

Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

Target 16.7: Ensure responsive, inclusive, participatory and representative decision-making at all levels

Indicator 16.7.1: Proportions of positions (by age group, sex, persons with disabilities and population groups) in public institutions (national and local), including (a) the legislatures; (b) the public service; and (c) the judiciary, compared to national distributions.

**This metadata is for sub-component (b) of the indicator, on the public service.**

## Institutional information

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### Organization(s):

UNDP Oslo Governance Centre

## Concepts and definitions

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### Definition:

This metadata is focused only on the public service sub-component of indicator 16.7.1. It measures representation in the public service with respect to the sex, age, disability and population group status of public servants. It assesses the extent to which the proportion of female, or disabled, or indigenous public servants – to name a few possible sub-groups tracked by this indicator – corresponds to the proportion of these groups in society as a whole.

More specifically, this indicator measures the proportional representation of various demographic groups (women, youth, persons with disability, and nationally relevant population groups) across four categories of **bureaucratic positions** in the public service at both national and sub-national levels, namely: (1) Managers, (2) Professionals, (3) Technicians and Associate Professionals and (4) Clerical Support Workers. Among **front-line service workers**, a particular focus is also placed on four categories of positions, namely: (1) Police Personnel, (2) Education Personnel, (3) Health Personnel and (4) Front-Desk Administrative Personnel (with each category of front-line service workers further sub-divided using the same four levels defined for bureaucratic positions).

### Rationale:

The public service is the bedrock of government – where the development and implementation of public policies and programmes takes place and where society interacts with the government. In most countries, the public service is also the single largest employer. It is in this context that SDG 16, under its target 16.7, encourages countries to ensure that the public service is representative of the people it serves “at all levels”, including amongst bureaucratic positions in central-level government ministries and agencies (from senior management to clerical support), and amongst front-line service workers who interact directly with citizens (including education, health and police personnel as well as front-desk administrative workers).

Indicator 16.7.1 focuses on proportional representation in public institutions; it measures the extent to which a country’s public institutions are representative of the general population. Proportional representation (also known as ‘descriptive representation’) in the public service is concerned with the extent to which the composition of the public service mirrors the various socio-demographic groups in the national population. The underlying assumption is that when the public service reflects the social

diversity of a nation, this may lead to greater legitimacy of the public service in the eyes of citizens, as public servants resemble the people they provide services to, in respect to sex, age, nationally relevant population groups (e.g. ethnic, linguistic, indigenous or other groups) and disability status. Proportional representation has been found to be associated with higher levels of trust in public institutions, as people perceive more inclusive policymaking processes to improve the quality and fairness of policy decisions, and to help curb the undue influence of vested interests over decision-making.<sup>1</sup>

## Concepts:

### **General Government Sector**

The public service sub-component of indicator 16.7.1 is based on the definition of ‘general government sector’ found in the 2008 System of National Accounts (SNA). The general government sector consists of the following groups of resident institutional units:

- All units of central, state or local government, and all non-market, non-profit institutions (NPIs) that are controlled by government units;
- The general government sector also includes social security funds, either as separate institutional units or as part of any or all of central, state or local government.
- The general government sector does not include public corporations, even when all the equity of such corporations is owned by government units. Nor does it include quasi-corporations that are owned and controlled by government units. However, unincorporated enterprises owned by government units that are not quasi-corporations remain integral parts of those units and therefore must be included in the general government sector.

### **General Government Employment**

- General government employment, referred to as ‘public service employment’ for the purpose of this indicator, covers employment at all levels of government (central, state, local and social security funds) and includes core ministries, agencies, departments and non-profit institutions that are controlled by public authorities. As such, general government employment data represents the total number of persons employed directly by those institutions (2008 System of National Accounts).
- It is important to note that data on general government employment is different from data on ‘public sector employment’, calculated under the International Labour Organisation (ILO) framework, which includes employment in public corporations (here to be excluded.)

Building on the above conceptual framework, the data reporting form for this indicator requests countries to:

- Provide aggregate employment figures for the public service, in line with the SNA 2008 definition of ‘general government sector’ and ‘general government employment’;
- List all ministries, agencies and institutions included in the total public service figures provided, at both national and sub-national levels, to avoid any misunderstanding on which entities are included and which are not;
- Specify whether military and police figures are included or not in the total public service figures provided (as this differs between countries and significantly impacts overall sex-based representation);
- Confirm that public corporations are not included in the aggregated figures (in line with the SNA 2008 definition of ‘general government sector’ and ‘general government employment’).

Furthermore, the data reporting form encourages countries to provide ministry- or sector-specific data if available, as a supplement to the aggregate figures.

### **Administrative levels**

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<sup>1</sup> See OECD (2017), *Trust and Public Policy: How Better Governance Can Help Rebuild Public Trust*.

- As specified above, general government employment, referred to as ‘public service employment’ for the purpose of this indicator, covers employment at both central and sub-central levels of government. It is to be distinguished from ‘civil service employment’ which has a different legal status (and often includes only the central level of government.)
- Employment data will therefore be collected at two levels:
  - Employment in central government; and
  - Employment in ‘state government units’, described in the 2008 SNA as “institutional units whose fiscal, legislative and executive authority extends only over the individual ‘states’ into which the country as a whole may be divided. Such ‘states’ may be described by different terms in different countries. In some countries, especially small countries, individual states and state governments may not exist. However, in large countries, especially those that have federal constitutions, considerable powers and responsibilities may be assigned to state governments.”

**Note:** Employment data from local government units should *not* be collected for reporting on indicator 16.7.1. Even though ‘local government units’, defined in the 2008 SNA as “institutional units whose fiscal, legislative and executive authority extends over the smallest geographical areas distinguished for administrative and political purposes”, are, in principle, part of the general government sector, this metadata does *not* require reporting on government employment at this administrative level. In order for local government units to be treated as institutional units, the 2008 SNA specifies that they “must be entitled to own assets, raise funds and incur liabilities by borrowing on their own account; similarly, they must have some discretion over how such funds are spent. They should also be able to appoint their own officers, independently of external administrative control.” Since this is not the case in all countries, global reporting on this indicator excludes this administrative level.

#### ***Occupational Categories in the Public Service***

- Target 16.7 calls for responsive, inclusive, participatory and representative decision-making *at all levels*. As such, reporting on indicator 16.7.1(b) needs to be done separately for various levels of decision-making.
- Since there is no international definition of ‘positions’ in the public service and therefore most countries have their own national classification for public service positions, a harmonized set of occupational categories in the public service is needed to ensure the comparability of data reported for this indicator.
- The International Standard Classification of Occupations (ISCO-08) was used to identify 8 ‘core’ occupational categories in the public service. The ISCO-08 is a tool for organizing jobs into a clearly defined set of groups according to the tasks and duties undertaken in the job. It is the basis for many national occupation classifications and the standard for labour information worldwide.
- A *job* is defined in ISCO-08 as “a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self-employment”. *Occupation* refers to the kind of work performed in a job. More specifically, the concept of occupation is defined in ISCO-08 as a “set of jobs whose main tasks and duties are characterized by a high degree of similarity”.
- The 8 occupational categories selected as a primary focus of this indicator are fully consistent with ISCO-08.
  - At central/federal/national and sub-central government levels, four broad categories of bureaucratic positions found to be relatively typical in every government are distinguished, namely Managers (ISCO-08 Major Group 1), Professionals (ISCO-08 Major Group 2), Technicians and Associate Professionals (ISCO-08 Major Group 3) and Clerical Support Workers (ISCO-08 Major Group 4).
  - Among ‘front-line service workers’, a particular focus is placed on four categories of positions: Police Personnel, Education Personnel, Health Personnel and Front-Desk Administrative Personnel. While this list of front-line public service jobs is not exhaustive, these four categories were selected given the substantial portion of public service jobs they account for, and the frequent direct interaction these public servants

have with the public. Within each one of these four categories of ‘front-line service workers’, the same four levels defined for bureaucratic positions are to be distinguished (i.e. Managers, professionals, technicians and associate professionals and clerical support workers).

- Diverse representation among front-line service workers is important as it has been found to help raise the quality of public services by improving the understanding of community needs and ameliorating social dialogue and communication with the wider population.<sup>2</sup>
- A list of specific criteria is provided below to guide the transposition from national classifications to the ISCO-08-based occupational categories in the public service prioritized for this indicator.

**Table 1: Transposition from national classification into ISCO-08-based occupational categories for bureaucratic positions in the public service**

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<sup>2</sup> OECD (2009), [Fostering diversity in the Public Service](#), Public Governance and Territorial Directorate – Network on Public Employment and Management.

CLASSIFICATION	CORRESPONDING ISCO-08 CODES	CRITERIA
<i>Bureaucratic positions within the public service</i>		
Managers	1112, 1120, 121	<ul style="list-style-type: none"> <li>• They are career public servants who have gradually moved up the ranks to top positions. They are NOT appointed by the government or head of government.</li> <li>• This category includes the top public servants (sometimes referred to as Director Generals) just below the Minister or Secretary, but not part of the Cabinet/council of ministers, as well as lower-level managers</li> <li>• Responsibilities of high-level managers range from providing overall direction to a ministry or special directorate/unit and overseeing the interpretation and implementation of government policies, to determining the objectives, strategies, and programmes for the particular administrative unit/department under their supervision. Lower-level managers manage and evaluate the implementation of these departmental programmes, including budget management functions. They also control the selection of professionals working in their department and evaluate their performance.</li> </ul>
Professionals	Mainly 242, possibly 21, 25, 26	<ul style="list-style-type: none"> <li>• At the central/national level, professionals in the public service perform analytical, conceptual and practical tasks to support government policymaking and service delivery operations</li> <li>• They typically have some level of leadership responsibilities over a field of work or various projects.</li> <li>• Among other tasks, professionals working at the central level and in ministries review existing policies and legislation in order to identify anomalies and out-of-day provisions, formulate and analyze policy options and make recommendations for policy changes. They can also prepare financial statements and conduct audits; develop and review financial plans and strategies; or develop, implement and evaluate staff recruitment.</li> </ul>
Technicians and Associate Professionals	Mainly 33, possibly 31, 34, 35	<ul style="list-style-type: none"> <li>• Technicians and associate professionals in the public service perform technical and related tasks connected with government regulations and operations.</li> <li>• Among other tasks, they perform mostly technical tasks connected with enforcing or applying government rules, financial accounting, human resource development, specialized secretarial tasks, etc.</li> </ul>
Clerical Support Workers	41	<ul style="list-style-type: none"> <li>• They are sometimes referred to as general office clerks.</li> <li>• They are generally not required to have a university degree, although they may.</li> <li>• They perform a wide range of clerical and administrative tasks such as travel arrangements, preparation of reports and correspondence, money-handling operations, requests for information, and appointments.</li> <li>• Some assist in the preparation of budgets, monitoring of expenditures, drafting of contracts and purchasing or acquisition orders.</li> </ul>

**Table 2: Transposition from national classification into ISCO-08-based occupational categories for front-line service workers in the public service**

<i>Front-Line Service Workers</i>		<b>Examples</b>
<b>Police Personnel</b>	<ul style="list-style-type: none"> <li>• Managers: 1112, 121, 134</li> <li>• Professionals: 241-242, 25</li> <li>• Technicians and Associate Professionals: 3355, 5412, 5413, 334</li> <li>• Clerical Support Workers: 41</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managers (i.e. career public servants - NOT appointed):</b> e.g. Police Inspector-General, police chief constable, police commissioner, police inspector-general, police superintendent, finance manager, human resources manager, policy and planning manager (in a police facility)</li> <li>• <b>Professionals:</b> e.g. Finance professionals, administration professionals, information and communications technology professionals (in a police facility)</li> <li>• <b>Technicians and Associate Professionals:</b> e.g. Constable, police officer, police patrol officer, police inspector and detective, prison guard</li> <li>• <b>Clerical Support Workers:</b> e.g. General office clerks (in a police facility)</li> </ul>
<b>Education Personnel</b>	<ul style="list-style-type: none"> <li>• Managers: 121, 1345</li> <li>• Professionals: 231-235, 241-242</li> <li>• Technicians and Associate Professionals: 531, 334</li> <li>• Clerical Support Workers: 41</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managers (i.e. career public servants - NOT appointed):</b> e.g. University dean, college director, school principal, childcare centre manager, finance manager, human resources manager, policy and planning manager (in an education facility)</li> <li>• <b>Professionals:</b> e.g. University and higher education teachers, vocational education teachers, primary/secondary school teacher, primary school and early childhood teachers</li> <li>• <b>Technicians and Associate Professionals:</b> e.g. Child care workers and teachers' aides</li> <li>• <b>Clerical Support Workers:</b> e.g. General office clerks (in an education facility)</li> </ul>
<b>Health Personnel</b>	<ul style="list-style-type: none"> <li>• Managers: 121, 1342, 1343</li> <li>• Professionals: 22, 241-242</li> <li>• Technicians and Associate Professionals: 32; 532, 3344</li> <li>• Clerical Support Workers: 41</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managers (i.e. career public servants - NOT appointed):</b> e.g. Hospital director, health facility administrator, clinical director, community health care coordinator, aged care service manager, finance manager, human resources manager, policy and planning manager (in a health facility)</li> <li>• <b>Professionals:</b> e.g. Medical doctors, nursing and midwifery professionals, veterinarians, dentists, pharmacists</li> <li>• <b>Technicians and Associate Professionals:</b> e.g. Health associate professionals, ambulance workers, personal care workers in health services, medical secretaries</li> <li>• <b>Clerical Support Workers:</b> e.g. General office clerks (in a health facility)</li> </ul>
<b>Front-Desk Administrative Personnel</b>	<ul style="list-style-type: none"> <li>• Managers: 112, 121</li> <li>• Professionals: 241-242, 25</li> <li>• Technicians and Associate Professionals: 334, 335</li> <li>• Clerical Support Workers: 41</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Managers (i.e. career public servants - NOT appointed):</b> e.g. Managing directors of government offices providing a wide range of administrative services, including registration services (e.g. delivery of personal identity documents, various types of licenses, building/business permits, etc.), taxation, social benefits, customs and border inspection, etc.; finance manager, human resources manager, policy and planning manager (in a government office)</li> <li>• <b>Professionals:</b> e.g. Finance professionals, administration professionals, information and communications technology professionals (in a government office)</li> <li>• <b>Technicians and Associate Professionals:</b> e.g. Customs and border inspectors, government tax and excise officials, government social benefits officials, government licensing officials</li> <li>• <b>Clerical Support Workers:</b> e.g. General office clerks (in a government office)</li> </ul>

### ***Disaggregation dimensions***

The indicator calls for disaggregation of positions by age, sex, nationally relevant population groups and disability status. The following international human rights instruments contain provisions on enhancing opportunities for participation by individuals and groups holding such characteristics:

#### *The universal right and opportunity to participate in public affairs*

Article 25 of the International Covenant on Civil and Political Rights (ICCPR) recognizes “the right and opportunity, without distinction of any kind such as race, color, sex, language, religion, political or other opinion, national or social origin, property, birth or other status to take part in the conduct of public affairs, directly or through freely chosen representatives”. General Comment 25 of the Human Rights Committee elaborates that access to public service employment should be based on equal opportunity and general principles of merit, and that the provision of secured tenure would ensure that persons holding public service positions are free from political interference or pressures.

Sex

The 1979 Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) provides the basis for realizing equality between women and men through ensuring women's equal access to, and equal opportunities in, political and public life, including the right to participate in the formulation of government policy and the implementation thereof and to hold public office and perform all public functions at all levels of government (Article 7). States parties agree to take all appropriate measures to overcome historical discrimination against women and obstacles to women's participation in decision-making processes (Article 8), including legislation and temporary special measures (Article 4). The Beijing Declaration and Platform for Action also call for women's equal access to public service jobs, by setting a target of a minimum of 30 percent of women in leadership positions.

### *Age*

The 2015 Security Council Resolution 2250 urges Member States to consider ways to increase inclusive representation of *youth* in decision-making at all levels in local, national, regional and international institutions and mechanisms to prevent and resolve conflict and counter violent extremism.

### *'Population group' status*

The Declaration on the Rights of Persons belonging to National or Ethnic, Religious and Linguistic Minorities (1992) and the Declaration on the Rights of Indigenous Peoples (2007) provide that persons belonging to minorities and indigenous peoples have the right to participate in the political, economic, social and cultural life of the State.

### *Disability status*

The United Nations Convention on the Rights of Persons with Disabilities (2006) calls upon State Parties to ensure that persons with disabilities can effectively and fully participate in political and public life on an equal basis with others. Under Article 31 of the Convention, State Parties commit to collecting disaggregated information, including statistical and research data to give effect to the Convention, and assume responsibility for the dissemination of these statistics.

## **Comments and limitations:**

### *Measuring representation*

- The significance of 'descriptive' or 'proportional' representation has been challenged in different ways. First, there is the question of why be attentive to some groups (women, young people, minorities, etc.) but not others (the poor, LGBTI, "ethnic" groups who might not be officially recognized, etc.) Second, in countries whose populations are a mosaic of many diverse groups (some of which may account for less than 1 percent of the population), an exact reflection of such pluralism in the composition of the public service would be impossible and unnecessary. Third, descriptive representation has the danger of ultimately becoming an end in itself. Concerns about effective representation should not end once the public service has the appropriate number of public servants representing each minority groups. These public servants should be able to articulate minority concerns and should have the same opportunities as others to have some influence on policy formulation and implementation. Nevertheless, if a public service includes none, or very few, women, young people or minorities, that is probably a worrying sign that the interests of these particular groups are not being heard.
- The age, sex, disability and population group status of individuals holding positions at various levels of decision-making in the public service provide an indication at the symbolic level of the way in which power is shared within an institution. However, there is no certainty that because a Manager is young (or old), a woman (or a man), or belongs to a minority group, s/he will bring to the fore issues of interest to groups with the same socio-demographic profile.
- Tracking the age of public servants offers some measure of youth representation in the public service. However, in most ministries and agencies constituting the public service around the world, leadership positions such as those falling in the category of 'Managers' are considered senior functions which require considerable experience, and are awarded on the basis of seniority. This means that such positions are by nature unlikely to be held by individuals in the

younger age brackets. As such, for positions falling in the category of ‘Managers’, more relevant insights will be generated on the basis of sex disaggregation, or disaggregation based on disability or population group status.

- Finally, governments use various ways to deliver public services, including through a range of partnerships with the private or not-for-profit sectors, and this indicator does not account for the staffing composition of other such entities which may have been contracted by the government to deliver public services. While in several countries, the large majority of health care providers, teachers and emergency workers are directly employed by the government, in others, public-private service delivery arrangements are in place, which means that many of these professionals are employed by organisations that are not state-owned, or by private contractors. Since this indicator does not account for the outsourcing of public service provision by the government, it may not give a complete picture of the representativeness of those who provide public services – irrespective of who their employer is. This aspect could be made more explicit by supplementing the public service data to be provided for this indicator with an indicator of the size of general government employment (as a percentage of total employment): a small share of general government employment can suggest that a significant share of public service provision is managed by the private sector, and as such is not captured by this indicator.

#### Transposing national classifications of public service jobs into ISCO-08 based occupational categories for the public service

- The ISCO-08 based occupational categories proposed for this indicator are meant to be broad enough to accommodate considerable diversity among national classifications. When transposing their national classifications, countries should strive to respect the criteria listed for each occupational category and the references provided to specific ISCO-08 codes, while noting any divergence when reporting.
- In particular, an important distinction needs to be made to ensure consistent reporting on the first occupational category – ‘Manager’. To minimize cross-country variations in the way countries transpose their national classification into this category, it is important to distinguish positions in the ‘Managers’ category that are appointed (or elected) by the government or the head of government, and career public servant positions, obtained on the basis of merit and seniority.
- This methodology only considers the latter – i.e. *‘Manager’ positions held by career public servants, obtained on the basis of merit and seniority.*
- This is an important distinction with significant implications for reporting. For instance, appointing more women (or more individuals from a certain disadvantaged population group) to leadership positions that change with elections is fundamentally different (and can be done much more quickly) from promoting women (or a disadvantaged population group) through the ranks to top positions in the public service.
- As such, if not distinction was made between appointed positions and career public servants, countries deciding to include only on appointed positions may appear more representative than countries reporting on career public servants.

#### Sensitivity of collecting disability and population group data in the public service

- In certain contexts, population group status may prove to be a sensitive and politically charged variable. For example, several countries actively restrict or ban identification of ethnic or religious status, in order to protect vulnerable populations or discourage inter-ethnic conflict. In addition, definitions of groups that constitute a minority vary greatly between countries.
- Furthermore, there is a strong human rights principle that individuals must be able to choose to identify themselves as members of a minority, or not. It would not be appropriate for public service bodies (or any other body) to assume or to assign public servants a certain membership of a particular population group. As such, administrative data collection systems in the public service should allow public servants to self-report on membership of nationally relevant population groups.



- Similarly, discriminatory perceptions and implicit bias against disability can make the collection of data by public service bodies on this characteristic equally sensitive. This is partly because public servants with disabilities, like everyone else, have a right to privacy and therefore are not under an obligation to reveal a disability. Moreover, in many states, information concerning disability falls under the umbrella of health data and is therefore confidential, thus preventing public service bodies to release this information even on an anonymous basis.<sup>3</sup>
- However, countries are encouraged to produce self-reported data on disability, using the [Short Set of Questions on Disability elaborated by the Washington Group](#). This short questionnaire is best administered directly to public servants by a neutral sponsor, such as a national statistical office, who can provide adequate reassurances to respondents on the anonymity and confidentiality of their responses.

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<sup>3</sup> See, for example, the EU General Data Protection Regulation (GDPR, 2016/679) which introduced a particularly broad definition of health data and a range of restrictions on processing it. GDPR took effect in all EU Member States in May 2018.

## Methodology

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### Computation Method:

Indicator 16.7.1(b) aims to compare the proportion of various demographic groups (by sex, age, disability and population groups) represented in the public service, relative to the proportion of these same groups in the national population.

- *A detailed Data Reporting Form with accompanying guidance and definitions* is available to assist countries in reporting on this indicator across the eight ISCO-08-based occupational categories identified for the public service, at the level of both national and sub-national government, and on the basis of sex, age groups (<25, 25-34, 35-44,45-54,55-64, >65), nationally relevant population groups and disability status.
- *Countries are encouraged to report data that is available*, understanding that public servant disaggregated data for disability status and nationally-relevant population groups may not be currently available in many jurisdictions. Countries are encouraged to build additional capacities to disaggregate data by these demographic groups.
- *Information for part-time positions should be given in full-time equivalents* and should be counted only for permanent posts actually filled. It is important to consider the part-time or full-time status of posts to address the risk that some target groups may be underemployed and over-reported (e.g. If women are more likely to receive part-time posts than full-time posts, there might be a false impression that women are equally represented in those posts, when in reality they work less than their male counterparts due to their part-time status).
- *When comparing ratios of certain groups in the public service with corresponding shares of the same groups in the national population, it is important to use the working-age population of that group in the national population as a comparator i.e. above the minimum age required to apply for a public servant job, and below the mandatory retirement age for public servants<sup>4</sup>.* These lower and upper age boundaries will vary depending on the country, and need to be defined by each country in the below formula. For instance, let's say that the minimum age to be eligible for a public service job in a given country is 18 years old, and the mandatory retirement age for public servants is 65 years old. When comparing public servants belonging to a particular population group (say, a particular ethnic group) with the corresponding share of this ethnic group in the national population, it is important to focus only on those members of this ethnic group aged between 18 and 65.

Global reporting on indicator 16.7.1(b) can be done in two steps:

#### **Step 1: Reporting simple proportions of women, 'youth', persons with a disability, and specific population groups across each occupational category in the public service, at both national and sub-national government levels**

Note: With regards to age disaggregation, a specific focus on "youth" is recommended, using the cut-off age of 34 or younger at the time of data collection.

#### Employment in public service at NATIONAL/CENTRAL level

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<sup>4</sup> In the event that a mandatory retirement age (MRA) has not been set for the public service specifically in a given country, the "default retirement age" (DRA) could be used as an alternative. The DRA applies to all employment in a given country, and "is the minimum age at which employers can (if they choose to) set a mandatory retirement age, requiring employees to retire." If neither a MRA nor a DRA exist in a country, it is suggested to use the age of 65 as a ceiling, which is a common MRA across countries.

<b>ISCO-08-based occupational categories for the public service</b>	<b>Proportion of female public servants</b>	<b>Proportion of 'young' public servants aged 34 and below</b>	<b>Proportion of disabled public servants</b>	<b>Proportion of public servants in population group A (and B,C,D, etc.)</b>
<i>Bureaucratic positions</i>				
Managers	Female Managers / All Managers	Managers aged 34 and below / All Managers	Disabled Managers / All Managers	Managers belonging to population group A / All Managers
Professionals	...	...	...	...
Technicians and Associate Professionals	...	...	...	...
Clerical Support Workers	...	...	...	...
<i>Front-line service workers</i>				
Police Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Education Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Health Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Front-Desk Administrative Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
<i>Overall (across all occupational categories)</i>	...	...	...	...

## Employment in public service at SUB-NATIONAL level

ISCO-08-based occupational categories for the public service	Proportion of female public servants	Proportion of 'young' public servants aged 34 and below	Proportion of disabled public servants	Proportion of public servants in population group A (B,C,D, etc.)
<i>Bureaucratic positions</i>				
Managers	Female Managers / All Managers	Managers aged 34 and below / All Managers	Disabled Managers / All Managers	Managers belonging to population group A / All Managers
Professionals	...	...	...	...
Technicians and Associate Professionals	...	...	...	...
Clerical Support Workers	...	...	...	...
<i>Front-line service workers</i>				
Police Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Education Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Health Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Front-Desk Administrative Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
<i>Overall (across all occupational categories)</i>	...	...	...	...

**Step 2: Generating ratios comparing the proportion of women, 'youth', persons with a disability, and specific population groups in the public service relative to the proportion of the same groups in the national population, across each occupational category, at both national and sub-national government levels**

Employment in public service at NATIONAL/CENTRAL level

(Same ratios to be calculated for employment in public service at SUB-NATIONAL level, in separate table)

ISCO-08-based occupational categories in the public service	<b>Female representation ratios:</b> Proportion of female public servants in [occupational category x] / Proportion of women in the working-age population	<b>'Youth' representation ratios:</b> Proportion of 'young' public servants aged 34 and below in [occupational category x] / Proportion of the national population aged 34 and below (and above the eligibility age for a public service job)	<b>Disabled persons representation ratios:</b> Proportion of disabled public servants in [occupational category x] / Proportion of disabled persons in the working-age population	<b>Population group A representation ratios:</b> Proportion of public servants belonging to population group A in [occupational category x] / Proportion of population group A in the working-age population
<i>Bureaucratic positions</i>				
Managers	e.g. 10% female Managers / 50% women in working-age population = 0.2 → <b>Under-representation (&lt;1)</b>  <b>Ratio 1a) for Women – 'Managers'</b>	...	...	...
Professionals	...	...	e.g. 3% disabled Professionals / 9% disabled in the working-age population = 0.33 → <b>Under-representation (&lt;1)</b>	...
Technicians and Associate Professionals	...	e.g. 20% Technicians and Associate Professionals aged 34 and below / 32% of national population aged 34 and below	...	...

		(and above the eligibility age for a public service job, say 18) = 0.625 → <b>Under-representation (&lt;1)</b>		
Clerical Support Workers	...	...	...	e.g. 70% public servants belonging to population group A among Clerical Support Workers / 35% of national population belonging to population group A = 2 → <b>Over-representation (&gt;1)</b>
<b>Front-line service workers</b>				
Police Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Education Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Health Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...
Front-Desk Administrative Personnel <ul style="list-style-type: none"> <li>Managers</li> <li>Professionals</li> <li>Technicians and associate professionals</li> <li>Clerical service workers</li> </ul>	...	...	...	...

<i>Overall (across all occupational categories)</i>	<b>Ratio 1b) for Women – ‘Overall’</b>	<b>Ratio 2 for Youth – ‘Overall’</b>	<b>Ratio 3 for Persons with a Disability – ‘Overall’</b>	<b>Ratio 4 for Population Group A (B,C,D,etc.) – ‘Overall’</b>
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Countries are expected to fill out the above table to the best of their ability, and to report as many representation ratios as possible, for women, ‘youth’, persons with a disability, and specific population groups, across all occupational categories, at both national and sub-national levels. Meanwhile, global reporting on indicator 16.7.1(b) will focus on 4 ‘overall ratios’ (see highlighted cells in the table above), namely:

- **Ratio 1a) and b): Representation of female public servants ‘overall’ (across all occupational categories) and representation of women in the ‘Manager’ category** (*separate ratios for national and sub-national levels*): These two ratios are important because women remain significantly underrepresented in the public service across all regions, both in the public service as a whole and in the top levels of the public service (UNDP, Gender Equality in Public Administration – GEPA, 2014). The target of a minimum of 30 percent of women in leadership positions, originally endorsed by ECOSOC in 1990 and reaffirmed in the Beijing Platform for Action in 1995, remains unmet in most countries. For instance, according to the Worldwide Index of Women as Public Sector Leaders developed by Ernst & Young<sup>5</sup>, across the G20 major economies, women represent less than 20 percent of public sector leadership.
- **Ratio 2: Representation of ‘young’ public servants aged 34 and below across all occupational categories** (*separate ratios for national and sub-national levels*): This ratio is important because in several countries, there is a significant age gap between those in public service and the people they serve (UNDP GEPA, 2014), which has been found to undermine young people’s trust in public institutions (OECD, 2017). To remedy this situation, the UN Security Council has urged Member States to “consider ways to increase inclusive representation of youth in decision-making at all levels in local, national, regional and international institutions” (UN SC Resolution 2250 (2015).
- **Ratio 3: Representation of public servants with a disability across all occupational categories** (*separate ratios for national and sub-national levels*): This ratio is important because persons with disabilities remain significantly underrepresented in the public service, and under Article 31 of the UN Convention on the Rights of Persons with Disabilities (2006), State Parties have committed to collecting disaggregated information to give effect to the Convention’s call to ensure that persons with disabilities can effectively and fully participate in public life on an equal basis with others.
- **Ratio 4: Representation of public servants belonging to Population Group A (B,C,D, etc.) across all occupational categories** (*separate ratios for national and sub-national levels*): This ratio is important because evidence shows that when public servants resemble the people they provide services to, with respect to their ethnic, linguistic or religious affiliations, or to their indigenous status, citizens perceive the public service to be more legitimate. Proportional representation of nationally-relevant population groups in the public service has been found to be associated with higher levels of public trust in public institutions.

Guidance on how to calculate these four ratios is provided below:

<sup>5</sup> See Earnst and Young, Worldwide Index of Women as Public Sector Leaders (2014) [www.ey.com/Publication/vwLUAssets/EY - Worldwide Index of Women as Public Sector Leaders/\\$FILE/EY-Worldwide-Index-of-Women.pdf](http://www.ey.com/Publication/vwLUAssets/EY_-_Worldwide_Index_of_Women_as_Public_Sector_Leaders/$FILE/EY-Worldwide-Index-of-Women.pdf)

- 1) To calculate Ratio 1a) for female public servants in the 'Manager' category, the following formula is to be used:

$$\text{Ratio 1a)} = \frac{\text{Proportion of women in the 'Manager' category in the public service}^*}{\text{Proportion of women in the working-age population}}$$

*\*Ratios for national and sub-national levels to be calculated separately*

Where:

- The numerator is the number of jobs held by women in the 'Manager' category in the public service, divided by the total number of public servants in the 'Manager' category
- The denominator can be set at 50, as women generally represent around 50% of the national population in any given age bracket.

The resulting ratio can be:

- 0, when there is no representation of women at all in the 'Manager' category in the public service
- <1, when the proportion of women in the 'Manager' category in the public service is lower than women's share in the working-age population
- =1, when the proportion of women in the 'Manager' category in the public service equals women's share in the working-age population
- >1, when the proportion of women in the 'Manager' category in the public service is higher than women's share in the working-age population

Example: Say in country A, 10% of public servants in the 'Manager' category are women:

$$\text{Ratio 1a)} = 10 / 50 = 0.2$$

*(<1 since women in the 'Manager' category are under-represented, and the ratio is small given the share of women in this occupational category is far from parity)*

- 1) To calculate Ratio 1b) for female public servants across the public service as a whole, the following formula is to be used:

$$\text{Ratio 1b)} = \frac{\text{Proportion of women across all occupational categories in the public service}^*}{\text{Proportion of women in the working-age population}}$$

*\*Ratios for national and sub-national levels to be calculated separately*

Where:

- The numerator is the number of jobs held by women across all occupational categories in the public service, divided by the total number of public servants across all occupational categories
- The denominator can be set at 50, as women generally represent around 50% of the national population in any given age bracket.

The resulting ratio can be:

- 0, when there is no representation of women at all in the public service
- <1, when the proportion of women in the public service is lower than women's share in the working-age population



- =1, when the proportion of women in the public service equals women’s share in the working-age population
- >1, when the proportion of women in the public service is higher than women’s share in the working-age population

Example: Say in country A, 35% of public across all occupational categories are women:

Ratio 1b) = 40 / 50 = 0.8

*(<1 since women in the public service are under-represented, and the ratio is higher given the share of women in the public service is not so far from parity)*

- 2) To calculate Ratio 2 for ‘young’ public servants (aged 34 and below) across all occupational categories, the following formula is to be used:

$$\text{Ratio 2} = \frac{\text{Proportion of public servants aged 34 and below}^*}{\text{Proportion of the national population aged 34 and below}}$$

*\*Ratios for national and sub-national levels to be calculated separately*

Where:

- The numerator is the number of jobs in the public service held by public servants aged 34 and below across all occupational categories, divided by the total number of public servants (across all occupational categories)
- The denominator can be computed using national population figures as follows, keeping in mind that when assessing the representation of ‘young’ public servants (aged 34 and below), the national population to be used as a comparator will be above the age of eligibility for a public service job, and below 34 (*not* 0-34):

$$\frac{[\text{Size of national population } < \text{ or } = \text{ to } 34] - [\text{Size of national population } < \text{ age of eligibility for a public service job}]}{\text{Size of national population}}$$

The resulting ratio can be:

- 0, when there is no representation at all of ‘youth’ (34 years and below) in the public service
- <1, when the proportion of ‘youth’ (34 years and below) in the public service is lower than youth’s share in the national population
- 1, when the proportion of ‘youth’ (34 years and below) in the public service equals youth’s share in the national population
- >1, when the proportion of ‘youth’ (34 years and below) in the public service is higher than youth’s share in the national population

Note: *While a simple proportion of ‘young’ public servants is not internationally comparable, a ratio computed using the above formula is. For instance, 32% of ‘young’ public servants (34 years old or younger) may be an over-representation of youth in country A where only 20% of the national population (above eligibility age for a public service job) falls in this age bracket (Ratio 3 = 32/20 = 1.6), but in country B where 40% of the national population is 34 years old or younger (and above eligibility age for a public service job), the same 32% would be interpreted as under-representation (Ratio = 32/40 = 0.8). In this example, the figure of 32% is not internationally comparable (it means over-representation in one country and under-representation in another), but the ratios 1.6 and 0.8 are internationally comparable. They help us understand whether 32% of public servants aged 34*

*years old or less is close to, or far from, proportional representation of this age group in the national population.*

Example: Say in the same country A, 20% of public servants are aged 34 and below, and the corresponding share of the national population aged between 18 (the eligibility age for public service jobs in country A) and 34 is 20%:

Ratio 2 = 20 / 20 = 1

*(=1 since the proportion of public servants aged 34 or younger equals the share of this age group (i.e. > or = to 18 and < or = to 34) in the national population.)*

- 3) To calculate Ratio 3 for public servants with a disability across all occupational categories, the following formula is to be used:

$$\text{Ratio 3} = \frac{\text{Proportion of Persons With Disabilities (PWD) in the public service}^*}{\text{Proportion of Persons With Disabilities in the working-age population}}$$

*\*Ratios for national and sub-national levels to be calculated separately*

Where:

- The numerator is the number of jobs in the public service held by PWD, divided by the total number of public servants (across all occupational categories)
- The denominator can be computed using national population figures as follows:

$$\frac{[\text{Population size of PWD in the national population } < \text{ or } = \text{ to age of mandatory retirement}] - [\text{Population size of PWD in the national population } < \text{ to age of eligibility for a public service job}]}{[\text{Size of national population } < \text{ or } = \text{ to age of mandatory retirement}] - [\text{Size of national population } < \text{ to age of eligibility for a public service job}]}$$

The resulting ratio can be:

- 0, when there is no representation of PWD at all in the public service
- <1, when the proportion of PWD in the public service is lower than the share of PWD in the working-age population
- =1, when the proportion of PWD in the public service equals the share of PWD in the working-age population
- >1, when the proportion of PWD in the public service is higher than the share of PWD in the working-age population

Example: Say in the same country A, 2% of public servants have a disability, when nationally, PWD make up 8% of the national population:

Ratio 3 = 2 / 8 = 0.25

*(<1 since PWD in the public service are under-represented)*

- 4) To calculate Ratio 4 for 'Population Group A' in the public service across all occupational categories, the following formula is to be used (this formula should be applied for each population group for which data is available):

$$\text{Ratio 4} = \frac{\text{Proportion of 'Population Group A' in the public service}}{\text{Proportion of 'Population Group A' in the working-age population}}$$

Where:

- The numerator is the number of jobs in the public service held by 'Population Group A', divided by the total number of public servants (across all occupational categories)
- The denominator can be computed using national population figures as follows:

$$\frac{[\text{Size of 'Population Group A' in the national population } < \text{ or } = \text{ to age of mandatory retirement}] - [\text{Size of 'Population Group A' in the national population } < \text{ age of eligibility for a public service job}]}{[\text{Size of national population } < \text{ or } = \text{ to age of mandatory retirement}] - [\text{Size of national population } < \text{ to age of eligibility for a public service job}]}$$

The resulting ratio can be:

- 0, when there is no representation of 'Population Group A' at all in the public service
- <1, when the proportion of 'Population Group A' in the public service is lower than the share of 'Population Group A' in the working-age population
- =1, when the proportion of 'Population Group A' in the public service equals the share of 'Population Group A' in the working-age population
- >1, when the proportion of 'Population Group A' in the public service is higher than the share of 'Population Group A' in the working-age population

#### Disaggregation categories:

- *Sex*: Male/Female
- *Age*: It is recommended to follow UN standards for the production of age-disaggregated national population statistics, using the following age groups: (1) below 25 years old, (2) 25-34, (3) 35-44, (4) 45-54, (5) 55-64 and (6) 65 years old and above. A specific focus on a "youth" age group is also recommended, using the cut-off age of 34 or younger at the time of data collection.
- *Disability*: 'Disability' is an umbrella term covering long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder the full and effective participation of disabled persons in society on an equal basis with others<sup>6</sup>. It is recommended that countries use the Short Set of Questions on Disability developed by the Washington Group to disaggregate public servant data by disability<sup>7</sup>.
- *Nationally relevant population groups* (e.g. indigenous/linguistic/ethnic/religious or any other nationally relevant groups): The population of a country is a mosaic of different population groups that can be identified according to racial, ethnic, language, indigenous or migration status, religious affiliation, or sexual orientation, amongst other characteristics. For the purpose of this indicator, particular focus is placed on minorities. *Minority groups* are groups that are numerically inferior to the rest of the population of a state, in a non-dominant position, whose members—being nationals of the state—possess ethnic, religious or linguistic characteristics differing from those of the rest of the population and show, even if only implicitly, a sense of solidarity directed towards preserving

<sup>6</sup> UN General Assembly, Convention on the Rights of Persons with Disabilities: resolution / adopted by the General Assembly, 24 January 2007, A/RES/61/106, available at: <http://www.refworld.org/docid/45f973632.html>

<sup>7</sup> [UNDP's Disability Based Inclusion Report](#) details a pilot study in partnership with the South African statistical office on an approach for integrating the Washington Group Short Set on Functioning in the human resources management information system used to maintain data on personnel within the public service. The findings from this pilot experience suggest that using the Washington Group questions for the measurement of disability in the public service is possible. In the experience of the South African public service, it was also a marked improvement over the existing administrative data system, which captures the disability status of employees upon their recruitment but is not regularly updated thereafter, unless an employee chooses to disclose, update, or change his or her disability status. This pilot experience also confirmed that national statistical offices are ideally placed to guarantee the confidentiality of the responses provided by public servants to such a survey, which is essential to overcome individual reluctance to disclose sensitive personal information.

their culture, traditions, religion or language.<sup>8</sup> While the nationality criterion included in the above definition has often been challenged, the requirement to be in a non-dominant position remains important (United Nations, 2010).<sup>9</sup> Collecting public servant data disaggregated by population groups should be subject to the legality of compiling such data in a particular national context and to a careful assessment of the potential risks of collecting such data for the safety of respondents).

#### **Treatment of missing values:**

- [At country level](#)

There is no treatment of missing values.

- [At regional and global levels](#)

There is no imputation of missing values.

#### **Regional / global aggregates:**

The simple average of each one of the three mandatory ratios will be provided for each region, and globally.

#### **Sources of discrepancies:**

There is no internationally estimated data for this indicator.

#### **Methods and guidance available to countries for the compilation of data at national level:**

Countries may also want to consult the ILO's "Quick Guide on Sources and Uses Of Labour Statistics"<sup>10</sup>, which reviews various sources that can be used to produce labour statistics, including labour force surveys and national account statistics. With regards to using administrative records, the ILO Guide notes that while such records "were not designed for statistical purposes, they do have a significant underlying statistical potential, and can be used to produce statistics as a by-product."

To disaggregate public servant data by disability status, it is recommended that countries use the [Short Set of Questions on Disability elaborated by the Washington Group](#). Given the potential sensitivity of disclosing information on disability, declaring and being transparent as to who is the sponsor of such a survey can make respondents more comfortable. It is important for the sponsor to be a neutral entity independent from the employer institution, and to be able to protect the confidentiality of survey respondents. In this regard, National Statistical Offices are particularly well positioned to administer such a survey and to perform subsequent data analysis<sup>11</sup>.

#### **Methods and guidance available to countries for the compilation of data at international level:**

A detailed Data Reporting Form with accompanying guidance and definitions is available to assist countries in reporting on this indicator across the eight ISCO-08-based occupational categories identified

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<sup>8</sup> Francesco Capotorti, Special Rapporteur of the United Nations Sub-Commission on Prevention of Discrimination and Protection of Minorities (1977).

<sup>9</sup> UN Office of the High Commissioner for Human Rights (OHCHR), Minority Rights: International Standards and Guidance for Implementation, 2010, HR/PUB/10/3, <<http://www.refworld.org/docid/4db80ca52.html>>

<sup>10</sup> See [https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms\\_590092.pdf](https://www.ilo.org/wcmsp5/groups/public/---dgreports/---stat/documents/publication/wcms_590092.pdf)

<sup>11</sup> [UNDP's Disability Based Inclusion Report](#) details a pilot study in partnership with the South African statistical office on an approach for using the Washington Group Short Set on Functioning to maintain data on the disability status of personnel within the public service.

for the public service, at the level of both central and state government, on the basis of sex, age groups (<25, 25-34, 35-44,45-54,55-64, >65), nationally relevant population groups and disability status.

### Quality assurance

It is recommended that NSOs serve as the main contact for compiling the necessary data to report on 16.7.1(b), in close coordination with relevant public service bodies in the country. This is to leverage and further consolidate the important quality assurance role played by NSOs in reviewing and ‘vetting’ data produced by other parts of the national statistical system. It has been shown that official data sourced from NSOs tend to have more influence over policy analysis and decision-making at national level than other sources that have not gone through the appropriate vetting and quality assurance processes managed by NSOs.<sup>12</sup>

## Data Sources

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### Description:

- ***There are no existing international datasets on the public service with the level of disaggregation required for this indicator*** i.e. first by administrative level – national vs. sub-national, then by occupational category, and thirdly by socio-demographic characteristics. Data for this indicator must therefore be collected at the country level.
- **Surveys:** Very few countries carry out periodic employment surveys specifically focused on the public service. Generally, survey data on public service employment is a subset of more comprehensive employment datasets collected through other national surveys, such as labour force surveys, household surveys, surveys/censuses of economic establishments, etc. National population censuses are a better source in term of coverage and level of disaggregation, but they happen only every ten years. Given the level of disaggregation required for this indicator, it is unlikely that existing survey data will be sufficient to report on this indicator.
- **Administrative records:** Centralized registries on public servants tend to be more precise (i.e. no sampling error), more up-to-date and more amenable to disaggregation than public service employment statistics derived from surveys.
- In most countries, several national institutions produce administrative records on public service employment. These typically include:
  - 1) A Public Service Commission (or related institution such as a Ministry of Public Administration or a Ministry of Finance) maintaining a centralized registry on the public service workforce *at the national/central level*;
  - 2) Another institution maintaining a similar registry on the public service workforce *at the sub-national level* (such as a Ministry of Local Government or of Municipal Affairs);
  - 3) A Police Services Commission or the like maintaining a centralized registry on police personnel; and
  - 4) A National Statistical Office (NSO) producing general government employment statistics from labour force survey data, or from administrative data submitted by the above-mentioned national institutions maintaining public service registers.
- The most common and most comprehensive method for collecting public servant data is a Human Resource Management Information System (HRMIS), which is typically maintained by a Public Service Commission (or related institution such as a Ministry of Public Administration or a Ministry of Finance). Such systems have been found to produce the most robust data and to have the greatest potential for expansion on various dimensions of disaggregation.
- Since administrative data produced by a HRMIS is not considered “official” data in its raw form, it is recommended that the national institution maintaining a HRMIS collaborate with the NSO for

<sup>12</sup> UN Statistical Division (2017): [Guiding Principles of Data Reporting and Data Sharing for the Global Monitoring of the 2030 Agenda for Sustainable Development](#)

the latter to provide the necessary quality assurance over the data produced by the public service body.

#### Collection process:

- NSOs should coordinate with primary data-producing entities at national and sub-national levels to complete the Data Reporting Form developed for this indicator:
  - Public Service Commissions (or responsible bodies producing public servant data) should complete all sections for which it holds data, and submit the completed Form to the NSO.
  - If a different institution produces public service data at sub-national level (such as a Ministry of Local Government or a Ministry of Municipal Affairs), this institution should also be requested by the NSO to complete the relevant sections of the Data Reporting Form, and to return it to the NSO.
  - Similarly, if a different institution produces data on police personnel (such as a Police Services Commission or the like), this institution should also be requested by the NSO to complete the relevant sections of the Data Reporting Form, and to return it to the NSO.
- NSOs, as the main coordinator of the national statistical system, should quality assure the content of the Data Reporting Form before submitting it for SDG reporting at the international level.

## Data Availability

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#### Description and time series:

- Most countries already have a Human Resource Management Information System (HRMIS) in place to track the composition of the public service. However, each HRMIS produces different types of data, using different definitions and different formats. The detailed Data Reporting Form developed for this indicator, with accompanying guidance, aims to facilitate harmonized reporting on this indicator.
- [UNData, Demographic Statistics Database](#) provides official statistics collected from over 230 national statistical offices on national population sizes disaggregated by age groups (5-year intervals). These statistics are required to calculate the denominators of the Ratios 3, 4 and 5 (see section on 'Computation Method').

## Calendar

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#### Data collection:

The Data Reporting Form to be used to report on this indicator should be submitted at least once every two years. If possible, the Form should be updated annually. This will ensure timely capturing of changes in the composition of the public service which may come as a consequence of the electoral cycle.

#### Data release:

Data will be reported at the international level in April each year, and will provide a snapshot of the situation as at 1 January of that year.

The first full release of data for the indicator will take place in April 2020, on the basis of data as at 1 January 2020.

## Data providers

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National Statistical Offices with relevant primary data-producing entities at national and sub-national levels.

## Data compilers

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UNDP

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<http://www.ilo.org/global/statistics-and-databases/lang--end/index.htm>

International Standard Classification of Occupations (ISCO-08)

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## Related indicators

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This indicator can also be used to monitor SDG target 5.5 on women’s “full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life”<sup>13</sup>, which does not have an indicator specifically focused on decision-making *in the public service*, and SDG target 10.2 on the promotion of the “social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status”, which only has one indicator measuring *economic exclusion*<sup>14</sup>.

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<sup>13</sup> SDG 5.5.1 – Proportion of seats held by women in national parliaments and local governments; and SDG 5.5.2 – Proportion of women in managerial positions

<sup>14</sup> SDG 10.2.1 – Proportion of people living below 50 per cent of median income, by age, sex and persons with disabilities