

Instructions of Gender Impact Assessment for Medium- and Long-Term Individuals Plan

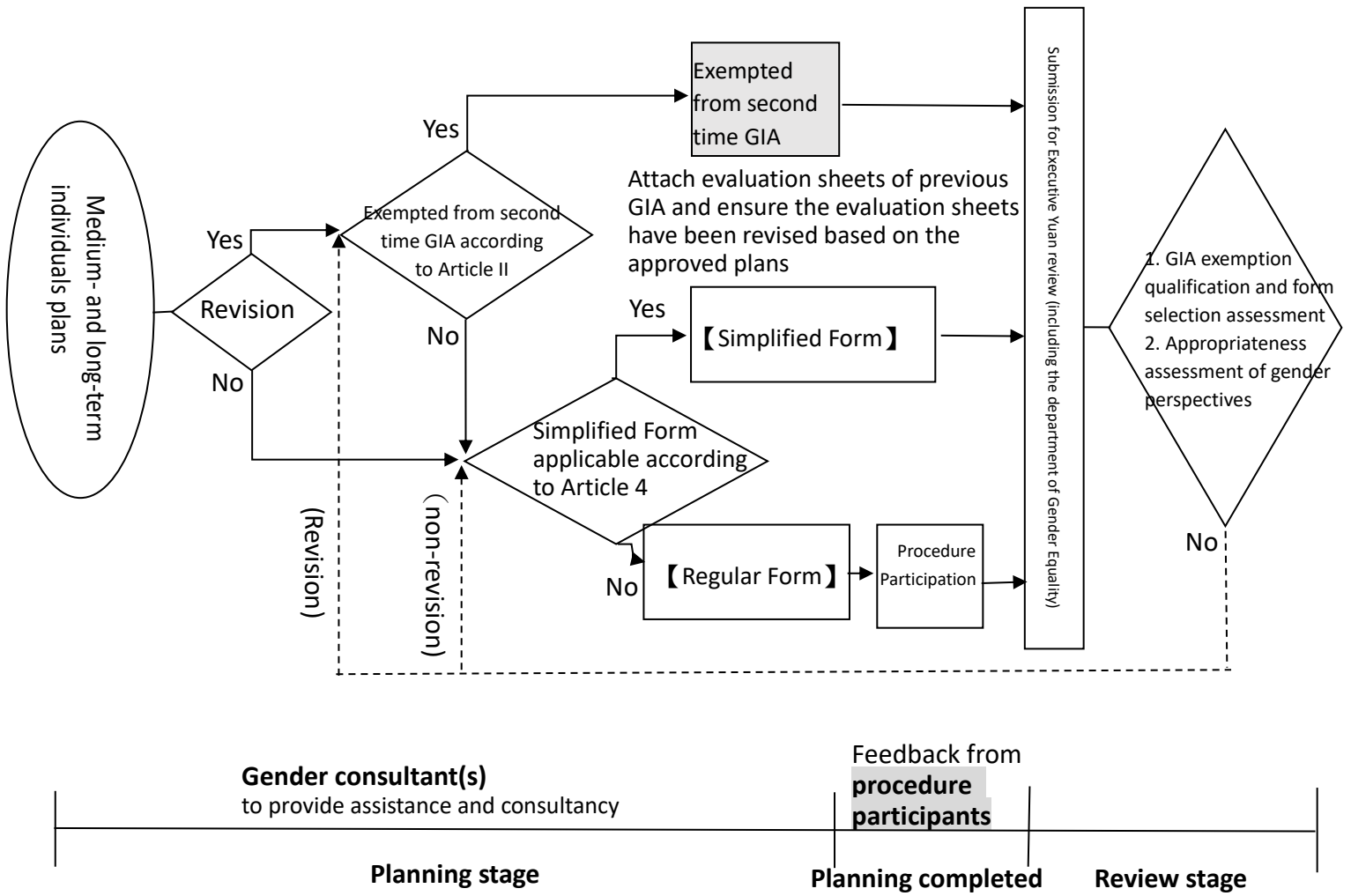
- I. Gender Impact Assessment (GIA) has defined as an instrument for policy makers to assess their current gender-related positions and formulate expected results to mitigate gender inequalities. The assessment ensures that the design, planning, decision-making, execution, monitoring, assessment, and follow-up of policies, programs, and laws help strengthen gender equality.
- II. Medium- and long-term individuals plans of subordinate agencies of the Executive Yuan shall undergo gender impact assessments. However, revision of approved Medium- and long-term individuals plans that fall into the following categories can be exempted from repetitive gender impact assessments (subordinate agencies submitting the aforementioned revisions are required to attach the evaluation sheets completed previously and ensure that the evaluation sheets have been revised in accordance with the approved plans):
 - (1) Revision of budget because of fluctuation in commodity prices.
 - (2) Revision of plan schedule.
 - (3) Revision of execution details or techniques of the plans: revisions of techniques, methods, items, investment invitation models, source of funds, responsible agencies in accordance with the laws, self-return rates; consequent budget adjustments as a result of the aforementioned revisions.
 - (4) Reduction of plan items because of budget constraint, and the adjusted items do not pose negative impacts on the equality of gender, sexual orientation, gender traits, and gender identities according to previous gender impact assessments.
 - (5) A part of the revision of a certain plan is handled by other plans.
- III. Gender consultants are required to work to the responsible agency's schedule to help organize and execute the plans from gender perspectives. At the early stage of planning or revision, the members may provide advisory suggestions from the perspective of gender equality where appropriate in terms of the directions, concept, draft, content of the form, and other associated matters of the plans. Gender consultants are considered qualified when one of the following requirements is met (please remind the members of their confidentiality obligation, and they cannot disclose the draft of the plans to the public without the consent of the departments):
 - (1) Gender consultant, either from public or private sectors, is listed in the "gender mainstreaming talent pool" of Taiwan Women's Center. (The website of the talent pool: <http://www.taiwanwomencenter.org.tw/>)

- (2) Gender consultant is or was a member of civil society of the Gender Equality Committee, Executive Yuan.
- (3) Gender consultant is or was a member of civil society of the Gender Equality Task Forces of the departments.
- (4) Gender consultant was a specialist of gender equality (gender equality business shall account for at least 70% of the overall operations) in the agencies for at least 2 years, or a joint-appointment personnel (gender equality business shall account for at least 30% of the overall operations) for at least 3 years.
- (5) Gender consultant used to complete or assist the agencies to complete the Bill and Gender Impact Assessment Checklists, at least one of which was compiled in the “case examples of gender impact assessment” of Department of Gender Equality of the Executive Yuan.

IV. Medium- and long-term individuals plans involving solely the following issues have low correlation to equality of genders, sexual orientation, gender traits, and gender identity. Consequently, responsible agencies are eligible to use Simplified Form to conduct gender impact assessment after consulting gender consultants as specified in Article III:

- (1) Constructions, facilities, and plans not directly used by the general public which do not involve talent training: sewage systems, road widening, constructions of new freeways or highways not involving rest areas, infrastructure pipeline installment or replacement, effluent reuse, port dredging, reservoir dredging, artificial lakes, siltation prevention tunnels, underflow water utilization, deep ocean water extraction, water reclaim, drainage system improvement, constructions of new incinerators, submarine cable monitoring, infrared thermal imaging systems, solar power systems, etc.
- (2) Shoring and retrofitting of existing constructions which do not involve change in space arrangement: reinforcement of unsafe public infrastructure, such as bridges and school buildings, to withstand earthquakes, etc.
- (3) Information and communication development plans which do not involve interfaces open to the general public.
- (4) Prevention and quarantine of infectious animal/plant diseases which do not involve talent training: animal/plant border quarantine, foot-and-mouth disease treatment, etc.
- (5) Ecosystem maintenance plans which do not involve areas open to the general public or talent training: national wetland preservation, etc.

V. Medium- and long-term individuals plans which do not fall into the above mentioned categories shall undergo gender impact assessments with Regular Form.



Guidelines for gender impact assessment form selection

Note: Subordinate agencies shall address the Exemption of a Second-time GIA (refer to Article 2) and selection of the Simplified Form (refer to Article IV) with discretion. Where the Gender Equality Committee, Executive Yuan considers a submission unqualified for Exemption of a Second-time GIA and selection of the Simplified Form, the said submission can be rejected and sent back to the responsible agency.

Gender Impact Assessment Form for Medium- to Long-term Individuals Plan – Regular Form

【Part I. Self-evaluation】 : filled by the responsible agency

【Instructions】 The use of this form is demonstrated as the following:

A. Planning stage

- (1) The responsible agency shall read and be familiar with all of the assessment items in this form early in the planning stage. The agency shall either consult gender consultants (1 member minimum) as specified in Article III about the projected outline of the Plan or submit the proposal to the Gender Equality Task Forces of the departments to collect opinions on gender equality perspectives.
- (2) Please include the assessment items of this form and gender perspectives in the proposal of the Plan:
 1. Incorporate gender goals, performance indicators, assessment criteria and target values in the in the chapters of the objectives of the Plan’s proposal draft.
 2. Incorporate major implementation strategies contributing to gender equality in the Plan’s draft proposal where deemed appropriate.

B. Planning completed

- (1) Please fill in “1. Gender Awareness” and “2. Respond to Gender Gap and Demands” in **【Part I. Self-evaluation】** . The completed form shall be attached to the draft proposal and sent together to gender equality experts and scholars to fill in **【Part 2. Procedure Participation】** . Please allow one week in minimum for the experts and scholars (referred to as procedure participants) to complete the form.
- (2) Please revise the draft proposal and content of this form based on the advice and feedback provided by procedure participants. Fill in “3. Assessment Result” in **【Part I. Self-evaluation】** and send the completed form to procedure participants for review.

C. Review stage: Please revise the draft proposal and content of this form based on the advice and feedback provided by the department of Gender Equality, Executive Yuan and gender equality experts and scholars.

D. Implementation stage: Incorporate performance indicators of the gender goals into the annual management and evaluation process of individuals plans. In case of implementation challenges regarding gender equality, the responsible agency may submit the plans to the Gender Equality Task Force for counseling and discussion to seek appropriate solutions.

Note: Impacts this Plan may pose to people of different genders as well as different sexual orientations, gender traits, or gender identities shall all be taken into consideration when this form is prepared.

Title of the Plan:

Competent Authority (Tier 2 central competent authority)		Responsible Agency (Agency responsible for planning)
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1. Gender Awareness: Assess the relation of the Plan with regard to gender equality related laws, regulations, and policies; raise “awareness” of gender equality through gender statistics and analysis.

Assessment Items	Assessment Result
<p>1-1 【Please explain the relation of the Plan with regard to gender equality related laws, regulations, and policies】</p> <p>Regulations and policies related to gender equality include the Constitution, laws, Gender Equality Policy Guidelines, and the Convention on the Elimination of all Forms of Discrimination Against</p>	

<p>Women (CEDAW). Please refer to the official website of the Gender Equality Committee, Executive Yuan (https://gec.ey.gov.tw).</p>	
<p>Assessment Items</p>	<p>Assessment Result</p>
<p>1-2 【 Please collect gender statistics and gender analysis related to the Plan (including the implementation results of former or relevant plans); analyze situations and causes of gender gap 】</p> <p>Please fill in the assessment results according to the following explanations:</p> <p>a. Please consult “Gender Equality Research Paper Resources” (https://www.gender.ey.gov.tw/research/) of Gender Equality Committee, Executive Yuan, “Important Gender Statistics Database”(https://www.gender.ey.gov.tw/gecdb/)(including Gender Analysis) gender statistics sections of the departments, women’s rights indicators of our country, and “Gender Equality Committee, Executive Yuan – Gender Analysis” (https://gec.ey.gov.tw).</p> <p>b. Data collection coverage of gender statistics and gender analysis shall reach the following three groups:</p> <ul style="list-style-type: none"> ⊕ Policy planner (e.g. planners in the responsible agency; external counselors). ⊕ Service provider (e.g. executive staff in the responsible agency; staff of outsourcing companies). ⊕ Beneficiaries (or users). <p>c. The above-mentioned gender statistics and gender analysis shall take into account those of different genders, sexual orientation, gender traits, and gender identities as much as possible, exploring potential differences in their positions or needs, and the causes of the differences. Furthermore, cross-analysis(e.g. elderly female with disabilities; new female immigrants in remote areas) is suggested involving factors such as age, group, region, and disability to find out whether the aforementioned factors are aggravating the adversity of the disadvantaged groups or not, and analyze the needs of the groups. The causes of disadvantages to certain groups and their needs found by the said analysis shall be addressed in 1-3 to identify the gender issues of the Plan, and be assessed in “2. Respond to Gender Gap and Demands”.</p> <p>d. In case of no relevant gender statistics or gender analysis, please list “Strengthening gender statistics and gender analysis relevant to this plan” in the gender goals of the Plan (as stated in 2-1, f).</p>	
<p>Assessment Items</p>	<p>Assessment Result</p>
<p>1-3 【 Please identify the gender issues of the Plan based on the assessment results of 1-1 and 1-2 】</p> <p>Examples of gender issues are as the following:</p> <p>a. Participants</p>	

In case of extremely unbalanced gender ratios among policymakers or service providers, it is suggested that attention be paid to gender segregation in workplace (e.g. employees in certain industries are mainly comprised of single gender, and senior executives are mostly comprised of single gender), lack of a gender-friendly workplace (e.g. lack of measures to prevent sexual harassment, lack of breastfeeding room, lack of flexible work arrangement to cater to employees with family care needs), or insufficient gender participation.

b. Beneficiary composition

- ⊙ Where the gender gap ratio among beneficiaries is significantly large or deviated from the gender ratio of the population, it is suggested that attention be paid to unequal access to social resources (e.g. the opportunity to receive governmental subsidies or to participate in training programs) or unequal opportunity to participate in social/public events (e.g. the opportunity to participate in public hearings/orientations).
- ⊙ Where the benefits received by different gender groups show a significant difference (e.g. satisfaction, the maximum benefit of social insurances), it is suggested that attention be paid to the needs and situations of the disadvantaged gender groups (e.g. women may be forced to suspend career to take care of their families and hence receive less benefit from the national pension).

c. Public space

The arrangement and design of public space shall take into consideration people of different genders, sexual orientations, gender traits, or gender identities to provide better user experiences as well as safety and friendliness.

- ⊙ User experience: take into account specific needs based on physiological gender differences.
- ⊙ Safety: eliminate areas with less public attention and being less safe; install safety facilities.
- ⊙ Friendliness: take into account special needs of people of different genders, sexual orientations, or gender identities.

d. Content of exhibition, performance, or propagation

Art exhibitions or performances, cultural customs, ceremonies and concepts, relics and documents from the past, and materials for training programs and policy/event promotions shall not strengthen gender stereotypes and shall help improve the visibility and subjectivity of disadvantaged genders in public domains.

e. Research program

In case the gender gap of participants (e.g. members of the research team) of a research program is significantly large, it is suggested that

<p>attention be paid to unequal participation opportunities and insufficient gender friendliness in workplace; if the subject of the research is “human,” it is important to check if gender perspectives are incorporated in the research process, conclusion, and suggestions of the program</p>	
<p>2. Respond to Gender Gap and Demands: Focus on the gender issues of the Plan, and set gender goals, strategies, and budgeting.</p>	
<p>Assessment Items</p>	<p>Assessment Result</p>
<p>2-1 【Please set the gender goals, performance indicators, evaluation criteria, and target value of the Plan】</p> <p>According to the assessment result of 1-3, please draw up the gender goals of the Plan, and evaluate the status of achievement. Please stipulate corresponding performance indicators, evaluation criteria, and target value, and include the chapters of the objectives of the Plan’s proposal draft. The gender goals shall have the following benefits:</p> <p>a. Participants</p> <ul style="list-style-type: none"> ⊕ Encourage disadvantaged genders to participate in the planning, decision-making, and execution of the Plan, and engage different gender experiences and opinions. ⊕ Reinforce the cultivation of talents with gender disadvantage, and strengthen their leadership and management knowledge so they are more likely to enter decision-making level. ⊕ Create a gender-friendly workplace, and reduce gender segregation in the workplace. <p>b. Beneficiary composition</p> <ul style="list-style-type: none"> ⊕ Respond to different gender demands, and reduce the gap of satisfaction from different genders. ⊕ Increase the opportunities of the disadvantaged genders to obtain social resources (e.g. receiving government subsidy, or participating in talent training campaigns). ⊕ Increase the opportunities of the disadvantaged genders to participate in social and public affairs, such as attending public hearing/orientations to express their comments and needs. <p>c. Public space</p> <p>Respond to the different genders’ comments and needs for the user experiences, safety, and friendliness of public space, and create gender-friendly public space.</p> <p>d. Content of exhibitions, performance or propagation</p> <ul style="list-style-type: none"> ⊕ Eliminate the limitation or rigid expectations of different genders in traditional culture. Shape or develop gender equality concept or culture. ⊕ Enhance the visibility and subjectivity of disadvantaged genders in 	<ul style="list-style-type: none"> <input type="checkbox"/> For those who have gender goals, please include gender goals, performance indicators, evaluation criteria, and target value in the chapters of the objectives of the Plan’s proposal draft, and specify the pages of the proposal draft in this column: <input type="checkbox"/> For those who do not set gender goals, please explain, and specify the mechanism or method to ensure the realization of gender equality.

<p>public domains, such as a work exhibition or performance, or sports competition.</p> <p>e. Research program</p> <ul style="list-style-type: none"> ⊙ Produce research reports with gender perspectives. ⊙ Reinforce cultivation, and recruit female research talents in the realms of environment, energy and technology to increase women’s expertise, technique, and ability of research and development. <p>f. Strengthen gender statistics and gender analysis relevant to the Plan.</p> <p>g. Other benefits contributing to gender equality.</p>	
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Assessment Items	Assessment Result
<p>2-2 【 Please set the strategies of implementation according to the gender goals set forth in 2-1 of the Plan 】</p> <p>Please refer to the following principles, and devise effective strategies and their complementary measures:</p> <p>a. Participants</p> <ul style="list-style-type: none"> ⊙ The participants, organizations or mechanisms (like relevant meetings, review committees, project offices or execution teams) during the stages of drafting, decision-making, and implementation of the Plan meet the requirement of at least one third being of each gender. ⊙ The participants mentioned above have the awareness of gender equality, or attended gender equality courses. <p>b. Promotion and propagation</p> <ul style="list-style-type: none"> ⊙ Make use of diverse public access (e.g. community announcement boards, town activities, the Internet, newspaper, leaflets, APP, broadcasting, television, or cooperating with non-governmental organizations for women, the elderly’s welfare or people with disabilities) to spread the information depending on the targets’ different background, such as those who do not understand our language, people at different ages, groups or residence. ⊙ The content of promotion or propagation avoids the languages, symbols or cases implying gender stereotype or discrimination. ⊙ Where highly professional knowledge is involved in the communication with the common people, the explanation or information will be given in oral or writing in an understandable way. <p>c. Urge disadvantaged genders to participate in public affairs</p> <ul style="list-style-type: none"> ⊙ Where the content of the Plan poses major impact on the people’s rights, it is suggested that proper communication of the 	<ul style="list-style-type: none"> <input type="checkbox"/> For those who have set the strategies of implementation, please include the major strategies in the appropriate chapters of the proposal draft, and specify the pages of the proposal draft in this column: <input type="checkbox"/> For those who have not set a strategy of implementation, please specify the causes and improvement methods:

policy be done, and realize gender participation.

- ⊙ When communications with the common people are organized, multiple sessions at different time slots shall be held considering the needs of participants with different background. Moreover, friendly services such as shuttle transport or temporary child care may be provided accordingly.
- ⊙ Produce the gender statistics of people present; in case of extremely unbalanced gender ratio, a measure will be brought forth to strengthen the collection of opinions from disadvantaged genders.
- ⊙ Empower disadvantaged genders. Form organizations, have a say or leadership position.

d. Cultivate professionals

- ⊙ When talent training is organized, include the measures to encourage or facilitate the participation of disadvantaged genders (e.g. providing friendly services like shuttle transport or temporary child care; priority reserved seats; highlight the message of friendliness or welcoming the participation of disadvantaged genders; cooperating with relevant agencies, non-governmental groups or organizations to promote the training).
- ⊙ Produce gender statistics and gender analysis of the number of the training participants and feedback as the reference for future improvement.
- ⊙ Incorporate gender equality education or promotion, and increase the gender sensitivity of personnel working in relevant areas.
- ⊙ Produce gender statistics of the lecturers of the training as the reference for lecturer invitation or training in the future.

e. Exhibitions, performances or propagation containing the essence of gender equality

- ⊙ When the content of exhibitions, performances or propagation are planned, avoid emphasizing gender stereotype, and pay attention to the gender balance among creators and performers.
- ⊙ When visual, audio or text materials for the tour or introduction of historical relics, traditional arts are prepared, the interpretations of modern gender equality perspectives will be included.
- ⊙ Arrange exhibitions, performances or propagations themed gender equality, such as women's contribution in history, understanding and respect to gender diversity, the situation and contribution of migrant women, and gender culture of different peoples.

<p>f. Establish a gender-friendly working environment</p> <p>When business is assigned to non-governmental bodies, promote active approaches to gender equality. For example, gender-friendly measures are included in the assessment items of friendly families, child care in enterprises, flexible working hours and schedule; non-governmental enterprises are encouraged to promote excellent talents of disadvantaged genders to the management level to create a gender-friendly working environment.</p> <p>g. Research programs with gender perspectives</p> <ul style="list-style-type: none"> ⊕ The research team has at least one third of members of each gender, and actively cultivates and recruits female talents in science and technology. Actively encourage women to be the principle investigator of research programs in the realms of environment, energy and technology. ⊕ Where the research subject is “human” oriented, gender analysis is needed, and the conclusion and suggestion also requires gender perspectives. 	
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Assessment Items	Assessment Result
<p>2-3 【 Please designate or adjust the associated budgeting allocation according to the strategies of implementation set forth in 2-2 of the Plan 】</p> <p>When the agencies are designating annual budget, please include gender-related budgeting designated or adjusted by the Plan in the Gender Budgeting Preparation Form to ensure sufficient budget and resources for implementing gender-related issues, and to achieve gender goals or respond to the demands resulted from gender differences.</p>	<p><input type="checkbox"/> For those who have designated or adjusted budgeting allocation, please explain the situation of the amount for designating or adjusting budget:</p> <p><input type="checkbox"/> For those who have not designated or adjusted budgeting allocation, please specify the causes and improvement methods:</p>

【 Attention 】 When the above-stated parts are completed, please refer to Instructions 2-1, and fill in **【 Part II. Procedure Participation 】** before proceeding to 3. Assessment Result.

<p>3. Assessment Result</p> <p>Please refer to the feedback given by gender equality experts and scholars in 【 Part II. Procedure Participation 】, and notify the procedure participants of the review after providing a comprehensive description and the adoption status.</p>		
3-1 Comprehensive Description		
3-2 Adoption Status	3-2-1 Specify the adjustment of the Plan after adopting the comments (please mark the pages)	

	3-2-2 Specify the reasons for not adopting the comments or alternative planning	
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3-3 Notify the experts participating in the procedure of the assessment result of the Plan

The “assessment result” and the “revised proposal draft” have been delivered to procedure participants for review on dd/mm/yy.

- Name: _____ Position: _____ Phone number: _____ Date: dd/mm/yy
 - During the early stage of drafting the Plan, the agency has consulted gender consultant(s), or submitted to the Gender Equality Task Forces of the departments (meeting date: dd/mm/yy).
 - Name of gender consultant(s): _____ Unit and position: _____ Status: Article III Paragraph ____ of the Instructions of Gender Impact Assessment for Medium- and Long-Term Individuals Plan (no need to fill in if the Plan is submitted to the Gender Equality Task Forces of the departments.
- (Please remind the members of their confidentiality obligation, and they cannot disclose the draft of the Plan to the public without the consent of the departments)**

【Part II. Procedure Participation】 : filled by gender equality expert

<p>The gender equality expert participating in the procedure shall meet one of the following requirements:</p> <p><input type="checkbox"/>1. The gender equality expert is listed in the “gender mainstreaming talent pool” of Taiwan Women’s Center (website of the Talent Pool: http://www.taiwanwomencenter.org.tw/). The expert shall not be the one from the agency and its subordinate agencies if he/she is from the public sector.</p> <p><input type="checkbox"/>2. The gender equality expert is or was a member of civil society of the Gender Equality Committee, Executive Yuan.</p> <p><input type="checkbox"/>3. The gender equality expert is or was a member of civil society of the Gender Equality Task Forces of the departments.</p>	
(1) Basic Information	
1. Duration or time of procedure participation	From dd/mm/yy to dd/mm/yy
2. Name, position, affiliation and specialty of the participant	
3. Participation via	<input type="checkbox"/> Plan discussion meeting <input type="checkbox"/> Gender Equality Task Force <input type="checkbox"/> Giving comments in writing
(2) Major Comments (Where the expert participates in the procedure via the Gender Equality Task Force, he/she does not need to fill in columns 4 to 10 but provide the keynotes that he/she gave on the meeting. Please also notify the procedure participants of their confidentiality obligation.)	
1. Suitability of the assessment of gender equality regulations and policies	
2. Suitability of gender statistics and gender analysis	
3. Suitability of the gender issue of the Plan	
4. Suitability of gender goals	
5. Suitability of enforcement strategies	
6. Suitability of designating or allocating budgets	
7. Comprehensive review comments	

(3) Suitability of Participation Time and Methods	
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I hereby agree to scrupulously observe confidentiality obligation, and will not disclose the draft of the Plan I assessed to the public without the consent of the department.

(stamp, sign or print name) _____

Gender Impact Assessment Form for Medium- to Long-term Individuals Plan – Simplified Form

【Instructions】

- A. Where the conditions of Article IV in the Instructions of Gender Impact Assessment for Medium- and Long-Term Individuals Plan are met, and the consulting with gender consultants as specified in Article III of the Instructions is done, this form may be selected to conduct gender impact assessment. (Please note that the agency shall evaluate the selection of the Simplified Form with discretion. Where the Gender Equality Committee, Executive Yuan considers a submission unqualified for the selection of the Simplified Form, the said submission could be rejected, and the agency may be required to work on the Regular Form.
- B. The responsible agency shall read and be familiar with all of the assessment items in this form early in the planning stage. The agency shall either consult gender consultants (1 member minimum) as specified in Article III about the projected outline of the Plan or submit the proposal to the Gender Equality Task Forces of the departments to collect opinions on gender equality perspectives.
- C. Please explain the conformance if “Yes” is ticked, and mark the pages of the Plan. Please explain the causes and improvement methods if “No” is ticked. Please explain the reason where “Not Involved” is ticked.

Note: Impacts this Plan may pose to people of different genders as well as different sexual orientations, gender traits, or gender identities shall all be taken into consideration when this form is prepared.

Title of the Plan:

Competent Authority (Tier 2 central competent authority)		Responsible Agency (Agency responsible for planning)	
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The selection of the Simplified Form for the Plan conforms to Article IV Paragraph ____ of the Instructions of Gender Impact Assessment for Medium- and Long-Term Individuals Plan.

Assessment Items (To assess whether the planning and execution of the Plan conforms to the following principles)	Conformance	Description
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1. Participants

1-1 The participants, organizations or mechanisms (like relevant meetings, review committees, project offices or execution teams) during the stages of drafting, decision-making, and implementation of the Plan meet the requirement of at least one third being of each gender.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1-2 The participants mentioned above have the awareness of gender equality, or attended gender equality courses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Promotion and propagation

<p>2-1 Make use of diverse public access (e.g. community announcement boards, town activities, the Internet, newspaper, leaflets, APP, broadcasting, television, or cooperating with non-governmental organizations for women, the elderly's welfare or people with disabilities) to spread the information depending on the targets' different background, such as those who do not understand our language, people at different ages, groups or residence.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>2-2 The content of promotion or propagation avoids the languages, symbols or cases implying gender stereotype or discrimination.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>3. Urge disadvantaged genders to participate in public affairs</p>		
<p>3-1 When communications with the common people are organized (e.g. public hearing for the residents where public construction is carried out, and pre-operation induction), multiple sessions at different time slots shall be held considering the needs of participants with different background.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>3-2 Moreover, friendly services such as shuttle transport or temporary child care may be provided accordingly for the aforementioned events.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>3-3 Produce the gender statistics of people present; in case of extremely unbalanced gender ratio, a measure will be brought forth to strengthen the collection of opinions from disadvantaged genders.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>4. Establish a gender-friendly working environment</p>		
<p>When business is assigned to non-governmental bodies, promote active approaches to gender equality. For example, gender-friendly measures are included in the assessment items of friendly families, child care in enterprises, flexible working hours and schedule; non-governmental enterprises are encouraged to promote excellent talents of disadvantaged genders to the management level to create a gender-friendly working environment.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Involved	
<p>5. Other important gender issues:</p>		

- Name: _____ Position: _____ Phone number: _____ Date: dd/mm/yy
- During the early stage of drafting the Plan, the agency has consulted gender consultant(s), or submitted to the Gender Equality Task Forces of the departments (meeting date: dd/mm/yy).
- Name of gender consultant(s): _____ Unit and position: _____ Status: Article III

Paragraph _____ of the Instructions of Gender Impact Assessment for Medium- and Long-Term Individuals Plan (no need to fill in if the Plan is submitted to the Gender Equality Task Forces of the departments).

(Please remind the members of their confidentiality obligation, and they cannot disclose the draft of the Plan to the public without the consent of the departments)