

## UNIDIR Gender and Diversity Action Plan 2021-2022

### Introduction

This Gender and Diversity Action Plan is a tool to help all UNIDIR staff, visiting fellows, and GPPs implement the UNIDIR Gender and Diversity Policy by specifying clear goals and identifying concrete actions.<sup>1</sup> The fulfilment of the Action Plan goals will be reviewed twice per year by the Chief of Staff and the Gender Focal Point.

### Priority I: Capacity Building

Goal: All staff are equipped with gender and diversity competencies.

Key actions for 2021-2022:

- All staff, visiting fellows, and GPPs to take [“I know Gender 1-2-3”](#) course (duration of approximately 2.5 hours) and send the certificate to the Institute’s Gender Focal Point by 31 July 2021 or within the first two months after joining the Institute .
- All staff to participate in at least one meeting or public event per year on gender and its relationship to a field relevant to their work.
- All staff, visiting fellows, and GPPs should develop the [competency](#) of respect for diversity, a core value for the United Nations, treating all people with dignity and respect, examining own biases and behaviours, and avoiding stereotypical responses.
- All staff, visiting fellows, and GPPs are encouraged to take [“I Know Gender 11: Women, Peace and Security”](#) course (duration of approximately 50 minutes) and seek to integrate the WPS agenda into their work.
- When creating a new position, hiring managers are encouraged to add gender mainstreaming as a desirable selection criteria, mentioning in the vacancy announcement that “knowledge of gender issues or experience with gender mainstreaming in a field relevant to the position is desired”.

### Priority II: Balanced and Diverse Staff Composition and Representation

Goal I: UNIDIR strives for a gender balanced and geographically diverse composition.

Key actions for 2021-2022:

- UNIDIR will strive for gender balance and geographic diversity at all levels, including in terms of senior personnel and in the UNIDIR leadership and management teams.

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<sup>1</sup> Staff is herein defined as including resident consultants.

Goal II: Panels organised by, or participated in by UNIDIR staff are gender balanced and diverse.

Key actions for 2021-2022:

- All staff to familiarize themselves with the list of online resources to improve diversity in expert meetings, provided by UNIDIR Gender Focal Point and available at the UNIDIR internal wiki.
- If staff are invited to speak on or chair a panel:
  - o They will inquire about the intended panel composition *prior* to accepting.
  - o It is recommended that staff decline invitations to join single-gendered panels, and inform the organizer in those cases of UNIDIR's membership in the International Gender Champions network, as well as UNIDIR's Gender and Diversity Policy.
- If UNIDIR is responsible for organizing a panel or expert meeting:
  - o Staff will take necessary and feasible measures to achieve balanced composition of the panel or expert meeting in terms of gender, geographical diversity, age, experience, and knowledge. Such measures may include specific outreach to that end, including reformatting of the event to allow for greater gender parity and diversity of perspectives.
- Where UNIDIR staff are co-organizing an event or are asked to suggest experts, they should be mindful in seeking to ensure that their expert suggestions are balanced in terms of gender, geographical diversity, age, experience, and knowledge.

### **Priority III: Outreach and Communication**

Goal: UNIDIR and its staff support gender equality and geographic diversity, as well as actively promote it through outreach and communication activities.

Key actions for 2021-2022:

- All staff visiting fellows and GPPs, together with the Institute's Communications team, will raise awareness about gender equality and geographical representation in their communications and outreach activities.
  - o They will ensure fair visibility by using photos and images that depict a diversity of roles for people of different genders and geographical backgrounds, as well as avoid stereotypes.
  - o They will use language that reflects inclusion (e.g. 'Chairperson' instead of 'Chairman' or 'Chairwoman'; 'Uncrewed Aerial Vehicles' instead of 'Unmanned Aerial Vehicles').
- The Gender Focal Point, together with UNIDIR'S Communications team, will work on promoting the visibility of the Gender & Disarmament Hub (e.g. Tweets, Instagram posts, Press Conferences).

### **Contact**

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