



World Meteorological Organization  
Organisation météorologique mondiale

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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,

A handwritten signature in blue ink, appearing to read 'E. Manaenkova', written over a blue scribbled line.

(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](mailto: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  
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7 bis, Avenue de la Paix  
P.O. Box 2300  
CH-1211 Geneva, 2  
Switzerland  
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E-mail: [aalexieva@wmo.int](mailto: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.

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## 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> )		

<sup>1</sup> 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   
 Professional staff   
 Support/administrative staff   
 All new staff   
 All of the above   
 None of the above

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   
 In place but not implemented yet   
 Not in place but under development   
 Not in place

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

- Implementation timeframe
- Resources required for implementation
- Accountability of staff
- A monitoring and evaluation framework
- Targets and timelines for achievements
- 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
- In place but not implemented yet
- Not in place but under development
- Not in place

### 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
- In place but not enforced yet
- Not in place but currently being created
- Not in place

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

- Recruitment
- Selection
- Retention
- Promotion
- Succession planning
- Balancing work with life
- In-career education and training
- Other (please specify)
- None

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”)
- B Facilitative policies (e.g. maternity, paternity, adoption, emergency leave, childcare)
- c. Other (please specify)
- d. Not considered appropriate or necessary

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

	Women	Men
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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!

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