



CO (02) 2

Cabinet Office Circular

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Gender Analysis: Inclusion of Gender Implications Statement in All Submissions to the Cabinet Social Equity Committee

- 1 Cabinet has agreed that from the start of 2002 a gender implications statement will be required for **all** papers submitted to the Cabinet Social Equity Committee (SEQ).
- 2 In considering the decision referred to above, Cabinet noted its concern that the quality of statements to date has been variable, mainly because gender analysis has not been applied at the problem definition stage of policy development. This limits the usefulness and quality of the analysis and reduces the probability of successful policy outcomes for all population groups. The Officials Social Equity Committee has been directed to monitor the application of gender analysis and the gender implications statements in policy proposals to ensure that Cabinet's requirements are met and that gender analysis takes place at the policy development stage.
- 3 Apart from the extension of the requirement for a gender implications statement to all SEQ papers, the policy and processes set out below are unchanged.

Introduction

- 4 The purpose of the gender implications statement is to ensure that policy proposals include an assessment of the impact of proposed and existing policies and programmes on women and men, and whether they advantage or disadvantage women and men.
- 5 This circular replaces CO (01) 9. It outlines the objectives of the requirement for a gender implications statement and how departments should go about meeting them. It also provides guidance on the advice available from the Ministry of Women's Affairs on gender analysis.
- 6 Ministers' offices and chief executives should ensure that all staff involved in the preparation of submissions for SEQ are familiar with the advice in this circular.

What is Gender Analysis?

- 7 Gender analysis is a tool for decision-making. It is a method of examining systematically and consistently how gender differences are affected by government action, and communicating that information to decision-makers. Both the analysis and communication aspects are important. Completion of a gender implications statement will assist in assuring the government that new or amended policy proposals are subject to proper analysis and scrutiny as to their necessity, efficiency, and net impact on community welfare. This will enhance the government's ability to make informed decisions.
- 8 The quality of gender analysis will be limited by the availability of adequate sources of statistical information. It is anticipated that over time both the data available and the expertise to undertake the analysis will improve. Where gender analysis is not possible, the reasons for this should be included in the paper.

Content of the Gender Implications Statement

- 9 The gender implications statement will report succinctly on whether gender analysis has been undertaken, and if it has not, why not, e.g. there may be no data available or a department may have no gender expertise. Where the gender implications of the policy proposal are significant, those findings and implications will be incorporated throughout the body of the proposal.
- 10 The statement may also include a summary of the findings of the analysis. Attached as Annex A is a guideline providing 'Key Questions to Ask in Gender Analysis'. A gender implications statement could contain some or all of the comments described below. It may need to pay particular attention to the impacts on Maori and Pacific women and men:
 - A statement about how and to what extent the policy proposal will affect women and men, directly or indirectly.
 - A statement clarifying what the desired outcomes for women in this policy area are. Are they the same as for men, or do they need to be different?

- A statement identifying options to address the issues, if any, for women and men. Will the impact of any of the options be different for women and men? If so, what is that difference? Is it acceptable? Is it unacceptable?
- A statement about the Government's international and domestic legal obligations to women and men.
- A statement confirming that a different approach needs to be taken to ensure that women and men learn about the policy change or service delivery change or about a new service.
- A statement confirming that a monitoring system is in place to collect utilisation and outcomes data by gender and ethnicity.
- A statement clarifying why gender analysis has not been undertaken if this is appropriate.

At What Stage Should the Gender Implications Statement be Prepared?

- 11 Gender analysis should take place at the policy development stage. The department or agency responsible for the policy proposal should prepare the gender implications statement, following consultation with interested parties.

Which SEQ Papers Require a Gender Implications Statement?

- 12 A gender implications statement is required for all policy proposals to SEQ. A statement will not be required if the proposal deals with administrative procedures within or between departments, and does not impact on business, consumers or the public.

Length of Gender Implications Statement

- 13 The gender implications statement should explain the key findings obtained from the gender analysis and the applicability of the findings to the policy proposal. The length of the statement will depend largely on the complexity of the problem under consideration, the number of alternatives considered, and the extent of costs and benefits.
- 14 As a general rule of thumb, the length of a statement should be one paragraph. The statement constitutes part of the 10-page limit prescribed for Cabinet papers. Where the gender implications of the policy proposal are significant, those findings and implications will be incorporated throughout the body of the proposal.

The Role of the Ministry of Women's Affairs

- 15 The Ministry of Women's Affairs will review the effectiveness of the gender implications statement.
- 16 The Ministry will continue to advise public service departments on how to integrate gender analysis into their policy development, including providing guidance to departments on how to decide on the nature and extent of analysis required for any particular policy issue. The Ministry will also provide one-on-one guidance, seminars and presentations, and will participate in officials groups. Public service departments are, however, ultimately responsible for incorporating gender analysis into their policy development.

Further Information

17 Enquiries about the requirements set out in this circular should be directed to:

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KEY QUESTIONS TO ASK IN GENDER ANALYSIS

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5	Stage 6
Identify Problems & Issues	Define Desired Outcomes	Develop Options	Analyse Options and Make Recommendations	Implement Decisions	Monitor and Evaluate
→	→	→	→	→	→
<p>How and to what extent will this policy or service affect all women and men, directly or indirectly?</p> <p>How and to what extent does it affect Maori & Pacific women and men compared to non-Maori?</p>	<p>Clarify or state what the desired Outcomes for Women in this policy area are.</p> <p>Are they the same as for men, or do they need to be different?</p>	<p>Identify options to address the issues identified in Stage 1 for different genders?</p>	<p>Will the impact of any of the options be different for women and men?</p> <p>If so, what is that difference?</p> <p>Is it acceptable?</p> <p>Is it unacceptable?</p>	<p>Do different approaches need to be taken to ensure that Maori and Pacific women and men learn about the policy change or service delivery change or about a new service?</p>	<p>Are monitoring systems in place which collect utilisation and outcomes data by gender and ethnicity?</p>
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<p>What are the reasons for Maori and Pacific women or men's under or over representation in the population groups affected?</p>	<p>Clarify or state what the desired outcomes for Maori and Pacific people in this policy area are.</p>	<p>What steps can be taken to reduce or eliminate any negative impacts on women and men?</p>	<p>Does the Government have any legal obligation in relation to Maori and Pacific women or men that would be breached by any of these options?</p>	<p>Will the service be as accessible to Maori and Pacific women as to Maori and Pacific men, as to all other New Zealanders?</p>	<p>Are there measures in place to review and change if required the policy or service if it is not delivering the proposed outcomes for Maori and Pacific women and men?</p>
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<p>What are the underlying factors, which cause these differences in numbers?</p> <p>How do you know?</p> <p>Have you consulted with Maori and Pacific women and men?</p>	<p>Should the outcomes target Maori and Pacific women and men, or women and men of some other ethnic group, because their situation is much worse than for all other New Zealanders?</p>	<p>How can the policy or service be designed to meet the Government's Goals for Women?</p>	<p>Does the Government have a Treaty obligation in relation to Maori women and men that would be breached by any of these options?</p>	<p>Are separate services or information necessary to ensure equitable access and appropriateness for Maori and Pacific women and men?</p> <p>Is there a community or Iwi provider who can deliver the service?</p>	<p>Are there measures in place to review and change if required the policy or service if it is not reducing inequalities between Maori and Pacific women and men, and all other New Zealanders?</p>
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<p>In relation to this policy or service, in what ways do Maori and Pacific women and men, relative to non-Maori, have different: Needs; Experiences; Issues; Priorities?</p>		<p>How can the policy or service be designed to meet the Government's objective to reduce inequalities between Maori and Pacific people and all other New Zealanders?</p>	<p>Does the Government have any international obligations in relation to Maori and Pacific and other women and men that would be breached by any of these options?</p>	<p>Are mainstream programmes designed so that Maori and Pacific women and men have equal access and the programmes are appropriate for their needs?</p>	
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<p>Given this information, what are the gender and ethnic dynamics of the problem that this policy or service seeks to resolve?</p>		<p>Can already existing policies and services be modified to better meet the needs of Maori and Pacific women? Or are separate approaches needed?</p>	<p>Will the social and economic benefits to women or men of implementing this option outweigh the costs to Government?</p>	<p>Are community or Iwi programmes designed so that they are appropriate for women as well as men?</p>	

