

**Gender Mainstreaming Checklist  
for Legislation, Public Policies and Programmes**

[Note: This Checklist is intended to be completed by officers responsible for this legislation / public policy / programme ("THIS"), preferably by the management level officers<sup>1</sup>. We would recommend that frontline staff be consulted when filling in the Checklist. Responsible officers need only to complete the relevant section in Section I to IV and Section V. For front-line officers, please refer to the "Notes to the Checklist" for guidelines on gender mainstreaming. Please kindly note that this Checklist is a simplified analytical tool and questions set herein are deliberately made simple and short. Should there be any constraints, restrictions, difficulties or considerations concerning THIS which you think cannot be fully reflected in this Checklist, please kindly list them out in a separate sheet.

**GENERAL INFORMATION**

Title of the legislation / public policy / programme\* ("THIS"):

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Policy area: \_\_\_\_\_

Outline description of THIS: \_\_\_\_\_

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Groups / Persons likely to be affected by THIS:

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Brief Description of the Current Stage of THIS:

Design / Implementation / Monitoring / Evaluation and Review\*

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<sup>1</sup> Management level officers refers to those officers who bear overseeing and supervision responsibilities over THIS.

Officer-in-charge: \_\_\_\_\_(Name)

\_\_\_\_\_ (Post Title)

\_\_\_\_\_ (Bureau/Dept)

\_\_\_\_\_ (Tel No) \_\_\_\_\_ (Fax No)

\* Please delete as appropriate

**I. DESIGN**

**Y/N/NA**

***Compilation and analysis of gender information***

1. Prior to designing THIS, have sex-disaggregated data been collected and considered regarding those likely to be affected?

2. Do the data show gender differences or gender interactions with the following socio-economic variables:

- age
- education
- ethnic origin
- family status
- income group
- others (please specify: \_\_\_\_\_)

3. Please provide a summary of such data on the above.

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***Women's Participation***

4. Have any of the following been consulted about the gender impact of THIS:

- (a) Gender specialists (e.g. Women's Commission, gender research centres, individual gender experts, and Women's Division of HWFB)
- (b) Relevant statutory bodies
- (c) Non-governmental organisations
- (d) Women's associations
- (e) Women<sup>2</sup> likely to be affected positively / negatively\* by THIS

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<sup>2</sup> Unless stated otherwise, "women" used throughout the Checklist refers to both women and girls.  
\* please delete as appropriate

5. Please provide names of those consulted and a summary of their views.

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***Considering women's specific needs***

6. Have specific needs of women and gender issues been identified, considered and integrated in designing THIS?
7. Does THIS require any specific reference to women?

***Considering impact on women***

8. Will women or any sub-groups of women be affected differently from men by THIS? In a positive or negative way?   
P / N\*
9. Will THIS, in any way (directly and indirectly, in the short, medium and long-term), promote and ensure the elimination of discrimination of women by :
- (a) improving upon any previous legislation/public policy/programme that was discriminatory or disadvantageous to women;
  - (b) establishing legal and other protection of the rights of women;
  - (c) strengthening women's decision-making role;
  - (d) increasing women's access to and control of resources; or
  - (e) contributing towards empowerment of women?
  - (f) any other way, e.g. \_\_\_\_\_
10. Will there be any restrictions or limitations, even of a temporary nature, imposed on women (or sub-groups of women) by THIS?

## **II. IMPLEMENTATION**

### ***Public education and promotion***

11. Has the promotional content of THIS been presented in a gender-sensitive manner?
12. Has the medium of promotion (e.g. venues, channels or time slots) effectively reached women?

### ***Impact on women***

13. Have women or any sub-groups of women been affected differently from men during the implementation process of THIS, e.g. eligibility, level of benefits, accessibility, or availability of support facilities? In a positive or negative way?   
P / N\*
14. Have there been any special measures to address women's needs during the implementation of THIS?

### **III. MONITORING**

#### ***Compilation and analysis of gender information***

15. Have sex-disaggregated data and indicators (qualitative or quantitative) been compiled to monitor the process and outcome of THIS?

#### ***Inclusion of gender issues***

16. Have gender perspectives and women concerns been included in the monitoring mechanism?

#### **IV. EVALUATION AND REVIEW**

##### ***Gender analysis of the impact on women***

17. Has gender analysis been conducted to evaluate and review the design, implementation and outcome of THIS?
18. Have the evaluation systematically identified and addressed gender issues?
19. Have any of the following been consulted during external evaluation (if applicable) of THIS:
- (a) Gender specialists (e.g. Women's Commission, gender research centres, individual gender experts and Women's Division of HWFB)
  - (b) Relevant statutory bodies
  - (c) Non-governmental organisations
  - (d) Women's associations
  - (e) Women being positively or negatively\* affected by THIS
20. Has THIS, in any way (directly and indirectly, in the short, medium or long-term), resulted in:
- (a) improving upon any previous legislation/public policy/programme that was discriminatory or disadvantageous to women;
  - (b) establishing legal and other protection of the rights of women;
  - (c) strengthening women's decision-making role;
  - (d) increasing women's access to and control of resources; or
  - (e) contributing towards empowerment of women?
  - (f) any other way, e.g. \_\_\_\_\_
21. Have there been any restrictions or limitations imposed on women or sub-groups of women?
22. Have staff who are responsible for reviewing the evaluation reports ensured gender-related omissions and successes in THIS are reflected?

##### ***Future planning***

23. Have the evaluation findings been used to enhance gender-sensitivity in future planning, implementation and monitoring processes of THIS and related legislation/public policy/programme?

**V. GENERAL**

***Staff sensitivity and capacity building***

24. Is there a gender focal point (a designated person or team) for THIS?

25. Have relevant staff responsible for the following been briefed or given training on gender issues? If so, please specify or give details.

Design \_\_\_\_\_  
Implementation \_\_\_\_\_  
Monitoring \_\_\_\_\_  
Evaluation \_\_\_\_\_

26. Will there be monitoring mechanism to appraise staff's gender sensitivity, e.g. self and other's evaluation or customer feedback?

***Gender-sensitive language***

27. Is gender neutral/sensitive language used throughout the legislation/public policy/programme/press releases or any other related official document?

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Women's Division  
Health, Welfare and Food Bureau  
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