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Eleventh meeting of the Statistical Conference of the Americas  
of the Economic Commission for Latin America and the Caribbean

Virtual meeting, 23–25 November 2021

**TERMS OF REFERENCE OF THE ADVISORY GROUP  
ON GENDER MAINSTREAMING OF THE STATISTICAL CONFERENCE  
OF THE AMERICAS**





## I. BACKGROUND

At the tenth meeting of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean (Santiago, 2019), the governments of the region recognized “the cross-cutting nature of gender issues” and asked that “the working groups of the Statistical Conference of the Americas mainstream the gender perspective into their work, along with other cross-cutting elements of statistical work such as classifiers”.<sup>1</sup>

To implement this resolution of the Conference, the Division for Gender Affairs of ECLAC prepared the document “Guidelines for gender mainstreaming in the working groups of the Statistical Conference of the Americas”.<sup>2</sup> These guidelines include the need for the Conference to have a stable mechanism to follow up on the gender mainstreaming process and make recommendations for its proper implementation.

## II. OBJECTIVES

The purpose of the advisory group on gender mainstreaming of the Statistical Conference of the Americas, on which further details are given below, is to assist the technical secretariat of the Conference in guiding the working groups in the inclusion of a gender perspective in the preparation of their outputs.

Specific objectives:

- a) To contribute to the proper inclusion of the gender perspective at each stage of the preparation of outputs, according to the thematic area addressed by the working group.
- b) To facilitate linkages between the working groups and specialists in gender statistics, according to the subject matter on which the group is working.

## III. MEMBERS

The advisory group initially comprises: the National Administrative Department of Statistics (DANE) of Colombia, the National Institute of Statistics and Censuses (INDEC) of Argentina, the National Institute of Statistics and Geography (INEGI) of Mexico, the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) and the Division for Gender Affairs of ECLAC.

Participation in the advisory group is open to other national statistical offices or national and international entities wishing to join.

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<sup>1</sup> See resolution 11(X) [online] <https://cea.cepal.org/10/sites/cea10/files/cea.10-resolution.pdf>.

<sup>2</sup> LC/CEA.11/9.

## IV. FUNCTIONS

The main functions of the advisory group are to review the outputs produced by the working groups at each stage of the process, and to prepare recommendations on gender mainstreaming in accordance with the topics being addressed.

### 1. Review of outputs at their various stages

The working groups of the Statistical Conference of the Americas commit to produce an output, which may be a document, a methodological tool or an online resource. Regardless of the type of product, each group must submit the draft output and, subsequently, two progress reports prior to the delivery of the final version of the output. The work of the advisory group covers the above-mentioned stages, with emphasis on the first stages, when there is a greater possibility of providing guidance on the proper application of the gender perspective and advocating for its inclusion in the output.

#### a) **Stage 1: Output proposal**

On the basis of the proposals for the creation of working groups at the beginning of each biennium, the advisory group will make suggestions on how to incorporate the gender perspective according to the corresponding topic, recommend suitable bibliographical references and facilitate links with experts in the field, if necessary.

#### b) **Stage 2: First advance**

The working groups will deliver a first advance of the output after a few months of work, either an annotated index, in the case of documents, or a preliminary mock-up, in the case of methodological tools and online resources. The advisory group is expected to follow up on the recommendations made in the first instance and make further suggestions, if necessary.

#### c) **Stage 3: Second advance**

The second advance is an advanced draft of the final output, in which it may be more clearly identified how the gender perspective has been incorporated. The advisory group will review the delivered output and make suggestions for corrections or alterations as it deems necessary.

### 2. Preparation of recommendations

At each of the above stages, the advisory group will make general recommendations of various types. It will:

- Suggest areas of the topic under discussion where it is relevant to consider gender differences.
- Propose the disaggregation of variables by sex or the consideration of complementary indicators, where relevant.
- Recommend bibliographical references that may be consulted for the proper consideration of the gender perspective in the preparation of the output.

- Facilitate contact with gender specialists who can provide input for the product under development, if necessary.
- Provide guidelines for the use of inclusive language.

## V. DURATION

The advisory group's duration is open-ended. The member entities of the advisory group and the corresponding focal points may be changed according to the availability of the institutions.

## VI. REGULAR CHANNEL

The Statistics Division of ECLAC, as technical secretariat of the Conference, will be responsible for convening the advisory group when necessary and for facilitating the exchange of information with the working groups of the Conference. To this end, it will communicate with both parties during periods when outputs are being delivered and recommendations made as described under point VII.

## VII. TIMETABLE FOR THE BIENNIUM 2022–2023

In accordance with the stages described above, the advisory group is expected to be in a position to make recommendations within a period not exceeding two months after the submissions of advances.

No.	Stage	Date of delivery by the working group	Date of delivery of recommendations by the advisory group
1	Stage 1: Output proposal	20 October 2020 <sup>a</sup>	31 December 2021
2	First progress report	30 June 2022	31 August 2022
3	Second progress report	1 March 2023	28 April 2023

<sup>a</sup> Tentative date by which proposed outputs to be submitted to the Conference at its eleventh meeting will be determined.



## ANNEX

**MINIMUM ELEMENTS TO BE INCLUDED FOR MAINSTREAMING THE GENDER PERSPECTIVE IN OUTPUTS PREPARED BY THE WORKING GROUPS OF THE STATISTICAL CONFERENCE OF THE AMERICAS OF ECLAC**

- Clear diagnosis of how the working group's output could contribute to gender equality.
  - Review of global, regional and national normative frameworks in relation to the group's theme and gender equality.
  - Consultations with gender institutions and experts (machineries for the advancement of women, feminist and women's organizations, specialized academia, specialized agencies, experts and gender focal points in sectoral ministries and statistical offices).
  - Analysis of the situation and how the output can contribute to gender equality.
- Use of inclusive language, avoiding gender bias in the presentation of the working group's proposal, the preparation of intermediate documents, progress reports, presentations and dissemination documents.
  - Avoid expressions, icons or images that are discriminatory or perpetuate stereotypes.
  - Use nouns, articles, adjectives, participles and pronouns in such a way as to include the feminine and masculine genders, or use expressions that cover both genders.
- Disaggregate by sex throughout the process of production and dissemination of information on people.
  - Include sex as a minimum variable in all data collection tools (questionnaires, sample designs, indicator proposals, dissemination tools).
  - Maintain the sex variable when integrating different information sources.
  - When the unit of analysis is not at the individual level, generate complementary variables at that level to support disaggregation by sex.
  - Make efforts to prioritize other variables that are relevant for intersectional gender analysis, such as age, territory, income level, race and ethnicity.
- Explain the contribution to gender equality of all the outputs produced in the framework of the Statistical Conference of the Americas of ECLAC.
  - Standards, classifications and methodologies must not obscure or disregard the roles assigned to men and women and the inequalities existing in society.
  - Methodological tools such as databases, quality assessment tools or standardized questionnaires should take into account factors such as the revision of conceptual bases and the use of coding and classification terminologies, as well as training on gender issues for staff involved in the process.

- Documents with recommendations for data collection processes and tools should consider the differences between men and women and the power relations and inequalities that exist. For example, survey design should prioritize responses from direct informants, take into account the barriers that women may face in responding (situations of violence, care overburden, and so forth), avoid wording of questions in a way that introduces bias, consider the organization of media campaigns that include awareness-raising messages, and the selection of field staff, among others.
- The organization of workshops and consultation mechanisms should include gender experts.
- The output of the group’s work should explicitly show the value of mainstreaming and the contribution to gender equality.
- Online outreach resources should be accessible to women and people working on gender issues.

Source: Economic Commission for Latin America and the Caribbean (ECLAC).