access of women and men to training opportunities?

Yes ☐ No ☐

16. If yes, are they applied in practice?

Yes ☐ No ☐ Not applicable ☐

17. Please indicate the number of female/male staff members who participated in one or more training events in the course of 2012 (e.g. workshops, short courses, study tours, etc.).

Women Men

Section 5: Human Resources Policy

18. Please indicate which one of the following statements most accurately applies to the current situation at your NMHS.

Human resources policies that promote gender equality and the empowerment of women are:

- | | |
|--|--------------------------|
| In place and enforced | <input type="checkbox"/> |
| In place but not enforced yet | <input type="checkbox"/> |
| Not in place but currently being created | <input type="checkbox"/> |
| Not in place | <input type="checkbox"/> |

19. In which of the following human resources areas are specific gender mainstreaming actions implemented at your NMHS?

- | | |
|----------------------------------|--------------------------|
| Recruitment | <input type="checkbox"/> |
| Selection | <input type="checkbox"/> |
| Retention | <input type="checkbox"/> |
| Promotion | <input type="checkbox"/> |
| Succession planning | <input type="checkbox"/> |
| Balancing work with life | <input type="checkbox"/> |
| In-career education and training | <input type="checkbox"/> |
| Other (please specify) | |
| None | <input type="checkbox"/> |

20. Please indicate which of the following policies are in place at your NMHS.

- | | |
|--|--------------------------|
| a. Flexible work arrangements (e.g. possibilities to work part-time, take compensatory leave or work longer/shorter hours within the “span hours”) | <input type="checkbox"/> |
| B Facilitative policies (e.g. maternity, paternity, adoption, emergency leave, childcare) | <input type="checkbox"/> |
| c. Other (please specify) | |
| d. Not considered appropriate or necessary | <input type="checkbox"/> |

Section 6: Gender Focal Points

21. Does your NMHS have a designated gender focal point?

Yes ☐ No ☐

22. If yes, please provide us with his/her contact details:

Ms/Mr or Dr/Dr (Ms):
 Given name:
 Family name:
 Position:
 Email:
 Telephone:
 Address:

Section 7: Service Delivery

- | | | |
|--|-------|-----|
| 23. If your entity has organized any user forums on service delivery in the past four years, please indicate below the number of female/male participants: | Women | Men |
|--|-------|-----|

24. (Optional) Please indicate the names of the user forums and year in which they took place.

25. Has your NMHS organized a gender-specific forum in the past four years?

Yes ☐ No ☐

26. In the past four years, has your NMHS collected any data on the needs of vulnerable communities, including women and children?

Yes ☐ No ☐

27. If yes, what kind of data?

28. Please indicate the number of women/men serving on governing bodies related to service delivery at your NMHS:

Women Men

29. Please indicate the number of women/men serving on advisory bodies related to service delivery at your NMHS:

Women Men

30. Please indicate the number of women and men at your NMHS involved in the generation and delivery of weather, climate and water services:

Women Men

- i. Operation personnel
- ii. Heads of entities (e.g. departments, offices)

31. Please indicate the number of women and men at your NMHS involved in:

Women Men

Research in the development of weather, climate and water services

Section 8: Critical Factors

32. What do you consider to be the main challenges in implementing gender mainstreaming at your NMHS?

33. What are the main opportunities for greater gender mainstreaming at your NMHS?

34. From your experience, what is the most important lesson learned or good practice with regard to gender mainstreaming?

Section 9: Your contribution to the Third Gender Conference 2014

35. Does your NMHS provide any services that are primarily aimed for women/men?

Yes ☐ No ☐

36. If yes, what are they?

37. Based on your experience, are there any particularities related to gender in the delivery, use and access to weather and climate services?

Section 10: Other Comments

38. Are there any additional comments, observations or suggestions that you would like to make?

THANK YOU FOR YOUR PARTICIPATION IN THIS SURVEY!
