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**Annotated Outline for Gender Statistics Training Manual:
*Engendering Statistics***

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for UNSD

Preface

(about 1 page)

The purpose of the Manual is explained, including its role in updating the 1996 publication *Engendering Statistics* produced by Statistics Sweden. The primary objective is to encourage gender mainstreaming in the production of official statistics, with particular emphasis on developing countries.

It is noted that the Manual covers all parts of the national statistical system that contribute to the production of gender statistics, although the main focus is on areas where gender statistics originate. The manual provides insights and practical guidance on the many aspects that can affect data quality throughout the production process.

Contents

(about 2 pages)

The structural outline of the manual is presented, including chapter headings and subheadings, and corresponding page number references.

Introduction

(about 2 pages)

The rationale for the manual, outlined briefly in the Preface, is discussed in more detail. The relationship with the 1996 publication is also explained in more detail and the main differences are noted. The organisation and content of the manual is described, including a short summary of what is covered in each chapter and in the annexes.

Chapter 1: Overview of Gender Statistics

(about 10 pages)

Gender statistics provide data on women and men across a wide range of topic fields. They show the different circumstances in which women and men live and how their individual wellbeing has changed over time. These statistics are vital for analysing and addressing gender issues in society and for monitoring the achievement of national and international goals and policies. Statisticians within national statistical systems need to work closely with the users of these statistics (policy makers, businesses, service providers, researchers and the like) to ensure relevant statistics are produced with quality fit for purpose. In many countries the quality of the available statistics needs improvement and there are often significant gaps in what is produced. Integrating a gender perspective into mainstream statistical activity has benefits for both gender statistics and the overall statistical system.

1.1 What are gender statistics?

Gender statistics provide separate data for women and men across the many dimensions of life, revealing differences and relationships between them. They represent a very broad field

of statistics that cuts across other topic fields (eg work, education, health etc) and other population groupings (eg children, indigenous people, lone parents etc). Some examples are provided to illustrate this, with a cross reference to Chapter 6 for more detail (see the list of selected statistics and indicators of wide analytic interest in 6.3).

While gender statistics refer to data that are disaggregated by sex or that relate to one sex only, sex (a biological characteristic) and gender (a social construct) are not the same. The significance of this distinction is discussed. The nature and implications of the intersection between sex and other classifications into which people can be grouped is also discussed.

1.2 Why are they important?

The statistics are vital for understanding many aspects of wellbeing and progress, both for individuals and for society as a whole. They provide a rich source of data for analysing differences in the lives of females and males and for studying relationships between them. Analysing gender differences and relationships over time and within a broader socio-economic context can provide important insights into the functioning and performance of a country's economic and social systems.

The statistics form part of the evidence base underpinning national and international goals and policies related to gender issues as well as broader concerns. They are used by governments, businesses, researchers and a wide range of other national and international organisations in setting goals, developing and monitoring policies and plans, and in designing and implementing services and other programs. A few country examples showing their value for some key uses and users are provided.

1.3 How adequate are they?

National and international reviews and reports indicate that statistics in many countries need improvement to better reflect women and men's roles and contributions and gender relations. While there has been progress over the years, there are still many gaps and deficiencies in the available statistics. A few examples of significant deficiencies found in many countries are provided, along with discussion of the types of organisational responses that might help in achieving improvement.

1.4 Organisational arrangements

Gender mainstreaming has been slow in many national statistical systems. The benefits of integrating a gender perspective into mainstream statistical activity are revisited. Actions that might be needed to achieve such integration are explored. These include the development of coordinated gender statistics programs covering all gender-related work across the various statistical domains within an agency or the wider national statistical service, as well as the creation of dedicated gender statistics units or focal points. A few country examples are provided to illustrate effective approaches.

Chapter 2: Gender Issues

(about 15 pages)

Women and men have different roles in society and different needs. They can encounter different opportunities and constraints in all aspects of their lives, have different access to and control over resources, and be differently affected by a country's policies and programs. Gender issues or concerns can arise from any of these differences and can lead to specific actions to address them. It is also widely recognised, at both national and international levels, that gender differences and relationships need to be taken into account in designing and implementing effective policies and programs to achieve broader social and economic goals. Gender statistics are crucial for providing these gender perspectives in policy and program processes as well as for informing research and discussion in the wider community.

2.1 What is a gender issue?

Gender issues generally refer to concerns by society, or particular groups within society, about specific differences in the lives or wellbeing of women and men. In many cases the concerns relate to debates about gender inequality, including equal opportunity and equity. Examples of current gender issues across a range of areas are discussed, including issues associated with poverty, work, education, health, violence, economic resources, rural development, families, migration, decision-making and institutional arrangements.

2.2 Historical development of gender perspectives

Developments affecting gender perspectives over the last few decades are outlined to provide context for current gender-related initiatives at national and international levels. There is discussion of the women's movements that arose in many countries from around the 1970s, including the Women in Development movement; the 1979 Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW); the subsequent expansion in analytic focus to cover both women and men, including their interrelationships; the government agreements reached during the 1990s recognising the link between gender issues and sustainable development; the 1995 Beijing Declaration and Platform for Action; and the 2000 Millennium Development Goals (MDGs). Reference is made to Annexes 1, 2 and 3 for more detail on CEDAW, the Beijing agreement and the MDGs.

The increasing focus on the mainstreaming of gender issues is discussed. It is noted that the Beijing agreement endorsed gender mainstreaming as a key institutional response for promoting gender equality and empowering women. It is also noted that mainstreaming gender into development policies and programs is considered critical to the achievement of the MDGs.

There is reference to the organisational units that have been set up in most countries and internationally to provide a focal point for women's or gender issues. Annex 4 provides a list of international organisations working on gender issues along with brief descriptions of the main gender-related publications and reports they have produced.

2.3 Evidence-based policy and gender perspectives

This looks at the way gender perspectives can inform all aspects of evidence-based policy and program development, monitoring and evaluation in today's world. It discusses the importance of such perspectives in these processes, drawing on recent national and international experiences. It describes the types of mechanisms and tools (eg plans, strategies, targets) countries have found useful in bringing a gender dimension into these processes. Some country examples are provided to illustrate approaches that have worked well.

Specific consideration is given to gender perspectives that are relevant to achievement of each of the MDGs, including the strategic priorities for Goal 3 *Promote gender equality and empower women* (see Annex 2). Gender perspectives that are relevant to the World Bank's poverty reduction initiatives are also considered, particularly the requirement for developing countries to prepare Poverty Reduction Strategy Papers (PRSPs).

2.4 Role of gender statistics in informing policy and public debate

This section emphasises the important role of statistics (including indicators and other statistical measures) in analysing the gender perspectives that are relevant to policy and program processes and wider community debate. It shows how statistics can illuminate particular areas of concern by describing key aspects and revealing patterns, trends, causes and effects.

The range of areas where gender statistics are needed on a regular basis are noted. The gender-related indicators that have been chosen to track progress towards meeting the MDG strategic priorities are mentioned in this context and described in more detail in Annex 2.

National and international initiatives to improve the quality of gender statistics are recognised, including efforts to address the gaps and other inadequacies mentioned in Chapter 1 (see 1.3). The discussion highlights the crucial role of statistical producers in identifying and understanding the purposes for which the statistics are required and then producing and disseminating data that is fit for these purposes.

Chapter 3: Production of Gender Statistics: Statistical Process and Measurement Issues

(about 30 pages)

All stages of the statistical production process need to be considered to produce good quality gender statistics. Many different types of activity are involved, ranging from determining user data priorities and identifying relevant data sources, to designing and conducting data collections, and ultimately to disseminating and evaluating the results. As gender biases can be introduced at any stage of the process, statistical producers need to understand the impact of such biases on data quality, the measurement issues that can lead to such biases, and the actions that can be taken to address particular issues. National information development plans can play a useful role in prioritising and coordinating improvements to the statistics across the national statistical system.

3.1 Overview of statistical production process

The statistical production process is described and summarised using a diagram (attached). Each stage of the process is separately discussed. These stages cover: stakeholder consultation; planning the statistical activity; determining methodology; collection design and development; data collection; data processing; data analysis and presentation; dissemination of statistical products; and evaluating the entire process and its statistical outcomes.

For each stage, there is a short statement outlining the main sources of gender bias and other data quality issues that may arise in producing gender statistics. Detailed discussion of these measurement issues and tools for addressing them are provided later in section 3.3.

It is noted that the statistical production process described here is broadly applicable to all the different types of collections from which gender statistics can be compiled. These collections range from statistical surveys (eg censuses and sample surveys) to data extracted from administrative systems. Reference is made to Chapter 4 for more detail on specific types of collections and how they might be improved for purposes of producing gender statistics.

It is also noted that different types of standards are applicable to different stages of the process. The benefits of applying them are discussed from the perspective of gender statistics. Some examples of standards typically found in national statistical systems are provided.

3.2 Data quality assessment

The various dimensions of data quality – relevance, accuracy, timeliness, accessibility, interpretability, and coherence – are described, including their relationship to activities in the different stages of the statistical production process. The importance of considering all dimensions when producing gender statistics is emphasised and examples are provided to illustrate the detrimental impact on analysis if any dimension is neglected.

Methods and tools for assessing data quality, identifying data gaps, and determining whether an existing collection needs modification are considered. For example, data quality frameworks and data quality declarations and assessments are used both nationally and internationally to assist in evaluating whether available data are fit for purpose or need

improvement. Key features of such approaches are outlined, including the use of criteria against which to assess relevant data characteristics for each quality dimension.

3.3 Common measurement issues affecting data quality and ways to address them

3.3.1 Data needs

This section discusses the importance of defining and prioritising objectives and data needs when initiating work on producing gender statistics. These drivers then need to be kept in focus throughout the statistical production process. The implications for the relationship between statistical producers and users is noted, particularly the need for ongoing close cooperation and consultation. Examples are provided of the types of user consultation mechanisms that operate effectively in many countries, such as user advisory groups. The ways in which gender perspectives can be incorporated into these mechanisms are explored.

A particular tool for identifying and acting on data priorities is described: information development plans for statistics in a specific field. Such plans, developed jointly with key stakeholders, have been very useful in some national statistical systems as they provide strategic guidance on statistical activity in the fields to which they apply. Their potential to assist the development of gender statistics is explored.

3.3.2 Concepts, definitions and classifications

The focus of this section is on the importance of ensuring the concepts to be measured and the definitions and classifications to be used are relevant and appropriate for gender analysis. For example, concepts need to reflect the differing socio-economic circumstances and experiences of females and males, be sensitive to the complex interactions between them, and be applicable to diverse cultural settings.

Common shortcomings are discussed and ways in which they might be addressed are explored. The need for care in specifying criteria to be used in applying definitions and classifications in practice is noted. Country examples are provided to illustrate useful approaches.

The value of standard frameworks describing the data concepts to be measured and their relationships is discussed. The integrating role of such frameworks in data collection and presentation is noted. The role of international standards, guidelines and networks are also noted, with particular attention to those that are most relevant to gender statistics. Country data should, if possible, be in harmony with internationally agreed concepts, definitions and classifications.

3.3.3 Collection design and development

A range of issues associated with the design and development of data collections are considered in this section. The choice of collection type (such as census, sample survey, extraction from administrative records, or mixed type) has a fundamental impact on what gender-related data can be produced and with what quality. Other critical decisions relate to the reference period, target population, enumeration frame, enumeration unit (separately discussed under 3.3.4), survey coverage, sample size, sample distribution, and sample stratification variables. Gender bias can result from choices made in any of these areas.

The importance of data objectives in determining the collection design is emphasised. Examples are provided of the way in which gender-related objectives can influence aspects of the design, such as sample size and geographic distribution in the case of sample surveys, or unit size cut-offs in the case of business surveys.

As budget considerations generally limit the choices that are available in practice, the relative cost of different collection types and different collection designs needs to be carefully evaluated. For example, extracting sex-disaggregated data from administrative records can be a cost effective way of producing statistics on topics that are well-covered by administrative systems. Administrative records can also provide a cost efficient sampling frame for surveys targeting the same population. However, potential drawbacks to their use also need to be weighed up, such as difficulties in negotiating access to or release of data from these records, and variability in definitions and coverage as administrative regulations change.

3.3.4 Unit of enumeration

The unit of enumeration refers to the units in the population about which information is to be collected. It is distinguished from units of analysis about which statistics are produced. It is noted that a range of different types of enumeration unit are relevant in collecting gender-related data and that information on a particular topic may be collected from the same or different types of unit. Issues that can arise for gender statistics are considered and examples are provided to illustrate how they can be addressed.

Particular attention is given to the implications for sex disaggregation when the unit of enumeration is not the individual (eg when it is the household, or a business or administrative unit). In the case of household or family units, their classification by type is also considered. Limitations of concepts such as 'head of household' and 'household reference person' are discussed from the perspective of gender analysis. The relationship matrix approach for mapping household structures is described and its usefulness in producing gender statistics is examined.

3.3.5 Data collection methods and instruments

Different methods of data collection are noted (eg mail, face-to-face, telephone, internet etc), including the factors influencing the choice of method. The impact that the method may have on the quality of gender statistics is considered, with examples provided to illustrate method-related sources of gender bias and how these might be addressed. Ways of encouraging cooperation by respondents and accuracy in their responses are discussed. Issues associated with the selection of persons for interview are also explored.

Different types of collection instruments are noted, including interviewer-administered and self-completed questionnaires. There is discussion of factors that need to be considered when incorporating a gender perspective into new or existing questionnaires. Examples of typical causes of gender bias are provided, such as inadequate formulation of questions, insensitive question wording, or use of terms subject to differing interpretations.

The importance of testing data items, questions, and questionnaires before their finalisation is emphasised. Commonly used testing methods and tools are described, such as focus groups, cognitive interviews, and pilot tests. Country examples are provided to illustrate the value of

testing in the context of gender statistics. The contribution that user advisory groups can make when firming up the data content of questionnaires is noted.

Techniques used by countries to make questions more gender-relevant are discussed. Country examples are provided to illustrate these techniques and the improved measures that have resulted.

3.3.6 Training of enumerators

This section highlights the importance of enumerators being well-trained for all aspects of their role. For gender statistics, this includes awareness of how gender issues might affect the performance of their roles and the usefulness of the data they collect. Training tools and techniques that can assist in developing the requisite enumeration skills are discussed.

3.3.7 Editing, imputation and other data processing methods

Common data processing techniques are described and explained, including editing, imputation, weighting and benchmarking. Potential sources of gender bias associated with each of these techniques are considered. Examples of good practice to avoid gender bias are provided.

3.3.8 Data tabulation, analysis and dissemination

This section considers how the processes of data tabulation, data analysis and data dissemination can affect the usefulness of gender statistics and their accessibility. Issues that data producers typically need to address in relation to these processes are discussed, including confidentialisation practices, release practices for data having high sampling or non-sampling error, and confrontation of data from different sources. Reference is made to Chapter 5 for more detail on issues associated with data confrontation and reconciliation in the context of bringing data together from different sources to analyse specific topics.

There is consideration of issues likely to arise in deciding what gender statistics products to produce and how to disseminate them. The value of marketing and dissemination plans, developed in consultation with users, is noted in this context. Reference is made to Chapter 6 for examples of the types of gender statistics products that are prepared and disseminated at national and international levels.

The discussion emphasises the importance of understanding the range of analytic tools that can add value to the data. It also highlights the importance of data presentation, particularly in making gender issues visible and in promoting correct use and interpretation of data. Again there is reference to Chapter 6 for more detail, including descriptions of commonly used analytic tools, examples of how to use them, and guidance on presentation practices.

Chapter 4: Production of Gender Statistics: Specific Data Collections

(about 100 pages)

A wide range of data sources can be used in the production of gender statistics within national statistical systems. These sources include population censuses and surveys, business censuses and surveys, and administrative records. Each of these types of data collection can provide important gender-relevant information provided gender perspectives are integrated into relevant aspects of the collection. Statistical producers need to evaluate whether existing collections need improvement for gender statistics purposes and identify practical ways of achieving needed improvements.

4.1 Introduction

This outlines the types of data collection that can be used in producing gender statistics and notes the complementary roles these play in providing gender perspectives. It notes that different data quality issues can be associated with different collection types and ways of addressing these issues can also vary with the collection type.

The structure and coverage of the chapter are explained, with 4.2 focusing on integrating a gender perspective into a number of important collections where provision of gender-related information may not rank as highly as other objectives, and 4.3 focusing on two collections where provision of gender perspectives is the primary objective.

It is important to define the linkage between particular collections and understand the implications for cross-cutting data analysis. The specific surveys selected for discussion focus mostly on a single topic, but many countries have found alternative approaches to be valuable as well. For example, some countries group certain topics together (eg labour and income, health and disability, etc) or cover multiple topics in the same survey to facilitate analysis of topic inter-relationships and provide more comprehensive measures of individual wellbeing. It is also noted that any of the specific collections can be cross-sectional and/or longitudinal in nature, with different gender insights and measurement issues depending on which approach is chosen. Country examples are given.

The following framework is used to organise discussion of each type of collection mentioned under 4.2 and 4.3:

- broad description of the collection, including main objectives;
- why the collection is important for producing gender statistics, with country examples;
- key methodological features of the collection, including alternative approaches, illustrated by country examples;
- relevant international statistical standards and guidelines;
- common gender-related measurement issues and how these issues can be addressed, with country examples;
- how improvements to the collection can enhance the quality of gender statistics, with country examples.

Selected collection-specific aspects are noted below. Where relevant to a particular collection, reference is made to topic-specific details discussed later in Chapter 5.

4.2 Integrating a gender perspective into specific collections

4.2.1 Population and Housing Censuses

The unique role of population and housing censuses in national statistical systems is described, including the implications for gender statistics. As these censuses are a very rich source of gender-relevant information, it is crucial to ensure that a gender perspective is incorporated in all aspects of the methodology and at all stages of the statistical process. Particular attention is given to the use of census data in deriving population benchmarks, such as the numbers of females and males in particular socio-demographic categories (eg age groups, household types, educational achievement levels etc) or in particular geographic areas.

United Nations standards and guidelines for the 2010 round of censuses are discussed with particular focus on recommendations that are important from a gender perspective. Experiences of several countries that have improved the gender-relevance of their population censuses or census outputs are described.

4.2.2 Labour Force Surveys

It is noted that many countries conduct regular labour force surveys that obtain frequent, up-to-date information about the labour force status and related characteristics of individual females and males. In some cases cross-sectional data is supplemented by longitudinal data obtained by approaching the same panel of people over time. A wider range of gender-relevant information can also be generated by attaching additional modules to labour force surveys to obtain data on various other topics (eg on child care, time use, family characteristics, income etc). The added value of short labour force modules in population surveys on other topics is also recognised.

International Labour Organisation standards and guidelines for labour statistics and labour force surveys are discussed, with particular focus on gender-related issues that can arise in applying concepts such as 'economically active population', 'employment', 'status in employment', 'work', 'seeking work', and 'working time' (both 'usual' and 'actual' time worked). Issues associated with measuring work in the informal sector are also explored.

4.2.3 Household Income and Expenditure Surveys

In discussing these population surveys, it is noted that income and expenditure can be collected in the same survey (sometimes together with wealth) or in different surveys. Income is also often included as a topic module in surveys primarily exploring other topics. As these topics can be sensitive, complex and subject to gender bias, methods of obtaining the information from survey respondents need to be carefully evaluated and well tested. The use of expenditure diaries to collect expenditure details is a particular tool many countries have found helpful.

There is recognition of the importance of the household unit for analysis of income, expenditure and wealth. The implications of this for gender perspectives are explored, particularly the difficulties of analysing such data by sex when collection is strictly at the household level (rather than at the individual level and then aggregated to the household level). Analytic tools such as equivalisation are also discussed in this context.

International Labour Organisation standards and guidelines for producing household income statistics are noted as part of the discussion.

4.2.4 Demographic and Health Surveys

It is noted that some demographic details (eg sex, age and relationships within a household) are typically collected in all population surveys, including health surveys. Health data can also be collected along with related topics such as disability in the same survey. Some aspects of health - such as nutrition, mental health, drug use, physical activity, and physical measures (eg height, weight, blood tests) - may be collected in special surveys specifically designed for these purposes.

There is discussion of the sensitivity involved in collecting some types of health data, including the impact this can have on collection methods and procedures. For example, special questionnaires may be needed in some health surveys to collect gender-specific details from the individuals concerned. Also, experts in certain aspects of health may need to be closely involved in survey development when seeking to measure nutrition or mental health, or measure other aspects of health through the taking of blood. United Nations and World Health Organisation standards and guidelines for health and related statistics are outlined, and commonly used question modules (eg Kessler 10) covering certain aspects of health are discussed.

4.2.5 Information and communication technology surveys

The main types of surveys used to collect data on information and communications technology (ICT) are described, including business surveys, household surveys and web-based user surveys. It is noted that these surveys may be specialised ICT surveys or other surveys to which ICT question modules have been added. The strengths and drawbacks of each type of survey from the perspective of gender statistics are outlined.

In considering ways to improve these surveys, there is discussion of the benefits of developing frameworks for gender-sensitive ICT indicators and standard question modules for collecting gender-sensitive ICT data. The types of questions that could be included on standard modules are illustrated by country examples. The importance of collecting sex disaggregated data is emphasised.

4.2.6 Agricultural Censuses and Surveys

The global context for these collections is noted, including the importance of sex disaggregated agricultural data in sustainable development plans, poverty reduction strategies, and other economic, social and environmental initiatives of many countries. Factors affecting the quality of gender-related measures from these collections are discussed, such as coverage limitations (eg exclusion of very small holdings, those without land, or those in particular geographic areas), and gender biases in concepts, definitions and questionnaires (eg question wording that is inadequate for capturing less visible activities). Examples are provided to show how some countries have successfully addressed these issues.

The United Nations Food and Agriculture Organisation's recommendations and guidelines for the 2010 round of agricultural censuses are discussed. These include gender sensitive definitions of key concepts to assist countries to incorporate gender considerations in their

agricultural censuses and surveys. Recommendations that are particularly significant for gender statistics are outlined.

4.2.7 Business collections

This section refers to business collections other than those already discussed in 4.2.5 and 4.2.6. It covers both business surveys - such as industry censuses and sample surveys of activity in a particular field - and business registers: both can provide gender-relevant information if sex-disaggregated data are collected for the individuals engaged in the business entity (eg workers, entrepreneurs).

Particular attention is given to situations where sex disaggregation is unavailable but would be helpful, and gender bias arising from coverage rules (eg business size cut-offs or the exclusion of certain geographic areas).

4.2.8 Administrative records

The wide range of gender statistics that can be produced from data held in administrative records is discussed, including the benefits and limitations of data from such records. In many cases gender insights not available from other sources can be provided in a cost effective way but their usefulness may be constrained by definitional, coverage and various other measurement issues as well as the rules and regulations governing individual administrative systems.

Improving the gender perspectives provided by such data can be challenging. Mechanisms and tools that can be used to influence the quality of administrative data for statistical purposes are considered, along with country examples that illustrate their application. While actions are dependent on the administrative arrangements in individual countries, it is noted that collaborative efforts between statistical producers and administrative data custodians are usually critical to success.

4.3 Conducting collections on selected gender-related topics

4.3.1 Time Use Surveys

The role of time use surveys in informing debate on many important gender-related issues is discussed. These issues include differences between women and men in division of labour within households, patterns of paid and unpaid work, balancing work and leisure, and contributions to family and community wellbeing. Country examples are provided to illustrate the types of gender statistics produced from time use surveys and their uses. The detailed guidelines and recommendations for these surveys published by the United Nations and European Commission are noted.

The different types of methods used to collect data on time use data are examined. These include time use diaries and questionnaires in population surveys designed specifically to obtain time use data, and time use question modules in surveys primarily collecting data on other topics. Examples are provided of 'full' and 'light' diaries and the statistical implications of these different approaches are considered. Other measurement issues that can affect the usability of the results are discussed, such as the accuracy of reporting by respondents, the

comprehensiveness of the classification used to categorise time use activities, and the consistency of activity coding.

4.3.2 Personal Violence Surveys

It is noted that gender-based violence is an important social concern in many countries. It can be perpetrated by both women and men but is most commonly carried out by men against women and other men. As it tends to be significantly under-reported in criminal justice systems, specially designed population surveys are a key source of information. They can show the prevalence, type, context, and impact of such violence, as well as the relationship between those involved. It is also possible to collect a more restricted range of data through special question modules attached to other social surveys, including those measuring crime victimisation across a wider range of offence types.

Violence surveys typically obtain data from victims using methods and procedures that recognise the high sensitivity of the topic. Collection practices in several countries that have conducted such surveys are described, with particular attention given to the steps taken to obtain respondent cooperation, encourage honest responses, and deal with ethical and safety concerns. The benefits of including both women and men victims in these surveys are noted. Critical definitional and coverage issues are also considered. International initiatives to develop standard collection approaches and agreed indicators are discussed.

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Chapter 5: Data Sources for Gender Analysis on Selected Topics

(about 60 pages)

It is important to identify and understand the relevant data sources and the statistics they can provide when embarking on gender analysis in any particular field. For most topics gender perspectives can be drawn from a variety of data sources. These sources may cover the same or similar dimensions of the topic or they may cover entirely different dimensions. In some cases data from different data sources will need to be confronted and reconciled to provide a coherent message. Statisticians can add considerable value to the available data, irrespective of the source from which it is obtained, by using analytic tools to produce more informative gender-related indicators and enhanced statistical measures. They can also play a leading role across the national statistical system by identifying and addressing data gaps and other measurement issues.

5.1 Introduction

The aims of this chapter and the rationale for selection of the topics covered are explained. The link between a number of these topics and MDG indicators is noted.

Several cross-cutting aspects are also considered, specifically: the value of developing frameworks for the analysis of particular topics, together with some examples; the importance of considering contextual information when analysing a particular topic; and the need for actions to improve the gender-relevance of data sources to be tailored to the different situations affecting data availability and access in individual countries.

The approach used in discussing each topic is outlined, with the following points indicating the basic structure:

- why is the topic important from a gender perspective, including some of the key gender-related questions or concerns;
- how can statistics add value to analysis of these issues, with country examples;
- what data sources can provide the statistics that are needed, with country examples;
- what data gaps and other measurement issues need to be considered when using statistics from these different sources; and
- what improvements could enhance the statistics for purposes of gender analysis (eg additional data collection or tabulation, linkage of data from different collections, changes to methodology, greater cross-classification of data, enhancements to existing indicators, or development of new or alternative analytic measures), with country examples.

Selected topic -specific aspects are noted below. Where relevant to a particular topic, reference is made to collection-specific details already discussed in Chapter 4.

5.2 Time use

Gender issues included in the discussion cover areas such as: patterns in paid and unpaid work; the value of unpaid work within and outside the national accounts production boundary; engagement in voluntary community work; sharing of household responsibilities and care of dependants; time stress; the balance between work and leisure; use of transport facilities; and participation in educational activities. Changes over time and differing

distributions (eg across different types of households, different population groups and different geographic locations) are additional dimensions attached to each of these areas.

Data sources that are discussed include: special household surveys or modules focussing on time use; population censuses, labour force surveys and other household surveys collecting data on paid work, unpaid household work, voluntary work outside the household, and hours worked; and surveys of non-profit institutions.

5.3 Poverty

Conceptual and definitional issues relating to ‘poverty’ are considered, including concepts of ‘absolute’ and ‘relative’ poverty. The MDG’s focus on reducing extreme poverty in its many dimensions – income poverty, hunger, disease, exclusion, lack of infrastructure and shelter - is noted and the statistical implications are discussed from a gender perspective.

A wide range of gender issues are mentioned, reflecting the various dimensions of poverty and their impact on people’s lives and living standards. Among the areas included are: access to basic necessities of life; material deprivation; people at risk of poverty; levels and patterns of consumption; housing and working conditions; available economic resources (eg income, assets, liabilities); employment and education opportunities; community infrastructure and support; air and water quality and other requirements for healthy living; barriers to participation in society; and social exclusion, discrimination and isolation.

Data sources that are discussed include: population and housing censuses; household income and expenditure surveys; living standard measurement surveys; labour force and other work-related household surveys; multi-topic household surveys and household surveys targeting special population groups where levels of disadvantage may be relatively high; surveys of employers on employee earnings, hours, working arrangements and conditions; surveys of non-profit institutions; public finance collections; and administrative records relating to income support, supported accommodation and use of special refuges, homeless shelters, and the like. Significant data gaps are discussed, including ways of improving the available measures for poverty analysis.

5.4 Work

Conceptual and definitional issues relating to ‘work’ are considered, including paid and unpaid work and related concepts such as ‘economically active’. The MDG’s focus on decent and productive work for youth is noted and the statistical implications are discussed from a gender perspective.

Gender issues included in the discussion of work cover areas such as: labour force participation; employment and unemployment; types of work; paid and unpaid work; value of production from unpaid household work; voluntary community work; work in the informal sector; the long-term unemployed; barriers and incentives to labour force participation; transition from education to work; job search experiences; forms of employment, including self-employment and entrepreneurial activity; flexibility in working arrangements; working conditions; hours of work; pay and remuneration, including gender pay gaps; work-related injuries; occupation and industry of employment; work/life balance; travel to work; and delivery of work-related services.

Data sources that are discussed include: population and housing censuses; labour force surveys and associated modules; work-related modules included in many other household surveys; surveys of employers; surveys of non-profit institutions; and administrative records relating to income support, unemployment benefits, taxation, employment programs, and other public sector activity and expenditure.

5.5 Education

The MDG's focus on primary and secondary education is noted and the statistical implications are discussed from a gender perspective.

Gender issues included in the discussion of education cover areas, such as: educational access, participation and attainment; enrolment and completion rates in primary, secondary and tertiary education; reasons for 'dropping out'; highest level of qualifications attained; fields of study; opportunities for learning throughout life; types of educational institutions attended; educational service delivery; availability of teachers; participation in training activities; transition between education and work; literacy levels; household expenditure on education and training; parental involvement in children's education; early childhood learning.

Data sources that are discussed include: population and housing censuses; specialised household surveys on education and training and on literacy; question modules on education and education-related topics incorporated in labour force and other household surveys; household expenditure surveys; time use surveys; surveys of schools, higher educational institutions and other educational providers; surveys of employers; public finance collections; and administrative records relating to teaching staff, student assessments, class sizes and educational facilities.

5.6 Health and disability

The MDG's focus on improved health in a several fields is noted and the statistical implications are discussed from a gender perspective.

Gender issues included in the discussion of this topic range across a large number of areas, such as: patterns and trends in fertility, life expectancy, morbidity, and mortality; maternal and child mortality; causes of deaths; incidence of particular diseases; health risk factors, nutrition, physical activity and healthy lifestyles; sexual and reproductive health; mental health and emotional wellbeing; drug use; activity restrictions caused by disability and their severity; availability and characteristics of carers; access to, use of and expenditure on health care and disability services; health insurance; health sector workers; health education; perinatal care; child immunisation; health care of the elderly; and environmental conditions affecting health, such as air and water quality, housing, and working conditions.

Data sources that are discussed include: population and housing censuses; special household surveys or modules focussing on health and/or disability, including those designed to measure selected aspects as well as those with a broader set of objectives; labour force surveys and other household surveys collecting some health-related data along with other data (eg household income and expenditure, education, time use); surveys of hospitals and other health care providers; public finance collections; health accounts; and administrative records relating to births, deaths, causes of death, marriages, divorces, hospital admissions,

medical procedures, disease registers, disease and drug treatment programs, income support, and health insurance.

5.7 Agriculture and rural development

The MDG's focus on sustainable development is noted and its relationship with this topic is discussed, including the implications for gender statistics.

Gender issues included in the discussion of the topic range across areas such as: participation in farming activity and type of participation; composition of the agricultural work force and type of work undertaken (paid and unpaid); availability of work in rural regions; self-employment in rural regions; contribution of small agricultural holdings to economic activity; ownership of, access to and control over land and other productive resources; security of land tenure; production for the market and for own consumption; access to investment capital; effects of economic conditions and environmental change on rural life; impacts of government programs on the wellbeing of rural populations; and social trends in rural regions.

Data sources that are discussed include: population and housing censuses; population surveys; agricultural censuses and surveys; environmental reports; and administrative records relating to taxation, income support, social security benefits, health and education services and other forms of government service provision.

5.8 Information and communications technology (ICT)

The MDG's focus on the benefits of ICT is noted and the statistical implications are discussed from a gender perspective.

Gender issues included in the discussion of this topic cover areas such as: access to and use of computers and the internet at home and at work; affordability of and expenditure on ICT access; cultural barriers to ICT access; geographic coverage of ICT services; reasons for ICT use; workers in ICT occupations; attainment of ICT qualifications; ICT training opportunities; and role of ICT in people's lives.

Data sources that are discussed include: population and housing censuses; population surveys, including specialised ICT usage surveys or modules, labour force surveys; time use surveys and household expenditure surveys; surveys of telecommunications operators and internet service providers; collections from businesses on their ICT use; web-based user surveys; and administrative records relating to enrolments in IT studies, use of employment programs, and social security benefits.

5.9 Personal violence

Gender issues included in the discussion cover areas such as: prevalence, type and frequency of violence; location of incidents; characteristics of victims and perpetrators; reporting of incidents to police; life-time experience of violence; domestic violence; sexual assault; child abuse; patterns in youth violence; impact of violence on victims; outcomes of police investigations and court proceedings relating to offenders; and prisoner characteristics.

Data sources that are discussed include: household surveys focussing on crime victimisation, personal safety or violence; other household surveys incorporating modules on these topics along with other topics; data collections from the criminal justice system (eg police records, court records, prison records, other correction or detention records etc); administrative records from child protection agencies and juvenile justice agencies; hospital records; and cause of death records. Population censuses provide key benchmarks.

5.10 Access to economic resources

Economic resources are defined and described. The focus here is on individual and household income (cash and in kind), assets (real and financial), liabilities, and access to goods and services. Gender issues included in the discussion cover areas such as: asset ownership and control; asset accumulation and depletion patterns and dynamics; home and land ownership; trends in income and wealth distribution; sources of income; characteristics of low income and/or wealth households; financial stress; housing affordability; housing tenure; levels of personal debt; adequacy of retirement incomes; dependence on social security benefits; access to labour and financial markets; and access to health, education, transport and other services in rural and remote areas.

Among the data sources discussed are: population and housing censuses; cross-sectional and longitudinal population surveys, including special surveys or modules on earnings, income, expenditure, assets, liabilities, financial stress, housing and small business activity; business collections, including agricultural censuses and surveys, employer surveys, small business surveys, financial institutions surveys; and administrative records dealing with income support, other social security benefits, taxation, public housing, family courts, and government service provision.

The advantages and disadvantages of particular sources for gender analysis of this topic are considered in the context of widely differing country situations. Significant data gaps are discussed, including ways of addressing them. Issues associated with the meaningfulness of different types of unit (eg household or individual) for particular types of analysis are also examined, noting the sharing of resources that typically occurs between individuals living in the same household. Reference is made to analytic tools that can assist in interpreting the data.

5.11 Household and family types

Household and family types are described, based on the recommendations for defining households and families in the United Nations guidelines for the 2010 round of population and housing censuses.

It is noted that a range of gender issues, including many of those mentioned under other topics in this chapter, can be considered in the context of the type of household or family to which a person belongs. Particular areas of interest from a gender perspective include household and family composition and characteristics; intra household relationships and dynamics; family formation, family transitions and histories; family breakdown and its impacts; lone parent (mother or father) households; couples with and without children; single sex couples; people who live in more than one household; couples who are together but live apart; elderly lone person households; children living in jobless households; children living

apart from their biological parents; extended family relationships; individuals not living in households; and geographic differences in family life.

The main data sources discussed are those that collect data direct from households, ie population and housing censuses and population surveys, including special family surveys or family modules. There is discussion of the way in which the data obtained from these collections can be used to derive household and family type, and the way in which this information can then be used as an additional classificatory variable for data relating to individuals as well as being a higher level unit of interest in its own right. In general business collections are unlikely to be able to provide this type of information but administrative records may provide some relevant data. Such records include family benefits, parenting support payments, family court decisions, birth registrations, marriage and divorce registrations, and details (eg marital or family status) of those living in institutions.

5.12 Population sub-groups (including migrant groups, indigenous groups)

Groups within the population of a country that may be of special interest are identified, drawing on country experiences. Migrant groups, indigenous groups and minority cultural or ethnic groups are among those discussed. It is noted that the gender issues related to these groups can cover all the topics considered in this chapter as well as others that relate to wellbeing and quality of life (eg cultural aspects, social networks, housing, access to transport etc).

It is noted that specially designed surveys that target the population group of interest are typically a very valuable data source. However, all the data sources covered in this chapter are also relevant provided they contain an appropriate identifier for the group of interest. The importance of the identifier being based on a standard definition or identification procedure is discussed, with country examples. Particular measurement challenges can emerge when a joint perspective on gender and minorities is required.

5.13 Decision-making

The focus of this topic is described. Discussion of gender issues covers areas such as: representation in key government, judicial and business positions; representation in national parliament and other national, state or local bodies in the public sector; imbalances in representation in particular fields and regions; membership of executive boards and advisory councils; barriers and incentives to participation in senior decision-making roles; participation in political life; participation in household decisions.

Data sources that are discussed include: population and housing censuses; population surveys, including special modules (eg on voter participation, household decision-making); surveys of entrepreneurs; electoral commission records on voter registration and turn out; agency and company reports; and stock exchange records.

Chapter 6: Gender Statistics Products and their Dissemination

(about 30 pages)

The value of gender statistics is only realised when they are used, fully and effectively, to inform discussion, research and decision-making on the gender issues in society. To maximise the use of the statistics it is important that they are visible, publicly available, easy to understand, and readily accessible. The way in which the statistics are presented, marketed, and disseminated has a significant influence on how well they are used, how widely they are used, and how much they are used. Statisticians can enhance the usefulness of the available data through analytic reports that bring together data from all relevant data sources to address topical issues. Various analytic tools can also assist in making the data meaningful and improving the way it is used. Continuous dialogue between statisticians and users is essential for optimal outcomes.

6.1 Types of products and dissemination methods

This section discusses the types of products in which gender statistics are presented and the methods by which these products are disseminated. The types of products include statistical publications (both printed and electronic), analytic reports, web pages, and databases. It is noted that gender statistics can be disseminated by bringing a range of sex-disaggregated data together in specific products focussed on gender, as well as by presenting sex-disaggregated data in a wide variety of other products covering a diverse range of topics. The approach chosen by individual countries generally reflects user priorities for these statistics in each country. A few country examples are provided to illustrate different types of products.

Other products relevant to gender statistics are also noted, such as user guides on particular collections or on data sources for particular topics, publications setting out statistical standards, data dictionaries, and training manuals. In those countries where confidentialised unit record files are made available, gender data may also be released in this form.

The role of marketing and dissemination plans is discussed, as well as various mechanisms to encourage or improve use of the statistics. Some country experiences in these areas are described.

The steps typically involved in preparing a statistical publication on gender issues that contains both data and analysis are discussed. Guidance is provided on aspects that often need specific attention during the preparation process.

6.2 International gender statistics publications and databases

The range of international gender statistics publications, reports, websites and databases are described and details of how to access them are provided. Their importance in providing gender-related data for international comparisons is noted. Examples of their content are included.

Particular attention is given to the United Nations (UN) gender statistics websites and databases, such as those maintained by UNSD and UN regional commissions (eg UNECE, ECLAC and ECA). The periodic United Nations report on *The World's Women* (especially the 2005 edition which focused on progress in statistics) is also described.

It is noted that many other publications and reports produced by international organisations working on gender issues have a significant statistical component, although their primary focus is not statistics. Reference is made to Annex 4 for more information on these products.

6.3 Selected statistics and indicators of wide analytic interest

A list of gender statistics and indicators is provided, based on those that appear in the international reports and databases.

6.4 Tools and guidelines for data analysis, presentation and dissemination

Good practice and common pitfalls in analysing, presenting and disseminating gender-related data are discussed. Statistical tools commonly used in these activities are described and examples are provided to illustrate their application.

These tools include: rates and ratios; proportions and shares; averages, especially means and medians; standardisation; equivalisation; indexes; benchmarks; percentiles; distributional analysis; regression analysis; time series analysis; significance tests; confidence intervals; measures of dispersion; and composite measures. It is noted that data from sample surveys, in particular, cannot always be disaggregated by sex and all the other variables of interest from a gender perspective at the same time because of sample error and confidentiality considerations. This affects the level of detail that can be provided in statistical products and reinforces the importance of prioritising the data needs of users.

The enhancements to gender statistics that can be achieved through data matching or data linking (both exact and probabilistic/statistical) are considered, along with the need to manage the associated risks. Matching and linking techniques are described (eg statistical linkage keys). Country examples are provided.

The construction of tables, graphs and charts in presenting and disseminating gender statistics is discussed. A range of examples are provided to highlight good and bad practice for particular types of analysis.

Chapter 7: Training in Gender Statistics

(about 20 pages)

Improving gender statistics requires, among other things, training of both statistical producers and users. Statisticians need to understand the gender issues in society and how to integrate gender perspectives into all aspects of the statistical process for all relevant collections in the national statistical system. Users need to understand the potential and limitations of the statistics and how to influence directions and priorities. Training strategies should take account of these differing needs and sharpen the focus on gender issues in all statistical fields.

7.1 Types of training activity

The different types of training that are relevant to gender statistics are considered. These include group courses conducted in face-to-face settings, workshops, seminars, and individual learning programs undertaken electronically. Participatory and non-participatory training styles are reviewed in the light of recent experience with them.

7.2 Training needs assessment

The importance of assessing training needs before developing a training strategy is discussed. The main features of such assessments are examined and their role in guiding training activities is explained. Examples are provided to illustrate some of the assessment methods that can be used.

7.3 Conducting workshops

This section provides guidance to trainers conducting workshops on gender statistics. It considers alternative approaches and their effectiveness, including factors critical to their success. It discusses issues associated with determining a workshop's objectives and outputs, designing and conducting a workshop, obtaining effective participation by trainees, sustaining learning across the workplace, and evaluating whether a workshop achieved its objectives.

Two examples of possible workshop designs at the national level are provided: one designed to develop statistical producers so that they have a better understanding of the gender issues in society and how they might integrate a gender perspective into their work; and one aimed at those using the statistics so they have a better understanding of the potential and limitations of the statistics and how they might influence future development of the statistics.

A case study based on a workshop conducted at the international level is also provided to illustrate good practice and lessons learned.

Annexes

(about 30 pages)

Annex 1: Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)

This describes the 1979 Convention, the role of the CEDAW Committee, and the system of regular national reports submitted to the Committee as part of the obligations on countries under the Convention.

Annex 2: Beijing Declaration and Platform for Action 1995

This lists the Beijing agreement's critical areas of concern and the main needs for improved gender statistics, including actions to be taken

Annex 3: Millennium Development Goals (MDGs)

This lists the MDG goals, targets, strategic priorities, and recommended gender-related indicators. The key conclusions on gender-related issues by the 10 thematic MDG task forces are noted, along with their statistical implications.

Annex 4: International Organisations Working on Gender Issues, including Publications

This lists the international organisations working on gender issues. For each organisation there is a description of its work in this field, references to gender-relevant publications and reports (including a brief description of their content), and links to relevant websites. Among the reports mentioned are those produced by the MDG task forces, the Committee on the Elimination of Discrimination against Women, the UN Department of Economic and Social Affairs on the World Survey on the Role of Women in Development, and the UN Foundation for Women (UNIFEM).

Further reading

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