

## ANNEX 2: Action Plan For Gender Statistics Division (GSD)

Objectives and Activities		lead	Time
<b>1. GSD provides a collection of useful literature/information on Gender for an efficient access by all NSO Staff and other Stakeholders.</b>			
a.	document on Gender is regularly updated Documentation is fed into created sub-categories (general / basic literature, tool and methodologies, thematic issues) and attributing key words .	GSD	regularly
b.	Collection and filing of gender documents from all social sector partners, both government and non-government <ul style="list-style-type: none"> <li>▪ technical reports</li> <li>▪ publications</li> </ul>	GSD& social sector partners	regularly
c.	Regular updating/ identified reference material (internet sites, journals, papers and periodicals)	GSD	regularly
d.	Facilitate and coordinate diffusion of relevant information Thematic issues: facilitate and coordinate synthesis of Gender info. Diffusion: 3month bulletin sheet Training: search for training possibilities only when specific demand	GSD	Quarterly
<b>2. Relevant internal &amp; external actors are identified and mutual collaboration takes place (Networking)</b>			
a1.	Contact to relevant institutions/organizations	GSD	Quarterly
b.	Exchange with key personnel Identification of topics to work on Information exchange	GSD& Key personnel in other Directorates in the NSO	monthly
c.	Initiation/Facilitation of regional events (work shops, seminars etc.)	GSD& Human Resource Development Directorate	Depends on Demand
<b>3. Compiling Gender Indicators</b>			
a.	<b>Preparatory Activities</b>		
1.	Circulate revised list of indicators to selected persons and organizations for focused feedback e.g. staff of NSO in other directorates	GSD& Key personnel in other Directorates in the NSO	At the Beginning of the Action Plan year
2.	Organizations available metadata already collected	GSD	At the Beginning of the Action Plan year
b.	<b>Compiling the Indicators</b>		
1.	Design format for member staff in GDS to report the indicators	GSD	Semi - annual
2.	Document data standards to guide member staff in GDS when compiling the indicators	GSD	Semi - annual
3.	Specify software for member staff in GDS to use in the electronic compilation of the Indicators	GSD	Semi - annual 14

4.	Distribute to member staff of the NSO the indicators in the format adopted , together with guidelines on data standards and information on software for electronic compilation	GSD& Key personnel in other Directorates in the NSO	Semi -annual
5.	Identify and document data sources from available documents in the office and from inventory being carried out in Previous year	GSD	Semi -annual
6.	submission of data by GSD office to the other Directorates in the NSO and other concerned bodies	GSD& Key personnel in other Directorates in the NSO& other concerned bodies	Semi -annual
7.	Validate and check data for consistency, make queries where appropriate and decide how to treat data gaps	GSD& Key personnel in other Directorates in the NSO& other concerned bodies	Semi -annual
4.	<b>Dissemination of Indicators</b>		
a.	Design charts and tables for the publication	GSD	Semi -annual
b.	Prepare draft of chapters and analysis of the tables chart	GSD	Semi -annual
c.	Conduct internal review and revise the draft report	GSD	Semi -annual
d.	Convene an expert group meeting to review publication on social/gender statistics	GSD& outsider experts	Semi -annual
e.	Revise and finalize documents for publication	GSD& outsider experts	Semi -annual
g.	Arrange for printing of documents	GSD	Semi -annual
h.	Lunching publication and distribution to NSO and other Stakeholders	GSD	Semi -annual
5.	<b>Follow-up Activity</b>		
	Follow-up the Gender Issues in the NSO is done through: Advise and respond as per need expressed by the Directorate ( gender audit, indicators, annual synthesis of results of NSO activates)	GSD	regularly